



Cardinia

MINUTES OF GENERAL COUNCIL MEETING

MONDAY, 18 NOVEMBER 2019

MINUTES OF GENERAL COUNCIL MEETING

held in the Council Chambers, 20 Siding Avenue, Officer
on Monday, 18 November 2019

The meeting commenced at 5.45pm to consider a Confidential Matter 'In Camera'
and then adjourned at 5.51pm and reconvened at 7pm.

PRESENT: Mayor, Jeff Springfield, Chairman

Councillors Michael Schilling, Carol Ryan, Jodie Owen, Collin Ross, Ray
Brown, Graeme Moore, Leticia Wilmot, Brett Owen

Messrs Carol Jeffs (CEO), Peter Benazic (GMIE), Tracey Parker (GMLC), Jenny
Scicluna (GMCPP), Tom McQualter (EMOC), 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 and pay our respects to their elders past, present and emerging.

APOLOGIES:

Nil

CONFIRMATION OF MINUTES OF MEETINGS

Moved Cr G Moore Seconded Cr C Ryan

THAT MINUTES OF THE FOLLOWING MEETINGS BE CONFIRMED-

- General Council Meeting 21 October 2019
- Annual Statutory Meeting 11 November 2019

Cd.

DECLARATION OF PECUNIARY AND OTHER INTERESTS

Cr Ray Brown declared an Interest in Question 1 of the Community Questions received from Gloria O'Connor as he worked at the homes in Dame Patty Avenue.



COMMUNITY QUESTION TIME

The Mayor advised that he intended to bring Community Question Time forward as several of the questions relate to Item 6 being the Temporary Advertising Signage Policy and if the questions were not answered before consideration of the Item the question may be moot and asked if there was any opposition to this.

Councillors agreed to bringing Community Question Time forward.

The following questions were read and answered.

Questions from Tony O'Hara

Question 1.

In relation to Cardinia Shires Community Engagement Policy.

It is well recognised that face to face engagement with affected stakeholders will glean better outcome's when considering policy creation of amendments. With the Temporary Community Advertising Signage Policy, this would have provided a much more acceptable proposal to put forward to the public comment process.

I quote only one section of the Community Engagement Policy. It states

"The Community Engagement Policy has been developed for the purpose of meeting the following objectives;

- Articulate and guide Council's commitment and approach to high quality, consistent and genuine community engagement.
- Provide a commitment to inclusive, transparent and accessible community engagement activities within the community
- Provide a framework to build the capacity of the community to contribute to effective and responsive decision making"

The question is;

Why does Council still not engage directly with Community groups who are directly impacted by policies being created or amended, prior to public consultation, in order to ensure all requirements are considered, especially when Council funding is involved in the events affected by this policy?

Answer by General Manager Infrastructure and Environment

As part of the consultation process, Councils Compliance department sent correspondence to regular community groups that had sought approval for advertising signage in the past. Council also used social media and website to promote feedback from the community.

Question 2

In relation to Item 6: TEMPORARY SIGNAGE POLICY REVIEW

My response to the policy on behalf of the Lakeside Residents Group was incorrectly rejected by Councils email system. therefore leading to this proposed draft policy which discriminates against various estates who have residents that do not use social media who will not know about events being run with Council funding that they are entitled to attend freely or at minimal charge i.e. Australia Day and NYE at Toomuc Reserve events. These estates include Heritage Springs, Arden, Blue Horizons, Aspect, Arcadia, Park Central and many others who may not use the intersections being proposed in the policy.

The question is: Will Council delay the proposed decision on the TEMPORARY SIGNAGE POLICY REVIEW, to allow my submission which was correctly addressed and mistakenly rejected by Councils email system to be considered?



Answer by General Manager Infrastructure and Environment

Council consultation process was widespread with a range of matters raised by submitters. It is considered that the diversity of responses have captured the communities opinions. Your request to have this matter delayed will be considered by the Council when it considers this policy later in the meeting.

Question 3

I email a submission to the Temporary Community Advertising Signage Policy review and it seems the email bounced and unfortunately I missed seeing the rejection.

The question is:

Does anyone at Council look at bounced emails to ensure emails like mine mistakenly rejected, the attachment was a PDF submission.

Below is the message (does not need to be read out)

The following recipients did not receive this message:

<C.Jeffs@cardinia.vic.gov.au>

<Councillors@cardinia.vic.gov.au>

<j.campos@cardinia.vic.gov.au>

<m.carter@cardinia.vic.gov.au>

<mail@cardinia.vic.gov.au>

The following attachments have been removed from the bounce message: 20190722 Advertising Signs Submission.pdf

Answer by General Manager Customer, People and Performance

A non-delivery report (NDR) is generated for many reasons. It is most likely that this NDR was created by an email server outside Cardinia's domain (before the email was delivered to Cardinia) therefore Cardinia will have no information relating to it.

Cardinia uses several tools for monitoring of email including a managed service and an internal monitoring service. Historically these services have provided sufficient transparency on successful and unsuccessful delivery of email, however we do not have visibility on email that is never actually delivered. Usually responsibility for non-delivery is delegated to the sender. This is the purpose of the NDR.

Questions from Jillian Ronald

1. Could I please be informed as to the number of stickers issued over the past year for Temporary Community Advertising Signage group events and could a sample of this sticker be displayed at the Council meeting on the 18th November 2019?

Answer by General Manager Infrastructure and Environment

Since the policy for Temporary Community Advertising Signage policy has been under review, Council has not been proactively sending stickers with permits; however, 65 permits have been issued this year. Council will supply a sample sticker.

2. The Temporary Community Advertising Signage Policy V1.01 states in Point 5 Compliance "Council will allow up to 9 sign locations for the Central Ward area and 3 locations for the Ranges Ward area per application" Appendix 2 is a location photograph for Temporary Advertising Signage at Cochrane Park in Port Ward, but it is not mention this in the policy. My Question to Compliance is; Will the Port Ward location be mentioned in the final policy in Point 5?



Answer by General Manager Infrastructure and Environment

A review of the entire Port Ward has not been undertaken, this is proposed to commence in 2020. Cochrane Park has been included in this review, it is additional location and not included in the 9 central or 3 ranges area.

3. My question relates to:

Permit Reference BP/20191468

Permit Date: 21 December 2019

To be conducted at Australian Post Pakenham, 117 Main St Pakenham

In point 3 it states

“ No chalk board tree sign, in the Main St;”

Could the CEO please explain why the Cardinia Art Society’s Christmas Tree has been denied inclusion in the Christmas activities planned for Main St?

