



ST KEVIN'S TEMPLESTOWE

ABN: 48 230 838 560

26- 44 Herlihy's Road,
Lower Templestowe, 3107
Office phone: 03) 9850 5983
All Correspondence to:
PO Box 985, Templestowe 3106
templestowe@cam.org.au

Parish Council Meeting Agenda 3rd July 2025

- 1) Opening Prayer
- 2) Apologies
- 3) Matters arising from the minutes of June meeting
- 4) Parish updates and questions arising from the reports/updates
 - a) Fr Charles' report
 - b) School Principal's report – Gabee Leone
 - c) Pastoral Worker's report - Ana Saro
 - d) Finance report – David Hii
 - e) Social Justice report – John Costa
- 5) Other matters for discussion
- 6) Next meeting Thursday 7th August at 2.30 pm



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St Kevin's Parish Council Meeting

3rd July 2025

Minutes

The meeting opened at 2.30pm

Present: Fr Charles, Fr Anton, Gabee Leone, Margaret Turner, Adrian Teo, Ana Saro, David Hii, Carmel Shiel, Claudia Raiola, Peter Sheehan, Pauline Erickson.

Apology: John Costa.

Opening Prayer: Adrian read a prayer of thanksgiving and of request for guidance from the Holy Spirit in our decision making.

Matters arising from previous minutes.

The chair expressed a wish to combine any matters from previous minutes with current reporting.

1) Fr Charles:

- a) Moving towards an LEL position description for a 2 day per week position focusing on evangelisation. Fr Charles is keen to explore the programme-The Andrews Ministries- involving young adults and following the pilot from the archdiocese.
- b) Raising awareness of child safety...this week's Bulletin.
- c) Survey for possible amalgamation of Sunday masses to be circulated this coming weekend.
- d) St Charles School. Further talks with MACS and MacKillop Family Services.
- e) Alpha. Next session to begin in August.
- f) Staff retreat coming up.
- g) RCIA one candidate.
- h) Liturgy group formation...focusing on our liturgy, especially symbols.
- i) Thank you to all for recent celebrations for birthday and anniversary.

2) School Principal. Gabee Leone.

Gabee reported on parent/teacher conversations, written reports, QA for NNCD, Upcoming school performance, Sacred Heart feast day Mass, winter sports Competitions. Teachers and students looking forward to Winter holidays.

3) Pastoral Worker. Ana Saro.

Confirmation on 15th June. Ongoing groups, bookish morning tea, play group youth group, all going well. Continued visits to nursing homes and home visits. St Vinnies group looking for more people to join the group. A potential date for 23rd Nov to celebrate International Diversity within our parish. Father's Day Breakfast for the school community on Thursday 4th September.

4) Social Justice Group. No report. John Costa was not present at the meeting. Excellent feedback to Ana Saro re the recent coat drive.

5) Finance report David Hii. The cost of the Columbarium has now been finalised. Real Parishioner interest now needs to be ascertained. David is still waiting on further updates for the modifications to the sanctuary.

6) Other matters.

The chair raised the matter of families in hardship at the school. Gabee and Ana gave information on what they are able to do in identifying and helping in those situations while at the same time respecting privacy and possible volatile circumstance. Ana is hoping that the growing St Vinnies group will be able to reach further. Fr Charles also spoke of requests for financial help (not necessarily parishioners) from the Parish. Further conversation needs to be had re a one-off donation call to our parishioners for help or...some sort of ongoing fund to be set up to provide assistance when required.

Margaret Turner raised the subject of training for Lectors and Commentators. Currently, there is no provision for formal training in place for new or current volunteers. Fr Charles requested Pauline to investigate the possibility of a session(s) and Ana offered to help.

7) Next Meeting 7th August 2025

8) Meeting closed at 3.45pm

Pastoral Worker PPC Report June 2025.

Sacramental Program.

- Confirmation celebrated on Sunday 15th June. Bishop Thinh was reportedly very happy with the mass.

Safeguarding

David has now taken over leadership of Safeguarding. Could everyone on PPC please ensure that they are compliant with the requirements of volunteering - WWCC, COC and Safety Essentials Training.

Outreach

Bookish Morning Tea continues fortnightly.

Play Group held every Monday Morning - up to 5 regular families.

Youth Group - very successful 'Olympics' at the June session - 22 teenagers in attendance.

Nursing Home visits continue - Templestowe Grove will now attend knitting group once a month & mass plus morning tea once a month. Three nursing homes are now requesting regular prayer services. In total we visit 10 nursing homes.

