



# Cardinia

**MINUTES OF GENERAL COUNCIL MEETING**

**MONDAY, 18 FEBRUARY 2019**

## MINUTES OF GENERAL COUNCIL MEETING

held in the Council Chambers, 20 Siding Avenue, Officer  
on Monday, 18 February 2019  
The meeting commenced at 7pm

**PRESENT:** Mayor, Graeme Moore, Chairman

Councillors Michael Schilling, Jodie Owen, Ray Brown, Leticia Wilmot, Brett Owen

Messrs Carol Jeffs (CEO), Kristen Jackson (A/GMCWB), Debbie Tyson (A/GMAS), Doug Evans (MG)

### OPENING PRAYER

Almighty God we humbly request that you bestow your blessings upon this Council, direct and prosper our deliberations to the advancement of your glory and to the betterment of the peoples of Cardinia Shire. Amen.

### ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

The Cardinia Shire Council respectfully acknowledged that we are on the traditional land of the Bunurong and Wurundjeri people.

### APOLOGIES:

Carol Ryan, Collin Ross, Jeff Springfield.

### CONFIRMATION OF MINUTES OF MEETINGS

Moved Cr J Owen Seconded Cr L Wilmot

### THAT MINUTES OF THE FOLLOWING MEETINGS BE CONFIRMED-

- General Council Meeting 10 December 2018
- Town Planning Committee 4 February 2019

Cd.

### DECLARATION OF PECUNIARY AND OTHER INTERESTS

Nil.

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**TOWN PLANNING****1 CARDINIA PLANNING SCHEME AMENDMENT C244 (PARKING OVERLAY)**

FILE REFERENCE INT198368

RESPONSIBLE GENERAL MANAGER Andrew Paxton

AUTHOR Celeste Grossi

**RECOMMENDATION**

That Council:

1. Endorse the Pakenham Parking Precinct Plan, 18 February 2019 for the purpose of presentation to a planning panel.
2. Consider all submissions received during the exhibition of Planning Scheme Amendment C244.
3. Refer all submissions received, under Section 23 of the Planning and Environment Act 1987, to an independent planning panel to be appointed by the Minister for Planning, for consideration.

**Attachments**

- |   |  |          |
|---|--|----------|
| 1 | Pakenham Parking Precinct Plan, 18 February 2019 - track changes version | 61 Pages |
| 2 | Pakenham Parking Precinct Plan, 18 February 2019 - final version         | 72 Pages |
| 3 | Planning Scheme amendment C244 documents                                 | 28 Pages |
| 4 | Confidential copy of all submissions circulated to councillors only.     | 7 Pages  |

**EXECUTIVE SUMMARY**

The *Pakenham Parking Precinct Plan* was initially prepared following concerns raised by the community during the development of the *Pakenham Structure Plan (March 2017)*. The *Pakenham Parking Precinct Plan* was first adopted by Council in December 2017. Following a period of community consultation Council adopted an updated version of the document in May 2018.

A key action of the *Pakenham Parking Precinct Plan, May 2018* is that a Parking Overlay be applied to the commercial areas of the Pakenham Activity Centre. Accordingly, Amendment C244 proposes to introduce a Parking Overlay into the Cardinia Planning Scheme and applying Schedule 1 to the Parking Overlay to Pakenham Activity Centre.

Amendment C244 was on formal exhibition from 4 October to 6 November 2018, and during this time six submissions were received. One submission does not object and seeks no change. One submission seeks a change. Four submissions oppose the amendment.

Officers' have identified changes that are required to be made to the *Pakenham Parking Precinct Plan, May 2018* in response to submissions made to Amendment C244, changes that were made to the Victorian Planning Provisions by Amendment VC148, as well as some other minor corrections. As the changes are minor in nature, the intent of the document is not changed.

It is recommended that the revised *Pakenham Parking Precinct Plan, 18 February 2019* be endorsed and all submissions be referred under section 23 of the *Planning and Environment Act 1987* to an independent planning panel to be appointed by the Minister for Planning.

## BACKGROUND

Through the development of the *Pakenham Structure Plan, March 2017*, concerns were raised by the community in relation to traffic movement and insufficient car parking supply within the Pakenham Activity Centre. As a result, the *Pakenham Parking Precinct Plan* was prepared by Salt3 Traffic Engineers in conjunction with Council officers and a reference group comprising members of the local community. The *Pakenham Parking Precinct Plan* was first adopted in December 2017. Following a period of community consultation an updated version of the document was adopted by Council in May 2018.

A key action of the *Pakenham Parking Precinct Plan, May 2018* is that a Parking Overlay be applied to the commercial areas of the Pakenham Activity Centre. Accordingly, on 1 May 2018, Council resolved to seek authorisation from the Minister for Planning to prepare and exhibit Amendment C244 to the Cardinia Planning Scheme.

The Amendment is required as the Pakenham Activity Centre is located in close proximity to some of the designated growth areas of Melbourne and is expected to experience strong future growth as identified in the *Pakenham Structure Plan (2017)*. In order to manage this growth, additional strategies and controls are needed to manage the impacts of expected new development, including addressing the forecast car parking implication.

The Amendment seeks to implement the objectives of the *Pakenham Parking Precinct Plan* by introducing a Parking Overlay into the Cardinia Planning Scheme and applying Schedule 1 to the Parking Overlay to Pakenham Activity Centre. These controls will provide greater statutory guidance for applicants and planners relating to car parking infrastructure within and around the Activity Centre. The proposed Schedule 1 to the Parking Overlay includes a statutory mechanism for Council to collect financial contributions which are to be paid in lieu of providing car parking spaces. The funds collected through this financial contribution scheme must be used to construct new public car parking facilities and improvements to existing public car parks, as well as measures to address other parking issues.

The proposed Parking Overlay will also assist Council to better manage the car parking assessment process for new developments as well as improving the parking infrastructure in and around the activity centre.

## POLICY IMPLICATIONS

### Plan Melbourne Metropolitan Planning Strategy 2017 - 2050

*Plan Melbourne* is the Metropolitan Planning Strategy for Melbourne. The relevant directions of *Plan Melbourne* are as follows:

- **Direction 3.3** - Improve local travel options to support 20-minute neighbourhoods.
  - *Policy 3.3.3* - improve local transport choices.
- **Direction 5.1** - Create a city of 20-minute neighbourhoods.
  - *Policy 5.1.2* - Support a network of vibrant neighbourhood activity centres.

### Planning Policy Framework (PPF)

The following clauses of the PPF are relevant to this work:

- Clause 11 – Settlement - by improving parking within the activity centre and facilitating better access to the activity centre.

- Clause 17 - Economic Development - by ensuring that the centre has opportunities for growth, and providing a framework for the location and management of that growth within the activity centre in relation to managing car parking demand.
- Clause 18 - Transport - by encouraging and facilitating development and growth within the activity centre which is integrated with easy access to the existing public transport system and ensures an adequate supply of car parking that is appropriately designed and located.

### Local Planning Policy Framework (LPPF)

This work supports and implements the LPPF by addressing the car parking and traffic issues in the activity centre and by implementing actions within the *Pakenham Structure Plan (March 2017)* and the *Pakenham Parking Precinct Plan*.

The amendment supports and implements the objectives at Clause 21.04-3 (Activity Centres), by providing tools to assess applications for planning permits for the reduction of car parking spaces within the Pakenham Activity Centre and providing a mechanism for collecting financial contributions to enable provision of adequate car parking to cater for the future growth of the centre.

### RELEVANCE TO COUNCIL PLAN

The following relevant key actions within the 2018 Council Plan have been identified:

**Section 3 Our environment** is relevant of which the objective is: *we will continue to plan and manage the natural and built form environment for present and future generations.*

- *Action 3.2.3 Develop transport networks that incorporate effective public transport.*
- *Action 3.5.2 Plan for the development of the urban growth area with a mix of residential, commercial, employment, recreational and community activities to meet the needs of our growing community in a sustainable way.*

**Section 4 Our economy** is relevant, of which the objective is: *we will create and support local employment and business opportunities for our community and the wider region.*

- *Action 4.1.2 Support the development of existing and new businesses within the Shire.*
- *Action 4.1.4 Plan the development of Officer and Pakenham town centres.*
- *Action 4.3.3 Advocate for the delivery of small and large scale projects that enhance and drive economic activity.*

**Section 5 Our governance** is relevant, of which the objective is: *we will consult with the community, as appropriate, in an open and accountable way to help in determining the key direction of Council.*

- *Action 5.3.1 Make financial decisions that achieve the objectives of Council and long term financial sustainability.*
- *Action 5.3.2 Make financial decisions that are fair and ethical and balance the costs and benefits between present and future generations.*

### CONSULTATION/COMMUNICATION

The Authorisation of the Minister for Planning was received on 20 August 2018 and the Amendment was formally exhibited from 4 October to 6 November 2018.

Affected owners and occupiers, community groups within the Pakenham Activity Centre, and relevant public authorities were notified of the exhibition of the Amendment.

In addition, the Amendment was promoted using the following methods:

- Notice in Pakenham Gazette - Wednesday 3rd October 2018.
- Notice in Government Gazette - Thursday 4th October 2018.
- Relevant Council departments were notified.
- Display on Cardinia Shire Council website.

- Display on DELWP website.
- The Amendment documents were made available at Cardinia Shire Council Civic Centre customer service desk and Pakenham Library service desk.

**Submissions**

At the conclusion of exhibition, six submissions were received. One submission does not object. One submission seeks a change. Four submissions oppose the amendment.

Details of submissions and officers' responses is provided in the following table:

Submission	Officer Response
Submission 1 - Resident	
<p>Objection - seeks no changes.</p> <p>Believes it will disrupt the already mayhem in Main Street.</p>	<p>This submission opposes Amendment C244 entirely.</p> <p>Attempts to contact submitter 1 to gain more details regarding the submission have been without success.</p> <p>Refer submission to Planning Panel for consideration.</p>
Submission 2 - EPA Victoria	
Supportive - no objection	Noted.
Submission 3 - CatholiCare Family and Relationships Program	
<p>Seeks a change.</p> <p>Requests that the Parking Overlay not apply to not for profit organisations.</p>	<p>The aim of the Parking Overlay is to improve car parking within the Pakenham business area. In order to manage this growth, additional strategies and controls are needed to manage the impacts of expected new development, including addressing the forecast car parking implication.</p> <p>A Parking Overlay would allow Council to collect a financial contribution which is only payable if a planning permit is issued for a reduction of car parking spaces.</p> <p>Of relevance to this submission, if a new use or development provides all the required car parking spaces, no financial contribution would be required.</p> <p>Refer submission to Planning Panel for consideration.</p>
Submission 4 - Business owner - Eastcare Medical Centre - 125 Main Street, Pakenham	
Objection.	Issue 1:

<p>Issue 1: Objects to the use of the town planning permit in order to use car parks for the premises.</p> <p>Forced to pay \$25,000 in July 1995 for the use of the car park. Other businesses were not asked to contribute to this, including the local IGA, which would have been a business utilizing more car parks than a medical practice.</p> <p>States that the premises at 125 Main Street, Pakenham has paid for car parking at exorbitant rates and is once again being stifled with extra cost burdens without merit.</p> <p>Requests an exemption be applied to 125 Main Street, Pakenham.</p> <p>Issue 2: Car parks that were being used by the practice were rezoned and can no longer be used during work hours as infringement would be received.</p>	<p>Two Separate Rate Schemes were undertaken by Council between 1983 and 1999 which included a number of commercial properties on the north and south side of Main Street.</p> <p>These Separate Rate Schemes collected funds for Council to acquire land and construct public car parks referred to as the North-side and South-side Car-parks.</p> <p>The number of car spaces provided by these car parks equated to the number of car parking spaces that the affected properties would have been required to provide for development of 70% of the land area with 'leasable floor area'.</p> <p>It therefore appears that the affected properties may have the ability to develop up to 70% of their land with 'leasable floor area' without providing car parking.</p> <p>The decision guideline at Clause 52.06-7 adequately deals with this issue which requires council to consider: <i>Any credit that should be allowed for car parking spaces provided on common land or by a Special Charge Scheme or cash-in-lieu payment.</i></p> <p>This decision guideline clearly authorises Council to give weight to any car parking spaces that have been provided on common land, whether via a Special Charge Scheme or cash-in-lieu payments, which may have been secured in the past by Council or its predecessors.</p> <p>Issue 2: The Pakenham Parking Precinct Plan discusses the possibility of implementing a permit parking scheme in the future within the Pakenham Activity Centre. This scheme would provide traders and staff with parking permits to prioritise long-term parking in the periphery off-street parking areas.</p> <p>Refer submission to a Planning Panel for consideration.</p>
<p>Submission 5 - Ethos Urban on behalf of ALDI Stores (A Limited Partnership)</p>	
<p>Objection - seeks changes.</p>	<p>Issue 1. The <i>Pakenham Parking Precinct Plan</i> determined that public car-parking in several areas within the</p>