Answer by General Manager Infrastructure and Environment

A review on the decision to restrict the Christmas tree sign has been undertaken; the permit will be amended to allow for this activity to occur.

Questions from Gloria O’Connor

Cr Brown having declared an interest in this matter left the Council Chamber at this stage

1. What is the current situation of the heritage zoned houses in Dame Pattie Avenue Pakenham, and what plans are there for their future use?

Answer by General Manager Liveable Communities

The application of the Heritage Overlay on Dame Pattie Ave (St James Street Precinct) occurred with amendment C242 which was approved in August 2019. Since the Panel, we have not heard from or been approached by Benetas regarding a re-use or redevelopment of any of the properties.

Cr Brown returned to the Council Chamber at this stage

2. Would you please give full details concerning the amount of land separated from the northern end of Pakenham golf course and not included in the Deep Creek Reserve project? What is the actual area of land and its value, has it been sold or is it to be sold for commercial or residential development, and what is the situation regarding the former golf course club building? Did the Planning Minister decision in August 2007 include this part of the site? What future planning and future rezoning advantages will be available for property owners and developers and does Council intend to ensure security of the eastern boundary of the remaining Deep Creek Reserve site? What assurance can you give that the remainder of the current site will remain intact.

Answer by General Manager Liveable Communities

In 2017 Council via amendment C209 proposed to subdivide a 4.7ha parcel from the balance of the land which is occupied by the Pakenham Golf Club and Deep Creek Reserve, and rezone this land to LDRZ to allow for the sale of the land for purposes allowed for in a LDRZ zone.

The panel report received by Council from the independent planning panel did not support the subdivision and rezoning of the land and subsequently this part of amendment C209 was abandoned by Council. Since that time council has not adopted any changes to the balance of the golf course site. It is expected that the old club house will be demolished in early 2020.

Council has not adopted any future plans for the balance of the land. As council has not considered any other options for this site, no current valuations are available.



In 2007 the Minister considered amendment C66 which proposed the rezoning of the whole of the golf club land to residential. At that time it was also not supported by the Minister for Planning.

Question from Rosa Santo

Would you please give information concerning the progress of increasing services to the business and commercial area of Main Street Pakenham. which includes need for improved car parking and an additional public toilet ?

Answer by General Manager Liveable Communities

Council has been working with local traders in Pakenham to establish a Traders Group to help improve and promote the Pakenham Shopping precinct. Council has shared information with this group on the major infrastructure projects around Pakenham such as level crossing removals and interchange upgrades, made them aware of opportunities to provide feedback on the Pakenham Main St revitalisation and the advertising signage policy.

In the 3 year capital works program starting in 22/23 Council has allocated funds to Pakenham Streetscape & Traffic Upgrades based around the Pakenham Structure Plan and Urban design Framework which details improvements to Main Street.

In relation to carparking, Council recently received approval from the Minister for Planning through Amendment C244, to applied a Parking Overlay to the Pakenham Commercial Area. This allows that for commercial development that cannot provide the required number of onsite carparking spaces, Council can collect a fee of \$12,000 per carspace. These funds will be used to upgrade existing public parking areas as well as provision of new parking spaces.

In relation to Public Toilets, there are no plans for additional public toilets to be provided within the Pakenham Town Centre. Toilets are provided within both of the main shopping centres as well as within PB Ronald Reserve.



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1 APPOINTMENT OF COMMITTEE MEMBERS TO THE LILYPOND HOUSE COMMUNITY CENTRE COMMITTEE OF MANAGEMENT

FILE REFERENCE INT1985013

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Helena Moloney

RECOMMENDATION

That the following appointments be made to the Lilypond House Community Centre Committee under Section 86 of the Local Government Act (1989).

That the following members be appointed to the Committee:

- Peter Frenken President
- Sue Little Secretary
- Jim Stone Treasurer
- Kelly Parry Bookings Officer
- Irene Walker Committee Member
- Laurel Petrie Committee Member
- Gwen Martens Committee Member
- Leoni L'Estrang Committee Member
- Alexandra Zirkel Committee Member

Attachments

Nil.

EXECUTIVE SUMMARY

This report advises Council of the membership of Committee of Management that have been appointed as the result of a public meeting that has 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 Tuesday 22nd October 2019 the members detailed above were elected to be appointed by Council to the Lilypond House Community Centre Committee for the current term as specified in the Instrument of Delegation (bi-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 Lilypond House Community Centre Committee.

**1 APPOINTMENT OF COMMITTEE MEMBERS TO THE LILYPOND HOUSE
COMMUNITY CENTRE COMMITTEE OF MANAGEMENT**

Moved Cr G Moore Seconded Cr J Owen

That the following appointments be made to the Lilypond House Community Centre Committee under Section 86 of the Local Government Act (1989).

That the following members be appointed to the Committee:

- Peter Frenken President
- Sue Little Secretary
- Jim Stone Treasurer
- Kelly Parry Bookings Officer
- Irene Walker Committee Member
- Laurel Petrie Committee Member
- Gwen Martens Committee Member
- Leoni L'Estrang Committee Member
- Alexandra Zirkel Committee Member

Cd.

2 APPOINTMENT OF SECTION 86 COMMITTEES FOR RECREATION RESERVES

FILE REFERENCE INT1987129

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Fiona Christopher

RECOMMENDATION

That the following persons be appointed to the respective Committees formed under Sections 86 and 88 of the Local Government Act (1989).

Sutherland Park Recreation Reserve

President	Glen Burbridge
Secretary	Judi Fenby
Treasurer	Sandra Butler
Committee member	Carol Gibson
Committee member	Sue Simmons

Pound Road Reserve (Bunyip)

Chairperson	Wendy Smith
Vice President	Deb Vaniersel
Secretary	Anj Mcphee
Treasurer	Linda Grey
Committee member	Peter Darten
Committee member	Sue Anderson

Officer Recreation Reserve

President	Rob Porter
Vice President	John Tivendale
Secretary	Gareth Sheean
Treasurer	Gary McCoubrie
Committee member	Fay McCoubrie
Committee member	Geoff Porter
Committee member	Amy Jones

Yarrabubba Reserve

Chairperson	Helen Sutton
Vice President	Katie Holmes
Treasurer	Bjorn Vodanovich
Secretary	Colin Wert
Committee member	Fiona Trimble
Committee member	Jan Ennis
Committee member	Andie Richardson

Cardinia Reserve

Chairperson	Chris Beardshaw
Vice President	Bill Orr
Secretary	Liz Bergmeier
Treasurer	John A
Committee member	Rudy de Jong
Committee member	Chris Gunton

Committee member John Grogan
 Committee member David Young
 Committee member Luke Turner
 Committee member Jason Buchanan

Worrell Recreation Reserve (Emerald)

Chairperson Kristen Strong
 Secretary Howard Winter
 Treasurer Neil Burns
 Committee member Andrea MacDonald
 Committee member Mark Goodyear
 Committee member Gary Campbell
 Committee member Gary Campbell
 Committee member Sue Wills
 Committee member Brenda Goodyear
 Committee member Andrew MacNeely

Attachments

Nil

EXECUTIVE SUMMARY

This report advises Council of the membership of Council appointed Section 86 Committees of Management that have been elected.

