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Council Meeting
Tuesday 4 April 2017
Notice and Agenda of Meeting
to be held in the Council Chamber,
Magid Drive, Narre Warren

Commencing at 6.30 p.m.

Vision for the future

**To be the city of choice to live, work
and raise a family.**

Chairperson: *Mayor, Councillor Sam Aziz*

Members: *Deputy Mayor Damien Rosario*
Deputy Mayor Susan Serey
Councillor Geoff Ablett
Councillor Rosalie Crestani
Councillor Rex Flannery
Councillor Milla Gilic
Councillor Tim Jackson
Councillor Wayne Smith BJ, JP
Councillor Amanda Stapledon

Chief Executive Officer: *Mike Tyler*

ORDER OF BUSINESS

1. Reading of the Prayer and Faith Message

2. Statement of Acknowledgement

3. Apologies

- Mayor, Cr Sam Aziz
- Cr Wayne Smith

4. Confirmation of Minutes of:

- Council Meeting held on 21 March 2017

5. Declaration by Councillors of any Conflict of Interest or Personal Interests pursuant to Sections 79 and 79B of the Local Government Act 1989 (the Act) in any items on the Notice Paper. (Note that Section 79(2)(a)(i) of the Act requires Councillors to disclose the nature of a Conflict of Interest or a Personal Interest immediately before the relevant consideration or discussion). Section 79B also requires that the Councillor declaring a Personal Interest must seek consent from Council to be exempt from voting on the item.

6. Officers' Reports – Initial Consideration

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7. Public Question Time

8. Officers' Reports – Deferred for Consideration

9. Consideration of Reports of Committees

- Assembly of Councillors

10. Petitions

11. Notices of Motion

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OFFICERS' REPORTS



4 April 2017

**CASEY CARDINIA REGION ECONOMIC DEVELOPMENT PARTNERSHIP
EXTENSION**

ITEM 6.1

David Wilkinson

Council Plan Reference: 2.2

Purpose of Report: To recommend Council endorse extending the Economic Development partnership between City of Casey and Cardinia Shire Council.

Background

In 2013, City of Casey and Cardinia Shire Council entered into a partnership to maximise opportunities for new investment and jobs growth to address the jobs deficit in the Casey Cardinia region. The partnership followed recommendations made by AEC group in the context of the Investment Attraction Framework report, which was commissioned by City of Casey, Cardinia Shire Council and Regional Development Australia.

An original memorandum of understanding (MOU) was signed in 2013 and since that time the Councils, through their Economic Development departments, have been working together to jointly offer business services to support existing local businesses and proactively seek new inward investment to create new jobs in the region.

The Casey Cardinia region brand has been established and is well recognised amongst the local business community and beyond. Using combined resources, the Councils have been able to jointly produce or offer the following services to the benefit of business across the entire Casey Cardinia region:

- Casey Cardinia region dedicated Website and Facebook Page
- Casey Cardinia Business Breakfast Series,
- Casey Cardinia Business Awards
- Casey Cardinia Business Group
- Casey Cardinia fortnightly eNewsletter
- Grow Magazine
- Casey Cardinia Tourism Advisory Committee
- Casey Cardinia Visitation Strategy (draft)
- Casey Cardinia Economic Development Strategy
- Casey Cardinia region Investment Prospectus and Region Profile
- Casey Cardinia Business Industry Forums
- Casey Cardinia Jobs Portal

Since combining its business support programs and working to proactively attract new investment, an additional 9,123 new jobs have been created in the Casey Cardinia region.

The original MOU has now expired, however with the Region's population set to reach almost 700,000 by 2040 (forecast.id), the need to create more local jobs will continue to increase.



It is recommended the two Economic Development departments continue to work together to attract new investment into the region, and following feedback from the business community have proposed changes to existing programs. The current Casey Cardinia Business Breakfast series will be cut back from four to three breakfast networking events annually, and the Casey Cardinia Business Awards program will see a reduction in the number of events associated with the program. This means there will be more opportunity to offer mentoring and one on one business support, utilising Officer resources more effectively to meet the needs of the local business community.

It is proposed that both Councils endorse an updated memorandum of understanding to extend the Casey Cardinia region Economic Development partnership for an additional three years. It is essential that both Councils continue to facilitate the creation of local jobs in order to address the jobs deficit in the Casey Cardinia region.

Please refer to Attachment A for a copy of the updated Memorandum of Understanding, to be signed by the Mayor and CEO of City of Casey and Cardinia Shire Council.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Conclusion

With a residential population set to reach almost 700,000 by 2040, the jobs deficit in the Casey Cardinia region will continue to increase. By working together, City of Casey and Cardinia Shire council have an advantage in helping grow existing local business and promoting the Casey Cardinia region as a favourable place for business investment. Extending the Casey Cardinia region Economic Development partnership for an additional three years allows the Councils to build on the success of the previous three years work.

Recommendation

That Council support the extension of the Casey Cardinia region Economic Development partnership between City of Casey and Cardinia Shire Council for an additional three years.



Memorandum of Understanding

Memorandum of Understanding

Between

The City of Casey, and

Cardinia Shire Council

For the project, entitled **Investment Attraction and Economic Development Joint Working Initiative**

Preamble

The aforementioned partners have established a partnership for the implementation of the project, entitled **Investment Attraction and Economic Development Joint Working Initiative**, in the context of the Investment Attraction Framework report by the AECgroup commissioned on behalf of the City of Casey, Cardinia Shire Council and Regional Development Australia's Southern Melbourne Committee. The report produced by the AECgroup made a number of key recommendations with regard to attracting new business investment into the Casey Cardinia Region. One of those recommendations was that both **the City of Casey** and **Cardinia Shire Council** work together as a partnership to maximise the opportunities for new investment in the region. In 2013 an original Memorandum of Understanding (MOU) was signed by the Mayor of the City of Casey, the Mayor of Cardinia Shire Council and the respective Chief Executive Officers from each Council. The original MOU lasted for three years from the date of signing, and since that time the Councils, through their Economic Development Departments have been working together under the Casey Cardinia region partnership.

Objective

The Casey Cardinia region has experienced and will continue to experience significant population growth. 70% of the working population leave the region to work elsewhere every day. The City of Casey and Cardinia Shire Council have made it their key priority to address this issue by working together to assist in growing the existing business community to increase job numbers as well as seeking significant new inward investment to create large numbers of new jobs in the region. Another key element of the partnership will be to advocate to both Federal and State Governments for support in attracting new jobs to the region.

Since signing the original MOU in 2013, the two Councils have established a recognised Casey Cardinia brand and used their combined resources to jointly produce and offer the following services for the benefit of businesses across the entire Casey Cardinia region:

- Casey Cardinia region dedicated Website and Facebook Page
- Casey Cardinia Business Breakfast Series,

- Casey Cardinia Business Awards
- Casey Cardinia Business Group
- Casey Cardinia fortnightly eNewsletter
- Grow Magazine
- Casey Cardinia Tourism Advisory Committee
- Casey Cardinia Visitation Strategy (draft)
- Casey Cardinia Economic Development Strategy
- Casey Cardinia region Investment Prospectus and Region Profile
- Casey Cardinia Business Industry Forums
- Casey Cardinia Jobs Portal

Since combining its business support programs and working to proactively attract new investment, and additional 9,123 new jobs have been created in the Casey Cardinia region.

The Partnership

The partnership will be between the **City of Casey** and **Cardinia Shire Council**. The Memorandum of Understanding will be signed on behalf of the **City of Casey** by the Mayor of the City of Casey, **Cr Sam Aziz** and Chief Executive Officer **Mr Mike Tyler**; and on behalf of **Cardinia Shire Council** by the Mayor of the Cardinia Shire Council, **Cr Brett Owen** and Chief Executive Officer **Mr Garry McQuillan**. The partnership shall be extended for an additional period of 3 years commencing from the date of signing of the MOU, but be subject to an annual review.

Management arrangements

The purpose of the partnership is to increase the number of job opportunities available to local people by growing the existing business community and attracting new major inward investment in to the Casey Cardinia region. To manage this partnership the following will be required.

1. The partnership and project will be managed jointly on a day to day basis by the Manager for Economic Development at the City of Casey and the Manager for Strategic and Economic Development at the Cardinia Shire Council.
2. Biannual meetings to monitor the progress of the partnership will be held between the management group of both partners including the respective CEO's and Mayors.
3. Quarterly reports produced jointly by the Managers referred to in point 1 will be presented to each Council to update them on progress.
4. An annual joint briefing of both Councils will take place to allow discussion and debate on progress in meeting the objective of the MOU.

General Conditions

1. Partnership: the members of the partnership have jointly agreed to this MOU in which the intentions and agreements have been described for the **Investment Attraction and Joint Economic Development Initiative**. The partners also agree on actively participating in the initiative, meaning that they will make available their expertise, experiences and key information to the other partner.

2. Time frame: this MOU will last till 3 years after the signing of the MOU by the designated members of the organisations involved.
3. Expenditures: the two partners agree to the financing of the partnership to meet the requirements of the objective set out above, comprising of \$50,000 each from the City of Casey and Cardinia Shire Council for the financial year 2017/18 and ongoing for the 3 years of the MOU partnership. Both parties agree to discuss further contributions for future financial years as part of both Councils formal budget process. Each Council will agree equal contributions based on those discussions.
4. Project management: the partners in the partnership agree to mandate the joint project managers, being the **Manager for Economic Development** (City of Casey) and the **Manager Strategic and Economic Development** (Cardinia Shire Council) to:
 - Invite on a biannual basis the Mayors and CEO's and other relevant officers for coordination meetings, discussing progress and exchanging experiences.
 - Represent the partners in the partnership in the context of this project and based on the partnership proposal including the budget.
 - Take the lead in the communication with agencies regarding their potential contribution in cash or kind to the project during its implementation.
 - Finalise work plans, reports, proposals for the two partners after due consultation.
5. Withdrawal: if one of the partners no longer desires to be part of the partnership, a notice of three months is required to the other partner.
6. End of project: this MOU will terminate 3 years from the date of signing unless an extension of this MOU is agreed to by both partners and the revised MOU signed by both partners.
7. Amendments to this MOU or all major amendments to the project, including the budget are subject to approval of both partners.

For The City of Casey

Cr Sam Aziz
Mayor of the City of Casey

Mr Mike Tyler
Chief Executive Officer
City of Casey

For Cardinia Shire Council

Cr Brett Owen
Mayor of the Cardinia Shire Council

Mr Garry McQuillan
Chief Executive Officer
Cardinia Shire Council



4 April 2017

ITEM 6.2

DRAFT CASEY CARDINIA VISITATION STRATEGY 2017

David Wilkinson

Council Plan Reference: 2.1

Purpose of Report: To endorse the Draft Casey Cardinia Visitation Strategy 2017-2020 for public exhibition.

Executive Summary

The Casey Cardinia Visitation Strategy 2017- 2020 has now progressed to a draft strategy that is ready for public consultation. The strategy was developed by consultants Sarah Lebski & Associates in consultation with the Economic Development departments from the City of Casey and Cardinia Shire Council to maximise the potential of the region's tourism industry.

Background

Since 2013, Cardinia Shire Council's actions to support and enhance the local tourism industry were set by the Cardinia Shire Tourism Strategy; during much of this time, the City of Casey also offered informal and limited support.

At its meeting on 1 March 2016 Council, in adopting Officers Report item 6.5, resolved as follows:

"That the City of Casey agrees to partner with Cardinia Shire Council in the development and delivery of a Casey Cardinia region Tourism/Visitor Attraction strategy".

Since this time, the two Councils have worked in partnership on tourism initiatives across the Casey Cardinia region.

Visitation Strategy

Consultants Sarah Lebski & Associates were engaged to develop a visitation strategy for the Casey Cardinia region to provide strategic guidance in supporting the growth of the Tourism, Hospitality and Events industry and assist in the creation of new jobs across this important industry sector. The Draft Casey Cardinia region Visitation Strategy 2017-2020 has now been completed and is ready for public consultation.

Guided by the understanding that Council has limited powers to affect industry success and also noting the importance of strong partnerships with industry leaders, this strategy empowers the local tourism industry to take a leadership role with Council support.

The strategy outlines:

- a staged succession plan for the current Casey Cardinia Tourism Advisory Committee to transition to a regional skill-based tourism organisation,
- a prioritised action plan which covers customer service, industry support, tourism assets, products/experiences, events, cultural tourism, collaborative partnerships and governance and policy, and
- a marketing strategy to help increase awareness of the region in a crowded market.



Following community consultation, feedback will be considered for inclusion in a final version of the strategy before it returns to Council for endorsement.

Please refer to Attachment A to review the Draft Casey Cardinia Visitation Strategy 2017-2020.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Conclusion

City of Casey and Cardinia Shire Council have been working together to develop the Casey Cardinia region as a visitor destination. As a result it was determined the Cardinia Shire Council Tourism Strategy should be reviewed and updated to include the City of Casey and reflect the regional approach. The draft Casey Cardinia Visitation Strategy has been developed and is presented to Council for endorsement prior to community consultation.