<p>ALDI currently has a planning application being considered at 77-83 Henry Street, Pakenham for a new ALDI store.</p> <p>Supports measures that aim to support sustainable transport and reduce overreliance on private vehicles and parking.</p> <p>Issue 1. Concerns relate to the impact a potential reduction in the supply of parking in the Pakenham Activity Centre will have on the proposed ALDI car park and the potential for non-ALDI customers to utilise their car park with little enforcement.</p> <p>Concerned that there are a number of privately owned vacant lots within the Pakenham Activity Centre that are likely to be redeveloped to their highest and best use; therefore, reducing the supply of parking and increasing the demand for parking in the centre. The likely loss of parking should be considered as part of the strategic consideration of enabling reductions in statutory parking requirements in exchange for financial contributions.</p> <p>Issue 2 Planning Practice Note 57 requires a schedule to the Parking Overlay to specify the infrastructure that will be funded by any financial collection and that there needs to be a direct and identifiable nexus between the financial contribution required and the infrastructure funded.</p> <p>Projects funded by the financial contributions collected should have a direct nexus between the reduction in car parking of approved development and the supply and/or demand of car parking in the activity centre. Unclear as to whether 'pedestrian facility improvements' along Main Street and John Street or the provision of electric</p>	<p>Pakenham Activity Centre are under-utilised. Currently there are a total of 4,177 spaces with an occupancy rate of 62%. If no Parking Overlay is implemented, forecasting has determined that the demand in the activity centre will exceed supply by the year 2020.</p> <p>With a Parking Overlay in place, forecasting determined that 85% capacity will be reached by the year 2027, with supply exceeded by the year 2033.</p> <p>The <i>Pakenham Parking Precinct Plan</i> provides information for the community regarding the locations of the under-utilised car parking within the Activity Centre.</p> <p>ALDI has the ability to enter into an agreement with Council to allow Council enforcement officers to regularly enforce time limits within their privately owned car park.</p> <p>Council will continue to review each car parking reduction application on a case-by-case basis. If a car parking waiver is not strategically justified, the applicant must provide all required car parking on site or the application will be refused.</p> <p>Issue 2 The <i>Pakenham Parking Precinct Plan</i> and associated Amendment C244 were developed in line with Planning Practice Note 57 (PPN57).</p> <p>The initiatives identified by the <i>Pakenham Parking Precinct Plan</i> and mentioned in the proposed Schedule 1 to the Parking Overlay have addressed the core principles of need, nexus, accountability and equity identified by PPN57.</p> <p>PPN57 states "<i>a project that provides car parking facilities, or other measures which reduce the demand for car parking would generally be regarded as a proper planning purpose</i>".</p> <p>During the consultation of the <i>Pakenham Parking Precinct Plan</i> community members commented on the poor connectivity of the Pakenham Activity Centre and raised safety concerns accessing the Council owned car parking facilities on the periphery of the Activity Centre. Pedestrian facility improvements would ensure access between the core retail area and these under-utilised car</p>
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<p>car charging points can demonstrate this nexus.</p> <p>The schedule to the Parking Overlay should identify the exact projects that will be funded by the financial contributions collected. These projects should have a clear and demonstrable nexus between the reduction in parking associated with development and initiatives to address the supply and/or demand for parking.</p> <p>Delay between approving development with car parking reductions and the delivery of projects that address this parking demand will impact on viability of the Pakenham Activity Centre and on existing or future development that meets the statutory car parking requirements. ALDI seeks a commitment to the timeframes for delivering the projects identified in the schedule to the Parking Overlay.</p>	<p>parking spaces is made easier and safer. The <i>Pakenham Parking Precinct Plan</i> also notes actions such as the provision of electric bicycle charging points can be looked at in the future to encourage a reduction in the demand for vehicles within the activity centre.</p> <p>When sufficient funds are collected through the proposed parking overlay, Council will progress the development of Council owned car parks. Given the projected car-parking demands, it is expected a multi-storey facility will be required at the Council owned James Street Car-park.</p> <p>Refer submission to Planning Panel for consideration.</p>
<p>Submission 6 - Trevor Main Property Group on behalf of QACPF Pakenham Pty Ltd</p>	
<p>Objection.</p> <p>Issue 1 That car parking requirements for any future development proposal should be determined based on an empirical analysis of the existing car park utilisation within the shopping centre, as well as the predicted demand associated with any new use(s).</p> <p>Issue 2 Unreasonable for Council to require cash-in-lieu contribution based on the Rate in Column B of Clause 52.06, when the actual car parking demand for a new uses may not align with the Column B rates.</p>	<p>Issue 1 An application requirement has been added to the proposed Schedule 1 to Clause 45.09 (Parking Overlay) to require an empirical car parking demand assessment to be submitted. This will provide an analysis of existing car park utilisation as well as the predicted demand associated with a proposed use or development, and assist in determining whether a reduction or waiver of the provision of car parking spaces is justified.</p> <p>Issue 2 In accordance with Planning Practice Note 57, the column B rates are typically appropriate to apply in activity centres.</p> <p>Refer submission to Planning Panel for consideration.</p>

**Post exhibition changes**

Officers' have identified changes that are required to be made to the *Pakenham Parking Precinct Plan, May 2018* in response to submissions to Amendment C244, changes that were made to the Victorian Planning Provisions by Amendment VC148, as well as some other minor corrections. As the changes are minor in nature, the intent of the document is not changed.

- The inclusion of appendix 1 and 2 which were not provided in current adopted version.
- Minor formatting and typographical changes;
- Updating of Section 2 in accordance with Amendment VC148;
- The inclusion of details on the Principal Public Transport Network Area as introduced by Amendment VC148;
- The deletion of Actions 3 and 12 as they have now been completed;
- Amended wording in Section 7 which provides additional information and actions to strengthen the role of enforcement within the Pakenham Activity Centre; and
- Inserting a new section to acknowledge existing car parking credits and how they will be taken into consideration.

In response to submissions to amendment C244, changes have been made to the exhibited Schedule 1 to Clause 45.09 (Parking Overlay), the changes are marked in tracked changes in the Attachment 3. The changes require an empirical car parking demand assessment to be submitted as part of an application for a permit under Clause 45.09.

**Next Steps**

We are at Stage 2 of the Planning Scheme Amendment process as detailed below in Figure 1.

Under Section 23 of the *Planning and Environment Act 1987*, after considering a submission that requests a change to an amendment, Council must change the amendment in the manner requested, or refer the submission to an independent panel, or abandon the amendment.



Figure 1. Steps in the Planning Scheme Amendment Process

**FINANCIAL AND RESOURCE IMPLICATIONS**

The Amendment has been funded out of the operating budget of the Strategic Planning department.

There is no statutory mechanism in the planning scheme at present to allow Council to generate funds to improve and increase the parking inventory in the Pakenham Activity Centre. A parking overlay is required to allow Council to collect financial contributions to fund the construction of car parking facilities and improvements.

Introduction of a Parking Overlay into the Cardinia Planning Scheme will not require Council to spend any additional money. The only requirement is that the funds collected must be held and then used for actions identified within the *Pakenham Parking Precinct Plan*, and for associated

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administrative and accounting costs. The Parking Overlay will contribute to the costs of Council constructing new parking spaces.

Note that the contribution payable under the Parking Overlay will rise with inflation each year.

## **CONCLUSION**

Amendment C244 was exhibited from 4 October to 6 November 2018. In total six submissions were received with 5 submissions opposing all or part of the Amendment. As many submissions remain unresolved, it is considered that all submissions received in relation to Amendment C244 to the Cardinia Planning Scheme, should be referred to an independent planning panel to be appointed by the Minister for Planning.

**1 CARDINIA PLANNING SCHEME AMENDMENT C244 (PARKING OVERLAY)**

Moved Cr M Schilling Seconded Cr J Owen

That Council:

1. Endorse the Pakenham Parking Precinct Plan, 18 February 2019 for the purpose of presentation to a planning panel.
2. Consider all submissions received during the exhibition of Planning Scheme Amendment C244.
3. Refer all submissions received, under Section 23 of the Planning and Environment Act 1987, to an independent planning panel to be appointed by the Minister for Planning, for consideration.

Cd.

## GENERAL REPORTS

### **2 CEO EMPLOYMENT MATTERS COMMITTEE**

FILE REFERENCE INT195409

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Doug Evans

#### **RECOMMENDATION**

That Council;

1. Adopt the Chief Executive Officer Employment Matters Policy, as attached
2. Appoint an Advisory Committee called the Chief Executive Officer Employment Matters Committee comprising:
  - Independent Chairperson
  - Mayor
  - Previous two Mayors
  - With the option to include a suitable facilitator to assist the Committee to discharge its obligations.
3. Appoint Mr Allan Bawden as the Independent Chair of the Committee

#### **Attachments**

- 1 Draft Chief Executive Officer Employment Matters Policy 4 Pages

#### **EXECUTIVE SUMMARY**

During the recruitment and selection process of Ms Carol Jeffs as the Chief Executive Officer (CEO) it was agreed that Council should develop and adopt a Chief Executive Officer Employment Policy as proposed in the Local Government Bill currently before the Victorian Parliament. The attached draft Policy has therefore been drafted to satisfy this requirement.

The Policy proposes the appointment of an Independent person as Chair of the Committee and it is proposed that Mr Allan Bawden, previous CEO of the neighbouring Bass Coast Shire Council as the Independent Chair of the Committee.

#### **BACKGROUND**

Under various provisions of the Local Government Act Council is responsible for the appointment of the CEO (Section 94(1)) and reviewing the performance of the CEO at least once each year (Section 97A(1)). The Local Government Bill currently before State Parliament also proposes that Council must develop, adopt and keep in force a CEO Employment and Remuneration Policy and stipulates the matters required to be included in such a Policy. The draft Policy attached includes the matters required to be included in such a Policy.

During discussions throughout the recruitment and selection process that resulted in Ms Carol Jeffs being appointed as the Council CEO it was agreed that Council should move to develop a policy as proposed in the Local Government Bill and appoint an Advisory Committee for the purpose of

recruitment of the CEO, determining the CEO's Performance Plan, assessing the CEO's performance against that plan and determining the remuneration of the CEO.

This report is intended to facilitate this course of action.

### **POLICY IMPLICATIONS**

It is recommended that the draft CEO Employment Matters Policy be adopted to become a formal Council Policy.

### **RELEVANCE TO COUNCIL PLAN**

Adopting this Policy and appointing the proposed Committee is in keeping with the Open and Accountable Governance section of the Council plan.

### **CONSULTATION/COMMUNICATION**

Expressions of Interest for the position of Independent Chairperson for the CEO employment Matters Committee were sought via public notices appearing in the Pakenham Gazette and on Council's website. Of the persons lodging an expression of interest Mr Allan Bawden due to his vast professional experience in Local Government is considered the best candidate for the role.

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Independent Chairperson is entitled to receive \$1,500 per meeting of the Committee. It is proposed that the Committee meet at least quarterly. There are sufficient funds available in the operating budget for this expense.

### **CONCLUSION**

It is considered that Council should adopt the CEO Employment Matters Policy, appoint an Advisory Committee consisting of the current Mayor and previous two mayors as the Councillors on the Committee and appoint Mr Allan Bawden as the Committee's inaugural Independent Chairperson.

## 2 CEO EMPLOYMENT MATTERS COMMITTEE

Moved Cr B Owen Seconded Cr L Wilmot

That Council;

1. Adopt the Chief Executive Officer Employment Matters Policy, as attached
2. Appoint an Advisory Committee called the Chief Executive Officer Employment Matters Committee comprising of:
  - Independent Chairperson
  - Mayor
  - Previous two Mayors
  - With the option to include a suitable facilitator to assist the Committee to discharge its obligations.
3. Appoint Mr Allan Bawden as the Independent Chair of the Committee

Cd.



### **3 LEASE TO PAKENHAM AUTO CLUB - 21 KEY LANE**

FILE REFERENCE INT196105

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Jeanette Blackwood

#### **RECOMMENDATION**

That:

1. Council commences the statutory procedures under Sections 190 and 223 of the Local Government Act 1989 (the Act) by giving public notice in the local paper circulating in the area of Pakenham advising of the proposal to lease 21 Key Lane Pakenham to the Pakenham Auto Club Incorporated.
2. In the event of submissions being received, a committee comprising Ward Councillors be appointed and the Chief Executive Officer be authorised to set the day, time and place for the hearing of such submissions.
3. Following the public notice process the matter will be reported to Council to consider a proposal to lease 21 Key Lane Pakenham.

#### **Attachments**

*Nil.*

#### **EXECUTIVE SUMMARY**

Council at its meeting held on 28 May 2018 resolved, in part, to offer Lot 1 at the then 335 McGregor Road to the Pakenham Auto Club (Club) for their permanent use, subject to Council's compliance with its statutory obligations.

Officers have been working with the Motor Sports Steering Committee (Committee) to establish the future use of the precinct land. Negotiations have been ongoing with the Club to negotiate the essential terms of the lease. In order to consider a proposal to lease 21 Key Lane Pakenham (Land) to the Club, Council are required carry out the statutory procedures under section 190 of the Local Government Act 1989 (LGA) and hear submissions in accordance with section 223 of the LGA

#### **BACKGROUND**

Negotiations have been ongoing with the Club and it is proposed that Council proceed with a lease on the following terms and conditions:

Term	20 years
Further term	20 years
Rental	\$104 pa
Rental increase	Annual by 3%
Maintenance	Responsibility of the tenant
Special conditions	Tenant to construct all facility subject to Council approval

#### **POLICY IMPLICATIONS**

Club members are working with the Committee to agree on the improvements to be made to the facility. The Club has agreed to construct and fund all required infrastructure to operate a facility for their Club members. The Club have requested that they are granted a lease for a period of 20 years with an option for a further 20 years.

This lease term is in excess of that generally provided in the Leasing Policy (5 years), however section 4.3.4 of the Policy allows for longer lease terms as provided:

*'...Council will consider a longer term Lease in circumstances where the Tenant has substantially invested in the Council Facility or there will be community benefits derived by a longer Lease term*

### **RELEVANCE TO COUNCIL PLAN**

The relevant Council Plan objective is that 'We continue to plan and manage the natural and built environment for future generations". The objective is to be achieved through balancing the needs of development, the community and the environment

### **CONSULTATION/COMMUNICATION**

Consultation has been carried out with appropriate internal departments who are in support of the proposal to lease the Premises to the Club.

Subject to this report, it is proposed that Council gives public notice of the intention to lease the Premises to The Pakenham Auto Club, in accordance with Section 190 and 223 of the Act, in the local paper circulating in the area and the Council website.

Any submissions received following such a public notice will be considered by a committee of Council and the matter will be reported to Council for a decision in this regard

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The Club have agreed to fund the development of the facility that they require and the Club will be responsible for all ongoing maintenance and replacements of the Premises. A peppercorn rental is proposed and there is no expected contribution required by Council

### **CONCLUSION**

That Council supports the proposal to give public notice to lease the Premises to the Pakenham Auto Club for a period of 20 years with an option for a further 20 years.

### **3 LEASE TO PAKENHAM AUTO CLUB - 21 KEY LANE**

Moved Cr B Owen Seconded Cr M Schilling

That:

1. Council commences the statutory procedures under Sections 190 and 223 of the Local Government Act 1989 (the Act) by giving public notice in the local paper circulating in the area of Pakenham advising of the proposal to lease 21 Key Lane Pakenham to the Pakenham Auto Club Incorporated.
2. In the event of submissions being received, a committee comprising the Ward Councillors and Cr Brett Owen be appointed and the Chief Executive Officer be authorised to set the day, time and place for the hearing of such submissions.
3. Following the public notice process the matter will be reported to Council to consider a proposal to lease 21 Key Lane Pakenham.

Cd.

## **4 AMENDMENT TO MEETING PROCEDURE LOCAL LAW**

FILE REFERENCE INT197149

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Doug Evans

### **RECOMMENDATION**

That Council:

1. Amends Local Law 19, Meeting Procedure (Amendment) Local Law 2018 so that Clause 59 is not deleted but amended to read as follows:  
**59. Supplementary Questions**  
At the discretion of the Chairperson, a member of the gallery whose question has been answered may be permitted to ask a supplementary question if that question is designed to clarify the answer given. Any such supplementary question will not be a multiple question for the purposes of clause 58.
2. Advertise in the local media and Government Gazette that the Local Law has been made,
3. Sets the date that the Local Law becomes operative as the day after notice of the making of the Local Law appears in the Victorian Government Gazette ; and
4. Forward a copy of the Local Law to the Minister for Local Government.

### **Attachments**

- 1 Revised Local Law 19, Meeting Procedure (Amendment) Local Law 2018 3 Pages

### **EXECUTIVE SUMMARY**

To further consider a proposed amendment to Councils Meeting Procedure Local Law regarding supplementary questions during community question time at Council Meetings.