BACKGROUND

There are twenty-seven (27) recreation reserves within Cardinia Shire which are managed by Committees of Management. Fifteen (15) of these reserves are managed by Council appointed Section 86 Committees of Management, three (3) are Department of Environment, Land, Water and Primary Industries (DELWP) owned with Council appointed Section 86 Committees of Management and the remaining nine (9) are DELWP owned with DELWP appointed Committees of Management.

Members of Special Committees of Management are elected bi-annually through a Council-managed process and upon election require appointment by Council resolution pursuant to Section 86 of the Local Government Act. Only Section 86 and DELWP Council appointed Committees of Management can be approved by Council, other committees are for Council's information only.

This report recommends the appointment of new members for the following committees as a result of public meetings that have been conducted by Councillors or Council Officers.:

- Sutherland Park Recreation Reserve
- Officer Recreation Reserve
- Cardinia Recreation Reserve
- Pound Road Reserve (DELWP owned land, Committee appointed by Council)
- Yarrabubba Recreation Reserve
- Worrell Recreation Reserve (DELWP owned land, Committee appointed by Council)

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

Notifications of Annual General Meetings for Section 86 Committees of Management for Recreation Reserves are advertised through local media and internally to all user groups of that reserve.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

CONCLUSION

Council's Section 86 Recreation Reserve Committees of Management voluntarily manage and maintain many recreation reserve facilities across Cardinia Shire.

This enables the community to participate in sport and recreation activities that provides health and social benefits to the broader community.



2 APPOINTMENT OF SECTION 86 COMMITTEES FOR RECREATION RESERVES

Moved Cr B Owen Seconded Cr M Schilling

That the following persons be appointed to the respective Committees formed under Sections 86 and 88 of the Local Government Act (1989).

Sutherland Park Recreation Reserve

President	Glen Burbridge
Secretary	Judi Fenby
Treasurer	Sandra Butler
Committee member	Carol Gibson
Committee member	Sue Simmons

Pound Road Reserve (Bunyip)

Chairperson	Wendy Smith
Vice President	Deb Vaniersel
Secretary	Anj Mcphee
Treasurer	Linda Grey
Committee member	Peter Darten
Committee member	Sue Anderson

Officer Recreation Reserve

President	Rob Porter
Vice President	John Tivendale
Secretary	Gareth Sheean
Treasurer	Gary McCoubrie
Committee member	Fay McCoubrie
Committee member	Geoff Porter
Committee member	Amy Jones

Yarrabubba Reserve

Chairperson	Helen Sutton
Vice President	Katie Holmes
Treasurer	Bjorn Vodanovich
Secretary	Colin Wert
Committee member	Fiona Trimble
Committee member	Jan Ennis
Committee member	Andie Richardson

Cardinia Reserve

Chairperson	Chris Beardshaw
Vice President	Bill Orr
Secretary	Liz Bergmeier
Treasurer	John A
Committee member	Rudy de Jong
Committee member	Chris Gunton
Committee member	John Grogan
Committee member	David Young
Committee member	Luke Turner
Committee member	Jason Buchanan

Worrell Recreation Reserve (Emerald)

Chairperson	Kristen Strong
Secretary	Howard Winter
Treasurer	Neil Burns
Committee member	Andrea MacDonald
Committee member	Mark Goodyear
Committee member	Gary Campbell
Committee member	Gary Campbell
Committee member	Sue Wills
Committee member	Brenda Goodyear
Committee member	Andrew MacNeely

Cd.

3 OFF LEASH DOG AREAS

FILE REFERENCE INT1987403

RESPONSIBLE GENERAL MANAGER Tracey Parker

AUTHOR Belinda Powell

RECOMMENDATION

That Council resolve to endorse the fourteen proposed off leash dog areas outlined below and advertise the areas in the Government Gazette and local newspapers.

Regional Dog Off Leash Areas

- Toomuc Creek Linear Reserve, Pakenham.
- Alma Treloar Reserve, Cockatoo.
- Don Jackson Reserve, Pakenham
- Cochrane Park, Koo Wee Rup.

District Dog Off Leash Areas

- Pepi's Land, Emerald.
- Cockatoo Road Reserve, Pakenham.
- Garfield Recreation Reserve, Garfield.
- Tantallon Bvd Detention Basin Reserve, Beaconsfield

Neighbourhood Dog Off Leash Areas

- Bob Burgess Reserve, Beaconsfield.
- Vantage Drive Reserve, Pakenham.
- Simon Drive Reserve, Pakenham.
- Ray Canobie Reserve, Pakenham.
- Harris Reserve, Upper Beaconsfield.
- Onyx Reserve, Officer.

Attachments

- 1 Off Leash Dog Areas - Maps 14 Pages
- 2 Off Leash Dog Areas - Hierarchy 1 Page

EXECUTIVE SUMMARY

Fourteen sites have been identified as being suitable for designation as dog off leash areas in Cardinia Shire. These sites were chosen based on Council's agreed criteria, community preference and distribution across the shire. The sites have been categorised according to a hierarchical approach as either regional, district or neighbourhood level. Appropriate infrastructure and fencing will be delivered according to this hierarchical approach (please refer to attachment).

BACKGROUND

In 2007, Council developed criteria for establishing Off Leash Dog Areas, and adopted a number of locations for off leash dog areas. These off leash dog areas have proven to be popular with dog owners over a number of years as they provide an outlet for dogs to receive regular exercise and

increase their socialisation skills. In 2015, Council reviewed the criteria for establishing Off Leash Dog Areas, and adopted a number of locations for them.