Recommendation

That Council endorse the Draft Casey Cardinia Visitation Strategy 2017-2020 for public consultation.



Draft Casey Cardinia Visitation Strategy 2017-2020

Casey Cardinia Visitation Strategy 2017-2020

DRAFT 7 September 2016

Prepared by Sarah Lebski & Associates
for Cardinia Shire Council and the City of Casey



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CONTEXT

The original Cardinia Shire Tourism Strategy was commissioned by the Cardinia Shire Council and formally adopted in May 2013. (See Appendix 1: Cardinia Shire Tourism Strategy).

In the past two years, Cardinia Shire Council and the City of Casey Economic Development teams have collaborated on an informal basis towards developing the Casey Cardinia region as a visitor destination. As a result, the two Councils have determined that the Cardinia Shire Tourism Strategy (CSTS) should be reviewed and updated to reflect the Casey Cardinia regional approach.

From a tourism perspective, the inclusion of the City of Casey is very important, as it contains a large number of the region's significant activities and attractions. The City's attributes both complement and enrich the smaller, rural-based Cardinia Shire. Their combined products and experiences offer particular appeal to families and considerable potential for a strong visitor market.

The Casey Cardinia Visitation Strategy is not intended as a whole new tourism strategy. It builds on the information in the previous document, much of which is still highly relevant, and most importantly, updates it to include the City of Casey. The Strategy includes an Action Plan 2017-2020, and a Marketing Plan for the next 12 months, as well as a staged succession plan for the Casey Cardinia Tourism Advisory Committee to evolve into a regional tourism organisation.

The development of the Casey Cardinia Strategy is particularly timely. Recently, it was announced that Gumbaya Park has been purchased by a consortium that will build a large-scale family adventure park on the site. This provides an extraordinary tourism opportunity for the region, and will strengthen its growing reputation as 'Melbourne's playground'.

Additionally, two of the region's most significant visitor experiences, Puffing Billy and the Royal Botanic Gardens at Cranbourne are currently completing Master Plans for their respective businesses and the recently elected Federal Government has pledged a \$6.5m upgrade to Puffing Billy including a new Discovery Centre. It has also promised a \$1m extension of the Emerald-Cockatoo bike and pedestrian trail to Gembrook.

The City of Casey has commenced construction of the Casey Cultural Precinct, which will be officially known as Bunjil Place. At a cost of \$125m, Bunjil Place is the Council's largest ever infrastructure project. It will provide a range of facilities for the enjoyment and benefit of both residents and visitors.

The inclusion of the City of Casey will strengthen the role of local government in leading and nurturing the region's fledging tourism industry. Ultimately however, Councils are limited in their ability to affect industry success and a strong partnership with private enterprise is necessary to maximise the benefits of tourism for local communities.

STRATEGIC OVERVIEW

Melbourne 2030 – Planning for Sustainable Growth identified the Casey Cardinia region as one of five growth corridors in metropolitan Melbourne. These areas are driven by the need for affordable housing, proximity to Melbourne and other regional locations, their capacity for residential development (greenfield sites) as well as adequate land for industrial use, and other lifestyle and amenity choices, particularly for young couples and families.

As the second fastest growing region in Australia, Casey Cardinia represents a new frontier for business growth; on average, over 60,000 people have moved to the region each year since 2003. The City of Casey currently has a population of 292,211 (ABS 2015). It is forecast to grow to 459,000 (57.07%) by 2036. (Council website). While Casey is experiencing growth across all age groups, couples with children form the typical household and the largest population group is aged between 35 and 39 years. The median age is 33 years. The current population of Cardinia Shire numbers 94,492 (2016), with a predicted forecast increase to 175,453 (85.68%) by 2036 (population.id). The most significant age range is between 0 and 4 years (profile.id). The median age is 34 years.

Such exponential growth however, presents considerable challenges for the Casey Cardinia region.

The region has fewer jobs than residents. This has resulted in a high proportion of local resident workers (70%) leaving the region every day to work. Continued job creation is required to improve employment self-containment in the region...Areas with low self-containment have a tendency to become dormitory suburbs. The Casey Cardinia region is no exception. Targeted economic development is required to support economic expansion and resultant job creation. **Source:** Draft Casey Cardinia Economic Development Strategy, August 2016

While planning requirements ensure that the region's hill towns will remain small, urban areas will continue to expand; tourism offers a significant opportunity for job creation and broader economic development including local workforce participation. In recognition of the industry's potential, Cardinia Shire Council adopted a Tourism Policy in April 2015 'to encourage the sustainable growth of tourism in the Shire'. **Source:** Cardinia Shire Council, Tourism Policy, April 2015

Neither the City of Casey nor Cardinia Shire however, is currently perceived as a tourist destination. According to Tourism Research Australia (2014), *Visits per Capita Victorian Municipalities 2009–2014*:

<p>Casey Visits per capita average 2011/12–2013/14 = 7.6 visits</p> <p>Cardinia Visits per capita average 2011/12–2013/14 = 11.4 visits</p>

However the region's strategic location to Melbourne's south east and its proximity to established tourism regions, combined with a rapid growth in population, provide a strong basis for future visitation – particularly the Visiting Friends and Relatives (VFR) market.

The following Strategy will build on the intent of the Cardinia Shire Visitation Strategy (CSVS) (2012):

To provide a framework through which the [Casey Cardinia region] and its tourism industry may focus on the best opportunities to align this growth with the development of complementary tourism product and experiences to establish the [Casey Cardinia] region as a competitive and sustainable tourism destination.

Source: CSVS p.1

METHODOLOGY

The development of the draft Casey Cardinia Visitation Strategy has been guided by a best practice destination management planning framework, which was also utilised in the development of the Cardinia Shire Tourism Strategy. It includes the following:

- Desktop research and review of strategies, policies, plans and data related to tourism in the Casey Cardinia region
- Consultation and engagement with key industry stakeholders including representatives from the respective Councils, tourism and business groups and individual tourism operators
- A ‘familiarisation’ tour of the region, including accommodation properties and attractions and activities.

Casey Cardinia Visitation Strategy Objectives:

- Increase visitor numbers, visitor dispersal, length of stay and visitor expenditure
- Provide a credible, evidence-based case for more funding for the region’s tourism industry
- Identify a sustainable governance model with clearly defined roles and responsibilities, to ensure effective collaboration between the region’s Councils and its tourism industry stakeholders
- Increase industry ownership and leadership within the key tourism precincts
- Provide a 12-month Marketing Plan that will attract the Visiting Friends and Relatives market to the Casey Cardinia region
- Provide a practical way forward for tourism in the region that is also aspirational for the future of the Casey Cardinia visitor economy.

A REGIONAL SNAPSHOT

The Cardinia Shire Tourism Strategy reiterates a range of competitive advantages, most significantly the Shire's close proximity and access to Melbourne, and its 'booming residential growth' (p.8). The City of Casey shares the same advantages, as well as the greater level of services and facilities that are typically available in a more urbanised environment.

Stakeholder workshops and individual interviews to inform the current Visitation Strategy, largely endorsed the challenges/weaknesses that were articulated in the CSTS (p.7) including:

- the absence of cohesive and accessible visitor information
- an unreliable mobile network, a poor tourism profile and identity
- strong competition from well-known neighbouring destinations
- the lack of a regional tourism organisation and the continuous need to improve the service culture.

Workshop participants also expressed their concern regarding the lack of public transport within the region and the need for better infrastructure in the Hills area.

Regional opportunities included the continuous growth in new residents and their capacity to attract visitors to a destination with cross-generational appeal, the need for a major new event to 'sell' to Visit Victoria, given that events are their key focus, and the Puffing Billy Discovery Centre. For the Hills villages; the Cockatoo – Gembrook walking trail, the upgrade of the trail between Emerald Lakes Park and Cockatoo, and the further development of Gembrook as the new events hub for Puffing Billy Railway. Stakeholders also underscored the importance of leveraging key assets – e.g. the City of Casey's 'Fountain Gate' Shopping Centre which is one of the largest retail complexes in Australia, and the area's considerable range of leisure facilities.

The Casey Cardinia region has a significant and timely opportunity to embed its fledgling tourism industry in the respective Councils' strategic planning processes. As the industry develops, it will require a holistic and collaborative approach that is underpinned by clear and agreed policy.

REGIONAL PRODUCTS AND EXPERIENCES

Unless a visitor destination is 'product-ready', no amount of marketing and promotion will ensure a sustainable tourism industry.

The Cardinia Shire's tourism assets and opportunities are articulated in some detail in the previous Tourism Strategy (pp. 10-12, pp. 19-23), with a focus on family attractions, the 'Hills villages' and a range of major events. Outdoor activities including cycling and walking trails; food and local produce; and eating out, are noted as having considerable potential for growth.

Puffing Billy Railway is the Shire's highest profile attraction and has been described by Tourism Victoria as one of the State's 'key visitor economy entities'. Recent Federal Government funding will assist in enhancing the Railway's core product.

The Cardinia Shire Council currently has a draft Pedestrian and Bicycle Strategy with a view to connecting its townships through a network of off-road/on-road opportunities. This is in keeping with an increasing number of visitor destinations that enable alternative access to areas of interest, without having to rely on a motor vehicle.

Cannibal Creek's new architecturally designed Cellar Door and Restaurant (Tynong) is an excellent example of the type of experience that will attract additional visitors to the region.

The City of Casey enhances and strengthens the region's positioning as an appealing, new visitor destination. Its core assets include the Royal Botanic Gardens Cranbourne and Moonlit Sanctuary, which like Puffing Billy, have a significant international profile. The Gardens also encourage visitors to enjoy their walking tracks, bicycle routes and picnic area, making it a family-friendly destination as well as a horticultural highlight.

The City of Casey has a diversity of leisure facilities, e.g. Casey Fields, which the Council has developed as the premier outdoor sports facility in Melbourne's south east; The Shed Skate Park, which is the largest indoor skate facility in the southern hemisphere and the Casey Recreation and Aquatic Centre with over one million visits last year.

The Cranbourne Racing Precinct provides the largest entertainment facility in the City of Casey. It is a premier night racing venue including combined thoroughbred, harness and greyhound racing, hospitality services and capacity for a range of corporate, public and private events.

The Old Cheese Factory is a popular place to relax and enjoy the landscaped gardens, playground, cafe and heritage displays. Its historic buildings provide an attractive setting for weddings, and it has a number of rooms available for birthday parties and other celebrations. The Council also owns Myuna Farm, which includes hands-on interaction with farm animals for people of all ages and abilities, native wildlife viewing, a café, venues for hire, playground and BBQ facilities and a children's train ride around the property.

Due for completion in late 2017, the City of Casey's Bunjil Place will provide an exciting and unique facility for arts and culture, and leisure and entertainment. It will include an 800-seat theatre, a regional art gallery and a large function centre, amongst a range of other community and civic facilities.

Bunjil Place will enable an extensive program of national and state touring performances, art exhibitions and both corporate and community events. As one of the largest projects undertaken by local government in Australia, it will significantly strengthen the region's positioning in the visitor market and assist in consolidating and refreshing arts and cultural tourism.

A strategic plan should be developed to maximise the opportunities available to the region through Bunjil Place and other potential/existing arts and cultural experiences including Emerald's Performance, Arts and Visual Entertainment (PAVE) event. The Plan should consider the opportunities for indigenous tourism experiences. This is the traditional land of the Boon Wurrung and Wurundjeri people where these groups have had a long history of activity, and the name, 'Bunjil' Place draws on Casey's Aboriginal heritage.

Casey Cardinia's critical mass of products and experiences is primarily orientated toward the family market – those making day trips from Melbourne for a change of scenery and an enjoyable day out and those visiting their friends and relatives who live in the region. While Puffing Billy is the iconic intergenerational family activity, the majority are smaller operations. The Cardinia Shire Tourism Strategy identified the development of a *major family attraction* as the most important project for the Shire (and now the region). (CSTS p.22)

In August 2016, the first steps were taken toward the realisation of that priority project, with the sale and imminent redevelopment of Gumbuya Park (Tynong) into a state-of-the-art family adventure park; such an exciting and significant attraction will raise Casey Cardinia's profile and change consumer perceptions towards a region that to date, has not been viewed as a 'must see and do' visitor destination.

The redevelopment of Gumbuya Park inevitably provides both challenges and opportunities for tourism in the Casey Cardinia region. While it will have the capacity to propel the region faster and more effectively than has been the case in the past, it will be important for other tourism businesses to leverage off its marketing and publicity campaigns to spread the benefit more widely. A sustainable destination and a viable tourism industry cannot be built on one, single attraction. Collaboration is the key!

Hopefully, such a project will also encourage existing businesses to enhance their offerings, as well as the emergence of new products and experiences.

Services and amenities

Successful destination development requires a holistic approach, and the independent audit of 19 towns across the region in 2015, provides some crucial insights. While some aspects scored quite well, a substantial lack of visitor information, and 52.9% of toilets that were not clean or appropriately serviced, is cause for concern.