### **BACKGROUND**

The Council at its meeting held on 17 September resolved to propose to make Local Law 19, Meeting Procedure (Amendment) Local Law 2018 to amend Council's Meeting Procedure Local Law to remove the provision for persons asking Community Questions to also ask a supplementary question and undertake the statutory procedures required, in accordance with Sections 119 and 223 of the Local Government Act 1989.

The reasoning behind this proposal was to remove the risk associated with allowing supplementary questions during Community Question time as the Council is not aware of what comments may be made during such a supplementary question. If these comments defame a person or are such that a third party takes objection to them the Council may be considered complicit in the matter as it has allowed these comments to be broadcast live over the internet.

Public notice of this proposed amending Local law has been given and no submissions were received.

Council considered adoption of the amending Local Law at its meeting held on 10 December and resolved to defer consideration of the matter until the New Year.

Although no submissions were received regarding the amending Local Law several suggestions were received via social media in regard to this proposal. These suggestions included:

- Webcast the meetings with a time delay to allow for the removal of comments that are made during the meeting that may be defamatory.

To facilitate this suggestions it will be necessary for an experienced legally qualified person to attend all meetings to be able to pause or stop the recording if any comments are made that could be considered defamatory or objectionable

- Provide for the webcast to be stopped during the broadcast if comments are made that may be defamatory.

As with the previous suggestion it would be necessary for an experienced legally qualified person to attend all meetings to be able to pause or stop the recording if any comments are made that could be considered defamatory or objectionable

- Stop the webcast during Community Question Time to allow for the questioners to ask supplementary questions

This suggestion would decrease the risk risk of council, councillors, staff and the public being sued for comments made at these meetings as the only persons that would hear the comments would be the persons present at the meeting. This would not completely remove the risk however.

An alternative proposal has been raised which is to retain the provision for supplementary questions but only allow this at the discretion of the Chairperson. This will still allow persons to seek clarification regarding the answer given to their question particularly if the Chairperson considers that the question has not been answered satisfactorily.

## **POLICY IMPLICATIONS**

Nil

## **RELEVANCE TO COUNCIL PLAN**

Webcasting of Council Meetings is relevant to the Council Plan goals included in the 'Our Governance' section of the Council Plan leading to an engaged community and open governance

## **CONSULTATION/COMMUNICATION**

As required by various provisions of the Local Government Act notice that Council was proposing to make Local Law 15 appeared in local papers on 19 September and in the Victorian Government Gazette on 27 September. This notice advised of the purpose and general purport of the Local Law and invited any interested persons to make a written submission in regard to any of the matters contained within the draft Local Law.

No formal submissions have been received in regard to the proposed Local Law.

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**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**CONCLUSION**

It is considered that the alternate proposal to not remove the provision for supplementary questions but allow this provision to remain, but at the discretion of the Chairperson, is a practical alternative to address the concern regarding the potential for supplementary questions to lead to defamatory comments being made.

As the suggested revision to Local Law 19 is still within the parameters of the original proposal, that is to amend Clause 59 of the Meeting Procedure Local Law regarding supplementary questions, it is not necessary to again give public notice of the amending Local Law.

#### 4 AMENDMENT TO MEETING PROCEDURE LOCAL LAW

Moved Cr M Schilling Seconded Cr B Owen

That Council:

1. Amends Local Law 19, Meeting Procedure (Amendment) Local Law 2018 so that Clause 59 is not deleted but amended to read as follows:

**59. Supplementary Questions**

At the discretion of the Chairperson, a member of the gallery whose question has been answered may be permitted to ask a supplementary question if that question is designed to clarify the answer given. Any such supplementary question will not be a multiple question for the purposes of clause 58.

2. Advertise in the local media and Government Gazette that the Local Law has been made,
3. Sets the date that the Local Law becomes operative as the day after notice of the making of the Local Law appears in the Victorian Government Gazette ; and
4. Forward a copy of the Local Law to the Minister for Local Government.

Cd.

## **5 ENVIRONMENT EFFECTS STATEMENT TECHNICAL REFERENCE GROUP** **- CRIB POINT: AGL APA GAS IMPORT JETTY AND CRIB POINT -** **PAKENHAM GAS PIPELINE.**

FILE REFERENCE INT198103

RESPONSIBLE GENERAL MANAGER Andrew Paxton

AUTHOR Tracey Parker

### **RECOMMENDATION**

That:

1. The report be noted
2. Council officer's advocate as part of the Technical Reference Group to require the pipeline to be located within road reserves where possible.

### **Attachments**

- 1 Pipeline location plan 1 Page

### **EXECUTIVE SUMMARY**

The Minister for Planning has advised that Environmental effects statement be undertaken for the provision of a importing and degasifying liquid natural gas facility at Crib Point and the provision of a 56km gas pipeline from Crib Point to the mains pipeline north of Pakenham.

### **BACKGROUND**

AGL and APA propose to establish a new facility for importing and degasifying liquefied natural gas (LNG) and supplying it to the gas transmission network. The proposal comprises the gas import facility works, which include upgrade/modification works to the existing jetty owned and operated by the Port of Hastings Development Authority (PoHDA) at Crib Point, to provide for continuous mooring of a floating storage and regasification unit (FSRU) – a vessel with LNG storage and regasification capacity.

LNG carriers (tankers approximately 300m in length) will moor alongside the FSRU and transfer cargo to the FSRU.

The proposal also comprises the pipeline works, which include treatment of the gas as necessary to meet relevant Australian standards and subsequent transfer via a new pipeline from Crib Point through the municipalities of Mornington Peninsula, Casey and Cardinia to a location north of the Princes Hwy east of Pakenham. The pipeline will then be connected to the existing gas transmission network for commercial supply to customers. The locations of the project components are shown in Attachment 1. The pipeline will run for approximately 56km from Crib Point to Pakenham. The pipeline will be located within a 30m wide easement. The 30m wide easement is required to allow the installation and maintenance of the pipeline. The gas companies will be required to acquire the rights for these easements.



On the 8 October 2018 the Minister for Planning required AGL and APA to prepare an Environment Effects Statement (EES) under the Environment Effects Act 1978 to assess the potential environmental effects of the project.

The proponent is responsible for preparing the EES, including conducting technical studies and undertaking stakeholder consultation. The Department of Environment, Land, Water and Planning (DELWP) is responsible for managing the EES process. This EES process has the following steps:

- preparation of a draft study program and draft schedule by the proponent;
- preparation and exhibition of draft scoping requirements by DELWP on behalf of the Minister(current step) with public comments received during the advertised exhibition period;
- finalisation and issuing of scoping requirements by the Minister;
- review of the proponent's EES studies and draft documentation by DELWP and a technical reference group (TRG)<sup>1</sup>;
- completion of the EES by the proponent;
- review of the complete EES by DELWP to establish its adequacy for public exhibition;
- exhibition of the proponent's EES and invitation for public comment by DELWP on behalf of the Minister;
- appointment of an inquiry by the Minister to review the EES and public submissions received and provide a report to the Minister; and finally
- following receipt of the inquiry report, the Minister provides an assessment of the project inform for decision-makers.

To assist the proponent in the preparation of the EES documents DELWP has convened a Technical Reference Group (TRG), comprised of representatives of relevant state government agencies and departments and relevant local council to advise it and the proponent on:

- applicable policies, strategies and statutory provisions;
- the scoping requirements for the EES;
- the design and adequacy of technical studies for the EES;
- the proponent's public information and stakeholder consultation program for the EES;
- responses to issues arising from the EES investigations;
- the technical adequacy of draft EES documentation; and
- coordination of statutory processes.

Council officers from Cardinia are part of the TRG and will update Council as needed on the progress of the TRG and the EES.

## **POLICY IMPLICATIONS**

The EES should assess the environmental effects of all components and stages of the project. The assessment should include:

- the likelihood of adverse effects and associated uncertainty of available predictions or estimates;
- the potential effects on individual environmental assets – magnitude, extent and duration of change in the values of each asset – having regard to intended avoidance and mitigation measures and (if different) both maximum operational capacity and intended operational rates;
- further management measures that are proposed where avoidance and mitigation measures do not adequately address effects on environmental assets, including specific details of how the measures address relevant policies;
- risk ratings of unintended but foreseeable events such as spills or other mishaps that could result from construction or operation of the project;
- the likely residual effects that are likely to occur after all proposed measures to avoid and mitigate environmental effects are implemented; and

- potential cumulative impacts (arising in conjunction with the impacts of other projects or actions that may affect the same environmental asset or assets).

The proposed pipeline will run through some of Cardinia's Westernport Green Wedge Land and other areas which are zoned Special Use for agricultural purposes and Green Wedge.

Councils Municipal Strategic Statement at Clause 21.04-2 (Agriculture) identifies the importance of the shires high value agricultural land and the need to protect this agricultural land from incompatible and inappropriate development and subdivision, including non-soil based farming of lands with high quality soil.

Agricultural land, particularly areas of high quality soils, should also be protected from the intrusion of urban uses, inappropriate development and fragmentation which would lead to a reduction in agricultural viability, the erosion of the right of farmers to farm land, and ultimately the loss of land from agricultural production.

The current identified location of the pipeline is proposed in some locations to dissect rural parcels of land rather than travel along the road reserve. While at this stage council cannot formally make a decision on the appropriateness of the pipeline line location without consideration of all reports contained with the EES it is however recommended that Council Officers as part of the TRG advocate that where possible the pipeline be located along the road reserves rather than through agricultural land parcels where the

## RELEVANCE TO COUNCIL PLAN

3.5 Balanced needs of development, the community and the environment

3.5.4 Ensure the planning of rural (green wedge) areas protects and enhances important agricultural, environmental, natural resource, infrastructure and recreational values.

## CONSULTATION/COMMUNICATION

APA and AGL have already undertaken community consultation as part of the process. At the end of the EES process all EES reports will be placed on exhibition and the community will be able to make submissions and be heard at an independent panel hearing. The panel will then submit a finalised report to the Minister for consideration.

## FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

## CONCLUSION

The EES process will allow the most extensive assessment of the issues associated with the pipeline development. Council officers will continue to participate in the TRG and will advocate where possible to ensure that the pipeline is located along road reserves where possible to avoid it travelling through farming land and subsequently potentially impacting on the viability of the agricultural land.

**5 ENVIRONMENT EFFECTS STATEMENT TECHNICAL REFERENCE GROUP - CRIB POINT: AGL APA GAS IMPORT JETTY AND CRIB POINT - PAKENHAM GAS PIPELINE.**

Moved Cr R Brown Seconded Cr M Schilling

That:

1. The report be noted
2. Council officer's advocate as part of the Technical Reference Group to require the pipeline to be located within road reserves where possible.

Cd.

## **6 CONTRACT NO.18/43 BUNYIP SOCCER PAVILION**

FILE REFERENCE INT198340

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR John Dowber

### **RECOMMENDATION**

That:

1. Council accept the tender sum of \$2,165,000.00 (excl. GST) from Insight Construction Group Pty Ltd for Contract No. 18/43 Bunyip Soccer Pavilion, and
2. The common seal of Council be affixed to the Contract documents.

### **Attachments**

- 1 Confidential memorandum circulated to councillors only 3 Pages

### **EXECUTIVE SUMMARY**

This report provides consideration for the appointment of a contractor to undertake the pavilion construction works required under Contract 18/43 - Bunyip Soccer Pavilion. This project involves the construction of female friendly (soccer) change rooms, standard and universally accessible amenities, referee rooms, first aid, kitchen and social space, meeting rooms, cleaner's store, and communications and storage spaces on an all-encompassing building footprint of around 450m<sup>2</sup>.

### **BACKGROUND**

The Pavilion project is located at Bunyip Reserve, corner of Modella & Nar Nar Goon/Longwarry Road, Bunyip, Victoria.

The Bunyip Reserve masterplan has been developed to meet the growing needs of the community. The new Pavilion comprises community spaces, social space, meeting rooms for community groups and a community kitchen and associated garden.

Further, to meet the growing needs for sports in Bunyip, the Pavilion also provides for sporting female friendly (soccer) change rooms, a multi-purpose facility, kitchen, office area, female friendly/standard and universally accessible amenities, referees, a gym and first aid room.

The tender for the Bunyip Soccer Pavilion was advertised on 17 November 2018 and closed on 18 December 2018.

All tenders were assessed against a range of non-weighted selection criteria to ensure the viability of the tender submissions. Criteria comprised of Financial Viability, Insurances, Conditions of Contract, Conflict of Interest, and Occupational Health and Safety.

All tenders were also assessed against the weighted criteria of Compliance with the Specifications, Capability and Capacity, Relevant Experience and Past Performance, Quality Systems and Project Plan and Timelines.

Following a comprehensive review of the submitted tenders by the Evaluation Panel, the tender submission by Insight Construction Group Pty Ltd with a tender price of \$2,165,000.00 (excl. GST) represents the best value for money outcomes to Council.

## **POLICY IMPLICATIONS**

Nil.

## **RELEVANCE TO COUNCIL PLAN**

The delivery of this project aligns with the Council's Plan objectives:

### **1 Our people**

- 1.1 Access to a variety of services for all
- 1.2 Access to support services and programs for your people
- 1.3 Learning opportunities for all ages and abilities
- 1.5 Variety of recreation and leisure opportunities

### **2 Our community**

- 2.1 Our diverse community requirements met

## **CONSULTATION/COMMUNICATION**

Extensive consultation has been undertaken in the development and design phases for this Pavilion project.

Council officers have consulted with BBRF and Sport & Recreation Victoria, and have sought feedback and comments from relevant community groups. In particular, feedback was sought with reference to all-inclusive access, function and use by multiple groups in their delivery of simultaneous activities and the connectivity of related community spaces.

In addition, there has also been broad internal consultation from related stakeholders such as Community Strengthening, Active Communities, Risk, Health & Safety, Governance, Buildings and Facilities, and Infrastructure Services.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The Bunyip Soccer Pavilion project budget is \$2,760,000 (excl. GST), which includes the recommended tender price of \$2,165,000.00 (excl. GST) plus approximately \$560,000 for the design documentation, portable building costs (temporary accommodation whilst new pavilion is being developed), project management fees, 1% art allowance, ESD and Universal Design requirements.

Thus, there are sufficient funds available for this project.

## **CONCLUSION**

The Bunyip Soccer Pavilion project is integral to meeting community expectations and the Growing Suburbs Fund financial commitment and timeline expectations.

It is recommended that Council award Contract No. 18/43, for the construction of Bunyip Soccer Pavilion, to Insight Construction Group Pty Ltd, for the tender sum of \$2,165,000.00 ex GST.

**6 CONTRACT NO.18/43 BUNYIP SOCCER PAVILION**

Moved Cr R Brown Seconded Cr B Owen

That:

1. Council accept the tender sum of \$2,165,000.00 (excl. GST) from Insight Construction Group Pty Ltd for Contract No. 18/43 Bunyip Soccer Pavilion, and
2. The common seal of Council be affixed to the Contract documents.