The 2015 review of the criteria for establishing off leash dog areas confirmed that the criteria remained appropriate, with the criteria being:

- Proximity to wildlife nature reserve habitat.
- The likely impact on existing children's play areas.
- The likely impacts on existing picnic and barbeque areas.
- Proximity to vehicular traffic.
- The likely impact on sport and recreation facilities.
- Proximity to high people traffic i.e. walking / bicycle tracks.

The review according to the above criteria resulted in the following reserves being allocated as Off Leash Dog Area in 2015:

- Pepi's Land, Emerald.
- Toomuc Creek Linear Reserve, Pakenham.
- Simon Drive Reserve, Pakenham.
- Cochrane Park, Koo Wee Rup.
- Alma Treloar Reserve, Cockatoo.
- Garfield Recreation Reserve, Garfield.
- Ray Canobie Reserve, Pakenham.

The criteria was reviewed again in 2018 with a view to strengthen the assessment by applying a quantifiable measure. The changes to the criteria were as follows:

- 30 metres away from wildlife nature reserve habitat.
- 30 metres away from formal children's play spaces.
- 30 metres away from existing picnic and barbeque areas.
- Proximity to major vehicular, bicycle and pedestrian traffic.
- Likely impact on sport and recreation facilities (not during organised sporting events).
- Proximity to other off leash sites.

It is now proposed to formalise the allocation of dog off leash areas by way of official adoption by Council and gazetting. This will allow Local Laws officers to effectively enforce Local Law 17, as outlined in the Policy section below. The following list represents the proposed implementation of a hierarchical approach to Dog Off Leash Areas across the Shire:

Regional Dog Off Leash Areas

- Toomuc Creek Linear Reserve, Pakenham.
- Alma Treloar Reserve, Cockatoo.
- Don Jackson Reserve, Pakenham
- Cochrane Park, Koo Wee Rup.

District Dog Off Leash Areas

- Pepi's Land, Emerald.
- Cockatoo Road Reserve, Pakenham.
- Garfield Recreation Reserve, Garfield.
- Tantallon Bvd Detention Basin Reserve, Beaconsfield

Neighbourhood Dog Off Leash Areas

- Bob Burgess Reserve, Beaconsfield.
- Vantage Drive Reserve, Pakenham.
- Simon Drive Reserve, Pakenham.
- Ray Canobie Reserve, Pakenham.

- Harris Reserve, Upper Beaconsfield.
- Onyx Reserve, Officer.

The 2018 list previously also included Toddington Avenue, Officer (Crn Goldsborough Drive), District Park Officer and Tynong Recreation Reserve as potential dog off leash areas. Toddington Avenue was put forward as an alternative to Officer Recreation Reserve when this site was deemed inappropriate for a dog off leash area. However, in late 2018/early 2019 it became apparent that the local community did not support the creation of a dog off leash area at Toddington Avenue. Therefore, it has been removed from the list.

District Park, Officer has been removed from the list until such time that the reserve is constructed. Tynong Recreation Reserve has been removed from the list as the proposed location is being grazed by cattle and therefore would be inappropriate to allow dogs into.

POLICY IMPLICATIONS

Cardinia's Local Law 17 was enacted on 1st July 2016 and seeks to control a number of amenity issues within the Cardinia Shire.

Section 45 states that:

"A person who owns or is in apparent control of a dog in a public place must keep the dog under control by a leash, chain or cord connecting that person to the dog unless the public place is designated by Council signage to be an 'off leash' area. By the nature of Section 45, Council must ensure it designates off leash parks and adequately publicize those parks."

Section 26 part 3 of the Domestic Animal Act states that:

"An order made by the Council under this section must be published in the Government Gazette and in a newspaper circulating in the municipal district of the Council making the order."

This means that a site selected as an Off Leash Dog Area requires an order made by Council and subsequent gazetting of the order to allow the effective enforcement of Local Law 17.

RELEVANCE TO COUNCIL PLAN

The formalisation of Cardinia Shire Council's dog off leash areas supports a number of the directions of the Council plan. Namely:

- 1.5.1 Provide active and passive recreation facilities to meet the needs of residents.
- 1.5.2 Increase opportunities for residents to participate in a range of sport, recreation and leisure activities.
- 3.1.3 Provide accessible facilities to meet identified community needs.

CONSULTATION/COMMUNICATION

An online survey was completed in September/October 2017 receiving 264 responses; the results of the survey are as follows:

- 96.5% of respondents were in support of Off Leash Dog Areas.
- 64.3% walk their dog off lead in designated Off Leash Dog Areas, while 21.3% walk their dog off leash in other parks and reserves

- 88% of dog walkers walk their dog during Cardinia business hours (between 9am and 5pm).
- 54% of dog walkers walk their dog for less than 1 hour in Off Leash Dog Areas.
- 94.6% of respondents support enclosed Off Leash Dog Areas.

Survey results indicated three reserves as the most popular dog exercise areas across the Shire (with a total of 42.2% of the votes):

- Toomuc Valley Reserve, Pakenham - 53 respondents.
- Alma Treloar Reserve, Cockatoo - 23 respondents.
- Don Jackson Reserve, Pakenham - 19 respondents.
- The survey results indicated a second tier of reserves for reserve popularity (with a total of 21.8% the votes):
- Cochrane Park, Koo Wee Rup - 13 respondents.
- Onyx Reserve, Officer - 13 respondents.
- Pepi's Land, Emerald - 12 respondents.
- Cockatoo Rd Reserve, Pakenham - 11 respondents.

The survey specifically requested respondents' opinions regarding the suitability of the suggested Off Leash Dog Area criteria, the results are:

- Designated areas being 30 metres away from a wildlife nature reserve habitat.
 - Not appropriate - 15%
 - Somewhat appropriate - 22%
 - Appropriate - 38%
 - Highly appropriate - 14%
 - Essential - 9%
- Designated areas being 30 metres away from formal children playspaces.
 - Not appropriate - 13%
 - Somewhat appropriate - 21%
 - Appropriate - 35%
 - Highly appropriate - 17%
 - Essential - 11%
- Designated areas being 30 metres away from existing picnic and barbecue areas.
 - Not appropriate - 16%
 - Somewhat appropriate - 23%
 - Appropriate - 32%
 - Highly appropriate - 18%
 - Essential - 9%
- Proximity to major vehicle, bicycle and pedestrian traffic be taken into account.
 - Not appropriate - 4%
 - Somewhat appropriate - 13%
 - Appropriate - 29%
 - Highly appropriate - 23%
 - Essential - 28%
- Impact on organised sport and recreational facilities be taken into account.