There is no second chance to create a first impression! As the region attracts stronger interest, the chances of repeat visitation will quickly diminish if basic services and amenities do not meet visitor expectations.

A town is often measured by the standard of its public toilets; particularly those that wish to attract the family market.

Research shows that in almost every focus group, especially those with seniors and families, toilets come up as a reason for travellers stop at a destination. They don't just visit the toilet; they have lunch, fill up on petrol, buy supplies and may even spend a night or two in the place. **Source:** <http://www.mytravelresearch.com/toilet-tourism-make-a-marketing-splash/>

There is a high risk that visitor disappointment will be quickly reflected via social media and shared with the world at large! (The Belfast City Council approach sets a benchmark and interestingly, includes its public toilets under 'tourism venues'.)

<http://www.belfastcity.gov.uk/tourism-venues/publictoilets/publictoilets.aspx>



'A must visit'

Reviewed 5 February 2014 via mobile

Kawakawa is an off-the-main road, 'one horse' town in Northland, New Zealand. Its great claim to fame are the Hundertwasser toilets. Hundreds of tourists visit (and use them) daily. If visiting, take time to look at the shops, especially the gift, Tshirt, Hundertwasser art shop near the Trainspotter Café...

Visited February 2014

https://www.tripadvisor.com.au/ShowUserReviews-g2093681-d2078409-r193120845-Kawakawa_Public_Toilets_by_HundertwasKawakawa_Northland_Region_North_Island.html#

The lack of variety in accommodation styles was also perceived as an issue with a 73.3% negative score – i.e. the percentage of 'mystery shoppers' who believed this to be the case.

Council and industry must actively address these and other important issues that were raised in the audit reports.

Beyond a redeveloped Gumbuya Park and several other higher profile attractions, the challenge is to increase

visitor dispersal across the region. Many lesser known experiences can enrich a day out or a weekend away, but it is often quite challenging to persuade visitors to get ‘off the beaten track’. Ultimately there is a need to make the region’s attributes accessible in the broadest sense – i.e. if it’s in any way difficult to find out what’s on offer or how to get there, it is very easy for potential visitors to go somewhere else!

Casey Cardinia can address this through several different strategies, for example:

Product ‘packaging’: This works well when a higher profile business or event is positioned as the key attractor and other accommodation and activities nearby are included and ‘promoted’ as part of the ‘package’ for a day trip or a short break.

Touring routes/themed trails: Second only to the recommendation regarding a major family attraction, the CCTS proposed the development of touring routes throughout the region (p.23). These can be presented on a broader scale (see Appendix 3 for Great Western Tiers Touring Route and Great Ocean Road collateral in final report), where locations of interest are mapped along and around the route, and/or they can be organised thematically; these are often referred to as ‘trails’ – e.g. a food trail might include fresh asparagus, a farmers’ market, bush tucker, the ‘Cranbourne Gardens’ and a café serving local produce; outdoor activities (walking/cycling trails, fishing, visiting farms/animals); family fun and ‘Hills villages’ (CCTS p.23).

The Official Holiday Website of Tourism Ireland (www.ireland.com) includes itineraries with some helpful detail, and Taste Trails – Australia (www.tastetrails.com.au) provides a useful example of trail ‘design’. While there is no suggestion that these are particularly appropriate for Casey Cardinia, they do include some noteworthy elements.

Evening attractions and activities – e.g. star gazing at the Mt Burnett Observatory or a lantern-lit tour at Moonlit Sanctuary should be included where possible, to encourage overnight stays.

‘Packaged’ products, touring routes and themed trails should be promoted via a new regional website and printed collateral. To maximise both visitor and business opportunities, it is recommended that the Tourism Advisory Committee in conjunction with Council, develop a database of industry assets.

Events

Events can be a major visitor attraction for an emerging destination like the Casey Cardinia region, and provide a significant opportunity to showcase the destination. Initially, there is considerable scope to further develop existing events, which can provide an immediate benefit to the visitor economy. Some key examples include:

- Puffing Billy’s Great Train Race: attracting more than 2700 participants in 2016, a new, additional run from Belgrave to Gembrook is under consideration for 2018, with a plan to conduct it on the same day as the popular Belgrave to Lakeside race.
- The Cranbourne GP Run attracts approximately 10,000 spectators, annually in October. The City of Casey doesn’t actively promote this event, (nor does it have any sponsorship).
- The Doveton Show is a very successful community-driven event, which attracts between 20,000 and 30,000 attendees every year. It is viewed as a more affordable alternative to the Royal Melbourne Show and a family draw card. Such an event provides a great opportunity to encourage the VFR market. Building awareness of the region’s other exciting activities and attractions will motivate them to extend their stay and/or return at a later date to explore further afield.
- The Pakenham Racing Club is one of only two metropolitan clubs in Victoria that hosts a stand-alone Saturday meeting, including the Pakenham Cup on the last Saturday in November; the Cup attracts between 10,000–12,000 race-goers and provides a good opportunity for packaging a ‘weekend away’.

The City of Casey is proud to host one of the largest and most exciting events in Victoria, as thousands of motorcyclists gathered in Cranbourne to travel en-masse to Phillip Island for the 2016 Australian Motorcycle Grand Prix.

Source: <http://www.casey.vic.gov.au/arts-leisure/events-activities/cranbourne-gp-run>

The Cardinia Shire Events Strategy is now outdated, and should be replaced by a plan that recognises the combined opportunities available through the Council’s collaboration with the City of Casey.

A calendar of events is an important first step and should be included on the new regional tourism website as a matter of priority. This will also enable better planning so that events can be spread across the year, particularly during the quieter months. In addition, the calendar will provide a broader view of the range and type of events, reflecting further opportunities for the future. Similarly, there should be a database of events venues including their capacity, indoor/outdoor and other related information.

The current and most significant challenge is the lack of regional event coordination, development and marketing.

The City of Casey already has an Arts and Events Department with 10 staff, including an Events Coordinator and an Arts Programming Officer. However the Department’s role is to focus on the compliance issues related to community events. It is recommended that discussion is initiated between the Councils to explore the possibility of the City of Casey providing a more expansive role in relation to regional events, particularly those that have the capacity to increase visitation. The development of a major, signature event for the region, should be included as a priority.

The completion of Bunjil Place will be a catalyst for larger business events, which can also provide an impetus for partner delegates, pre/post conference touring and return visitation. Other niche events, for example those connected to arts and cultural tourism will require separate planning in order to measure their potential.

MARKETING

Casey Cardinia falls outside the regions included in Victoria’s long-running and highly successful Jigsaw campaign. However a Greater Melbourne Marketing Plan to be developed by Destination Melbourne in 2017 will see Casey Cardinia and Dandenong combined as a single entity for marketing purposes.

The City of Casey has recently partnered with Destination Melbourne for the Discover Your Own Backyard (DYOB) campaign. ‘The main objective of the program is to assist local councils in increasing residents’ awareness of the visitor-related products and experiences in their region and encourage them to act as local ambassadors’. **Source:** Destination Melbourne website. To this end, the City of Casey was showcased through several professionally produced YouTube videos focusing on the key themes of the Great Outdoors; Sport and Leisure; Food and Dining; and Family Fun. These will be very useful for future promotion as well.

Generally however, there is very limited information for potential visitors to the Casey Cardinia region. The Cardinia Shire website includes a list of ‘Places to Visit’ and a downloadable map/brochure, which is now several years old. A web search for ‘Casey Cardinia Tourism’ leads to a series of error messages. Tourism businesses have their own marketing collateral and there are individual brochures for some attractions and activities – e.g. Emerald Lake Park and the Emerald Heritage Walk. ‘What to See & do in Emerald on Foot’ is also a useful guide. The Eastern Dandenong Ranges Visitor and Information Centre located at the Emerald Railway Station provides a range of brochures, and is staffed by volunteers.

Tourism is a highly competitive industry and consumers are spoilt for choice. Visitor destinations must provide easy access to information regarding their products and experiences from the planning stage – i.e. prior to potential visitors leaving home. With the exception of the DYOB campaign, visitor information for the Casey Cardinia region is geared exclusively towards those who have already arrived in the region.

Workshop participants confirmed the findings of the CCTS in terms of the region’s primary target markets – Visiting Friends and Relatives (VFR) and ‘day trippers’, particularly from Melbourne, which can clearly provide a very substantial ‘feeder’ population. However, the most successful destination marketing is based on a deep understanding of the desired targets markets.

The importance of research

Effective marketing must be based on rigorous research; it is the foundation on which to identify and confirm the region’s target markets and their preferences and expectations regarding leisure activities. Research is a core concept in Destination Management Planning (CCTS, p.17). The CCTS also noted the absence of tourism research applicable to the Cardinia Shire (p.13) and the need to undertake it (p.33). The Casey Cardinia region has a significant opportunity to build a vital understanding of its target markets at a critical juncture in its development as an emerging visitor destination.

The one thing that matters to your destination more than anything else is word of mouth from friends and family; locals, visitors and your tourism industry. Nothing else matters as much as that.

Source: Rodney Payne, CEO Destination Think! (A company internationally recognised for thought leadership in destination development, management and marketing).

Sound research will enable all tourism stakeholders to better understand their markets and enable them to specifically focus their limited resources on the region’s most profitable prospects. It must also continue beyond the initial recommendations in this Strategy. Ultimately, social media can be one of the most useful, measurable sources of consumer engagement with a particular destination.

Central to this process is a strong understanding of local residents and their communities. For the VFR market, they are the ‘key influencers’ so it is equally important to understand what they currently enjoy, and the kind of leisure activities that they would like to see in the future. By extension, they will encourage their friends and relatives to participate in the same activities.

The increasing numbers of local residents have a secondary opportunity to promote the region. The majority of those in work are employed outside the region; therein lies the additional prospect of encouraging their colleagues to visit Casey Cardinia.

Key marketing actions

Future success for the region requires both internal and external marketing:

- Encourage local residents to visit and support the diversity of family experiences within the region as well any other preferred tourism activities noted in the research
- Develop a recognisable and consistent brand identity for Casey Cardinia tourism
- Develop a suite of marketing tools that raise awareness and provide tangible information for visitors before, during and after their visit
- Build collaborative partnerships between tourism stakeholders to leverage marketing opportunities
- Focus on both existing and potential events as an important impetus for new and repeat visitation
- Commence a social media strategy (which will include local participation).

For a great example of involving residents in a marketing campaign, see what Destination Cleveland did to change the negative perceptions around its city:

<https://destinationthink.com/destination-cleveland-shifting-perceptions-mobilising-locals/>

Please refer to the Marketing Plan 2017-2018, p.22 for further details.

GOVERNANCE

Strong and effective governance is a core concept in best practice destination management.

Tourism aspirations for the Casey Cardinia region

- Healthy, sustainable and profitable tourism industry
- Strong leadership
- Community engagement
- Coordinated, collaborative approach
- Attractive, differentiated and accessible experiences
- An effective industry voice to Government
- Great reviews on Trip Advisor
- A clear and marketable identity
- Excellent customer service and products
- A tourism industry that is recognised
- Appropriate communication
- Tourism that is integrated with other activities for mutual benefit.

Source: Stakeholder Workshops June/July 2016

Following a recommendation from the Cardinia Shire Tourism Strategy, a joint independent Tourism Advisory Committee (TAC) was formed to lead the implementation of that Strategy, and subsequently the Casey Cardinia Visitation Strategy 2017–2020.

The current Committee comprises 10 industry and two Council representatives from Cardinia Shire Council and the City of Casey, respectively. The Committee is well balanced and includes representatives from the region's higher profile attractions – e.g. Puffing Billy Railway, Moonlit Sanctuary and the Royal Botanic Gardens Cranbourne. Membership is voluntary and inevitably, it is challenging to maintain the necessary momentum.

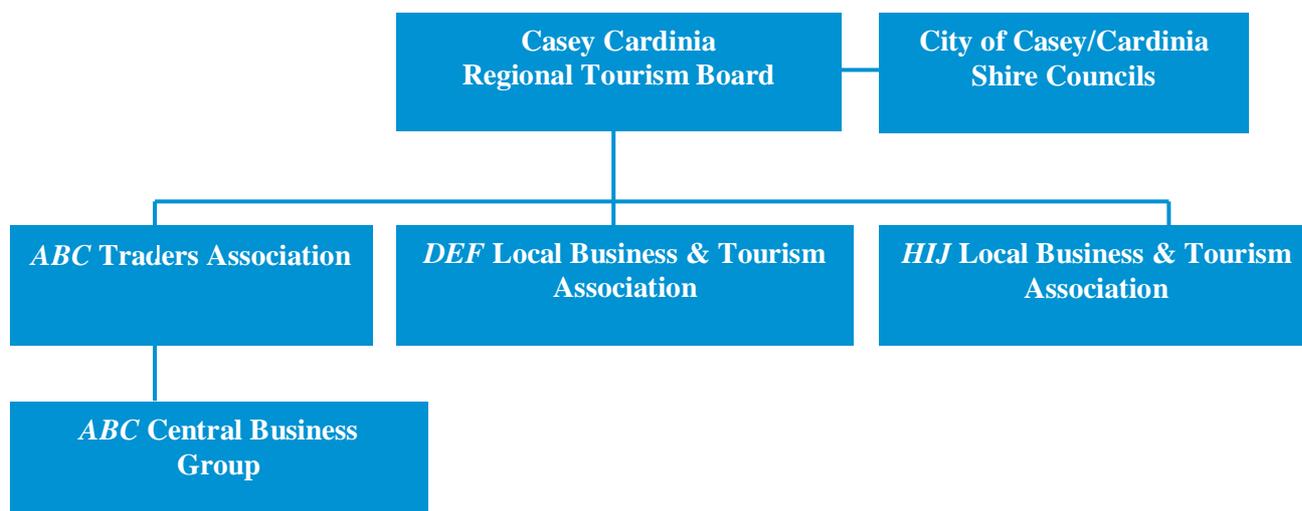
While recognising the important work of the TAC to date, key industry stakeholders, including members of the Committee, are of the view that its' terms of reference are too limited. Ultimately the Committee's role is 'to provide advice to the City of Casey and Cardinia Shire Councils' (CCTAC 2016-2018, Expectations and Guiding Principles). There has been an understanding that over time, the TAC may transition to a regional tourism organisation.