Cd.

## **7 HOUSING RIGHTS ARE HUMAN RIGHTS: SOCIAL AND AFFORDABLE HOUSING STRATEGY 2018-2025**

FILE REFERENCE INT198378

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Petrina Dodds Buckley

### **RECOMMENDATION**

That Council:

1. Approve Cardinia's Social and Affordable Housing Strategy and Action Plan 2018-2025 to be presented to Council for endorsement.
2. Include an additional recommendation into the strategy, 'to strongly advocate to State Government to mandate social and affordable housing for all future residential development'.

### **Attachments**

- 1 Social and Affordable Housing Strategy and Action Plan 2018-25 62 Pages

### **EXECUTIVE SUMMARY**

- On 14 August 2017 Councillors resolved to develop a Social and Affordable Housing Strategy to guide all future housing decisions and inform the Planning Scheme and MSS review.
- On 24 September 2018 Council endorsed the Draft Cardinia Social and Affordable Housing Strategy and Action Plan 2018-2025 for public exhibition.
- The public exhibition period ran from 22 October to 21 November 2018. Council received three responses, which have all been considered as part of the final document, being presented for endorsement.
- DELWP and DHHS have been important stakeholders and provided strategic feedback in the development of the document.
- Council received DHHS funding for \$145,000 (2018/2019), to finalise this strategy and implement the first year of the action plan. This funding concludes at the end of September 2019.
- Further funding will be required to continue implementation for the 2019/2020 financial year.
- The Action Plan contains twenty two actions and three targets focussing on increasing community awareness, increasing social and affordable housing stock and increasing diversity of stock.
- A key recommendation of the Strategy is the establishment of a Councillor Chaired committee to oversee the Strategy implementation and support the development of social and affordable housing across the Shire.

### **BACKGROUND**

The draft Social and Affordable Housing Strategy and Action Plan 2018-2025 was placed on public exhibition for four weeks (22 October - 21 November 2018). Three submissions were received. A summary of these can be found in the table below along with Council officer's response.

Table 1: Summary of submissions received

Submission	Submission summary	Response1.
1.	<ul style="list-style-type: none"> <li>• Supported the need for social and affordable housing</li> <li>• Noted the need for discussion about which solutions are right for our community</li> <li>• Calls for a commitment to pilot affordable housing projects which offer the opportunity to test different ideas</li> </ul>	<ul style="list-style-type: none"> <li>• The Strategy outlines a range of actions addressing submission, these being;</li> <li>• 6.1.7: Work in partnership with Interface Council Network and local community housing sector to develop a cross-Council approach to improve community awareness.</li> <li>• 6.1.10: Continue to facilitate the Casey Cardinia Homeless Network and Strategic Leadership Group to identify and address local housing needs.</li> <li>• 6.4.3: Improve community awareness by hosting events during Homeless week and Poverty Awareness week.</li> <li>• This is occurring with Storey Drive and Main Street projects</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Supported the importance of social and affordable housing</li> <li>• Raised 'the Hills' as an area to consider</li> </ul>	<ul style="list-style-type: none"> <li>• The Strategy outlines a range of actions addressing submission, these being;</li> <li>• 6.2.4: Partner with a senior support service agency to develop and disseminate information regarding dwelling adaptation for older residents wishing to age in place.</li> <li>• 6.4.4: Undertake a land audit to identify potential Council owned land that could be sold or leased for social and affordable housing purposes</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Supported the need for social and affordable housing</li> <li>• Raised the need to consider proximity to employment and employment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Referenced Liveability Plan (Housing and Employment Domains)</li> <li>• The Strategy outlines a range of actions addressing submission, these being;</li> <li>• 6.4.4: Undertake a land audit to identify potential Council owned land that could be sold or leased for social and affordable housing purposes</li> <li>• 6.4.5: Continue to work with existing local service providers</li> </ul>



- Cardinia's Social and Affordable Housing Strategy is the first of its kind for Cardinia with its fundamental premise being 'housing rights are human rights'.
- It is underpinned by a human rights framework and local government's obligations under the Victorian Charter of Human Rights and Responsibilities Act 2006, reflecting that the provision of adequate housing as an essential human need.
- It also reflects Council's commitment to ensuring all residents in the Shire have access to safe, affordable and secure housing that meet their needs.
- The evidence within the Strategy confirms that Cardinia Shire lacks sufficient appropriate and affordable housing for lower income residents and that without intervention and investment, the situation will only get worse.
- In 2016, there was an estimated social housing supply gap of 2,230 dwellings. To meet this estimated shortfall and projected population demand, an average of 17.03% of all new dwelling supply between 2016 and 2036 is required to be provided as Social Housing for lower income households. This is an average of 265 dwellings per annum per year for 20 years (refer Attachment p4).
- The evidence within this Strategy establishes a clear need for action to:
  - Facilitate an increase in the supply of affordable housing (social/community housing and affordable private rental), for very low and low-income households and people with specialised needs
  - Increase the diversity of dwelling types to respond to population demographics and needs.

#### **Key recommendations of the social and Affordable Housing Strategy are to:**

- advocate and lead cross-council collaboration to seek an increase in investment by Federal and State Governments in social housing and homelessness support services
- strengthen local planning policy to reflect State Government legislative and policy changes in relation to affordable housing facilitation
- seek to secure a minimum 2% affordable housing in every development with an estimated total yield of over 100 lots or dwellings through voluntary negotiations in accordance with the State Government legislation and guidance, with the percentage to gradually increase over time to allow the market to adjust
- undertake a land audit and conduct a feasibility study to determine the potential for Council land to be committed to an affordable housing purpose
- explore opportunities to encourage an increase in smaller dwellings, particularly two-bedroom properties to cater for smaller households
- work with the community to build knowledge and increase support for affordable housing
- Establish a Councillor Chaired Committee to oversee the Strategy implementation and support the development of social and affordable housing across the Shire.

#### **Impact on services**

- Without action it is expected that rates of homelessness and housing stress in the Shire will continue to grow, with a range of flow-on impacts, including:
  - Increased pressure on support services.
  - Increases in:
    - mental health presentations,
    - family breakdowns,
    - crime and disengagement of people from their communities,
    - restricted access to education,
    - restricted access to employment;
  - Increased food insecurity (and related long-term health implications).

#### **Social Housing Grant**

Council was successful in securing a \$144,780 through the Social Housing Investment Planning (SHIP) grants program – part of the Homes for Victorians strategy. This funding is for 12 months only (October 2018 - October 2019).

The grant will fund:

- A feasibility study to identify what specific social housing needs are required.
- A land register to identify appropriate Council owned parcels of land to be considered as part of a pipeline of new social housing projects
- Part- time project officer to undertake this work and to implement the new Social and Affordable Housing strategy with a focus on facilitating new genuine local partnerships, fostering creative and innovative projects, focussing on land use and planning options, and exploring financial options.

## **POLICY IMPLICATIONS**

### **Cardinia's Liveability Health Plan 2017-2021 (Municipal Public Health and Wellbeing Plan)**

Housing has been identified as a critical health issue in our community and as such is a dedicated policy domain area. Living in lower-quality housing has been associated with poorer mental health and higher rates of infectious diseases, respiratory problems, and injuries. Those who live in rented accommodation have worse physical and mental health than owner-occupiers, and some studies have shown housing tenure to be a better predictor of health compared to other measures.

### **Cardinia Housing Strategy 2014 - 2018**

On 16 December 2013, the Housing Strategy Strategic Plan 2013-2018 was endorsed at the General Council Meeting. In particular, the following actions pertaining to the area of social housing were also supported. These included:

- Identify and propose land parcels that could be developed for Social Housing.
- Liaise with local service providers to identify the level of need for social housing in the municipality and the required housing types and locations.
- Advocate for housing service providers to invest in Cardinia Shire.
- Initiate discussions with Social Housing Providers to invest in the Shire.

### **Planning and Environment Act 1987**

- This Strategy also reflects recent changes to the Planning and Environment Act 1987 that places clearer emphasis on Councils to facilitate the provision of affordable housing as an objective of planning, and provide enhanced support and guidance for voluntary negotiations between Councils and land owners to secure affordable housing outcomes.

## **RELEVANCE TO COUNCIL PLAN**

### **Our Community**

- Improved health and wellbeing of our residents - Assist with establishing partnerships and social infrastructure opportunities that improve health and wellbeing outcomes for residents
- Our diverse requirements are met - Promote access to a mix of housing types to cater for the varying needs of people

### **Our People**

- Access to a variety of services for all - routinely review overall community needs for services and either deliver or advocate for others to provide services to meet these needs.
- Improved health and wellbeing for all - Support children, young people, families, older adults and people with disabilities by providing a range of accessible services and facilities

## CONSULTATION/COMMUNICATION

### Strategy consultation and Engagement

- Comprehensive consultation and engagement was undertaken within Council and across the community during development of the Social and Affordable Housing Strategy.
- Workshops were held for the following stakeholders:
  - Councillors
  - Council staff
  - Housing Associations,
  - Local service providers and
  - Community members from consultative committees.
- The following community groups attended the Consultation workshops:
  - Anglicare
  - WAYSS
  - Windermere,
  - Womens Property Initiative
  - Local Councils
  - Peninsula Legal Centre
  - 4C's
  - KRHS
  - Monash Health
- The following Council areas participated in discussions and planning:
  - Councillors
  - Community Wellbeing Division
  - Planning and Development Division
- The following State Government Departments were instrumental in providing support and feedback:
  - Department Environment, Land, Water and Planning (DELWP)
  - Department Health and Human Services (DHHS)

## FINANCIAL AND RESOURCE IMPLICATIONS

- In 2018, an initial \$144,780 grant was received by DHHS to implement this strategy.
- At the 24 September 2018 Council Briefing, Council also supported an additional \$6,000 funding to:
  - Host a targeted forum with housing agencies, government representatives and developers to support and discuss social and affordable housing options.
- Post September 2019, a further \$46,500 will be required to resource a part time position (0.6EFT) for 9 months (Sept 2019 - June 2020) to implement the strategy. No other funding will be required.
- Note this additional funding will be considered as part of the 2019/20 operating budget deliberations.

## CONCLUSION

- 
- The draft Social and Affordable Housing Strategy is underpinned by a human rights framework and local government's obligations under the Victorian Charter of Human Rights and Responsibilities Act 2006, reflecting that the provision of adequate housing as an essential human need.
  - The strategy is informed by current reliable data, research and consultation with the support of DELWP and DHHS. It upholds our commitment to 'Together We Can' and is aligned to key Council strategic documents such as the Liveability Plan 2017-2029 and Housing Strategy 2014-2018
  - It is recommended that Council supports the Social and Affordable Housing Strategy and Action Plan 2018-2025 being presented to Council for endorsement.

**7 HOUSING RIGHTS ARE HUMAN RIGHTS: SOCIAL AND AFFORDABLE HOUSING STRATEGY 2018-2025**

Moved Cr L Wilmot Seconded Cr M Schilling

That Council:

1. Approve Cardinia's Social and Affordable Housing Strategy and Action Plan 2018-2025 to be presented to Council for endorsement.
2. Include an additional recommendation into the strategy, 'to strongly advocate to State Government to mandate social and affordable housing for all future residential development'.

Cd.

## **8 DISSOLUTION OF THE EMERALD VILLAGE COMMITTEE**

FILE REFERENCE INT198127

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Kym Ockerby

### **RECOMMENDATION**

That Council resolve to dissolve the Emerald Village Committee previously formed under the provisions of Section 86 of the Local Government Act.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

This report advises Council of the formation of the Emerald Village Association Inc., (EVA Inc.) an incorporated group that has been formed as the result of public meetings that have been attended by Councillors or Council Officers and recommends the dissolution of the Emerald Village Committee previously formed under Section 86 of the Local Government Act.

### **BACKGROUND**

The Emerald Village Committee held internal discussions during September 2018 around their wish to communicate more effectively with the local Emerald community by creating a community newsletter and website. Under the Section 86 Committee Deed of Delegation and rules, the Emerald Village Committee were unable to deliver such an initiative due to Committee restrictions. Further discussions were held with Councillors and Council staff around options for the Committee and community initiatives.

The Emerald Village Committee commenced discussions with Council around voluntarily winding up the Emerald Village Committee and investigating becoming an incorporated association, where they would be able to better communicate with the local community around the Emerald township. Council and Councillors supported this move.

At a meeting held on 15th October 2018, the Emerald Village Committee formally met to approve the incorporation of the group and the intention to cease operating as a Section 86 Committee of Council.

A Certificate of Incorporation in the name of Emerald Village Association Incorporated was issued on 14 November 2018.

A final meeting of the Emerald Village Committee was held on 22nd January 2019 and the inaugural meeting of the EVA Inc. followed.

The formation of Special Committees requires a formal Council resolution pursuant to Section 86 of the Local Government Act and a further resolution is required to dissolve any such Committees.

### **POLICY IMPLICATIONS**

Establishing and maintaining Committees of Management is directly relevant to the Liveability Plan outcome of improved social cohesion.

#### **RELEVANCE TO COUNCIL PLAN**

Establishing and maintaining Committees of Management is directly relevant to the Council Plan goals of actively engaging with communities and increasing levels of community participation and directly relevant to the Liveability Plan outcome of improved social cohesion.

#### **CONSULTATION/COMMUNICATION**

Over the period October - December 2018, the Emerald Village Committee held discussions at their monthly meetings around moving to an incorporated group. Councillors and Council staff attended these meetings and provided advice.

#### **FINANCIAL AND RESOURCE IMPLICATIONS**

A memorandum of understanding has been signed between Council and the newly formed EVA Inc. agreeing to the continuation of a relationship of liaison, consultation, financial support and information sharing.

#### **CONCLUSION**

It is appropriate for the Council to dissolve the Emerald Village Committee under Section 86 of the Local Government Act (1989) and for Council to support the formation and ongoing activities of the Emerald Village Association Incorporated.

**8 DISSOLUTION OF THE EMERALD VILLAGE COMMITTEE**

Moved Cr L Wilmot Seconded Cr B Owen

That Council resolve to dissolve the Emerald Village Committee previously formed under the provisions of Section 86 of the Local Government Act.

Cd.



**9 APPOINTMENT OF COMMITTEE MEMBERS TO: THE KOO WEE RUP TOWNSHIP COMMITTEE AND THE COCKATOO TOWNSHIP COMMITTEE**

FILE REFERENCE INT198334

RESPONSIBLE GENERAL MANAGER Kristen Jackson

AUTHOR Kristen Jackson

**RECOMMENDATION**

1. That the following amendments and appointments be made to the Committee for the Koo Wee Rup Township under Section 86 of the Local Government Act (1989).