- Not appropriate - 10%
- Somewhat appropriate - 29%
- Appropriate - 36%
- Highly appropriate - 12%
- Essential - 10%

The survey was supported via numerous social media posts and a media release including the then Mayor, Cr Brett Owen and his dog. The social media posts and media release also discussed the opportunity for community members to attend a drop in session with council staff and discuss Off Leash Dog Area issues. This was held in the Council Chamber but no community members attended.

Direct communication was made with recreation reserve committees of management, which were directly affected by Off Leash Dog Areas: Officer Recreation Committee, Garfield Recreation Committee and the Tynong Recreation Committee.

- Garfield Recreation Reserve Committee was happy to continue to host an Off Leash Dog Area within the reserve; however, a request was made to modify the location to the southwestern corner of the reserve. This request has been granted.
- Tynong Recreation Reserve Committee was initially happy to host an Off Leash Dog Area within the reserve, but suggested that modification may be required such as signage to reduce the impact of active sport played at the site and allow better access for dog walkers. Contact has been made with the Tynong Recreation Reserve Committee in October 2019 to advise that we will no longer be pursuing that as a potential site due to the ongoing lease of the land to a farmer for cattle grazing.
- Officer Recreation Committee chose to draft a letter stating that it was highly opposed to Off Leash Dog Area being located at the reserve, indicating that dog walkers would negatively affect public safety and the effective use of the reserve by other stakeholders. Following this, Goldsborough Drive Reserve on Toddington Avenue, Officer, was put forward as a potential dog off leash location, however there was strong community opposition to this (including a petition). Subsequently, at the Council meeting on Monday 17th June 2019, following an extensive investigation and consultation process, Council voted to not proceed with the Leash Free Dog Area at the Goldsborough Drive Reserve, Officer.

FINANCIAL AND RESOURCE IMPLICATIONS

The 2019/20 Council budget allocates a sum of \$150,000 for the implementation of Off leash areas infrastructure. The 2020/2021 draft budget also includes \$150,000 for the implementation of off leash area. Once the list of approved sites has been gazetted, Council officers will develop detailed designs for the implementation of the associated infrastructure and signage. The designs for the regional dog off leash areas will be available for community review in February 2020. Construction is expected to begin in April and be completed by September 2020.

Appropriate signage at all designated Off Leash Dog Areas is considered a requirement to ensure all park users are aware of the exact location of the Off Leash Dog Area within reserves. It is expected that some sites will require at least two signs, depending on park entrance locations. Signage would include the following information as a minimum:

- Cardinia corporate branding and contact details.
- Visual mapped location of dog off-leash area.

- Regulative and advisory information.

Below is an example of proposed Off Leash Dog Area signage.



CONCLUSION

Fourteen dog off leash sites are being put to Council for official endorsement. Once Gazetted, signage and appropriate fencing and infrastructure will be delivered to each site according to their hierarchical ranking. It is anticipated that all infrastructure will be installed across all fourteen sites by September 2020.

3 OFF LEASH DOG AREAS

Moved Cr M Schilling Seconded Cr B Owen

That Council resolve to endorse the fourteen proposed off leash dog areas outlined below and advertise the areas in the Government Gazette and local newspapers.

Regional Dog Off Leash Areas

- Toomuc Creek Linear Reserve, Pakenham.
- Alma Treloar Reserve, Cockatoo.
- Don Jackson Reserve, Pakenham
- Cochrane Park, Koo Wee Rup.

District Dog Off Leash Areas

- Pepi's Land, Emerald.
- Cockatoo Road Reserve, Pakenham.
- Garfield Recreation Reserve, Garfield.
- Tantallon Bvd Detention Basin Reserve, Beaconsfield

Neighbourhood Dog Off Leash Areas

- Bob Burgess Reserve, Beaconsfield.
- Vantage Drive Reserve, Pakenham.
- Simon Drive Reserve, Pakenham.
- Ray Canobie Reserve, Pakenham.
- Harris Reserve, Upper Beaconsfield.
- Onyx Reserve, Officer.

Cd.

4 ELECTION CARETAKER PERIOD POLICY

FILE REFERENCE INT1984641

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Doug Evans

RECOMMENDATION

That Council adopt the Election Caretaker Period Policy.

Attachments

1 Election Caretaker Period Policy 6 Pages

EXECUTIVE SUMMARY

The Council is required to "prepare, adopt and maintain an election period policy in relation to procedures to be applied by Council during the election period for a general election"

Section 93B(2)(b) of the Act stipulates that following the general election on 22 October 2016, Council must continue to maintain the election period policy by reviewing and, if required, amending the policy not later than 12 months before the commencement of each subsequent general election period. This review should have been undertaken prior to September however this provisions was not identified prior to this time and no communications were received from Local Government Victoria in this regard. There are no consequences to this.

BACKGROUND

Council prepared an Election Caretaker Period Policy for the conduct of the 2016 election. This Policy needs some minor revision for the 2020 election. The legislative provisions regarding the requirements of the election period have not changed since the 2016 election therefore the details contained within the policy do not require major amendment however some minor amendments are required due to specific \$ amounts referenced in the Policy needing to be to be revised and the inclusion of a clause regarding breaches of the Policy.

The Policy details the statutory provisions relating to the election period and includes commitments that Councillor candidates at the election will not use their position to gain an advantage over other candidates.

POLICY IMPLICATIONS

Council has previously adopted an Election Caretaker Period Policy and this Policy needs to be revised for the 2020 election period.

RELEVANCE TO COUNCIL PLAN

Nil.

CONSULTATION/COMMUNICATION

No community consultation has been undertaken regarding this updated policy.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial implications involved in amending and adopting this Policy

CONCLUSION

Council is required to review and if required amend the Election Caretaker Period Policy for the 2020 election.

4 ELECTION CARETAKER PERIOD POLICY

Moved Cr G Moore Seconded Cr J Owen

That Council adopt the Election Caretaker Period Policy.

Cd.

5 COMPLIANCE AND ENFORCEMENT POLICY

FILE REFERENCE INT1986608

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Owen Hardidge

RECOMMENDATION

It is recommended that the attached policy, “Compliance and Enforcement Policy” be adopted by the Council and implemented by all staff performing law enforcement functions within the scope of the policy.

Attachments

1 Cardinia Shire Council Compliance and Enforcement Policy 13 Pages

EXECUTIVE SUMMARY

The Cardinia Shire Council Compliance and Enforcement Policy provides a summary of the principles that should be applied by Council staff when performing law enforcement functions.