Workshop participants were of the strong view that the industry should move towards an organisational structure that is capable of 'doing', rather than simply advising, and that the current arrangements could not take the region 'to the next level'.

The Cardinia Shire Tourism Strategy addressed the role and function of those organisations that typically embody the structural elements of a regional tourism industry (p.8, pp.24-25). This information remains highly relevant and should be reviewed by way of background to further discussions.

The following diagram represents the preferred option. However the group endorsed this structure on the basis that it was important to consider a range of potential partners as required. Casey Cardinia is already a sub-region of Destination Melbourne, and as such it should work closely with that organisation to leverage further marketing opportunities, including a revised Melbourne and surrounds map. Neighbouring, more mature tourism bodies – Destination Gippsland, Yarra Ranges Tourism and the Mornington Peninsula Regional Tourism Board can provide mentoring and marketing leverage on a ‘needs’ basis.

Preferred model: Regional Tourism Board (RTB)



The RTB could consist of a skills-based board with nine (9) members, including two (2) Council representatives – and/or it may include representation from business and tourism associations. In some regions, Councils have opted out of the RTB over time, but given that Casey Cardinia is an emerging visitor destination with, potentially, a new industry structure, it is very important to maintain a close partnership with the Councils. To date, Councils have provided industry leadership, so the RTB structure will require the industry to step up and take ownership and responsibility.

An RTB structure can offer the region several key advantages:

- An independent organisation, which can be agile and opportunistic in accessing benefits from larger, more developed RTBs
- The ability to grow as the industry grows – flexibility is important, particularly in a region undergoing such expansion and change
- Better value than buying into a neighbouring RTB, where proportional representation could be problematic
- Opportunities to share the workload – e.g. Yarra Ranges Tourism includes several working groups with specific interests/specialist skills.

Casey Cardinia tourism stakeholders can shape their industry structure in a way that best suits the environment in which they operate; it is not necessary, or advisable, to develop a prescriptive approach. As one workshop participant noted, ‘don’t limit the vision; industry may look very different over the next three-five-ten years’.

However, there are some aspects of a successful Casey Cardinia governance structure that are essential, including:

- Industry leadership ‘on the ground’

- Clear roles and responsibilities
- An Annual Plan
- Funding (monetary and in-kind) from Councils to support the RTB's operational/administrative requirements and assistance with the fulfillment of the marketing plan
- Tangible benefits for members, encouraging 'buy-in'
- Measurable outcomes (KPIs/accountability) – industry will be looking for a direct link between the activities of the RTB and their business success, and Council need clear evidence that their resources are being well spent
- Appropriate representation particularly given the diversity of the region
- Succession planning
- A strong and continuous dialogue with all key stakeholders.

Ultimately it will be the people, not the structure that will make the RTB work effectively.

The transition from Tourism Advisory Committee to Regional Tourism Board

A potential shift from TAC to RTB is likely to occur over some time. Aside from the immediate requirement related to upcoming Council elections (October 2016), the other time frames noted below are not prescriptive; they are simply offered as a guide.

Key actions

Immediately:

- TAC lobby both potential and existing Councilors for industry support

Short term (within 6 months/early 2017):

- The TAC seeks Council agreement for an initial transition from an advisory group to a working group structure (current members and volunteers)

Medium term (after the new Council is in place and within 12 months):

- Assuming that agreement will be forthcoming, TAC expands its operating model to accommodate increased responsibility – e.g. introduce working sub-committees and consider appointing a Deputy Chair.

As the TAC transitions, there will be an additional workload (updated Action Plan, new Marketing Plan, a potential change in organisational structure, a new Council) and the need to build capacity at both an operational and strategic level. A Deputy Chair can provide assistance to the Chair during this dynamic period of change, and decrease operational risk during any unforeseen absence by the Chair. Many organisations fail to consider the future until it is almost upon them. A Deputy Chair can also be a knowledgeable successor to the Chair, enabling a smooth handover and continuous stability.

- It will be particularly important to address the issue of industry membership in the first instance; membership of the existing business and tourism associations is very low, and it is crucial that the Council/industry relationship is based on a tangible and mutual commitment.
- Industry (through the TAC) works with Council to develop a funding model to enable the Marketing Plan and Action

Destination Southern Highlands (NSW) extends its membership beyond the tourism industry and has made a strong and successful bid for membership from the wider business community. This is based on an understanding that 'tourism is everybody's business'. Casey Cardinia's regional tourism organisation will need to work hard, over time, to build a broader understanding of the importance of the visitor economy to regional development.

Plan (where specific funding is required), and commence discussions regarding the longer term resourcing requirements for a new regional organisation.

- Industry (through TAC) and Council commence the implementation of the Action Plan and the Marketing Plan subject to funding availability

Longer term (within 18 months):

- Reconsider the preferred RTB model, ensuring that it is ‘fit for purpose’ and that an appropriate level of funding is secured. If there is broad support for the original option (illustrated on p.14), a full transition should commence towards a membership-based regional tourism association, supported by Council. (This will include a Communications Plan, recruitment of Board members, determination of administrative/operational requirements and governance and alike, specifically relating to the RTB. It will be important to remember that the first task of a destination management organisation is **to build that organisation.**

APPENDICES

Appendix 1	Cardinia Shire Tourism Strategy 2013–2018
Appendix 2	Case studies – collaboration within the Casey Cardinia tourism industry
Appendix 3	Touring routes and itineraries – examples GOR/GWTTA
Appendix 4	Five criteria for ‘best practice’ destination websites
Appendix 5	Proposed methodology for community and industry research (MW)
Appendix 6	Workshops’ findings

ACTION PLAN

The original Cardinia Shire Tourism Strategy (CCTS) incorporated a detailed Action Plan, which has been updated annually by the Council's Business Development Officer. The following Action Plan addresses the recommendations based on the current, revised Visitation Strategy, including the City of Casey, and also acknowledges any outstanding actions from the previous Strategy. Key actions relating to the current Strategy include those identified through the consultation process. Costs should be considered indicative only.

Customer service

Action 1 Continue enhancing customer service throughout the Casey Cardinia region. Note: CCTS Action 2

Priority	Responsibility	Cost
Ongoing	Lead: Industry Support: Councils Note: 'Councils' refers to both Cardinia Shire Council and the City of Casey unless otherwise specified.	Variable

Industry support

Action 2 Utilise the industry support programs delivered by Victorian Tourism Industry Council (VTIC), Destination Melbourne and neighbouring regional tourism associations, including tourism business skills and social media. Note: CCTS Action 18

Priority	Responsibility	Cost
Ongoing	Lead: Industry Support: Councils	Variable

Tourism assets

Action 3 Undertake an audit of regional industry assets; establish criteria in consultation with TAC

Priority	Responsibility	Cost
High	Lead: Councils Support: Industry	WCB

INDEX **High** = within 12 months **Medium** = next 2-3 years **Low** = 3 years + **WCB** = within Council budget

Products and experiences

Action 4 Develop a touring route, themed trails and product ‘packages’ which will appeal to the region’s target markets Note: CCTS Action 10

Priority	Responsibility	Cost
High/Ongoing	Lead: Industry Support: Councils	N/A

Action 5 Foster brand-related products and experiences that create point of difference – e.g. townships to identify their unique and respective attributes Note: CCTS Actions 3,19 & 20

Priority	Responsibility	Cost
Ongoing	Lead: Industry Support: Councils	N/A

Action 6 Encourage additional cafes, retail, attractions and activities in the ‘Hills Villages’ that retain their intrinsic character and encourage longer stays and increased spend Note: CCTS Action1

Priority	Responsibility	Cost
High/Ongoing	Lead: Industry Support: Cardinia Shire Council	N/A

Action 7 Align experiences and activities with the needs and expectations of identified markets Note: CCTS Action 6

Priority	Responsibility	Cost
Ongoing	Lead: Industry Support: Councils	N/A

Action 8 Provide broadly-based support to the Gumbuya Park redevelopment, as a highly significant new, regional tourism experience

Priority	Responsibility	Cost
Ongoing	Lead: Councils Support: Industry	WCB

Action 9 Continue supporting the region’s iconic attractions particularly in relation to their business development programs - e.g. Puffing Billy Railway and the Emerald Discovery Centre and the extension of its business to Gembrook, and Royal Botanic Gardens Cranbourne Note: CCTS Action 7

Priority	Responsibility	Cost
Ongoing	Lead: Councils Support: Industry	WCB

INDEX **High** = within 12 months **Medium** = next 2-3 years **Low** = 3 years + **WCB** = within Council budget

Events

- Action 10** Undertake an Events Strategy that recognises the economic benefits of both existing and potential events across the region, maximises the opportunity to develop and promote key events as significant visitor (and local) attractions, and incorporates the recommendations in the Visitation Strategy

Priority	Responsibility	Cost
High	Lead: Councils Support: Industry	\$20,000

- Action 11** Provide staff resources to drive the Events Strategy at an operational level

Priority	Responsibility	Cost
High	Lead: Councils Support: Industry	Up to \$100,000 for one FT Council Tourism/Events Officer

Cultural tourism

- Action 12** Develop an Arts and Cultural Strategy for the region which capitalises on the new facilities at Bunjil Place and other existing and potential, culturally-based experiences and activities in the region, including indigenous tourism

Priority	Responsibility	Cost
Medium	Lead: Councils Support: Industry	\$20,000

Collaborative partnerships

- Action 13** Strengthen relationships with appropriate State Government departments/authorities at a strategic level - e.g. Regional Development Victoria, Infrastructure Victoria, Visit Victoria and Dept. of Planning, Transport and Local Infrastructure

Priority	Responsibility	Cost
Ongoing	Lead: Councils Support: Industry	WCB

- Action 14** Continue liaising with neighbouring regional tourism organisations with a view to potential joint activities and information sharing

Priority	Responsibility	Cost
Ongoing	Lead: Councils Support: Industry	N/A

- Action 15** Build stronger collaboration between industry stakeholders - e.g. Casey Cardinia Tourism Day, 'famils' and other networking opportunities

Priority	Responsibility	Cost
Ongoing	Lead: Industry Support: Councils	Variable

INDEX **High** = within 12 months **Medium** = next 2-3 years **Low** = 3 years + **WCB** = within Council budget

Governance and policy

Action 16 Establish a resilient and viable governance structure for Casey Cardinia tourism

Priority	Responsibility	Cost
High	Lead: Councils Support: Industry	WCB

Action 17 Ensure that tourism is considered in Councils' strategic plans in recognition of its importance to the region's visitor economy Note: CCTS Action 4

Priority	Responsibility	Cost
Ongoing	Lead: Industry Support: Councils	N/A

Action 18 Update the Cardinia Shire's Tourism Policy to include the City of Casey and a regional approach

Priority	Responsibility	Cost
High	Lead: Councils Support: Industry	WCB

MARKETING PLAN

The Marketing Plan acknowledges that the Casey Cardinia region is a largely undiscovered part of Victoria from a tourism perspective. The next 12 months will require some fundamental activities to ensure its recognition as an exciting, emerging visitor destination. Clearly these activities will not occur without appropriate resourcing.

The Plan focuses on a combination of necessary ‘first steps’ and a series of cost-effective, achievable actions to understand key target markets, develop a brand identity, build accessible visitor information including social media, and leverage the value of collaboration with industry partners. Some actions are inevitably ongoing and responsibility may change over time, depending on governance arrangements.