Koo Wee Rup Township Committee:

- Caroline Roff                      President
- Gavin Brock                      Secretary
- Frank Crameri                    Committee member
- Lou Bucello                      Committee member
- Audrey Mills                    Committee member
- Gus Moore                        Committee member
- Trevor Westmore                Committee member
- Joyce Light                      Committee member
- Frank Worcester                Committee member
- Valmai Walker                  Committee member
- Geoff Stokes                    Committee member
- Garry Oates                      Committee member

All previous members in the above positions are removed from this committee and are acknowledged and thanked for their past contribution.

Note: the positions of Vice President and Treasurer remain unchanged - appointments made on a bi-annual basis.

2. That the following amendments and appointments be made to the Committee for the Cockatoo Township under Section 86 of the Local Government Act (1989).

Cockatoo Township Committee:

- Tate McFarlane                    President
- Rachelle Mechielsen            Secretary
- Catherine Gardner-Gaskin      Treasurer
- Khris Wallace                    Committee member
- Annette White                    Committee member
- Khel Belrost                      Committee member

All previous members are removed from this committee and are acknowledged and thanked for their past contribution.

Note: there are currently three vacant general committee member positions.

**Attachments**

Nil.

## **EXECUTIVE SUMMARY**

This report advises Council of the membership of the Committees of Management that have been appointed as the result of public meetings that have been conducted by Councillors or Council Officers.

## **BACKGROUND**

Members of Special Committees require appointment by Council resolution pursuant to Section 86 of the Local Government Act. The election of Special Committees of Management is organised by Council and takes place annually or at other specified times.

The Act requires that Council approves the membership of Special Committees. It also notes those who are no longer members.

At a meeting held on Wednesday 7th November 2018 the members detailed above were elected to be appointed by Council to the Koo Wee Rup Township Committee for the current term as specified in the Instrument of Delegation (annually for committee members and bi-annually for officer bearers).

At a meeting held on Tuesday 4th December 2018 the members detailed above were elected to be appointed by Council to the Cockatoo Township Committee for the current term as specified in the Instrument of Delegation (annually).

## **POLICY IMPLICATIONS**

Nil.

## **RELEVANCE TO COUNCIL PLAN**

Establishing and maintaining Committees of Management is directly relevant to the Council Plan goals of actively engaging with communities and increasing levels of community participation.

## **CONSULTATION/COMMUNICATION**

Nil.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

## **CONCLUSION**

It is appropriate for the Council to confirm the appointment of these new members to the Township Committee of Koo Wee Rup and the Township Committee of Cockatoo.

## **9 APPOINTMENT OF COMMITTEE MEMBERS TO: THE KOO WEE RUP TOWNSHIP COMMITTEE AND THE COCKATOO TOWNSHIP COMMITTEE**

Moved Cr L Wilmot Seconded Cr R Brown

1. That the following amendments and appointments be made to the Committee for the Koo Wee Rup Township under Section 86 of the Local Government Act (1989).

Koo Wee Rup Township Committee:

- Caroline Roff                      President
- Gavin Brock                        Secretary
- Frank Crameri                     Committee member
- Lou Bucello                        Committee member
- Audrey Mills                       Committee member
- Gus Moore                         Committee member
- Trevor Westmore                 Committee member
- Joyce Light                         Committee member
- Frank Worcester                 Committee member
- Valmai Walker                    Committee member
- Geoff Stokes                       Committee member
- Garry Oates                        Committee member

All previous members in the above positions are removed from this committee and are acknowledged and thanked for their past contribution.

Note: the positions of Vice President and Treasurer remain unchanged - appointments made on a bi-annual basis.

2. That the following amendments and appointments be made to the Committee for the Cockatoo Township under Section 86 of the Local Government Act (1989).

Cockatoo Township Committee:

- Tate McFarlane                    President
- Rachelle Mechielsen             Secretary
- Catherine Gardner-Gaskin       Treasurer
- Khris Wallace                     Committee member
- Annette White                     Committee member
- Khel Belrost                        Committee member

All previous members are removed from this committee and are acknowledged and thanked for their past contribution.

Note: there are currently three vacant general committee member positions.

Cd.

## **10 DOCUMENTS FOR SEALING**

FILE REFERENCE INT192021

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Sharon Voltan

### **RECOMMENDATION**

That Council note the fixing of the Common Seal to the documents listed

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

Under Council's Meeting Procedure Local Law, the Common Seal may be affixed to a document for the purpose of giving effect to a decision:

- a) Made by Council resolution;
- b) Made resolution of a Special Council meeting under Delegation; or
- c) Made by the Chief Executive officer under Delegation.

Accordingly, the Council Seal was affixed to the following documents:

<b>Description</b>	<b>Authorisation</b>	<b>Seal date</b>
Lang Lang Reserve Sports Pavilion Design Services Consultancy Agreement Contract 17/55	Council Resolution 21 May 2018	9 November 2018
CT 18/10C – Pavement renewal works (Bridge Road duplication) CSC & QR Construction (Gippsland) P/L	Council resolution 16 July 2018	14 November 2018
Boundary Roads Agreement – CSC & Bass Coast Shire Council	Council resolution 19 November 2018	27 November 2018
CT 18/10A - Pavement renewal works 2018-19 – CSC & QR Construction (Gippsland) Pty Ltd	Council resolution 16 July 2018	6 December 2018
CT 18/10B - Pavement renewal works 2018-19 – CSC & MACA Infrastructure Pty Ltd	Council resolution 16 July 2018	6 December 2018
CT18/36A – Architectural design services CSC & John Brand and company Pty Ltd T/A Brand Architects	Council resolution 19 November 2018	6 December 2018
CT 18/36N – Architectural design services CSC & Perkins Architects Pty Ltd	Council resolution 19 November 2018	6 December 2018
CT 18/36H - Architectural design services CSC & Hede Architects	Council resolution 19 November 2018	10 December 2018
CT 18/36D - Architectural design services CSC & Hede Architects	Council resolution 19 November 2018	10 December 2018
CT 18/36B - Architectural design services CSC & Centrum Architects Pty Ltd	Council resolution 19 November 2018	10 December 2018

Description	Authorisation	Seal date
CT 18/36C – Architectural designs services CSC & Cohen Leigh Architects Pty Ltd	Council resolution 19 November 2018	10 December 2018
CT 18/36J – Architectural design services CSC &	Council resolution 19 November 2018	10 December 2018
CT 18/36J – Architectural design services CSC & James O Millar Pty Ltd/T/A JMA Architects	Council resolution 19 November 2018	18 December 2008
CT 18/36G – Architectural design services CSC & Haskell Architects Pty Ltd	Council resolution 19 November 2018	18 December 2008
CT 18/36K – Architectural design services CSC & K20.AU Pty Ltd T/A Architecture	Council resolution 19 November 2018	18 December 2008
CT 18/36P – Architectural design services CSC & 3D Drafting Services Vic Pty Ltd T/A 3D Design Group	Council resolution 19 November 2018	18 December 2008
CT 18/36M – Architectural design services CSC & Mantric Architecture Pty Ltd	Council resolution 19 November 2018	18 December 2008
CT 18/26 – Gembrook and Garfield Sports Lighting – CSC & Commlec Services Pty Ltd	Council resolution 19 November 2018	18 December 2008
CT 18/36L Architectural design services CSC & Mantric Architecture Pty Ltd	Council resolution 19 November 2018	19 December 2018
CT 18/36F Architectural design services CSC & GroupGSA Pty Ltd	Council resolution 19 November 2018	19 December 2018
CT 18/36E Architectural design services CSC & Greenway Hirst Page Pty Ltd	Council resolution 19 November 2018	19 December 2018
CT 18/42 Lang Lang Recreation Reserve Pavilion- CSC & Devco Project and Construction Management Pty Ltd	Council resolution 10 December 2018	10 January 2019

## CONCLUSION

It is appropriate for the Council to note the fixing of the Common Seal to the documents listed above and resolve to Seal the document listed.

## 10 DOCUMENTS FOR SEALING

Moved Cr J Owen Seconded Cr R Brown

That Council note the fixing of the Common Seal to the documents listed

Cd.

## ACTIVITY REPORTS

### **11 QUARTERLY REPORT - IMPLEMENTATION OF COUNCIL RESOLUTIONS**

FILE REFERENCE INT195089

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Doug Evans

#### RECOMMENDATION

That Council note the report detailing the implementation of Council resolutions for the period October to December 2018.

#### Attachments

- 1 Council Actions Report October - December 2018 19 Pages

#### EXECUTIVE SUMMARY

The attached report details all resolutions made at General and Special Council and Town Planning Committee Meetings for the quarter ended December 2018 and the actions taken to implement the decision. This report is a new initiative so that Councillors are aware of the decisions made and their implementation.

#### BACKGROUND

One of the responsibilities of the Chief Executive officer is ensure that Council decisions are implemented without undue delay, this report is intended to inform the Council about the implementation of these decisions and provide transparency to the community regarding this.

This quarterly report will now be provided to the Council as part of the regular reporting on Council Meeting Agendas on an ongoing basis.

#### POLICY IMPLICATIONS

Nil

#### RELEVANCE TO COUNCIL PLAN

This regular reporting is relevant to the Council Plan goals included in the Our Governance section, in particular:

- 5.2.1 Embrace and demonstrate effective governance and transparency, notwithstanding that on occasions, matters under consideration will be confidential.
- 5.2.2 Govern and make decisions in the best interests of the Cardinia Shire community.

#### CONSULTATION/COMMUNICATION

All Council staff have been consulted in the preparation of this report

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**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**CONCLUSION**

This report is provided for the information of Councillors to provide a transparent report and provide confidence to the Council that the decisions taken are implemented in a timely manner and without undue delay.



## **11 QUARTERLY REPORT - IMPLEMENTATION OF COUNCIL RESOLUTIONS**

Moved Cr B Owen Seconded Cr M Schilling

That Council note the report detailing the implementation of Council resolutions for the period October to December 2018.

Cd.

## **12 ENVIRONMENT QUARTERLY REPORT**

FILE REFERENCE INT198330

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Desiree Lovell

### **RECOMMENDATION**

That the report be noted.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

This report provides a summary of some key projects, services and actions delivering environmental benefits across the work of Council. Projects have been categorised according to the Sustainable Environment Policy (SEP) 2018–28 themes of:

- Biodiversity
- Climate change
- Water
- Waste and resource recovery

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

A similar report will be presented each quarter highlighting new programs or projects that have achieved significant milestones.

### **BACKGROUND**

There are a broad range of projects, services and actions delivering environmental benefits throughout the organisation. While many of these occur within or are led by the Assets and Services Division, the vast majority of the organisation is involved in environmental sustainability to some degree. Below is a highlight of some of the key projects currently being undertaken.

All actions fall within the Council Plan 2018–19 under the key performance area of Environment 'we will continue to plan and manage the natural and built environment for present and future generations'.

### **BIODIVERSITY**

Council Plan action – Protect and improve biodiversity by increasing the area of natural ecosystems across the Shire.

Council Plan action – Preserve and improve our bushland and natural environment by implementing weed management strategy and programs and continuing activities on high conservation bushland reserves and roadsides.

### **Cannibal Creek catchment biodiversity project**

Description	Council is working in partnership with the Cardinia Environment Coalition, Westernport Landcare Network, Cannibal Creek Landcare, Bunyip Landcare, Friends of Mt Cannibal, Cannibal Creek Reserve committee of management to work on weed management, revegetation, community engagement and deer and fox control in this catchment wide project.
Funding	This project is funded by the Victorian Government's Biodiversity Response Planning Initiative over the next three years to a total value of \$320,000
Update	Funds for year one (2018–19) have been allocated to the various stakeholders and on ground works have commenced. Under this project, council is committed to treating high threat weeds on road reserves within the Cannibal Creek catchment through grant funds. Deer and fox control on private land is being coordinated by the Cannibal Creek Landcare group, and engagement with local landholders is continuing, with two deer control workshops held over the past two months, both with high attendance rates.

### **Mt Cannibal upgrade works**

Description	Mt Cannibal works include refurbishment of toilets and upgrade of walking track.  These works are required to cater for approximately 45,000 annual visitors to the bushland reserve.
Funding	The current works are fully funded by Council
Update	Two new water tanks and a solar pump will be installed, at the toilet block, to provide better water pressure, capacity and function. These works have commenced and are due to be complete in early 2019.  Works include reinstatement of the eroded sections of the southern track and temporary steps installed on the northern track, to make the track safe, while a longer-term solution is investigated. Track works will commence in early 2019 and depending on weather will be complete in a couple of weeks, minimising disruption to visitors.

### **Cardinia Creek – Peri urban weed partnership project**

Description	The peri urban weed partnership (PUWP) project is an initiative of the Victorian Department of Environment, Land, Water and Planning (DELWP) in partnership with Cardinia Shire and other agencies including Parks Victoria, Melbourne Water, Vic Roads and Cardinia Environment Coalition. Other stakeholders include three environmental groups and local businesses.  The key objective of this 4-year project is to achieve effective control of environmental weed species that are invading high value bushland reserves within the Cardinia Creek corridor, by including works on Council land, crown land and private land.
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The bushland reserves that are included in the project contain high biodiversity values including threatened native plant and animal species; and are areas of natural scenic beauty, these include:

- Beaconsfield Flora and Fauna Reserve
- Brennan Reserve
- Stoney Creek Reserve
- Kenilworth Reserve
- Bob Burgess Reserve

Funding	This partnership project is jointly funded by Council and DELWP, along with contributions by other agencies. DELWP contribute \$150,000 to this project, annually, with Council receiving \$76,000 per year, with the remaining funds distributed to Parks Victoria and the Cardinia Environment Coalition.
Update	In September, a community reference group was formed for this project, which is made up of local community environmental groups and corporate stakeholders. The group has eight members, and works alongside the project reference group (project governance) providing input into the operational planning of the project. Two workshops were held in November and December 2018, to draft a community engagement plan for the project, scheduling activities for the next two years.

## CLIMATE CHANGE

Council Plan action - Adapt to the impacts of climate change by working in partnership with the South East Councils Climate Change Alliance (SECCCA) and both Victorian and Australian Governments

Council Plan action – Reduce Council's energy consumption and help the community to do likewise.

### Electric vehicle trial

Description	A trial of electric vehicles by Council staff for eight days.
Funding	There is no cost to this initiative to Council, which was supported by Renault
Update	A Renault Zoe and Kangoo were trialled by staff for eight days in November 2018. The vehicles covered a combined distance of 1514 kilometres. Over the same distance, similar petrol fuelled vehicles would have required around 132 litres of fuel and emit around 316 kilograms of carbon emissions. Electric vehicles present an innovative solution to reducing harmful greenhouse gas emissions. When powered by rooftop solar energy the environmental benefits and cost savings of electric vehicles can be magnified.