It provides high-level principles, without restricting the discretion of officers performing statutory roles.

The policy sets out internal policy positions regarding:

- principles of good enforcement (proportionality, consistency, transparency)
- enforcement & prosecution decision making factors, including what will and what will not be taken into account when Authorised Officers make enforcement decisions
- enforcement actions, including examples of when and how certain options might be preferred
- principles regarding enforcement and revenue
- customer service expectations during enforcement activities

BACKGROUND

This policy was developed following an Internal Audit requirement that Council develop an Enforcement Policy to set out the policy basis of law enforcement activities.

It is considered best practice for law enforcement agencies to set out their policy approaches to common issues and strategies. This promotes transparency in the exercise of statutory powers over residents and citizens.

The attached policy is modelled on the Local Government of South Australia model enforcement policy, and has been adapted to Cardinia's specific legislative context. This policy has been internally applied since 2016, and is internally considered to be comprehensive and robust. Some minor amendments have been made in this version, based on the experiences of the past 3 years, and internal consultation.

The policy sets out high level policy positions regarding:

- principles of good enforcement (proportionality, consistency, transparency)

- enforcement & prosecution decision making factors, including what will and what will not be taken into account
- enforcement actions, including examples of when and how certain options might be preferred
- principles regarding enforcement and revenue
- customer service expectations during enforcement activities

The enunciation of enforcement principles strengthens the moral argument for consistent and strong enforcement action, based on public interest and the principled exercises of discretion.

The policy preserves the original legal authority to statutory office holders under the direction of the Chief Executive Officer.

POLICY IMPLICATIONS

This policy has been used internally since 2016. There are some minor amendments, reflecting the experiences of the last 3 years.

RELEVANCE TO COUNCIL PLAN

Council law enforcement activities help Council to achieve the following Council Plan objectives:

- 1.6 Increased awareness of safety
- 2.4 Improved health and wellbeing of our residents
- 3.1 Provision and maintenance of assets
- 3.4 Natural and built environments supporting the improved health and wellbeing of our communities
- 5.2 Open governance

CONSULTATION/COMMUNICATION

This policy will be communicated to residents through the website, Connect and other public means, throughout 2020.

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial or resource implications of this policy.

CONCLUSION

The Cardinia Shire Council Compliance and Enforcement Policy collects valuable and meaningful law enforcement principles into a single guiding document, which in turn can be supported by business rules and strategy documents.

While the policies contained in the document will mostly reflect our current practices, articulating them in a policy statement promotes transparency and accountability in the conduct of enforcement activities, and will allow us to more robustly respond to public criticism of enforcement decisions.

5 COMPLIANCE AND ENFORCEMENT POLICY

Moved Cr G Moore Seconded Cr J Owen

It is recommended that the attached policy, “Compliance and Enforcement Policy” be adopted by the Council and implemented by all staff performing law enforcement functions within the scope of the policy.

Cd.

6 TEMPORARY SIGNAGE POLICY REVIEW

FILE REFERENCE INT1987122

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Shannon Maynard

RECOMMENDATION

That Council:

1. Adopt the Temporary Community Advertising Signage Policy; and
2. Adopts the fee structure of no fee for the first 3 signs, and \$20 for every subsequent sign.

Attachments

1 Temporary Community Advertising Signage Policy V1.01 12 Pages

EXECUTIVE SUMMARY

The regulation of advertising signs is an important function of Council; it ensures the orderly display of advertising signs in Council's road reserves, can reduce visual clutter that could otherwise detract from the natural environment of Cardinia Shire and reduce risk to road users. These controls need to be balanced with the needs of community groups and organisations to successfully advertise events in their community.

BACKGROUND

In 2016 Council's Senior Traffic Engineer, Planning Enforcement Officer and Community Development Officer undertook a review of four townships in the Ranges Ward area to establish appropriate sites to locate signage.

The result was the implementation of a Temporary Signage Policy which provided direction for the Ranges ward. A commitment was undertaken to review Central Ward and other townships in the Shire over the following year and once safe sites were identified, these sites will also form part of the policy.

A review of the policy has been undertaken, as well as incorporating locations in the Central Ward and a section of the Port Ward.

POLICY IMPLICATIONS

This policy does not impact any other Council policies. The policy allows for consistent, transparent and fair process for community groups to place signs around our municipality. The sites named in the policy have been assessed by Council's Traffic Engineer and Compliance teams to ensure that they are safe for motorists, pedestrians and our community.

RELEVANCE TO COUNCIL PLAN

This policy is in alignment with the Council Plan, in that it will encourage community participation, supporting community groups in their activities as well as protecting the built and natural environment.

CONSULTATION/COMMUNICATION

Community consultation was undertaken for a period of four weeks, ten (10) submission were received. The table below summarises these submissions and offers a response to the comments.

<u>Community Group/Submitter</u>	<u>Comments</u>	<u>Response</u>
Pakenham Show	Concern of cost to community groups - \$20 per sign.	The \$20 fee has been identified to assist in the administration of the signs and the proactive enforcement of signage in the Shire. If a community group were to apply for the maximum of 9 signs, the cost would be \$180, which is not considered a large amount. It is noted that the majority of signs are applied for and paid by Real Estate Agents. Alternative fee structure has been proposed.
	Whole of Shire not included in the Policy	This policy has been implemented in stages, with the Ranges area as stage one, and this review, incorporating the Central Corridor. A further review will be undertaken to identify locations in our smaller townships
	Number of signage allowed (8) for big events is not considered enough to promote events	Nine safe sites in the Central Ward have been identified. The number of permitted sites can be increased from 8 to 9
	Real Estate For Sale signs and Open for Inspection signs not included in the policy	This policy relates to Temporary Advertising Signage on Councils Road Reserves. Real Estate signage does not form part of this policy.
	Document needs to be clearer in wording	Noted
	How do the stickers on rear of signs help in managing the process	Officers require a mechanism to allow easy identification of permitted or unpermitted signs when on the road. This sticker system has been successful in the past year, allowing easy enforcement and saving Officer time.
	Enforcement of policy - Is Council intending to fine community groups	Councils Compliance and Enforcement Policy stipulates that Officers educate our community where possible before issuing infringements. If infringements were issued, this would most likely be to the Real Estate Agent.
Ray White Pakenham	Temporary Real Estate Community Boards should be banned in Shire	Council recognises a community need to advertise events throughout the municipality
Pakenham Art Show	Road Reserve to be clarified in policy	The policy will be amended to provide a definition of Council Road Reserve
	Concern on the cost to community groups at \$20 per sign.	The \$20 fee has been identified to assist in the administration of the signs and the proactive enforcement of signage in the