Action	Priority	Responsibility	Cost
Research			
1. Undertake external tourism research specific to the Casey Cardinia region to gain a better understanding of both current and potential visitor markets Ref: CCTS p.33	Within 12 months	Lead: Councils Support: Councils	To be negotiated Recommendation: Dr Joseph Cheer, Monash University, Australia and International Tourism Research Unit
2. Undertake professionally designed research and analysis of local tourism stakeholders (survey + interviews) to build a profile of existing visitation including information sources and demographic data	Within 3 months	Lead: Councils Support: Industry	\$11,000 (inclusive of Actions 2 & 3) Recommendation: Dr Meredith Wray, Wray Sustainable Tourism and Research
3. Undertake a community-based survey and analysis to ascertain VFR visitation, and resident/visitor needs and expectations regarding leisure activities Note: Refer to Appendix 5 for proposed methodology	Within 6 months	Lead: Councils Support: Industry	\$11,000 (inclusive of Action 2 & 3 as noted above)
4. Develop a standard survey enabling operators to consistently collect visitor data	Within 6 months	Lead: Industry Support: Councils	No direct cost (developed by TAC)
Brand			
5. Develop a regional brand identity and communication plan Ref: CCTS Actions 5/19/21, p.31-33	Within 12 months	Lead: Councils Support: Industry	\$10,000 Recommendation: Tania Farrelly, I Spy
6. Build an image library and video footage that can be submitted to Visit Victoria and utilised for other marketing and promotion	Ongoing	Lead: Industry Support: Councils	Variable

Action	Priority	Responsibility	Cost
Visitor information			
7a. Commence the development of a high quality regional web site, which can be easily enhanced over time and managed internally. Key features should include: <ul style="list-style-type: none"> - mobile-friendly - easily accessed using appropriate keywords on search engines - built on best practice content management - simple transfer of administration rights. 	Within 6 months/ Ongoing	Lead: Councils Support: Industry	Between \$3000 - \$10,000 depending on the level of sophistication
7b. Develop and promote quality printed/downloadable maps for residents and visitors, that include major attractions, activities, accommodation and touring itineraries	Within 6 months	Lead: Councils Support: Industry	Variable
7c. Develop a distribution plan for printed collateral			
8. Develop a social media strategy (possibly a staged approach), but will initially include acquiring appropriate social media @handles and URLs, plus domain names (if required), advice regarding content, suitable channels, maximising social sharing, analytics etc.	Within 12 months	Lead: Councils Support: Industry	\$1,500 - \$6,000 Recommendation: Rebecca King, Kingthing Marketing
9. Create a regional Google Map, highlighting key points of interest; this will not only provide a PDF map in but also an interactive one that visitors can access via their mobile phone for navigation and touring	Within 6 months	Lead: Industry Support: Councils	No cost

Action	Priority	Responsibility	Cost
Collaborative partnerships			
10. Develop a partnership with Destination Melbourne to leverage their marketing capacity in favour of the Casey Cardinia region	Ongoing	Lead: Councils Support: Industry	Variable and dependent on available opportunities
11. Promote touring/special interest itineraries and packaging ideas in print and online, to showcase regional diversity, encourage visitor dispersal and increase spend - e.g. cycling, food/farm gate, family fun	Ongoing	Lead: Industry Support: Council	Variable
12. Collaborate with Visit Victoria to encourage inclusion in visiting journalist's itineraries, internal 'famils' and other related opportunities	Ongoing	Lead: Industry Support: Councils	At cost
13. Build strong relationships with neighbouring Regional Tourism Boards - e.g. Destination Gippsland and the Yarra Ranges RTB for potential or specific partner opportunities in appropriate tactical marketing campaigns.	Ongoing	Lead: Industry Support: Councils	Variable and dependent on available opportunities



4 April 2017

ITEM 6.3

VICSES UNIT ADVOCACY

Jo Smale

Council Plan Reference: 1.1

Purpose of Report: To inform Councillors of the progress of Council's advocacy for a second Victoria State Emergency Services (VICSES) unit in Casey.

Executive Summary

Council has been working closely with the Victorian State Emergency Service (VICSES) in addressing the need for establishing a second SES Unit to operate from southern Casey.

An increasing population and a changing climate are contributing to a high demand for SES responses during times of emergency, and this is currently placing significant pressure on the existing Narre Warren SES Unit, and its personnel.

Background

At its meeting on 20 September 2016, Council resolved (in part);

That Council write to the Minister for Emergency Services and VICSES inviting them to fund a second VICSES Unit in Casey's South, including an offer to progress discussions on the use of part of 16-321 Cyril Beechey Lane, Cranbourne on a lease arrangement consistent with Council's Property Strategy for Community Service uses.

On 7 November 2016, Mike Tyler, Chief Executive Officer on behalf of Council submitted a letter to the Honourable James Merlino MP, Minister for Emergency Services outlining Council's resolution to seek funding for an additional VICSES Unit to become established and operational out of southern Casey (Attachment A).

On 4 January 2017, The Hon James Merlino MP (Minister for Emergency Services) responded to correspondence from Council sent on 7 November 2016. Correspondence from The Hon James Merlino MP (Attachment B) stated:

Emergency Management Victoria is currently assessing the state of emergency management facilities relative to current and future requirements. This will determine investment priorities for emergency service organisations, including VICSES, and inform a sector-wide infrastructure investment approach.

I will ensure that Emergency Management Victoria is informed of the possible availability of the Council owned land at Cranbourne as part of this assessment. I encourage the City of Casey to continue working with VICSES to establish a new VICSES Unit in Cranbourne.



At its meeting on 7 March 2017, Council resolved as a matter of Urgent Business;

1. *That with reference to the current State Government deliberations for the 2017/18 Budget in progress, Council commit to writing an urgent letter to the Minister for Emergency Services The Hon James Merlino MP seeking his strongest consideration for provision of an SES Facility in the South of Casey and re-iterating Council's request to meet with him to discuss a potential Council site in Cranbourne.*
2. *That officers report back at the 1st Council meeting in April advising of developments/progress.*

On 17 March 2017, Mike Tyler, Chief Executive Officer on behalf of Council submitted a follow-up letter to the Honourable James Merlino MP, Minister for Emergency Services urging the Minister to strongly consider the provision of a VICSES facility in the south of Casey as part of the State Government's 2017/18 budget deliberations, and to meet with Casey Council to discuss this proposal (Attachment C).

This report thus fulfills the requirements of Item 2 above.

As a result of Council's advocacy, the Premier attended the site in mid-March to discuss the proposal with VICSES.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Conclusion

Council is continuing to correspond with the Honourable James Merlino MP, Minister for Emergency Services to fund a new VICSES facility in Cranbourne to enable better coverage of this service in southern Casey during times of emergency.

The visit by the Premier in mid-March to discuss the proposal is a positive sign the State Government is strongly considering this proposal.

Recommendation

That Council notes this report.



4 April 2017

ITEM 6.4

JUSTICES OF THE PEACE AND BAIL JUSTICES

Holly de Kretser

Council Plan Reference: 5.5

Purpose of Report: To update Council on efforts to improve efficiencies for JP signing stations

Background

Justices of the Peace and Bail Justices provide important services within the community. As volunteers, Justices of the Peace and Bail Justices receive formal training and are informed of legislative changes by both the Department of Justice and the Royal Victorian Association of honorary Justices.

Services provided by JPs and BJs included but are not limited to witnessing statutory declarations and affidavits commonly used in court proceedings, and conducting bail hearings. With signing stations located within police stations, important work undertaken by JPs reduces the administrative workload alternatively undertaken by police officers.

Advocacy

In October 2016, Councillors raised concerns regarding the lack of Justices of the Peace available at signing stations within Casey and resolved to write to the Attorney General, the Hon. Martin Pakula MP and the Shadow Attorney General, the Hon. John Pesutto MP requesting meetings with themselves, Council officers and representatives of the Honorary Justice Office to identify ways to increase efficiency of recruitment of JPs.

Correspondence received from the Honorary Justice Office on 2 November 2016, indicates that there are 122 Justices of the Peace registered within the City of Casey. In response to Council's advocacy, the Honorary Justice Office committed to making contact with all JPs to make them aware of the need for additional shifts at the document signing stations across the municipality.

A meeting between Council officers, the Narre Warren JP Signing Station and the Royal Victorian Honorary Justice Office is scheduled to occur by end of March 2017, to discuss ways to improve efficiencies of service at local signing stations.

Services across Casey

Document signing stations currently operate out of the Cranbourne and Narre Warren Police Stations and have done for approximately 12 years. Council promotes the timetable for the Narre Warren and Cranbourne JP Signing Stations in its three Customer Service Centres, in the 360 Youth Bus, on Council's website and via Council's social media channels. There are currently 44 hours of scheduled JP services provided within the City of Casey each week.

For residents who require JP services and are not able to access the scheduled times, a full listing of JPs and contact details is available online via <http://www.rvahj.org.au/findjp.wtml#>. Through this portal, residents can search via postcode for their local JP and are provided with contact details during and outside of business hours for the most relevant JPs.



The Honorary Justice Office has advised Council that several JP intakes are scheduled for early 2017 which they expect will increase the availability of JPs across the City of Casey.

Council has requested meetings with the Attorney General, the Hon. Martin Pakula MP and the Shadow Attorney General, the Hon. John Pesutto MP to further discuss the need for a more efficient training process that would enable greater numbers of JPs to move through the system. Councillors will be advised when this meeting request has been accepted.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Conclusion

Council is actively promoting timetables for the document signing stations at Cranbourne and Narre Warren Police Stations. At present, there are 122 registered Justices of the Peace within the City of Casey who are able to witness the signing of statutory documents. Several intakes are scheduled for early 2017 which will further strengthen resources within the City of Casey.

Recommendation

That Council note the report.



4 April 2017

ITEM 6.5

PUBLIC QUESTION TIME POLICY

Holly de Kretser

Council Plan Reference: 5.5

Purpose of Report: To update the Public Question Time Policy

Background

In January 2017, administrative changes were made to Council's Public Question Time policy, further opportunities have since be identified and are presented with track changes in Attachment A.

Another proposed amendment allows for members of the public to resubmit invalid questions in a valid format to a future meeting.

Public Question time is one way for customers to engage with Council. There are many opportunities for direct discussion with councillors, council officers, feedback via social media channels and participation in community engagement programs.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Recommendation

That Council adopt the amendments to the Public Question Time policy as presented in Attachment A.



Public Question Time Policy

Public Question Time Policy

Version: DRAFT

Date revised: 3 January 2017

Responsible Department: Governance

1. Purpose

The purpose of this policy is to provide guidance for Public Question Time at Council meetings as required by Clause 42.1 of Local Law No.1 (2016).

2. Definitions

Council	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989
Councillors	means the individuals holding the office of a member of Casey City Council
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Local Law No.1(2016)	Meeting Procedures and Use of the Common Seal Local Law (Local Law No.1 2016).
Ordinary Meeting	An Ordinary Meeting of the Council, as defined in Section 83 of the Local Government Act 1989.
Public Question Time	A section of the Agenda of an Ordinary Meeting of Council conducted pursuant to clause 42.1 of <i>Local Law No.1</i> .

3. Scope

This policy applies to questions submitted for consideration at Ordinary Council meetings.

4. Context

This policy on Public Question Time is to be read in conjunction with Clause 42.1 of Council's Meeting Procedures and Use of the Common Seal Local Law.

Council policy documents change from time to time and it is recommended that you consult the electronic reference copy at www.casey.vic.gov.au/policiesstrategies to ensure that you have the current version. Alternatively you may contact Customer Service on 9705 5200.

5. Policy

- 5.1 Public Question Time is a section of the Agenda of an Ordinary Council Meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.
- 5.2 Public question time is not a legislative requirement and is subject to Council policy.

6. Roles and responsibilities:

The Strategic Director Corporate Services, or appropriate officer in the case of a potential conflict, will be responsible for compliance with, and enforcement of this policy and may be asked to clarify the interpretation of this policy if an aspect of the policy is unclear or in dispute.

The Strategic Director Corporate Services will provide recommendations to the Chairperson who in accordance with Local Law No. 1 (2016) is responsible for conducting the Council Meeting.

- 6.1 Questions for consideration at Council Meetings must be submitted electronically to questiontime@casey.vic.gov.au (or a specified email address if the questioner's conduct with Council is being managed under Council's Managing Unreasonable Complainant Conduct Policy) or via online form.
- 6.2 Persons without access to a computer should contact Council's Governance department in advance if they wish to submit questions in hardcopy format.
- 6.3 The deadline for receipt of questions to be considered is 10 am on the first business day prior to the next Ordinary Meeting.

The Upcoming Council Business Schedule is regularly updated and can be found on Council's Website via the following link: <http://www.casey.vic.gov.au/council/your-council/minutes-agendas/upcoming-council-business>

- 6.4 A question must make sense and include the person's name and address.
- 6.5 No question may exceed 50 words in length.
- 6.6 Questions must focus on an issue.
- 6.7 Questions must not name, allude to or focus on individuals.
- 6.8 No person may submit more than two questions at any one meeting.
- 6.9 The time at which questions will be dealt with will be in accordance with the agenda of the Council meeting.
- 6.10 In accordance with Clause 42.1 of Council's Meeting Procedure (Local Law 1, 2016), 'no question will be read unless the questioner is present in the public gallery'.
- 6.11 Where question would have otherwise been answered but for the fact that the submitter was not in the gallery, a written response will be provided.