### Environmental upgrade financing (EUF) agreements

Description	Environmental upgrade financing (EUF) agreements are a council-based financing mechanism to help businesses access funding to improve the energy efficiency, reduce waste and water use of existing infrastructure.
Funding	This initiative is funded by financial institutions, with Council acting as collector on behalf of institution through the finance agreement
Update	Property and business owners, have the opportunity to gain from efficiency improvements in energy, waste and water technologies. EUF agreements can assist business and farmers gain access to capital, freeing up cash flow and helping to complete projects that support long-term resource efficiency and operational cost savings. Interest to participate has been received from a business in Lang Lang and another in Pakenham.

### **Cockatoo Kindergarten solar installation**

Description	The installation of a 5kW solar energy system at Cockatoo Kindergarten.
Funding	This project is funded by the Victorian Government's Solar Communities grants program to the value of \$8500
Update	Council assisted the Cockatoo Kindergarten community with the grant application for the installation of the solar system. The application was successful and the system was installed in early December.

The 5kw solar energy system will highlight to the community the benefits of rooftop solar, by supporting annual savings of approx. \$1000 and reducing the kindergarten's energy related carbon dioxide emission by 7200kg a year.

### **WASTE AND RESOURCE RECOVERY**

Council Plan action – promote practices that result in the reduction per household of the amount of waste going to landfill, particularly food waste.

#### **Support provided for community clean up events**

Description	Individuals and community groups can run a 'clean up Australia' event at any time of the year. Once registered with Clean up Australia, they will receive support from both the Clean up Australia organisation and Council.
Funding	Council and Clean Up Australia support this initiative
Update	Clean up Australia provides information, gloves and bags, all year round, once a 'clean up' event has been registered on their website.

Council recognises the benefit to our environment and community when individuals and community groups volunteer their time to clean litter in public places.

To support the community, Council has introduced a new initiative to assist registered 'clean up Australia' events all year round. Council can support these 'clean up' events by loaning litter pickers and providing a

free collection of the collected waste. This can be arranged by calling Council's customer service.

### Green waste drop off event results

Description	Provision of green waste drop off events form part of the waste and resource recovery strategy action to implement a suite of options that provide alternatives to burning off. It helps to reduce risk from bushfire within the shire and provide alternatives to burning off for our community.
Funding	Council fully funds this initiative
Update	Two green waste drop-off events were held in November, at Lysterfield Resource Recovery Centre and Pakenham Resource Recovery Centre. Engagement with users of the service indicated that many would have otherwise burnt the material, and were very satisfied with the event and would strongly support future events. A review of the 2017 service, which was held at both sites for 10 days, showed low use on weekdays. The 2018 event was modified to be held over a 4 day long weekend at each site. This resulted in a better used, and more efficient service. The table below shows the comparison of the events in 2017 and 2018.

	2017	2018
Deliveries	603	642
Tonnes	107.43	128.9

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**Waste reduction workshops**

Description	Workshops for the community to support the take up of Council's waste reduction rebates, which help divert food waste from landfill.
Funding	Council fully funds this initiative
Update	Council is partnering with Casey-Cardinia Libraries and Living Learning Pakenham to deliver waste reduction workshops in 2019. The first of a series of beginner compost and worm farm workshops has been scheduled for February 2019 at Pakenham library. These workshops complement the existing waste reduction rebates offered for the purchase of compost bins, worm farms and bokashi bins. The initiative is promoted on Council's waste reduction workshops webpage.

**POLICY IMPLICATIONS**

Nil.

**RELEVANCE TO COUNCIL PLAN**

Nil.

**CONSULTATION/COMMUNICATION**

Nil.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**CONCLUSION**

That this report be noted.

## 12 ENVIRONMENT QUARTERLY REPORT

Moved Cr J Owen Seconded Cr R Brown

That the report be noted.

Cd.



## **13 QUARTERLY PERFORMANCE REPORT - 2018-19 QUARTER 2**

FILE REFERENCE INT198389

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Jo Battin

### **RECOMMENDATION**

That the report be noted.

### **Attachments**

- 1 Quarterly Performance report 66 Pages

### **EXECUTIVE SUMMARY**

Activity has begun on all but one of the 147 adopted Council Plan Actions for 2018-19. Furthermore, 17 of these actions have already been completed. Sixty-six business improvement projects have already been identified by the organisation, and these represent 88% of our annual efficiency target.

Population growth within the Shire remains robust, at seven families moving to the area, per day, for the quarter. This rate may accelerate slightly in the near future, given the recent sharp increase in residential lots issued a statement of compliance.

### **BACKGROUND**

The Quarterly Performance Report provides a variety of information informing Council and the community on key items. These include changes in legislation affecting Council, progress on major capital projects, progress updates on delivering the council plan and statistical information relating to growth and service delivery.

### **Council Plan Performance**

There are 147 Council Plan actions due for completion for the 2018-19 financial year. The target is 90% completion by 30th June 2019. Seventeen Council Plan actions are completed (12%). Two Council Plan actions have been cancelled due to action duplication. Please refer to the Quarter 2 Performance Report 2018-19 for detailed progress.

	Cancelled	Completed	In Progress	Not Started	Total
1. Our People	1	4	45		50
2. Our Community			20		20
3. Our Environment	1	7	33	1	42
4. Our Economy		2	20		22
5. Our Governance		4	9		13
<b>Total</b>	<b>2</b>	<b>17</b>	<b>127</b>	<b>1</b>	<b>147</b>

## **Council Activity Summary**

### **Community initiatives and events**

Following the unexpected closure of the 4Cs Crisis Relief Centre, Council partnered with local organisations to coordinate the 2018 Christmas Hamper program. Councillors, council staff and community groups distributed more than 400 hampers to our community's most vulnerable families in the lead up to Christmas. In another festive initiative, Council presented more than \$17,000 in Christmas Decoration Grants to community groups across the Shire to bring some Christmas cheer to our townships.

Council also supported a number of festive community events, including the annual Pakenham Carols by Candlelight. A number of community groups and local businesses supported the event, with around 6,000 people attending. The Richmond Tigers also celebrated Christmas in Cardinia Shire with an open training session, a free children's football clinic, entertainment and plenty of activities to get everyone active.

Earlier in the quarter, Council's Culturally and Linguistically Diverse (CALD) Advisory Committee hosted the inaugural Cardinia Shire Multicultural Forum. The forum gave our multicultural community the opportunity to share the issues important to them so that together, we can plan for and improve the wellbeing of our community. In other important events, Council joined Together We Can to help raise awareness about family violence in our community at the White Ribbon Walk Against Violence, and, as part of Senior's Week and with the support of the Cardinia Shire Age Friendly Alliance Group, Council launched the Cardinia Shire Ageing Well Newsletter to improve social connection and participation for seniors.

### **Major project updates**

The 13-kilometre trail stretching from Emerald to Gembrook, which Council constructed in several stages, has been named the Eastern Dandenong Ranges Trail. Council joined representatives from the Victorian and Australian governments to officially launch the trail this quarter. Another major project nearing completion is the 48-hectare recreational space at Deep Creek Reserve. The majority of civil works are complete and the all-abilities play space and the community and education centre are progressing well. All features of the reserve are on schedule to be completed around mid-2019 after which they will be opened together.

Several of our other major projects attracted the attention of Victorian and Australian government representatives who visited the sites in support of the developments. We hosted Member for Eastern Victoria Daniel Mulino, who toured works underway on the extension of the Cardinia Cultural Centre. Mr Mulino also visited the Hills Hub in Emerald along with Minister for Local Government Marlene Kairouz. We expect the Hills Hub to be completed around mid-2019, with the ground slab down and steel framing erected at the time of their visit. Mr Mulino went on to James Bath Recreation reserve for a 'sod turning' visit to mark the start of works on the community and sport facility located at the site. All three of these projects have received funding from other levels of government as a result of Council's advocacy.

In the lead up to the November state election, Council's advocacy efforts resulted in further funding commitments for Cardinia Shire. Minister for Local Government Marlene Kairouz announced \$1.3 million in Victorian Government funding toward the construction of six homes in the Storey Drive social housing project. Minister for Sport John Eren announced that the Koo Wee Rup Tennis Club at Cochrane Park will receive a \$250,000 state funding boost. And, the Pakenham Pool will receive \$105,000 in funding from the Victorian Government for accessibility upgrades.

### **Organisational achievements**

Together We Can has done us proud again. The initiative received a gold award in the community-led category of the 2018 Australian Crime and Violence Prevention Awards, which recognise best practice in the prevention or reduction of violence and other crimes. During this quarter, Together

We Can also held a Leadership Summit that brought together over 90 people from our community who established nine new community solution groups on the day.

Cardinia Shire's Liveability Plan 2017-19 received two awards this quarter. Our plan won the Corporate and Community Planning Network Award and the Liveability Partnership Steering Group received the Highly Commended Award at the Victorian Public Healthcare Awards 2018 for the category 'supporting healthy populations'. In other achievements, our Finance Team won the FinPro Inaugural Local Government Finance Award 2018 for their work in finance digitisation and AP process automation while Council's Supported Playgroup Program was an award finalist in the Victorian Early Years Awards for improving outcomes for the most vulnerable children in our community.

### **Business Improvement Summary**

Council promotes a culture of continuous improvement. There is an ongoing effort to improve processes and services by identifying opportunities for streamlining within the organisation. Council currently has sixty-six improvement project opportunities underway and has achieved 15% of the business improvement target for this financial year. Examples of our current improvement projects include:

- The addition of a new field to be filled-in during footpath inspections, allowing footpath defects to be categorised by estate, making it easier when allocating works to contractor
- Reduction in cost to deliver South East Professional Development Day - Co-operation between Cardinia, Casey and Dandenong councils to share costs for this event therefore saving Cardinia Shire resources.
- Implementation of Pozi Enterprise. Pozi Enterprise extends the functionality of Community Compass for internal Cardinia staff by providing additional secure data from a single application. Secure data now accessible includes Property, CRMs, Animals and Asset Roads amongst others.

### **Growth Summary**

Residential land development in the Shire has had varied results this quarter. There were 323 Subdivision applications this quarter, 51% lower than the previous quarter. YTD Figures are 46% higher than the same time last year. There were 922 lots for which a statement of compliance was issued this quarter. Results are 388% higher than last quarter and 20% higher than the same time last year

Residential building completions are trending downwards. 448 residential building completions were processed this quarter, 2% lower than last quarter. YTD figures are 11% lower than the same time last year.

The family growth rate in the Shire has increased to seven families per calendar day for the quarter. The YTD figure is also seven families per calendar day. There were 457 births in the Shire this quarter, 9% higher than last quarter and 8% higher than last year. Enrolments to Maternal and Child Health have increased by 7% this quarter and are 7% higher than last year.

### **POLICY IMPLICATIONS**

Nil.

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**RELEVANCE TO COUNCIL PLAN**

As a key component of the Council Plan, Council undertakes to embrace and demonstrate effective governance and transparency, and this performance report is part of Council's efforts to meet this objective.

**CONSULTATION/COMMUNICATION**

Relevant managers and officers, from almost all divisions across the organisation, provide updates and comments that feed into the Quarterly Performance report.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**CONCLUSION**

It is appropriate to receive the Quarterly Performance Report and note the contents.

**13 QUARTERLY PERFORMANCE REPORT - 2018-19 QUARTER 2**

Moved Cr J Owen Seconded Cr R Brown

That the report be noted.

Cd.

## **14 QUARTERLY FINANCIAL REPORT**

FILE REFERENCE INT198402

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Richard Williams

### **RECOMMENDATION**

That the quarterly financial report for the period 1 July 2018 to 31 December 2018 be received and noted.

### **Attachments**

1 Financial performance report 10 Pages

### **EXECUTIVE SUMMARY**

This report details Council's financial performance for the six months ended 31 December 2018.

### **BACKGROUND**

The report is broken into a number of parts highlighting different components that affect the financial performance of Council:

Income Statement – Analysed by Income, Expenditure and Non-Recurrent Items;

Balance Sheet;

Cashflow Statement; and

Capital Works.

### **POLICY IMPLICATIONS**

Nil.

### **RELEVANCE TO COUNCIL PLAN**

Monitoring the financial performance of the organisation against the annual budget and longer term financial outlooks meets the following Council Plan objective:-

5.3.3 Manage the municipality's finances and assets in a responsible way.

### **CONSULTATION/COMMUNICATION**

Accountants within the Finance business unit meet monthly with Departmental Managers to discuss their year-to-date progress against the budget for both the Operating and Capital Works programs. Results of these discussions provide input to the completion of the Monthly Financial Performance Report and are further discussed with the relevant General Manager.

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## FINANCIAL AND RESOURCE IMPLICATIONS

The analysis undertaken as part of the Financial Performance Report is based on the differences between the 2018-19 budget adopted in May 2018 and the actual result as at 31 December 2018.

The operating result for the six months ended 31 December 2018 is a surplus of just under \$4.2m. This is over \$6.2m better than the year-to-date budgeted deficit of nearly \$2.1m.

Operating income is \$3.5m favourable to budget, predominantly in Operating Grants, Statutory Fees & Fines, Other Revenue and Interest. Operating expenditure is \$2.7m favourable to budget, mainly in Materials & Services and Finance Costs. Detailed variance analysis is included in the attached report.

The total cash balance as at 31 December 2018 is \$110.7m, which is \$1.4m higher than at the end of June 2018. Excluding developer related funds, the cash balance is \$70.3m.

Total project expenditure for the six months to 31 December 2018 is \$30.7m, which is \$15.5m more than at the same time last year, but \$0.7m lower than the year-to-date budget.

For further details, Councillors are referred to the detailed Financial Performance Report attached.

## CONCLUSION

It is appropriate that the Council receives and notes the Financial Performance Report for the period 1 July 2018 to 31 December 2018.

## **14 QUARTERLY FINANCIAL REPORT**

Moved Cr J Owen Seconded Cr R Brown

That the quarterly financial report for the period 1 July 2018 to 31 December 2018 be received and noted.

Cd.



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## **15 MAJOR PROJECT AND ACTIVITIES REPORT**

FILE REFERENCE INT198643

RESPONSIBLE GENERAL MANAGER Debbie Tyson

AUTHOR Andrew Barr; Desiree Lovell; Walter Carmignani; Ben Wood

### **RECOMMENDATION**

That the report be noted.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

As part of the reporting process to Council, this monthly report provides an update of the status of major projects and strategies in progress. It includes an update on major projects, capital works, special charge schemes, asset management and strategies current at the time of this report.

### **CONCLUSION**

This regular activity report is provided for Councillors information.

## CAPITAL WORKS

### Reserves

#### James Bathe Recreation Reserve civil works

Project description	Construction of two football/cricket ovals, netball courts and playspace.
Funding	The project is funded by Council and a contribution through Sport and Recreation Victoria.
Timelines	The works are expected to be complete by April 2019.
Update	Bulk earthworks and drainage to both ovals, the car park and playground areas are complete. Concrete works are underway in the playground area and the shelters have been installed. The gas, electrical and water connections to site are complete. Irrigation and subsurface drainage to oval 1 is complete with irrigation to oval 2 well underway. The pump shed, tank and ball catch net poles have also been installed. Spoon drains to both ovals are complete, and kerb and channel to the carpark is complete. Fencing works to the ovals is near completion. Electrical installation is also nearing completion and light poles have been stood.