		Shire. If a community group were to apply for the maximum of 9 signs, the cost would be \$180, which is not considered a large amount. It is noted that the majority of signs are applied for and paid by Real Estate Agents. Alternative fee structure has been proposed.
	Number of signage allowed (8) for big events is not considered enough to advertise events	Nine safe sites in the Central Corridor have been identified. The number of permitted sites can be increased from 8 to 9
	Sticker system appears problematic and outdated	Officers require a mechanism to allow easy identification of permitted or unpermitted signs when on the road. This sticker system has been successful in the past year, allowing easy enforcement and saving Officer time.
	More locations need to be provided in policy	Nine safe sites in the Central Corridor have been identified. The number of permitted sites can be increased from 8 to 9. There are also sites available in the Ranges area
	Concern that the policy does not mention signage allowed at the location that an event is being held	The policy relates to road reserve signage only. Signage at events are administrated by Passive Reserves Team
	Should be the inclusion of wording to reflect unusual circumstances, events outside of Cardinia	The policy is in place to offer the best outcome for the community of Cardinia, provide consistency and transparency and to enable community events run in the Shire to be appropriately advertised. Events outside of Cardinia Shire are not covered in this policy
	Koo Wee Rup should not be included in Central Corridor list	This will be changed in the policy, Koo Wee Rup will be identified as the Port Ward area.
Gulsen Ozer	Sticker system seems problematic and outdated	Officers require a mechanism to allow easy identification of permitted or unpermitted signs when on the road. This sticker system has been successful in the past year, allowing easy enforcement and saving Officer time
	Concern on charging fees to community groups	The \$20 fee has been identified to assist in the administration of the signs and the proactive enforcement of signage in the Shire. If a community group were to apply for the maximum of 9 signs, the cost would be \$180, which is not considered a large amount. It is noted that the majority of signs are applied for and paid by Real Estate Agents. Alternative fee structure has been proposed.
	Greater contextual analysis and understanding of policy	Noted
First National Ranges	Should not disallow other events to be advertised in our Shire	The policy is in place to offer the best outcome for the community of Cardinia and to ensure community events run in the Shire are appropriately advertised. Events outside of Cardinia Shire are not covered in

		this policy
Garry Oates	Council to provide solid posts for groups to use/place signs on	For Council to provide infrastructure is problematic, it would need to be maintained and safety measures put in place.
Cardinia Art Society	Concern of the cost to community groups at \$20 per sign.	The \$20 fee has been identified to assist in the administration of the signs and the proactive enforcement of signage in the Shire. If a community group were to apply for the maximum of 9 signs, the cost would be \$180, which is not considered a large amount. It is noted that the majority of signs are applied for and paid by Real Estate Agents. Alternative fee structure has been proposed.
	Number of signage allowed (8) for big events is not considered enough to advertise events	Nine safe sites in the Central Corridor have been identified. The number of permitted sites can be increased from 8 to 9
	Sticker system seems problematic and outdated	Officers require a mechanism to allow easy identification of permitted or unpermitted signs when on the road. This sticker system has been successful in the past year, allowing easy enforcement and saving Officer time
	Policy does not include Council venues where events are being held	The policy relates to road reserve signage only. Signage at events are administrated by Passive Reserves Team
	Other townships not included in policy	This policy has been implemented in stages, with the Ranges Ward area as stage one, and this review incorporating the Central Ward. A further review will be undertaken to identify locations in our smaller townships. Any applications in smaller townships will be assessed upon receipt of an application
	Koo Wee Rup should not be included in Central Corridor	This will be changed in the policy, Koo Wee Rup will be identified as the Port Ward.
Non Blair	Real Estate branding should be less than 15% - recommended 10%	The 15% coverage has been identified due to the existing arrangement with Real Estate Agents and Community groups. The existing sponsorship arrangements have been considered, which sits at 15%
	Need to increase number of locations in Emerald	The locations in Emerald have been identified as safe for motorists and pedestrians. However Council will review other sites, the policy can be amended to include more sites if they meet safety criteria
	Do not believe there should be limit on number of signs in the areas	Consideration of proliferation of signage and community expectation has limited the number of signs in Emerald, however further sites will be reviewed in the future
	Clarity that the signs are only related to the Real Estate Signage only or for all temporary signage	This policy relates to all Temporary Signage in Council Road Reserves. A large majority of these signs are Real Estate sponsored signs.
	Policy needs to include how long	The policy stipulates that signs can be

	a sign can remain on the site	erected for up to 4 weeks before an event - the policy will be amended to include a removal date of three days after an event
	Clarify who should apply and pay, community group or real estate agents	Council cannot direct who applies and pays for an application
	Include an aesthetic requirement for signs in the policy	The policy states that signage must be professional and quality finished.
	No commercial signage should be allowed	Commercial signage is managed and enforced under the Local Law or Planning and Environment Act
	Signage produced independently by community groups should be exempt from policy	This policy relates to all Temporary Signage in Council Road Reserves
	Concern policy will effect PAVE, Gemco, markets and community events.	PAVE, Gemco and community events are subject to this policy. Markets are not subject to this policy.
Fiona Bridson	Real Estate Agents branding should be less on signs	The 15% coverage has been identified due to the existing arrangement with Real Estate Agents and Community groups. The existing sponsorship arrangements have been considered, which sits at 15%
	Sites in Emerald should include Edemont Road and Belgrave Gembrook Road, and the corner of Church Street and Belgrave Gembrook Road, Pepis land	Council will review these sites, and if they are deemed as safe sites, the policy will be amended to include them
George Blenkhorn	In the compliance section it states 'that no event outside Cardinia Shire Council can be advertised under this policy'. The word 'Council' should be deleted	Noted, policy changed

From this community consultation, the following changes to the policy will be implemented:

- Increase the number of signs allowed in the Central Corridor from 5 to 9
- The definition of Council Road Reserve to be included in the policy
- Koo Wee Rup will be identified as the Port Ward area, not Central Ward
- Removal of signage date, (three days to be removed after an event) will be included in policy
- The word 'Council' to be deleted from "Cardinia Shire Council can be advertised under this policy'

The community consultation did raise the concern of community groups being charged \$20 per sign. This fee has been implemented to assist Council in administering the process. The amount assists in the cost of identification material, the administration of the application and the proactive enforcement of signage. On Road Officers are frequently inspecting signage to ensure they have permits, if there is a breach in the policy, educational letters are sent, requesting an application be submitted, or removal of the signs.