6.12 Questions must not:

- a) relate to a matter outside the duties, functions and powers of Council;
- b) include content which, if it were included in a Council report, would be likely to be considered in Closed Council;
- c) contain potentially defamatory material;
- d) relate to trivial matters or make unsubstantiated allegations;
- e) include content which a reasonable person may find to be indecent, abusive, offensive, irrelevant or objectionable;
deal with a subject matter already answered at a previous Public Question Time; If such questions are received, the question will be answered at the Chairperson's discretion;
- f) appear to be aimed at embarrassing a Councillor or a Council officer, and/ or
- g) comprise in a large part a statement or quote.

6.13 Questions which meet the requirements of this policy will be read out by a Council officer and answered by a Councillor or officer.

6.14 The question and a summary of the answer provided will be included in the minutes of the Ordinary Council Meeting. This will include the questioners full name and suburb.

6.15 Questions not meeting the requirements of this policy will not be read out and answered during Public Question Time.

6.16 Where a question does not meet the requirements of this policy, reasonable efforts will be made to contact the submitter prior to the Council meeting to provide the opportunity to amend their question or else advise that the question will not be read out and answered during Public Question Time.

6.17 Where a question is resubmitted in accordance with clause 6.16 the question, if meeting the requirements of this Policy, will be answered at the next Public Question Time.

7. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

8. Review

The next biennial review of this document is scheduled for completion by Day Month Year.



Public Question Time Policy - track changes

Public Question Time Policy

Version: 4.2

Date revised: 3 January 2017

Responsible Department: Governance

1. Purpose

The purpose of this policy is to provide guidance for Public Question Time at Council meetings as required by Clause 42.1 of Local Law No.1 (2016).

2. Definitions

Council	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989
Councillors	means the individuals holding the office of a member of Casey City Council
Council officer	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Local Law No.1(2016)	Meeting Procedures and Use of the Common Seal Local Law (Local Law No.1 2016).
Ordinary Meeting	An Ordinary Meeting of the Council, as defined in Section 83 of the Local Government Act 1989.
Public Question Time	A section of the Agenda of an Ordinary Meeting of Council conducted pursuant to clause 42.1 of <i>Local Law No.1</i> .

3. Scope

This policy applies to questions submitted for consideration at Ordinary Council meetings.

4. Context

This policy on Public Question Time is to be read in conjunction with Clause 42.1 of Council's Meeting Procedures and Use of the Common Seal Local Law.

Council policy documents change from time to time and it is recommended that you consult the electronic reference copy at www.casey.vic.gov.au/policiesstrategies to ensure that you have the current version. Alternatively you may contact Customer Service on 9705 5200.

5. Policy

- 5.1 Public Question Time is a section of the Agenda of an Ordinary Council Meeting during which Council may answer questions submitted by members of the public. It is not designed to take the place of contacting a Councillor or Councillors directly to discuss an issue, or to replace contacting Council's Customer Services for assistance. Rather, it is designed to allow for clarification of issues of public interest.
- 5.2 Public question time is not a legislative requirement and is subject to Council policy.

6. Roles and responsibilities:

The ~~Strategic Director Corporate Services~~, or ~~another~~ appropriate officer in the case of a potential conflict, will be responsible for compliance with, and enforcement of this policy and may be asked to clarify the interpretation of this policy if an aspect of the policy is unclear or in dispute.

~~The Strategic Director Corporate Services will provide recommendations to the Chairperson who in accordance with Local Law No. 1 (2016) is responsible for conducting the Council Meeting.~~

~~6.1 The Director Corporate Services, or another appropriate officer in the case of a potential conflict, is responsible for the exercise of the powers and discretions contained in this policy.~~

~~6.26.1~~ Questions for consideration at Council Meetings must be submitted electronically to questiontime@casey.vic.gov.au (or a specified email address if the questioner's conduct with Council is being managed under Council's Managing Unreasonable Complainant Conduct Policy) or via online form.

~~6.36.2~~ Persons without access to a computer should contact Council's Governance department in advance if they wish to submit questions in hardcopy format.

~~6.3~~ The deadline for receipt of questions to be considered is 10am on the day prior to the next Ordinary Meeting.

~~The Upcoming Council Business Schedule is regularly updated and can be found on Council's Website via the following link: <http://www.casey.vic.gov.au/council/your-council/minutes-agendas/upcoming-council-business>~~

6.4 A question must make sense and include the person's name and address.

6.5 No question may exceed 50 words in length.

6.6 Questions must focus on an issue.

~~6.7~~ Questions must not name, allude to or focus on individuals.

~~6.76.8~~ No person may submit more than two questions at any one meeting.

~~6.86.9~~ The time at which questions will be dealt with will be in accordance with the agenda of the Council meeting.

~~6.96.10~~ In accordance with Clause 42.1 of Council's Meeting Procedure (Local Law 1, 2016), 'no question will be read unless the questioner is present in the public gallery'.

~~6.106.11~~ Where question would have otherwise been answered but for the fact that the submitter was not in the gallery, a written response will be provided.

~~6.116.12~~ Questions must not:

- a) relate to a matter outside the duties, functions and powers of Council;
- b) include content which, if it were included in a Council report, would be likely to be considered in Closed Council;
- c) contain potentially defamatory material;
- d) relate to trivial matters or make unsubstantiated allegations;
- e) include content which a reasonable person may find to be indecent, abusive, offensive, irrelevant or objectionable;
deal with a subject matter already answered at a previous Public Question Time; If such questions are received, the question will be answered at the Mayors/ Councillors Chairperson's discretion;
- f) appear to be aimed at embarrassing a Councillor or a Council officer, and/ or
- g) comprise in a large part a statement or quote.

~~6.126.13~~ Questions which meet the requirements of this policy will be read out by a Council officer and answered by a Councillor or officer.

~~6.136.14~~ The question and a summary of the answer provided will be included in the minutes of the Ordinary Council Meeting. This will include the questioners full name and suburb.

~~6.146.15~~ Questions not meeting the requirements of this policy will not be read out and answered during Public Question Time.

6.16 Where a question does not meet the requirements of this policy, reasonable efforts will be made to contact the submitter prior to the Council meeting to provide the opportunity to amend their question or else advise that the question will not be read out and answered during Public Question Time.

6.17 Where a question is resubmitted, the question, if meeting the requirements of this Policy, will be answered at the next Public Question Time.

7. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

8. Review

The next biennial review of this document is scheduled for completion by 31 January 2019.



4 April 2017

ITEM 6.6

AMENDMENT C250 TO THE CASEY PLANNING SCHEME

Nicola Ward

Council Plan Reference: 3.1

Purpose of Report: To note the approval of Amendment C250 to the Casey Planning Scheme (new Municipal Strategic Statement and review of Local Planning Policies).

Background

The Minister for Planning has approved a major change to the Casey Planning Scheme that reinforces Council's strategic land use and development vision for the municipality.

Amendment C250 to the Casey Planning Scheme amends the Local Planning Policy Framework of the Casey Planning Scheme by introducing a new Municipal Strategic Statement (MSS) and a revised suite of local planning policies.

The major strategic land use objectives were drawn from the *Casey C21: A Vision for our Future* strategy and its update, *Casey C21: Building a Great City*. The central focus of both these strategies is the building and strengthening of communities in terms of physical planning and community development. It is a 'whole-of-community' approach incorporating social, economic and environmental needs. This approach is represented in the new MSS by the introduction of 17 local areas, complementing a range of social, economic and environmental themes.

Local planning policies help the Council and other users of the planning scheme to understand how particular land use objectives will be implemented by guiding decision-making.

Changes to the Casey Planning Scheme

In summary, Amendment C250 introduces the following new sections into the Casey Planning scheme.

- A new Municipal Strategic Statement at Clause 21 comprising:
 - Five themes common to all areas of Casey; namely: *Settlement and Housing*; *Environment*; *Economic Development*; *Transport*; and *Built Environment*.
 - A Strategic Framework Plan to illustrate key strategic directions for the whole municipality.
 - 17 Local Area Plans illustrating strategic directions for each identified local area, being:

<i>Berwick Northern Area</i>	<i>Endeavour Hills (Urban Area)</i>
<i>Berwick Southern Area</i>	<i>Hallam</i>
<i>Botanic Ridge/Junction Village</i>	<i>Hampton Park</i>
<i>Casey Coast</i>	<i>Lynbrook/Lyndhurst</i>
<i>Casey Farm</i>	<i>Narre Warren</i>
<i>Casey Foothills</i>	<i>Narre Warren South</i>
<i>Cranbourne</i>	
<i>Cranbourne East</i>	
<i>Cranbourne North</i>	
<i>Cranbourne West</i>	
<i>Doveton/Eumemmerring</i>	



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- Eight revised Local Planning Policies at Clause 22 for land use and development matters common to multiple local areas, being:
 - Retail Policy
 - Non-Residential Uses in Residential and Future Residential Areas Policy
 - Industrial Development Policy
 - Advertising Signs Policy
 - Stormwater Policy
 - Telecommunications Facilities Policy
 - Satellite Dishes Policy
 - Non-Agricultural Uses in Green Wedge Areas Policy.
- Consequential changes have also been made to three overlay schedules, being the *Significant Landscape Overlay - Schedule 1 (Casey Foothills)*, *Development Plan Overlay - Schedule 16 (Heatherton Road Mixed Use Precinct)* and *Development Plan Overlay - Schedule 17 (Commercial Development - 55 Kangan Drive, Berwick)*.

The Minister approved Amendment C250 largely as adopted by Council with only minimal changes, including:

- Removal of the *Aboriginal Cultural Heritage Policy* from Clause 22. While this was an existing policy in Clause 22 that was intended to be carried across into the revised Local Planning Policy Framework, it had actually lapsed on 18 May 2013. Council previously requested the Minister to consider extending the policy prior to it lapsing, but disappointingly has only just received a formal rejection of this request. It is intended that officers will prepare a separate report to Council on what this means for Casey.
- Insertion of an expiry date of 31 December 2017 in the *Stormwater Policy*. The expiry date is intended to ensure that the policy will not conflict with new State-wide stormwater provisions that are proposed to be introduced into all Victorian planning schemes by the end of the year.
- Removal of some application requirements from Schedule 1 to the Significant Landscape Overlay (Casey Foothills) (SLO1). This relates to information required to accompany an application for a planning permit in the area covered by the SLO1. The requirements that were removed were deemed to be overly onerous, but their removal will not impact on the operational effectiveness of the schedule.

Approval of Amendment C250

Amendment C250 was approved by the Minister for Planning on 30 January 2017 and became part of the Casey Planning Scheme on 9 February 2017. It can be viewed here

<http://planning-schemes.delwp.vic.gov.au/updates-and-amendments/amendment?id=64A0CC689C01F35ECA2580AD003B55CD>

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.



Conclusion

The revised Local Planning Policy Framework articulates the strategic land use and development framework for Casey, providing a broad policy basis for making decisions about land use and development applications, and for protecting land with environmental values.

Approval of Amendment C250 represents the culmination of comprehensive strategic planning processes involving extensive community engagement and the appraisal of an independent planning panel. It is intended that the new MSS will be reviewed following the adoption of the next Council Plan to ensure that it continues to align with Council's long-term vision for Casey.

Recommendation

That the report be noted.



4 April 2017

ITEM 6.7

FUNDING ARRANGEMENT FOR CASEY RADIO

Steve Coldham

Council Plan Reference: 1.3

Purpose of Report: To seek Council endorsement for a proposal regarding the funding arrangement for Casey Radio

Background

Casey Radio (the trading name for South Eastern Radio Association Inc) began as Market City Radio, broadcasting test transmissions from Dandenong to the south-eastern region of Melbourne in 1983. Full time broadcasting commenced in July 1991. In September 2002, Casey Radio commenced transmission from their current premises in Cranbourne, which they utilise under a lease arrangement with Council.

With assistance from Council funding, Casey Radio has been able to refurbish the Cranbourne studios with the latest digital-based broadcast audio distribution systems.

Through the last two Funding and Service Agreements (FASAs), Council has invested \$900,000 in Casey Radio.

Previous Funding Arrangement (2009-2013)

Between 2009 and 2013, Casey Radio received \$150,000 per year from Council under a four year funding arrangement. These funds were specifically to assist with strategic improvement, purchase of equipment, promotion and information provision with the view that this would lead to self-sufficiency.

In 2013, Casey Radio experienced a range of Board and financial issues. In October 2013, a new Board was elected and soon after, paid staff were made redundant. The organisation then became a fully volunteer-based operation in an effort to become financially sustainable.

Community radio stations are primarily volunteer based organisations and operate through fundraising, sponsorship, subscription and some Federal Government funding. The funding arrangement with Casey Radio from 2009- 2013 was a unique arrangement both in quantum and breadth. A telephone survey undertaken by officers with community radio stations in 2009, particularly targeting outer Melbourne and the Interface, confirmed the unique nature of the arrangement between Council and Casey Radio.

Current Funding Arrangement (2013-2017)

At its meeting on 18 March 2014, Council resolved to support Casey Radio for a further four years (2013-2017). The understanding was that Casey Radio would become self-sufficient after this time.