#### James Bathe Recreation Reserve pavilion

Project description	Construction of a new pavilion servicing netball, football, cricket activities and includes provision for community use.
Funding	Council and the Victorian Government's Growing Suburbs Fund are jointly funding this project.
Timelines	Construction is expected to be complete December 2019.
Update	The main contractor is Lloyd Group Pty Ltd. The contractor has commenced site establishment and has completed ground slab and incoming services points.

#### Deep Creek Reserve

Project description	<p>Deep Creek Reserve is a 48-hectare Council 'greenfield' site, bounded by the Pakenham Golf Course to the North and the railway line to the south.</p> <p>The development of this site will include new paths and car park, development of infrastructure (including a sustainable environment complex, including new golf club rooms, all abilities playground, indigenous plant nursery, wetland and education facilities, kick about area, car park and associated drainage) and Melbourne Water wetlands.</p>
Funding	The Deep Creek Reserve development is jointly funded by Council and the Victorian Government's Growing Suburbs Fund, with in-kind support from Pakenham Golf Club

Timelines	The reserve should be ready for public access by mid 2019.
Update	<p>Civil works package: Works on the kickabout area are now complete, with works on the car park nearing completion.</p> <p>Play garden: Landscape works are now complete with the contractor undertaking maintenance. The site will remain closed until works on the main building are complete to allow an establishment period for the plants</p> <p>Landscape package: Planting of the aquatic plants within the demonstration wetland is now complete. General landscaping and shaping works are underway, with the balance of planting to take place in autumn when the weather conditions become more favourable.</p>

### **Deep Creek Reserve – Nursery and education centre**

Project description	Construction of a community driven indigenous plant nursery including outdoor education space, retail display garden, propagation facilities, irrigation, shade houses and green houses to grow the plants.
Funding	This part of the Deep Creek Reserve project is jointly funded by Council and the Andrew's Foundation.
Timelines	Construction is due to commence April 2019 to be completed end of July 2019 to coincide with the completion of the Deep Creek Reserve development.
Update	The project is currently out to tender which closes on 20 February, with tender recommendation report due to the March Council Meeting.

### **Deep Creek Reserve – Cardinia Community and Education Centre**

Project description	The Cardinia Community and Education Centre is a multi-user shared facility, combining ecological values, education and sport. The building will combine the requirements of the Pakenham and District Golf Club and Cardinia Environment Coalition (CEC). The building will incorporate separate and shared spaces for the golf club and CEC users, including a multi-function room, lounge/dining/bar area, café, pro shop, environmental training areas, administration areas, and a commercial kitchen. Kirchner Constructions Pty Ltd have been appointed to undertake the building works.
Funding	This part of the Deep Creek Reserve project is funded by Council.
Timelines	Works expected to be complete in July - 2019.
Update	<p>Building construction works completed include all in ground mains services, floor slab and internal timber stud framing.</p> <p>Roof works construction is completed as well as the air units on the roof area. Internal services (power /data /ducting) is ongoing and wall-lining works has commenced. Final window/door framing installation works has been completed.</p>

Driveway and pathways to the building perimeter and access to the centre via Eco Playgarden are currently in progress for completion by end of February.

### **Emerald netball facility**

Project description	<p>Construction of the new Emerald Netball Facility and associated infrastructure at Pepi's Land. The works will be undertaken in the following three stages:</p> <ul style="list-style-type: none"> <li>• Stage 1a - External works including road widening in Beaconsfield Emerald Road adjacent to the site.</li> <li>• Stage 1b - Internal works including carpark, retaining walls, site services, stormwater drainage, netball courts, lighting and building platform for future pavilion.</li> <li>• Stage 2 – Construction of new pavilion.</li> </ul>
Funding	The project is funded by Council.(\$2.6m)
Timelines	<p>Construction of Stage 1b works are complete. Tendering of Stage 1a works are to occur in March /April 2019.</p> <p>Tenders for the pavilion is expected to be advertised in May 2019.</p>
Update	<p>The internal civil works have reached practical completion.</p> <p>Stage 1a: Council officers are still pursuing service authority approvals and some additional requests from VicRoads.</p> <p>The detail design of the pavilion for Stage 2 is continuing, in liaison with service authorities for the provision of services to the site.</p>

### **Catani Tennis Courts**

Project description	Construction to upgrade two tennis / netball courts including new lighting, surfacing and shelters.
Funding	The Victorian Government and Council jointly fund this project.
Timelines	Completion is due by February 2019
Update	Due to poor ground conditions the courts will now be made from concrete slab rather than asphalt. The concrete slab has been poured and all drainage and lighting conduits have been installed and fence posts erected.

### **Officer Recreation Reserve no. 2 (western) oval reconstruction**

Project description	<p>Reconstruction of the western oval at the Officer Recreation Reserve, Starling Road Officer.</p> <p>The works include, but are not necessarily limited to reorientation, reshaping and resurfacing of the oval and the installation of subsurface drainage, irrigation and perimeter fence.</p>
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A funding application has been made to the Australian Government for ball catch nets, lighting upgrades and to upgrade the proposed gravel footpaths to a concrete footpath

Funding	Council funds the project.
Timelines	Works are expected to be complete in June 2019.
Update	The contractor has commenced works on site and earthworks are well underway.

#### **Bunyip Recreation Reserve Soccer pavilion**

Project description	Construction of a new pavilion servicing soccer, cricket activities and includes provision for community use.
Funding	Council and the Victorian Government's BBRF Fund are jointly funding this project.
Timelines	Construction is to be completed by December 2019.
Update	The tenders have been received and evaluated. Tender report is scheduled to be presented to Council at this meeting. Construction works are due to commence in March.

#### **Worrell Recreation Reserve pavilion upgrade**

Project description	<b>Construction of a new pavilion for football and cricket. Facilities will also include a gym for community use.</b>
Funding	The project is fully funded by Council.(\$2.8m)
Timelines	Works are due to commence early April with completion expected in late January 2020.
Update	The project is currently out to tender which closes on 20 February, with tender recommendation report to be presented to the March Council Meeting

#### **Worrell Recreation Reserve oval upgrade**

Project description	Redevelopment of the football and cricket oval.
Funding	The project is fully funded by Council.
Timelines	Construction is expected to be complete early 2019, with a maintenance period to follow.
Update	Grass has been sprigged on the oval and will now go through an establishment period. A bore has been installed on site, which will reduce the on going costs in relation to irrigation. All other construction works are completed.

### Lang Lang Community and Recreation Precinct Pavilion

Project description	The construction of a major recreation and community precinct being undertaken in partnership with the Lang Lang Community Bank. It will include sporting facilities, multipurpose community spaces, parks and other spaces for recreational activities.
Funding	Lang Lang Community Bank purchased the 36-hectare parcel of land upon which the precinct will be constructed, and have committed \$3.2 million including land purchase to the project. \$1.5 million has been received from the Australian Government's Building Better Regions Fund.  Council and our partners have committed in excess of \$10 million to the project between 2015-16 and 2020-21.
Timelines	The pavilion is due to be completed by December 2019
Update	The contract for the pavilion construction was awarded to Devco at the December Council Meeting Devco have completed site set up and have commenced excavation works on site.

### Comely Banks Recreation Reserve – civil works

Project description	Design and construction of a grassed area which can accommodate either 2 ovals or 4 rectangular pitches, along with associated car park and other infrastructure to service a recreation reserve.
Funding	The project is fully funded by Council.
Timelines	Design is expected to be completed by March 2019.
Update	Preparation of the detailed design on the recreation reserve is currently underway.

### Koo Wee Rup Primary and Secondary School oval upgrades

Project description	Reconstruction of the Koo Wee Rup Primary School oval and the adjacent Koo Wee Rup Secondary School oval.  The primary school oval upgrade includes new sub surface drainage, two new cricket nets and some portable barrier netting to protect school infrastructure.  The secondary school oval upgrade includes new sub surface drainage, irrigation, and flood lighting, installation of a bore, power upgrade, and construction of a new pavilion and extension of the synthetic hockey pitch to meet Australian standards.
Funding	The primary school upgrade is funded by Sport and Recreation Victoria and Council  The secondary college is funded by the Victorian Government's Department of Education of which a portion is allocated for the oval upgrade works.

Timelines	Works are expected to commence in September and be completed in February 2020, which will be the commencement of the establishment/maintenance period.
Update	<p>This project is currently out to tender and is expected that a recommendation will be presented at the April Council Meeting.</p> <p>Civil design approval has been received by the VSBA. Meetings have been conducted with both the Primary and Secondary School principals to discuss delivery timelines and program with the school to best match in with the school program.</p>

### **Koo Wee Rup Recreation Reserve netball and football/cricket pavilion upgrades**

Project description	<p>Extend and upgrade the netball pavilion to provide home and away change and unisex toilet and shower facilities</p> <p>Upgrade the existing toilet and shower facilities in the football/cricket pavilion to be unisex (female friendly). Negotiations are occurring with state government regarding utilisation of funding towards a new football and cricket pavilion.</p>
Funding	The Victorian Government (\$800,000) and Council are jointly funding this project.
Timelines	The project is due for completion by June 2020
Update	Council has been working with the netball, football, cricket and equestrian clubs and the reserve committee of management to prepare draft concept plans for each pavilion upgrade/replacement project. After club and committee consultation on the draft concept plans, the plans will be refined and cost plans sought.

### **Cora Lynn change room upgrades**

Project description	Construction of new change rooms at Cora Lynn Recreation Reserve.
Funding	This project is fully funded by Council.
Timelines	Construction completion date to be confirmed.
Update	Council officers approved developing a concept plan for the new change rooms/alterations and upgrade to existing multi purpose function facilities. Architect instructed to provide schematic designs for review /approval.

### **Emerald Community Hub**

Project description	The Hills Hub will be a multipurpose facility that will enhance existing community activities delivered by the Emerald Mechanics Institute, establishing a long-term base for Emerald U3A, Emerald Men's Shed, 3MDR Community Radio station and other existing stakeholders. It will also provide opportunity to respond to emerging local needs, including skill development, training and employment creation. An advisory group
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of community stakeholders across a wide range of community organisations was established. Council has undertaken extensive consultation and negotiations to design a multipurpose facility.

Funding	The project is funded by Council (\$4.88 million), the Australian Government's National Stronger Regions Fund (\$1.5 million), Victorian Government Growing Suburbs Fund (\$1.5 million) and the Eastern Dandenong Ranges Group/Dandenong Ranges Community Bank Group (\$250,000).
Timelines	Construction is due to be completed by September 2019.
Update	Construction works are showing good momentum and progress. The ground floor slab and blockwork has been completed. First floor slab is in situ and works are commencing on the structural steel installation at first floor level. Ground floor wall areas are being prepared to receive the external cladding fixing frames.

### **Cochrane Park Tennis Courts**

Project description	The construction of two new tennis courts and the refurbishment of the existing tennis courts. The works include acrylic surfacing, improved lighting and shelters.
Funding	Council and the Victorian Government (\$250,000) are jointly funding this project.
Timelines	Project completion is scheduled for April 2019.
Update	Construction of the tennis courts is underway. Excavation of the site is now complete. Due to the poor ground conditions, the courts will be constructed on a concrete base.  Drainage and electrical have been completed and the concrete base is expected to be poured by the end of February.

## **ROADS, PATHS DRAINS AND BRIDGES**

### **Bridge Road duplication**

Project description	Duplication of the northern carriageway of Bridge Road between Niki Place and Optima Street.
Funding	This project is funded through Council Roads program, the Cardinia Road DCP and the Australian Government's Roads To Recovery Program jointly fund the program.
Timelines	The project is due for completion by the end of February 2019.
Update	Works on site are well progressed with the stabilisation of the subbase for the pavement construction completed. Drainage is almost complete and the electrical works have commenced. Works are on track for completion by the end of February.



### Kenilworth Avenue construction

Project description	Construction of the first stage of Kenilworth Avenue, extending from Brunt Road to the Princes Highway underpass. The works include a sealed road pavement, kerb and channel on both sides, underground drainage, a concrete path on the south side and a shared concrete pathway on north side.
Funding	This project is funded through the Officer Developer Contributions Plan and is being delivered by an active developer in the immediate area as works in kind against payment of their developer contributions.
Timelines	Stage 1 (Brunt Road to Princess Highway underpass) works will recommence once the legal dispute is resolved.
Update	Council officers have been able to broker a deal between the developer and the contractor which was agreed to by all parties prior to Christmas. It is anticipated that once all of the requirements of the agreement have been met that construction will commence shortly.  Stage 2 works will be tendered shortly to allow for the timely follow-on from stage 1.

### Emerald Lake Park

Project description	Replacement of outfall drainage pipe and reconstruction of Emerald Lake Park Road dam wall.  The leak in the Emerald Lake Park outfall drain was discovered in March, with expert dam and hydraulic engineers attending the site on the same day. Road closure, response program and inspection regime was put in place immediately.
Funding	The works are fully funded by Council.
Timelines	This project is due for completion in December 2018.
Update	The landscape rectification works required to the dam wall are currently being scoped. It is expected that these works will take place after the Easter weekend, when park usage numbers decline.

### Toomuc Creek pedestrian bridges north and south

Project description	Toomuc Creek pedestrian bridges are a design and construct project which involves removal and replacement of the existing pedestrian bridge near Toomuc Reserve and design and installation of a new pedestrian bridges over Toomuc Creek south of the train line.
Funding	Council funds the northern bridge and the new pedestrian bridge south of the rail line is funded through the DCP.
Timelines	The project is due for completion by the end of April 2019.
Update	This tender for the construction of the two bridges has closed and are currently being assessed.

### **PB Ronald Reserve car park**

Project description	The removal of the fuel tanks from the old depot site, the demolition of the old depot building and the construction of a car park.
Funding	The program is fully funded by Council.
Timelines	The project is due for completion in 2019
Update	<p>Demolition works of the old Depot have been completed. Demolition works were also undertaken on the Lions Den building with the intention to retain the former Lion's Den Bistro building for the Gippsland Community College.</p> <p>However, during the planned demolition of the adjoining Grandstand, the roof of the Lion's Den building began to collapse and structural engineers determined the building was structurally unsound and unsafe. Unfortunately, the Lion's Den building needed to be demolished because safety within and around the structure could no longer be ensured.</p> <p>Council has extended the lease for Gippsland Community College existing premises so they can continue to operate into 2019, and we are also working with them to explore alternative long-term options.</p> <p>Tenders for the car park construction works closed on 12 February and are now being assessed with a recommendation expected to be presented to April Council meeting.</p>

### **Blackspot project – installation of w-beam safety barriers at Paternoster Road – blackspot project**

Project description	Installation of profiled (audio tactile) edge lines along entire section of Paternoster Road and installation of w-beam safety barriers at two accident prone locations identified as black spots.
Funding	VicRoads fully funds this project through their Black Spot Program.
Timelines	The project is due for completion in 2019
Update	Designs are being finalised in preparation for tendering.