Home visits continue - there remains a few fragile parishioners in our community.

St Vincent de Paul - still looking for more St Kevin's people to join Adrian and I attending and becoming part of the St Gregs Conference.

Birthday cards continue - there are a lot of people born in Winter!!!

Upcoming

Mass Survey.

Celebrating the International Diversity of our Parish with a special mass - and morning tea afterwards. A potential date for this is Sunday 23rd November (which is the Feast of Christ the King).

Fathers Day breakfast for the St Kevin's school community 7am to 0830am on Thursday 4th September.



PPC Meeting

03/07/25

Reporting and Parent/Teacher/Student Conversations	Parent, child and teacher conversations are being held this week. The purpose of the conversations is for the child to own, and be proud, of their achievements and to have direction for their future learning. Part of the meeting is for students to share their learning with their parents using the program SeeSaw. Teachers and parents have an opportunity to share relevant information about the child, to identify the child's strengths and needs and to assist in developing learning opportunities for the future.
Written Reports	Teachers provide written reports to parents at the conclusion of Semester One. The report provides information about their child's achievements through personal teacher comments as well as teacher judgements which are reported against expected statewide standards (VIC Curriculum) for the relevant year level, or where appropriate against their personal learning plan.
Quality Assurance for NNCD	<p>The School participated in a Quality assurance (QA) for the Nationally Consistent Collection of Data (NCCD). Jack Mather from the MACSCroydon Office led the process. He was meticulous with identifying and confirming medical details and teacher adjustments for students who receive funding.</p> <p>This process is crucial for ensuring the accuracy and reliability of the data collected about students with disabilities. It involves implementing processes and</p>

	procedures to verify that the information submitted to the NCCD is correct, complete, and meets the requirements of the Australian Government.
School Performance	The School Performance is planned to take place in Term 3. The auditions have been completed and we are all heading into sing and dance mode.
Mass of the Sacred Heart	Thank you Fr. Charles, Fulvia and Ana for the preparation and beautiful mass for the Feast of the Sacred Heart.
Winter sports	<p>Last week the Year 5 and 6 students and a few Year 4 students participated in the Winter Sport Inter School Soccer and Tee Ball competition against other District school teams. The students enjoy this opportunity to meet and interact with other local school students whom they may meet as they move onto Secondary school.</p> <p>The Soccer team won 2 out of 3 games and the Tee Ball team won 3 out 4 games.</p>
Break and Rest	We are all looking forward to a mid-year break! Term 3 begins on the 21st of July! Cannot wait for a sleep in and time to sit and read! Take care and stay warm everyone!



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BUSINESS MANAGER REPORT – JULY, 2025

Columbarium (Wall Niche)

I've attached the proposed design and sketch for the columbarium, along with the draft costing for your review. The current proposal includes 44 wall niches, with an estimated total cost of \$15,060.

Modifications to the Sanctuary

I haven't yet received any updates from Sandy Law of Law Architects regarding the proposed design alterations to the sanctuary.



SITE PLAN

1 : 1000



ST KEVIN'S CATHOLIC CHURCH PROPOSED COLUMBARIUM

SITE INFORMATION

SITE ADDRESS: 26-44 HERLIHYS RD, TEMPLESTOWE LOWER, MELBOURNE, VICTORIA, 3107
LOT PLAN: 1\PS640387
LOCAL COUNCIL: MANNINGHAM
SITE AREA: 36776 m²