The decision included:

- allocation of \$75,000 to Casey Radio per year (commencing 2013-2014) for the purchase of radio station equipment
- provision in Year 1 only (2013-2014) to pay debts incurred under the previous Board, with the remainder of the \$75,000 grant to be used to purchase equipment
- negotiation of a set of Key Performance Indicators (KPIs) with input from Casey Radio, Councillors and officers
- designated delegates from Council to the Board to assist with evaluation of the KPIs each year.

Council Support

Council officers have provided a range of support to assist the new Board over the past four years. This support has included:

- the development a new four year FASA (2013-2017), which establishes performance expectations and outlines reporting requirements of Casey Radio
- the development of a separate milestone reporting template that includes agreed KPIs, commencing with the 2013-2014 funding year
- general advice and support relating to assistance with reporting requirements, grant applications, volunteering and governance.

The need for sustainability and the move towards self-sufficiency have been expressed firmly by Council in many discussions with the previous and current Boards of Casey Radio. (Refer confidential Attachment A and B for previous confidential reports.)

Casey Radio Request

Officers and available Councillor delegates met with Casey Radio Board representatives in early March 2017. The Board representatives explained that the organisation's financial viability has improved considerably in the past 12 months to two years, and they were heading towards self-sufficiency. They submitted a verbal request for the funding of \$75,000 per year for equipment for a further four years, with an additional \$25,000 per year to cover licence and insurance costs. They agreed to provide a written submission to Council officers to clarify this request. Despite a number of reminders, at the time of authoring this report, this submission has not yet been received by Council.

Officer Assessment

It is evident that the current Casey Radio Board has made positive progress towards self-sufficiency in line with Council expectations.

Note that it is difficult to derive a clear benefit of Council's investment due to a lack of detailed listenership data.

In consideration of this, and the amount of funding committed by Council over previous years, the introduction of a new funding arrangement following the completion of the current FASA in June 2017 is not supported.



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ITEM 6.7

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Conclusion

Casey Radio is currently in the final year of a four year funding arrangement that provides the organisation with \$75,000 per year for the purchase of new equipment.

Through the last two FASAs, Council has invested \$900,000 in Casey Radio.

Over a number of years, Council has communicated to Casey Radio the expectation that they become self-sufficient and sustainable after this funding period. The Board has expressed that they are now in a stronger financial position.

It is also difficult to derive a clear benefit of Council's investment due to a lack of detailed listenership data.

Consequently, following the conclusion of the current FASA in June 2017, officers recommend that Council does not provide additional funding through a new FASA. However, Council can continue to provide a range of other support to Casey Radio including grant applications training and assistance, access to the monthly City of Casey Grants Update, and support to access the Volunteer Matcher program to assist the organisation to link with suitably skilled volunteers. These measures should assist Casey Radio to continue to provide an effective and viable community radio service to Casey residents.

Recommendation

- 1. That, in-light of Council's expectation that Casey Radio was to reach financial self-sufficiency, Council does not enter into a new funding arrangement with Casey Radio following the conclusion of the current Funding and Service Agreement in June 2017**
- 2. That Council continues to offer in-kind support to Casey Radio, including grant application training and assistance and linkages to grant opportunities and volunteer support, following the conclusion of the current Funding and Service Agreement in June 2017**



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ITEM 6.7
ATTACHMENT A

Confidential Attachment

Casey Radio – Closed Council Report 01-10-2013

In accordance with section 77 (2)(c), the information in this attachment has been deemed confidential information by the Chief Executive Officer under section 89(2)(d) of the Local Government Act 1989 as it contains contractual matters.



Confidential Attachment

Casey Radio – Confidential Briefing Paper 26-02-2013

In accordance with section 77 (2)(c), the information in this attachment has been deemed confidential information by the Chief Executive Officer under section 89(2)(d) of the Local Government Act 1989 as it contains contractual matters.



4 April 2017

ITEM 6.8

CONTRACT VARIATION – CONTRACT NO CT000131

David Richardson

Council Plan Reference: 4.3

Purpose of Report: To report on the contract variations for Contract No CT000131 for the Maintenance of Prominent Community Building Surrounds.

Background

Contract CT000131 is for the Maintenance of Prominent Community Building Surrounds. This contract was approved by Council at its meeting on 20 January 2015 and was awarded to ISS Facility Services Pty Ltd with the contract commencing 2 March 2015.

This contract is for a period of five years fixed with no additional extensions.

This contract is structured to allow for the lump sum prices at varying service levels and does not include Consumer Price Index (CPI) increases for the term of the contract. A price for each year of the five years of the contract was required to be submitted as part of the tender process.

The contract has also been structured to allow for supplementary services to be tendered on a Schedule of Rates basis.

Discussion

Works in this contract include routine maintenance program for the surrounds of pre-schools/kindergartens, child care centres, crèches, maternal child health centres, family and children's centres, community centres/houses/places, neighbourhood/learning centres, leisure centres, similar buildings, shopping precincts, and certain related areas, including:

- removing and disposing of all litter, debris and sharps;
- cutting grass surfaces and trimming edges;
- garden maintenance;
- maintaining footpaths and hardstand areas free of weeds
- collecting and disposing of broken or fallen trees and tree branches;
- planting new or replacement shrubs, ground covers and tufted grasses;
- implementing traffic management;
- maintaining sandpits, digging patches and soft fall areas; and
- collecting and disposing of hard and green waste from preschools and kindergartens;

Adjustment of schedule of rates list, responsive to operational needs

The following changes to the Schedule of Rates have been implemented on a provisional basis of the contract during Year 1 and are now required to be included in the contract.



Additional sites to the contract:

Asset No	Description	Comments
P0000646	Hallam Family and Children's Centre	Extension to existing site
P0003823	Selandra Rise Community Place	New Centre
P0003831	Mayone-bulluk Family and Children's Centre	New Centre

Reduced sites to the contract:

Nil

Review of the Contractors OH&S performance and compliance

The OH&S management system of the Contractors must, as a minimum requirement, demonstrate compliance with all duties of an employer specified in the Occupational Health and Safety Act 2004.

The Contractor has supplied evidence of compliance in the following areas:

- OH&S policy and objectives;
- Organisation structure & responsibilities;
- Safe work practices and procedures;
- OH&S training and induction;
- OH&S auditing and inspection procedures;
- OH&S consultation procedures;
- OH&S performance monitoring.

A review of the contractor's OH&S performance and compliance has confirmed as being compliant with the requirements detailed in the contract specification.

Review of the Contractors overall working performance and compliance

Council officers in the City Presentation Department recently conducted an annual performance review with ISS Facility Pty Ltd in accordance with their contract specification and their overall working performance.

ISS Facility Pty Ltd has completed all contractual and provisional items within Year 2 of the Contract. Items completed have been done so to varying degrees of acceptance. Council officers have some concerns with both ISS and their ability to correctly resource the contract to provide the required maintenance level expected, or in the ability of ISS to provide staff that are suitably skilled to carry out the works expected.



ISS Facility Pty Ltd has rectified issues in a timely manner, and to a service level that is generally accepted. City Presentation will, however, continually monitor the Contractor's performance over the coming 12 months to further improve their level of service.

Contract Variation

Refer to confidential attachments for additional 'contractual information'.

Source of Funding

An allowance was made in the 2017-18 City Presentation budget to accommodate any additional works for this contract.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Recommendation

That Council approves the variation as detailed in the attachment to this report to ISS Facility Services Pty Ltd for Contract No CT000131 - Maintenance of Prominent Community Building Surrounds.



4 April 2017
ITEM 6.8
ATTACHMENT A

Confidential Attachment

Contract Variation Contract No CT000131

In accordance with section 77 (2)(c), the information in this attachment has been deemed confidential information by the Chief Executive Officer under section 89(2)(d) of the Local Government Act 1989 as it contains contractual matters.



4 April 2017

ITEM 6.9

CONTRACT VARIATION – CONTRACT NO CT000132

David Richardson

Council Plan Reference: 4.3

Purpose of Report: To report on the contract variations for Contract No CT000132 for the Maintenance of Premier Parks and Prominent Building Surrounds.

Background

Contract CT000132 is for the Maintenance of Premier Parks and Prominent Building Surrounds. This contract was approved by Council at its meeting on 20 January 2015 and was awarded to Citywide Service Solutions Pty Ltd trading as Citywide with the contract commencing 2 March 2015.

This contract is for a period of five years fixed with no additional extensions.

This contract is structured to allow for the lump sum prices at varying service levels and does not include Consumer Price Index (CPI) increases for the term of the contract. A price for each year of the five years of the contract was required to be submitted as part of the tender process.

The contract has also been structured to allow for supplementary services to be tendered on a Schedule of Rates basis.

Discussion

Works in this contract include routine maintenance program for Premier Parks and Prominent Building Surrounds including shopping precincts, and associated nature strips and the surface of related traffic management devices, including:

- removing and disposing of all litter, debris and sharps;
- cutting grass surfaces and trimming edges;
- garden maintenance;
- trimming of shrubs, ground covers and tufted grasses;
- maintaining footpaths and hardstand areas free of weeds ;
- implementing traffic management;
- collecting and disposing of broken or fallen trees and tree branches;
- planting new or replacement shrubs, ground covers and tufted grasses;
- establishing new mulched areas around trees;

Adjustment of schedule of rates list, responsive to operational needs

The following changes to the Schedule of Rates have been implemented on a provisional basis of the contract during Year 2 and now require to be included into the contract.



Additional sites to the contract

Asset No	Description	Comments
P0001978	Berwick Waters Waterfront Park	New Site
P0000394	David Collins Reserve	Transferred from Zone Contact CT000191
P0001961	Selendra Boulevard Reserve	New Site

Reduced sites to the contract

Asset No	Description	Comments
P0001894	Bacchus Road Reserve	Transferred to Zone Contract CT00194

Review of the Contractors OH&S performance and compliance

The OH&S management system of the Contractors must, as a minimum requirement, demonstrate compliance with all duties of an employer specified in the Occupational Health and Safety Act 2004.

The Contractor has supplied evidence of compliance in the following areas:

- OH&S policy and objectives;
- Organisation structure & responsibilities;
- Safe work practices and procedures;
- OH&S training and induction;
- OH&S auditing and inspection procedures;
- OH&S consultation procedures;
- OH&S performance monitoring.

A review of the contractor's OH&S performance and compliance has confirmed as being compliant with the requirements detailed in the contract specification.

Review of the Contractors overall working performance and compliance

Council officers in the City Presentation Department recently conducted an annual performance review with Citywide in accordance with their contract specification and their overall working performance.



Citywide has completed all contractual and provisional items within Year 2 of the Contract and is consistently working to improve overall quality and presentation of their sites. City Presentation will continually monitor the Contractor's reactive response times and quality over the next 12 months to ensure they conform to Contract Specifications.

Citywide expressed concerns with the days of total fire ban not being able to mow, resulting in falling behind in their service program. Council advised this was not negotiable in this current contract.

Contract Variation

Refer to confidential attachments for additional 'contractual information'.

Source of Funding

An allowance was made in the 2017-18 City Presentation budget to accommodate any additional works for this contract.

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Recommendation

That Council approves the variation as detailed in the attachment to this report to Citywide Service Solutions Pty Ltd trading as Citywide for Contract No CT000132 - Maintenance of Premier Parks and Prominent Building Surrounds.



4 April 2017
ITEM 6.9
ATTACHMENT A

Confidential Attachment

Contract Variation Contract No CT000132

In accordance with section 77 (2)(c), the information in this attachment has been deemed confidential information by the Chief Executive Officer under section 89(2)(d) of the Local Government Act 1989 as it contains contractual matters.



4 April 2017

ITEM 6.10

CASEY EQUESTRIAN REFERENCE COMMITTEE MINUTES

Nicola Ward

Council Plan Reference: 1.4

Purpose of Report: To present the Casey Equestrian Reference Committee Minutes from the meeting held on 2 March 2017

Background

The Casey Equestrian Reference Committee (CERC) met on 2 March 2017. The key items discussed at the meeting were:

- Casey Rides event 2017
- 2016/17 Capital Works Projects
- Melbourne Water Licence Agreement
- CERC Review
- Facebook for CERC
- Bayview Equestrian Trail
- Harkaway Quarry
- CERC end of term

The discussion and actions related to these agenda items are attached in the unconfirmed minutes (Attachment A).

Officer Direct or Indirect Interest

No Council officers involved in the preparation of this report have a direct or indirect interest in matters for consideration.

Conclusion

The focus of the meeting held on 2 March 2017 provided an update on a range of equestrian activities and projects being delivered in 2016/17.

An update was given about the 2017 Casey Rides event. The event will take place 7 May 2017. Feedback was requested from CERC members on the advertising material for the event.

This was the final meeting for the current CERC members 24 month term, which expires in April 2017. Members were thanked for their time and input.

The CERC review has commenced. There will be no further meetings until the review is complete and a report to council has been given.

Recommendation

That the minutes of the Casey Equestrian Reference Committee meeting of 2 March 2017 be noted.