### **Blackspot project – guardrail and w-beam safety barriers on Main Drain Road south**

Project description	A 2.3km section of Main Drain Road South, Bunyip, from Bunyip Modella Rd to 13 Mile Road, has been identified for blackspot works. The works include installing W Beam Safety Barriers along the Bunyip River side, and guardrail along the residential side of the road
Funding	VicRoads fully funds this project through their Black Spot Program.
Timelines	It is proposed to commence construction in 2019
Update	Final design is being considered through Council, Melbourne Water and Vic Roads. Discussion underway regarding what traffic devices are appropriate and within budget for this road. It is likely that the project will now be deferred to be completed later in the year when better weather conditions suit.

### **2018–19 Drainage program**

Project description	The maintenance and upgrading of Council's drainage network.
Funding	The \$421,000 program is fully funded by Council.
Timelines	This program is due to be completed by end of May 2019.

**Update** Major culvert replacement works on Ingram Road, Nar Nar Goon North and Bald Hill Road Pakenham are underway with works to be completed by the end of February.

Final designs and updated flood modelling are underway for the stormwater drainage replacement and realignment works to be undertaken in the rear of properties along Caroline Avenue, Cockatoo, the final design is to be completed by late March.

### 2018–19 Road renewal and resurfacing program

**Project description** The significant proactive maintenance and upgrade of Council's road network as per Council's asset management system.

**Funding** Council and the Australian Government's Roads To Recovery Program jointly fund the program.

**Timelines** It is anticipated that the program will be complete by the end of May.

**Update** The rehabilitation program has been awarded to QR Constructions (Gippsland) and MACA Infrastructure respectively.

- Taplins Road rehabilitation is complete, with a final seal to be done late 2019.
- Garfield North Road, Garfield North and Army Road roundabout, Pakenham works are now complete, with the final seal for Garfield North Road to be placed in late 2019.
- Berglund Rd, Beaconsfield Upper works are progressing well and are expected to be complete in the coming weeks.

Asphalt overlay works are now complete.

Works on the reseal program will commence by the end of February, starting with the rectification works to address Council's concerns relating to last year's reseals and then followed by this year's program.

### 2018-19 Unsealed road re-sheeting program

**Project description** The unsealed roads re-sheeting program is aimed to replenish approximately 60 kilometres of unsealed roads throughout the shire with new crushed rock that has been lost due to storms and general wear and tear.

**Funding** The program is fully funded by Council

**Timelines** It is anticipated that the program will be completed by April 2019

**Update** This project has commenced, with 25 kilometres of roads re-sheeted to date.

### 2018-19 Footpath maintenance program

Project description	The maintenance of Council's existing footpath network, as set out in Council's Road Management Plan (RMP).
Timelines	This is an ongoing program. Regular inspections are carried out on Council's footpath networks and defects outside the intervention levels as set out in the RMP are rectified. Customer notifications of footpath issues are covered as part of this program.
Funding	The program is fully funded by Council.
Update	Any defects outside the intervention levels that are highlighted as part of the regular inspections on Council's footpath network or through requests from residents are currently being repaired.

### 2018-19 Unsealed footpath re-sheeting program

Project description	This program aims to replenish approximately 4 kilometres of unsealed gravel footpaths with new crushed rock material that has been lost due to varied weather conditions and general wear and tear, resulting in an improved and safer surface for users of these footpaths.
Timelines	It is anticipated that the program will be completed by March 2019
Funding	This program is fully funded by Council
Update	The 2018-19 unsealed gravel footpath re-sheeting program has been awarded with works planned to commence in February 2019.

### 2018-19 New footpath program

Project description	Council's footpath program looks to extend the footpath network in and around townships. The footpaths to be constructed in 2018-2019 are:
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Footpath location	Construction dates (proposed)	Status
Tivendale Road, Officer	October	Complete
Station Street, Pakenham	Pedestrian Crossing	In Design
Kennilworth Ave , Beaconsfield	October	Complete
Bald Hill Road, Pakenham	January	Complete
Anderson Road, Bunyip	October/November	Complete
Main Street, Bunyip	October/November	Complete
Gembrook Road and Redwood Road , Gembrook	November	Complete
Pinnocks Road, Emerald (Gravel path)	February/March 2019	Being scoped

	Grange Court, Koo Wee Rup	January/February 2019	Complete
	O'Neil Road, Beaconsfield	October/November	Complete
	Webster Way, Pakenham	October/November	Complete
	Princes Hwy: Brunt Road to Panorama Avenue, Beaconsfield	October/November	Complete
Funding	The \$680,000 program is fully funded by Council through the footpath and pedestrian and bicycle strategy programs.		
Update	The concrete footpath component of the program is nearly complete. Pinnocks road path is being scoped presently to ascertain if a suitable path can be located within the high vegetation and heavily treed area.		

**OTHER CAPITAL PROJECTS**

**Cardinia Cultural Centre (CCC), Stage 1 upgrade incorporating arts space**

Project description	The upgrade of the CCC is stage 1 of a proposed 3-stage upgrade. Stage 1 includes the provision of an arts space, significant improvements to the foyer/crush space and the provision of flexible dance of flexible dance/rehearsal rooms.		
Funding	The project is jointed funded by Council and the Victorian Government's Growing Suburbs Fund.		
Timelines	This project is due for completion in 2019.		
Update	Steelwork, roofing and framing is continuing. The installation of services has commenced as well as wall cladding substrates. The new carpark has been completed to allow it to be handed over to the facility for use on major events.		

**Pakenham Hall, Library and U3A solar electricity system**

Project description	<b>Installation of an 84kW solar electricity system at the Pakenham Library Hall and U3A.</b>		
Funding	This project is funded by Council.		
Timelines	Works have been completed		
Update	The solar electricity system is installed and operational. It is providing annual savings of approximately \$16,500 in electricity costs, and reducing greenhouse emissions by approximately 120 tonnes of CO2e per annum, the same annual emissions as produced by 30 average cars. The project will pay for itself in 6 years.		

### Beaconsfield Community Complex solar electricity system

<b>Project description</b>	<b>Installation of a 37kW solar electricity system at the Beaconsfield Community Complex.</b>
Funding	This project is funded by Council.
Timelines	This project is complete
Update	The solar electricity system is installed and operational. It is providing annual savings of approximately \$7,000 in electricity costs, and reducing greenhouse emissions by approximately 52 tonnes of CO <sub>2</sub> e per annum, the same annual emissions as produced by 13 average cars. The project will pay for itself in 6 years.

### Lighting upgrade at Pakenham Hall, U3A and Library and Koo Wee Rup pool

<b>Project description</b>	<b>Energy efficiency lighting upgrades will involve the replacement of over 500 inefficient lights in the Pakenham Hall, Library and U3A and the Koo Wee Rup outdoor pool.</b>
Funding	This project is funded by Council.
Timelines	This project is complete
Update	The majority of lights at the Pakenham Library, Hall and U3A and Koo Wee Rup outdoor pool have been replaced with energy efficient LEDs. This is reducing operating and maintenance costs, greenhouse gas emissions, and improving the lighting at the centres. The project is saving approximately \$6000 per annum in energy costs and reducing greenhouse gas emissions by approximately 34 tonnes of CO <sub>2</sub> e per annum, the same annual emissions as produced by 9 average cars. The project will pay for itself in 5 years.

### Decorative street lighting upgrade

<b>Project description</b>	<b>Toorak style decorative light poles will be retro fitted with energy efficient globes. This will complete the changeover to energy efficient lighting in Toorak style decorative light poles.</b>
Funding	This project is Council funded.
Timelines	To be completed by March 2019.
Update	Changeover works are nearing completion.

### Officer Town Centre landscape works

<b>Project description</b>	<b>Developer delivered landscape embellishments to northern part of Siding Avenue, around Central Energy Plant and Stormwater Tanks Park. Finalisation of landscape works around the Civic Centre.</b>
	In addition to the required infrastructure around the tank, the works around the stormwater tank are designed to create a public square in the middle of officer. Stairs and decking leading up to the existing generator

shed will have garden beds and will form an amphitheatre to allow this to become a 'city square' style park for all to enjoy.

**Funding** Fully funded by Development Victoria under their permit for Officer Town Centre.

Works on the tank park itself are costed at over \$750,000

**Timelines** Works are due to be completed October 2019.

**Update** Works are well under way on the tank park. They have completed the tank stabilisation and electrical work to ensure the generator and tanks are not impacted by the works.

Works around the central energy plant have received VicTrack signoff to complete the retaining wall works. Works are underway and are expected to be completed prior to easter.

**15 MAJOR PROJECT AND ACTIVITIES REPORT**

Moved Cr B Owen Seconded Cr M Schilling

That the report be noted.

Cd.



## REPORTS OR MINUTES OF COMMITTEES

The Mayor advised

## REPORTS BY DELEGATES

### Vale Mike Ellery.

Councillors Wilmot and Brett Owen commented on the passing of Mr Mike Ellery earlier in the year illuminating his service to the community which was recognised by him being awarded the 2017 Senior Citizen of the Year.

The Mayor supported these comments.

Cr Wilmot reported on the holding of the first meeting of the Casey Cardinia Tourism Advisory Committee in 2019 at which the CEO's of both Cardinia and Casey Councils attended.

Cr Brett Owen reported on recent funding announcements by the Federal Government, these being \$13M for improvements to the Pakenham Bypass intersection with McGregor Road, and \$17.8M for intersection improvements works on Princes Hwy intersection from Glissman Road in Beaconsfield to Thewlis Road in Pakenham.

## PRESENTATION OF PETITIONS

Cr Schilling tabled a petition requesting the installation of traffic lights on the Princes Hwy and Toomuc Valley Road intersection

In accordance with the Meeting procedure Local Law the petition will lay of the table for consideration by the Council at its next meeting.

## COMMUNITY QUESTION TIME

The Mayor advised of a question received from Mr Scotty Nimmo and referred the question to the AGMAS to read and answer.

### Question

The IYU Recreation Reserve is a combined Soccer and Athletics facility. Is there any timeline on the funding for stage 3 of this project to deliver the much needed all weather athletic facility at this site? What is the Council's actual intention for stage 3? Consultation with local Little Athletics and Senior Athletics Clubs has stalled.

### Answer by AGMCWB

Yes the masterplan for IYU includes the development of an athletics facility.

An allocation for the detailed design and implementation of the proposed athletics facility at IYU has been put forward for consideration as part of the draft 5 year capital works program currently being developed.

The draft capital works program is scheduled to be released for public comment in April but it will only include the 2019/20 Financial year capital works program.

Any interested community members are able to make submissions on the draft budget. It is also worth noting that it is only the 2019/20 FY capital works program gets formally approved by council. So the following years remain a draft until the year before when they are officially adopted.

The Mayor advised of 4 questions received from Mrs Gloria O'Connor and referred the question to various staff members to read and answer as follows

**Question 1**

Council neglect of rural roads is becoming more and more evident (e.g. Maryknoll report this week), and I have personally travelled over many others in very bad condition. Does Cardinia Shire Council realise that the large rural part of the municipality requires ongoing maintenance, the community is entitled to have better road conditions despite weather conditions, and revenue collected from ratepayers should be available for this work.

**Answer by A/GMAS**

Council maintains 863 kilometres of unsealed roads throughout the municipality and we are acutely aware that the performance of parts of our unsealed road network is of great concern and frustration to some residents and road users. The maintenance and response of our unsealed roads are undertaken in accordance with the Road Management Plan. Council acknowledges the need to improve the network for our road users, we have started a six-month transition from a reactive program to a predictive maintenance program, reinforced by an updated Road Management Plan adopted by Council in December.

**Question 2**

Why is Council not willing to fund a toilet facility as required for the Pakenham Rotary Park which is a great community facility and so well managed by the Pakenham Rotary Club volunteers and fundraising? Again, it should be funded by revenue that Council receives from ratepayers.

**Answer by A/GMCWB**

Council has agreed to the Rotary Club proposal to install a toilet facility in this location. It is a Rotary Club proposal, and at no time has Rotary requested council to fund the toilet unit, in fact Rotary are discussing funding with state and federal bodies.

Rotary has asked for assistance with funding the connection and ongoing maintenance which council has agreed to.

**Question 3**

Does it seem that Council is currently so obsessed with the need for urban growth social housing and its ongoing requirements that priorities are not being fairly considered ?

**Answer by GMCWB**

All decisions regarding social and affordable housing has been evidence based and considered within the scope of population growth and social and health challenges facing our local families.

Research and data analysis informing decision making around social and affordable housing has relied on three key documents.

In 2016 Council undertook extensive consultation across the community and with partner social and health organisations and identified housing as a key policy domain in Cardinia Shire's Liveability Plan 2017-2025

In 2017, Council undertook extensive social research on housing, homelessness and financial vulnerability within the Shire titled 'The nature and extent of homelessness, risk of homelessness and financial vulnerability' and identified that there is a lack of safe, secure and affordable housing for disadvantaged families within the Shire. This report also recommended that Council develop a Social and Affordable Housing Strategy to guide all future decision making across the Shire

In 2018, Cardinia's first Social and Affordable housing strategy was developed. In the course of developing this strategy data analysis revealed a **critical shortage** of affordable housing for very low and low income households across a number of population cohorts (such as women and children, people with disability, seniors and youth).

Tonight Council has endorsed the Cardinia Social and Affordable Housing Strategy.

#### **Question 4**

Can you please provide information regarding any changes in the administrative section of Cardinia Shire Council whereby there are some new officers and managers in place and it is important for the community to be aware of these changes?

#### **Answer by CEO**

Some members of the community would be aware that the General Manager Corporate Services Derek Madden had resigned from his position of to take up the position of CEO at Moorabool Shire Council and Mike Ellis General Manager Assets and Services had resigned from his position to transition into retirement as at last week.

Council have very capable leaders in the organisation such as Ms Jackson and Ms Tyson who have been appointed in acting capacities while these roles are vacant. Ms Jeffs advised that she hoped to be advertising vacant roles in the next few weeks and will update Council's website accordingly for community information.

#### **Availability of Council Agendas**

The CEO advised that in future paper copies of Council Agendas will be no longer be made available at Council meetings as part of the Council's policy of moving to paper independence.

Noting that the cost of producing a copy of tonight's agenda that consisted of 404 pages cost \$30.20 to produce.

#### **Town Planning Committee 4 March.**

The Mayor advised that the Town Planning Committee scheduled for 4 March would not be held as the Committee did not have any applications to consider.

Meeting closed at 9.12pm

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Minutes Confirmed  
Chairman