SITE NOTES

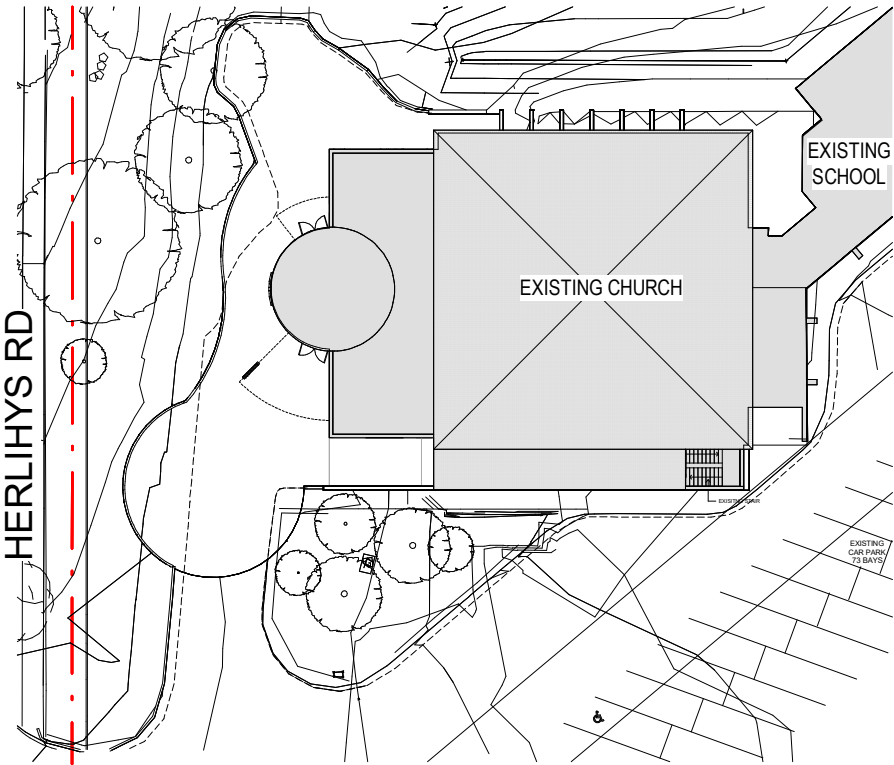
THIS IS NOT A LAND SURVEY. MEASUREMENTS ARE APPROXIMATE. THE LOCATION OF ALL EXISTING SERVICES TO THE SITE AND ANY SURVEY INFORMATION IS TO BE CONFIRMED ON SITE PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION WORKS INCLUDING EARTHWORKS

GENERAL NOTES

- ALL DIMENSIONS TO BE CHECKED ONSITE PRIOR TO COMMENCEMENT OF THE WORKS.
- DO NOT SCALE. ANY DESCRIEPCENCIES TO BE REPORTED IMMEDIATELY TO THE RELEVANT COORDINATOR
- SERVICES AND INFRASTRUCTURE TO BE CONFIRMED BY LICENSED PROFESSIONAL PRIOR TO THE WORKS INCLUDING INGROUND SERVICES

SHEET LIST

Number	Name	Rev
A301	EXISTING SITE PLAN	A
A302	PROPOSED SITE PLAN	A
A310	PROPOSED PLANS AND VIEWS	A



SITE PLAN - EXISTING

1 : 500

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DESIGN AND DRAWINGS ARE NOT TO BE USED OR DUPLICATED FOR USE OTHER THAN THE SITE ADDRESS SPECIFIED ON THE DRAWINGS