Officers' Reports



**4 April 2017
ITEM 6.10
ATTACHMENT A**

Minutes of the Casey Equestrian Reference Committee meeting held on 2 March 2017



**Minutes of the Casey Equestrian Reference Committee Meeting
Thursday 2 March 2017 at 6.30 pm
City of Casey Council Offices – Room 6**

1. Statement of acknowledgment and Welcome

2. Attendees and Apologies

Attendees:

Committee: Jill Shannon, Kaye Cray, Jane Mitchell, Lisa Halls, Gayle Joyce

Councillors: Cr Amanda Stapledon (Chair)

Council Officers: Jamye Grossman (Minute taker)

Guest: Vicky Goodwin - Team Leader Events

Apologies: Deb Lovett, Rachel Lovett, Anita Bezuch, Lynda Hayes, Cr Wayne Smith

Meeting commenced:

The meeting commenced at 6.45 PM

3. Confirmation of Previous Minutes

Motion:

“That the minutes of the previous meeting held on Thursday 1 December 2016 be accepted as a true and correct account.”

Moved: Jill Shannon
Seconded: Lisa Halls

4. Casey Rides event 2017

Council's Events Officer Vicky Goodwin provided feedback on the event for 2017.

Since the Casey Rides feedback session in 2016, the Cranbourne Turf Club has agreed to host the event again in 2017. The event will take place on Sunday 7 May 2017. There will be a capacity of 150 participants for the event. Deb Lovett agreed to look at the facility prior to the event and provide feedback to Council's Events team.

Registration letters and emails will be sent on 6 March 2017, with registration open for past riders until 19 March 2017. From the 20 March 2017 the event will be open to the community and will be publically advertised on social media, website etc. Vicky Goodwin asked the Committee to review the advertising material prior to the 20 March and to share it on social media through their equestrian networks.

The event cost is \$25 per individual, \$40 per family, which was highlighted by Gayle Joyce as an increase from previous years. Cr Stapledon asked what the decision was for the price rise and whether the Turf Club was receiving payment.



Vicky Goodwin clarified that the facility was not receiving payment and that costs included advertising, food, staff, cleaning, photographer, traffic management, traffic marshal, marquees, first aid, infrastructure (toilets), ribbons etc. The event will cost \$5,500 to run.

The Committee suggested amending the brochure to include the cost of the event and that it will include a BBQ lunch and prizes; which will now be added.

Cr Stapledon mentioned that the Committee will need to send a letter of thanks to Neil Bainbridge after the event for donating the facility for the event.

5. Capital Works Projects 2016/17

Council Officers have completed a scope of works for each project and are seeking quotes to start implementation in the coming weeks. Some projects may not be able to be delivered due to land ownership and licence agreement issues, specifically on Melbourne Water land.

Gayle Joyce requested an update about the Melbourne Water Licence Agreement. Council Officers updated the Committee that a draft licence agreement has been prepared by Melbourne Water which Council's insurers have commented on. The agreement is now being reviewed internally by Council's Property Services and Corporate Services teams. A response is to be drafted to Melbourne Water with suggested amendments.

6. CERC Review

Council Officers were asked to explain why CERC was undergoing a review, which was given.

The CERC review is underway. Three responses were received from the survey sent to CERC members. The Equestrian Community survey is ready to be sent to all Equestrian Clubs within the City of Casey. Council Officers asked the Committee to assist Council by sending the survey to their equestrian community networks. This feedback will help guide the future of CERC and equestrian within the City of Casey.

Cr Stapledon prepared a Notice of Motion for the second Council meeting in March regarding promoting CERC through Facebook, and requested that a report come back to Council at the second meeting in April advising of progress and any developments.

Motion:

"That Council agree to seek Officers input as how to best promote the Casey Equestrian Reference Committee and its activities via the City of Casey Facebook page or alternatively, to establish an independent Facebook page managed by CERC Member".

Moved: Gayle Joyce
Seconded: Lisa Halls

7. Other Business

Bayview Park Equestrian Trail - Lisa Halls asked if the trail will be maintained. Council Officers confirmed that it is currently being maintained by Council.



Gayle Joyce asked if the trail will be promoted to the community and if the map orientation signs have been fixed. Council Officers are currently preparing a Bayview Park Masterplan. Once this has been completed the land can be transformed into a recreational open space and will be promoted through the community, including the equestrian trail. The signs are in the process of being corrected.

Harkaway Quarry – Gayle Joyce mentioned that the quarry has sat dormant for six years without anything happening on site and requested an investigation as to what is happening and when.

Council Officers provided an update:

- The Harkaway Quarry is currently owned by Hanson Construction Materials Pty Ltd and quarrying operations on the site have now ceased.
- As this remains private property, issues relating to trespassing and car dumping are a matter for Victoria Police and Hanson's as the land owner.
- Council is in the process of preparing a Casey Foothills Green Wedge Management Plan, which will set a vision for and guide the future development of the Casey Foothills, and this includes the Harkaway Quarry site.
- Harkaway Quarry is identified as a potential equestrian facility as identified in the Equestrian Strategy, which did not include a regional facility.
- The Casey Foothills Green Wedge Management Plan will consider a variety of issues, including public open space, equestrian trails, bushfire risk management and the future of the Harkaway Quarry.
- Council will invite comment from the community at various stages throughout the development of the Casey Foothills Green Wedge Management Plan.

Motion:

“Gayle requested that Council Officers investigate the potential for Harkaway Quarry site as a regional equestrian facility location”.

Moved: Gayle Joyce
Seconded: Jane Mitchell

Equestrian Australia Article - Gayle Joyce provided an article relating to how equestrian brings more than \$1 billion to the Australian economy.

End of Committee term – Committee members were thanked for their time and input in CERC over their 24 month term.

8. Close

The meeting closed at 7.45 PM

Date of next meeting:

There will be no further meetings until the CERC review is complete and a report to Council has been given.

**CONSIDERATION OF
REPORTS OF
COMMITTEES**

Consideration of Reports of Committees



COMMITTEE MEETING

DATE OF COMMITTEE MEETING

Assembly of Councillors Audit

As listed

RECORD OF ASSEMBLIES OF COUNCILLORS

ASSEMBLY DETAILS	COUNCILLOR ATTENDEES	OFFICER ATTENDEES	OTHERS PRESENT	MATTERS CONSIDERED	CONFLICT OF INTEREST DISCLOSURES
21/3/17 Pre Council meeting	Cr Aziz Cr Crestani Cr Flannery Cr Gillic Cr Rosario Cr Smith Cr Stapledon	Mike Tyler Sally Curtain Sheena Frost Peter Fitchett Steve Coldham Holly de Kretser	Nil	<ul style="list-style-type: none"> • Officers report • Notices of motion • Urgent business • Suspension of local law • Petitions 	
25/3/2017 Casey Peoples Panel	Cr Flannery Cr Aziz Cr Crestani Cr Rosario Cr Smith Cr Stapledon Cr Jackson	Mike Tyler Sally Curtain Sheena Frost Peter Fitchett Andrew Davis Charles Ngana Gerard Scholten Paul Hamilton Wayne Mack Kathryn Seirlis Caz Mclean Dinuki Scharenguivel Sasha Savanovic Laura Garner Alison Neil Mary COleman	Capire Consulting: Chris Robertson Koel Wrigley Liz Rhodes	<ul style="list-style-type: none"> • Hearing the Peoples Panel outcomes/ recommendation on the budgetary constraints on the Council Plan 	

PETITIONS

NOTICES OF MOTION



Notice of Motion No 3133

Family Violence
Cr Flannery

Council Plan Reference: 1.2

I hereby give notice that at the Council Meeting on 04 April 2017 I intend to move a motion as follows:

1. **That officers provide a report on domestic / family violence in the City of Casey including statistics and what actions this council currently takes to address this issue. This report should take into consideration the recent Royal Commission findings and be informed by the Victoria Police and the Casey Police Department.**
2. **That a report be provided to Council within one month.**
3. **That this comes under the council plan Key Directions 1- services for Casey's Community 1.1 Foster community partnership and support other agencies in the delivery of high quality local services 1.2 Promote a safer community through education and regulation.**



Notice of Motion No 3134

Cranbourne Secondary College Stadium – Joint Use Agreement
Cr Stapledon

Council Plan Reference: 1.1

I hereby give notice that at the Council Meeting on 04 April 2017 I intend to move a motion as follows:

1. That Council consider an opportunity for a joint use agreement of the Indoor Double Court Stadium at the Cranbourne Secondary College. The agreement would be similar to that of Timbarra Community Stadium and would consider establishing a committee to oversee it's operation similar to that of the Cranbourne Community Theatre. The purpose of this is to meet the ever increasing and overflow requirement of Basketball, Netball and other Community Groups.
2. That Council notes the restoration projects includes:
 - Replacement of current flooring with Double Sprung Wooden flooring and widening of outer stadium
 - Installation of toilets including disabled toilet facilities
 - Increased car parking to accommodate teams, clubs and spectators
 - Site cut to bring down the level of the ground to suit the finished doorway heights and providing sufficient sub floor clearance.
3. That Council Officers endeavour to identify \$200,000 and refer to the 2017/18 Budget for consideration.
4. That further funding to be sought by writing an urgent letter to Jude Perera MP, Member for Cranbourne advising that provision Council's contribution would be conditional on the State Government's contribution of the same amount.
5. That Ward Councillors be advised of progress/developments as they occur and a report come back to Council by the first Council meeting in May informing Councillors of the current status.

REPORTS
BY
COUNCIL
DELEGATES

Name of Organisation	Next meeting	Delegate/s	Alternate Delegate/s
Access and Inclusion Advisory Committee	TBC		
Arts and Cultural Advisory Committee	Mon 24 th Apr 2017 Mon 22 nd May 2017	Cr Wayne Smith	Cr Amanda Stapledon
Audit & Ethics Committee	Thurs 13 th April 2017 Thurs 8 th June 2017	Mayor Sam Aziz Cr Tim Jackson	Cr Rex Flannery
Casey Cardinia Tourism Advisory Committee	Wed 19 th April 2017 Wed 21 st June 2017	Cr Rosalie Crestani	TBC
Casey Cardinia Foundation	Fri 12 th May 2017	Cr Amanda Stapledon	
Casey Football reference Advisory Committee	Thurs 20 th Apr Mon 22 nd May 2017	Cr Amanda Stapledon Cr Damien Rosario Cr Rosalie Crestani Cr Milla Gilic	nil
Casey-Cardinia Library Corporation	Wed 26 th April 2017	Cr Wayne Smith Cr Damien Rosario	Cr Susan Serey
Casey Cardinia Local History Reference Group	Thurs 4 th May 2017	Cr Amanda Stapledon	Cr Wayne Smith
Casey Economic Development Partnership	TBC	Cr Sam Aziz Cr Tim Jackson Cr Susan Serey	nil
Casey Equestrian Reference Committee	Thurs 1 st June 2017	Cr Amanda Stapledon	Cr Wayne Smith
Casey Fields Steering Committee	Mon 15 th May 2017	Cr Amanda Stapledon Cr Geoff Ablett Cr Rosalie Crestani	nil
Casey Multifaith Network	Thurs 20 th April 2017 Thurs 18 th May 2017 Thurs 15 th June 2017	Mayor Cr Sam Aziz Cr Damien Rosario	nil
Casey Radio	Wed 5 th April 2017 Wed 7 June 2017	Cr Wayne Smith Cr Geoff Ablett	Cr Damien Rosario
Casey Scorpions Board Meeting	TBA	Cr Amanda Stapledon	
Casey Volunteer Awards Advisory Committee	TBA	Cr Rosalie Crestani	Cr Amanda Stapledon
CEO Annual Performance Review Sub Committee	TBA	Mayor Sam Aziz Cr Damien Rosario Cr Susan Serey	nil

Name of Organisation	Next meeting	Delegate/s	Alternate Delegate/s
		Cr Geoff Ablett	
Conservation Advisory Committee	TBC		
Cranbourne Community Theatre Management Committee	TBA	Cr Amanda Stapledon	Cr Wayne Smith
Hampton Park Central Structure Plan Steering Committee	Mon 8 th May 2017	Cr Damien Rosario Cr Wayne Smith	nil
Inter Council Aboriginal Consultative Committee	Thurs 16 th May 2017	Cr Rosalie Crestani	Cr Amanda Stapledon
John Pandazopoulos Hall Committee of Management	Mon 1 st May 2017	Cr Damien Rosario	Cr Wayne Smith
Mayoral Charity Concert Advisory Committee	TBA	Cr Wayne Smith	
Metropolitan Local Governments Waste Forum	Thurs 11 th may 2017	Cr Amanda Stapledon	TBC
Metropolitan Transport Forum	Wed 5 th April 2017 Wed 3 rd May 2017 Wed 7 June 2017	Cr Amanda Stapledon	TBC
Municipal Association of Victoria	Thurs 20 Apr 2017	Cr Amanda Stapledon	Cr Tim Jackson
Victorian Local Government Association	TBC	Mayor Sam Aziz	Cr Amanda Stapledon

Any Councillors authorised by Council to attend conferences or meetings.

URGENT BUSINESS