GENERAL NOTES

PROJECT TITLE

ST KEVIN'S - PROPOSED COLUMBARIUM

PROJECT DATE

23.2.2025

REV DATE

A 19.06.25

ISSUE

PLANNING PERMIT SUBMISSION



APPR

DRAWING TITLE

EXISTING SITE PLAN

PROJECT NUMBER

QD2572

CLIENT

MAL DE ALWIS

SITE ADDRESS

26-44 HERLIHYS RD
TEMPLESTOWE 3107

DRAWING SCALE @ A3

REVISION

As indicated

A

DRAWING STATUS

PLANNING PERMIT

A301

HERLIHYS ROAD

PHOTO 01

PHOTO 02

SUBJECT SITE

PROPOSED COLUMBARIUM

PORTICO

EXISTING CHURCH

FFL 46800

FFL 46800

EXISTING SCHOOL

EXISTING STAIR

EX CAF 73

EXISTING DRIVEWAY

ST KEVIN'S CATHOLIC CHURCH EXISTING CONDITIONS



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PROJECT DATE

23.2.2025

REV DATE
A 19.06.25

ISSUE
PLANNING PERMIT SUBMISSION



APPR

DRAWING TITLE

PROPOSED SITE PLAN

PROJECT NUMBER

QD2572

CLIENT

MAL DE ALWIS

SITE ADDRESS

26-44 HERLIHYS RD
TEMPLESTOWE 3107

DRAWING SCALE @ A3

1 : 200

DRAWING STATUS

PLANNING PERMIT

A302

REVISION

A

ST KEVIN'S CATHOLIC CHURCH - PROPOSED COLUMBARIUM



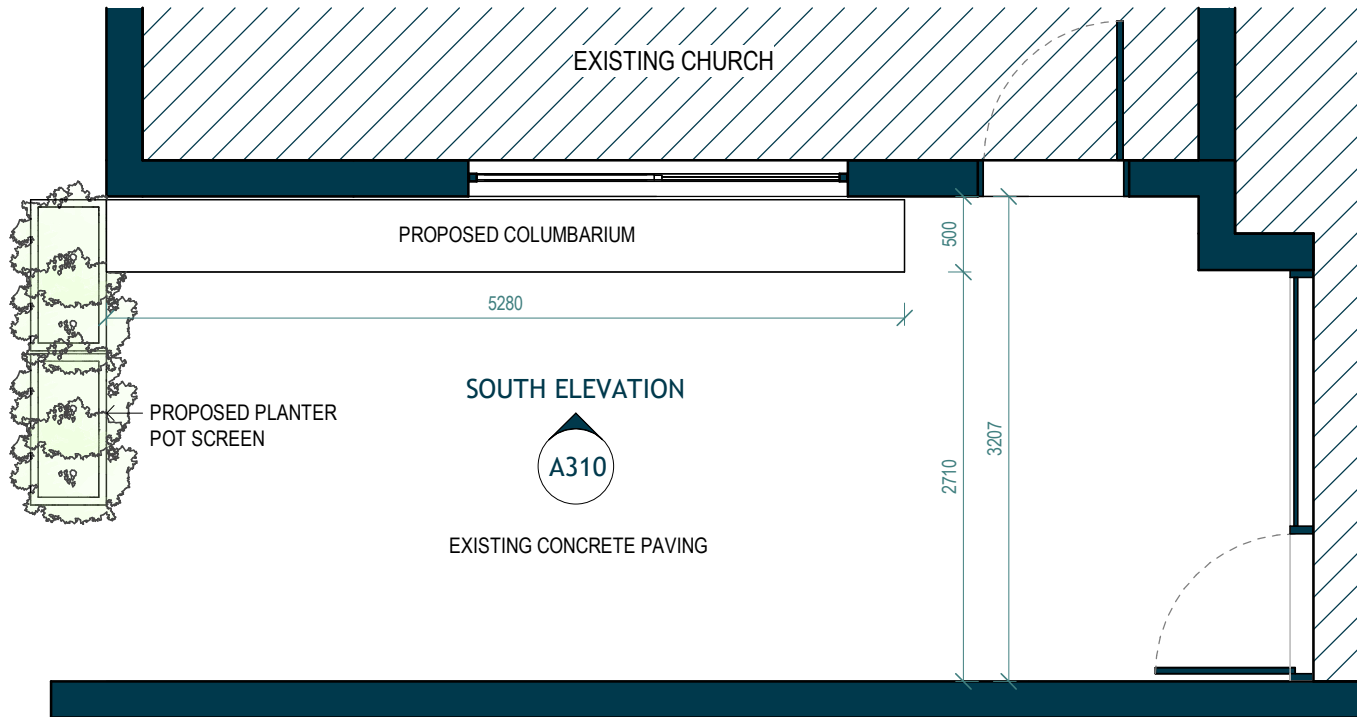
VIEW 01



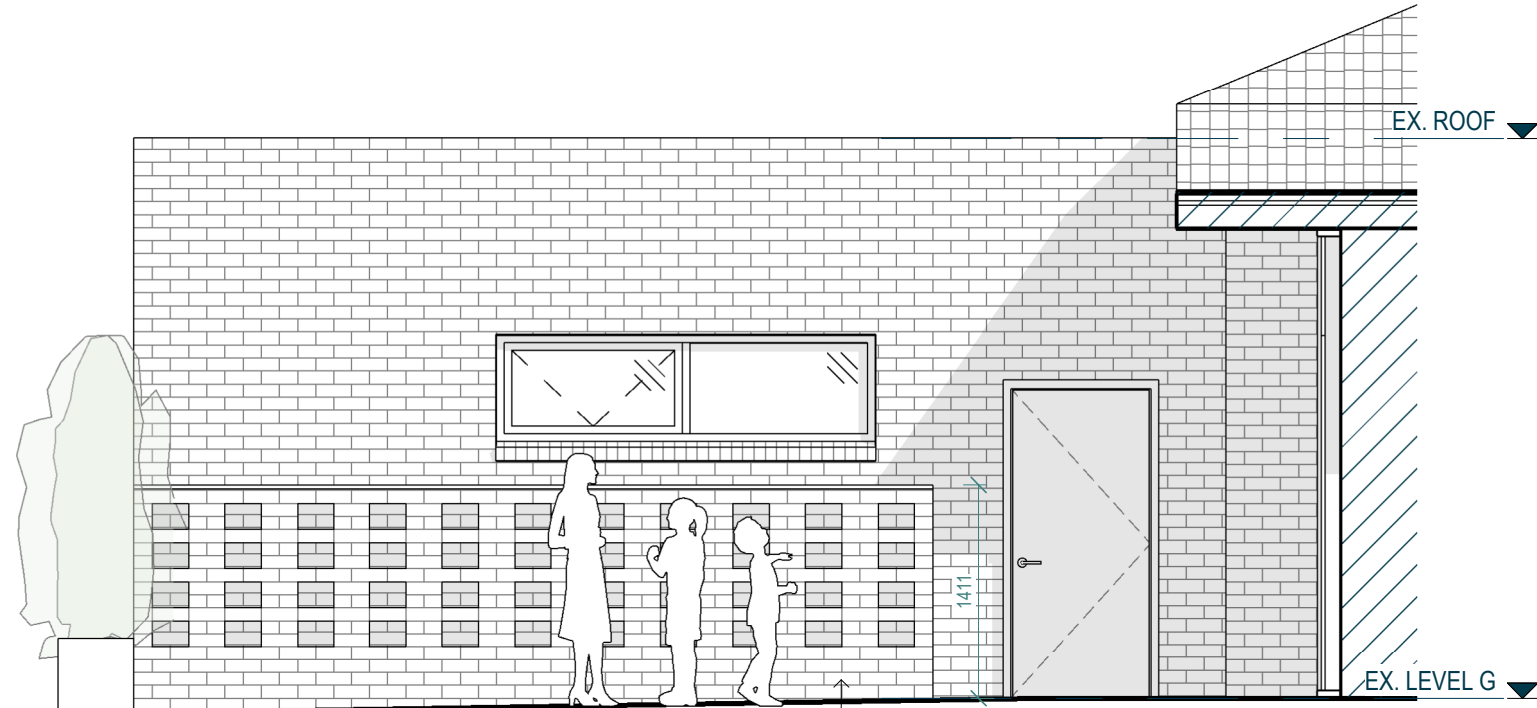
VIEW 02



REFERENCE DESIGN



FLOOR PLAN
1 : 50



SOUTH ELEVATION
1 : 50

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GENERAL NOTES

PROJECT TITLE
ST KEVIN'S - PROPOSED COLUMBARIUM

PROJECT DATE 23.2.2025
REV DATE ISSUE
A 19.06.25 PLANNING PERMIT SUBMISSION



APPR

DRAWING TITLE
PROPOSED PLANS AND VIEWS

PROJECT NUMBER QD2572
CLIENT MAL DE ALWIS
SITE ADDRESS 26-44 HERLIHYS RD
TEMPLESTOWE 3107

DRAWING SCALE @ A3
1 : 50
REVISION
A

DRAWING STATUS
PLANNING PERMIT
A310

Columbarium budget updated - St Kevins		Draft 1 - 20 June 2025 (excluding GST)				Comments
		Rate (\$)	Unit	Cost (\$)	Full Cost (\$)	
Prelims	Council permit	\$ 2,500	1	\$ 2,500		
	Soil sample	\$ -	1	\$ -		
	Survey & elevations	\$ -	1	\$ -		
	Design and drawings	\$ 3,146	1	\$ 3,146	\$ 5,646	
Earth works						
	None	\$ -	-	\$ -	\$ -	Not required
Spoil disposal						
	None	\$ -	-	\$ -	\$ -	Not required
Foundation wall						
	Excavation					Not required
	Reinforcements	\$ -	-	\$ -		Not required
	Concrete m3	\$ -	-	\$ -	\$ -	Not required
Build	Landscaping	\$ -	-	\$ -		Not required
	Brickwork	\$ 1.82	1,080	\$ 1,964		3 pallets approx.
	Build the Columbarium	\$ 90	15	\$ 1,350		Labour, potential 2 days
	Paving / grinding	\$ 900	1	\$ 900		Grind the concrete floor
	Chairs	\$ -	-	\$ -		
	Capping	\$ 500	1	\$ 500		concrete cap for the columbarium
	Plants for the planter box	\$ 80	5	\$ 400		3-5 mature plants
	Soil for the planter box (delivered)	\$ 100	3	\$ 300		3 cubic metres m3
	Gardner labour	\$ 1,000	1	\$ 1,000	\$ 6,414	1 day
Contingency					\$ 3,000	
Total					\$ 15,060	

ST KEVIN'S CATHOLIC CHURCH - PROPOSED COLUMBARIUM



VIEW 01



VIEW 02