After feedback from the Councillor briefing, Compliance proposed four (4) options for Councillors to consider in relation to the fee, these options were submitted in the Councillor Bulletin dated 25th October 2019.

1. \$20 per sign, as per current policy
2. No fee for the first 3 signs, and \$20 for every subsequent sign
3. Sponsor Fee - if the signage contains a real estate or other sponsor information (except Council) a \$20 per sign fee applied. All signs which are not sponsored will be free.
4. No fees

It is Officers recommendation that option 2 is implemented.

FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

CONCLUSION

A commitment was undertaken to review the Temporary Community Advertising Signage Policy within a year of its adoption in 2018. This commitment also included reviewing sites in the Central Ward area. This review has been undertaken with community consultation highlighting five (5) key changes to the policy, these have been implemented.

It is recommended that Council:

1. Resolve to adopt the Policy
2. Resolve to adopt the fee structure of no fee for the first 3 signs, and \$20 for every subsequent sign

6 TEMPORARY SIGNAGE POLICY REVIEW

Moved Cr M Schilling Seconded Cr L Wilmot

That consideration of the Temporary Community Advertising Signage Policy be deferred for consideration at the December Council Meeting.

Cd.

7 PROCUREMENT POLICY

FILE REFERENCE INT1987579

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Bruce Walker

RECOMMENDATION

That Council adopt the revised Procurement Policy.

Attachments

1 Procurement Policy 7 Pages

EXECUTIVE SUMMARY

To undertake an annual review of the Procurement Policy. A more comprehensive review will be conducted in first half of 2020, to reflect additional focus on supplier's conduct & climate action initiatives.

BACKGROUND

Section 186A of the Local Government Act required that the Council prepare and adopt a Procurement Policy. This was initially adopted in September 2009. Section 186A also required that the Council review the Policy every 12 month. This Briefing paper provides for this annual review. It is recommended that Council adopted several amendments to the Policy as detailed in the Consultation/communication section of this report, below.

POLICY IMPLICATIONS

Council last reviewed the Procurement Policy in September 2018 and is now required to review the Policy for the 2019-20 financial year.

RELEVANCE TO COUNCIL PLAN

Adopting this Procurement Policy establishes Council Policy and planning.

CONSULTATION/COMMUNICATION

The Policy has been discussed with relevant staff and the following changes are recommended:

1. Section 2.0 Council maintains a centre led procurement function
2. Section 5.5 Reference to Section 208B (Best Value Principles)
Working with Children Act 2005 and Working with Children Regulations 2016
3. Section 5.7 Policy includes delegations made by the Council to the CEO and from the CEO to staff related to procurement.
4. Section 5.10 Beneficiaries of good or services cannot approve the expenditure. More than one person will be involved in, and responsible for, each transaction with appropriate authorisations obtained and documented.
5. Section 6.0 Any exemptions from Procurement Policy must be appropriately recorded (electronic Form B) and submitted by the General Manager, to the

Procurement Consultant and CEO for subsequent approval. Non-compliances will be reported quarterly to the Senior Leadership Team (SLT), Council Audit and Risk Committee.

6. Section 7.0 Reversion to annual review being required.
7. Section 8.0 statement added that - The lowest price will not necessarily represent best value.

FINANCIAL AND RESOURCE IMPLICATIONS

Having a robust Procurement Policy ensures that wherever possible Council will receive value for money in its purchasing processes and procedures

CONCLUSION

To comply with the provisions of Section 186A (7) of the Local Government Act, Council must review the Procurement Policy each financial year and it is recommended that the Policy as attached be approved.

7 PROCUREMENT POLICY

Moved Cr G Moore Seconded Cr J Owen

That Council adopt the revised Procurement Policy.

Cd.

8 CONTRACT 18/37 - BLACKSPOT TREATMENT MAIN DRAIN SOUTH ROAD, BUNYIP

FILE REFERENCE INT1987128

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Malcolm Newman

RECOMMENDATION

That:

- the tender submitted by Safety Barrier Solutions to undertake the works associated with Contract 18/37 - Blackspot Treatment at Main Drain South Road, Bunyip be accepted for the contract sum of \$513,898.70 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Attachments

1 Confidential Memorandum - Circulated to Councillors only 3 Pages

EXECUTIVE SUMMARY

Main Drain South Road, Bunyip was identified as a high priority for safety improvements having been the site of several serious crashes as well as a fatality. The road has a default 100km/hr limit and the north side of the road abuts Bunyip River and has no guardrail. Council was successful in obtaining funding for this project under the Federal Blackspot program.

This report provides consideration for the appointment of a contractor to undertake works to install approximately 3.6 kilometres of guardrail mostly on the Bunyip River side, with some on the residential side where appropriate. The proposed works involve guardrail installation, earthworks, vegetation removal and associated works.

The tender submitted by Safety Barrier Solutions, a Pakenham based company, is considered the most advantageous for Council, providing the best value for money and they have delivered excellent service and outcomes on previous guardrail projects within Cardinia.

BACKGROUND

Main Drain South Road, Bunyip has been the site of several serious vehicle accidents in recent years including one fatality and several near fatalities. To provide a safer environment, a proposal was developed to install guardrail on the Bunyip River side from Evans Road to Little Road, a distance of 3.6 kms. Some guardrail will also be installed in short sections on the residential side, opposite the Bunyip River. All crashes have been the result of loss of control on sections of the road, with drivers either colliding with property fences on the south side, or into the Bunyip River on the opposite side.

Tenders were advertised on 24 August 2019 and closed on 17 September 2019.

Ten (10) tenders were evaluated against the stipulated weighted criteria of Compliance with Contract and Specifications, Capability and Relevant Experience, Capacity, Past Performance, Project Plan and Quality Systems. Non weighted criteria such as OH& S, Financial Viability, Risk and Insurance were also considered.

To provide best value for money, it is recommended that contract 18/37 be awarded to Safety Barrier Solutions for the sum of \$513,898.70 (Excl. GST).

POLICY IMPLICATIONS

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

RELEVANCE TO COUNCIL PLAN

These projects are consistent with efforts to "maintain all Council roads in a safe and functional condition in accordance with the Road Management Act 2004" and "upgrade local roads to improve safety" as established in the Council Plan, 2016-2020.

CONSULTATION/COMMUNICATION

Consultation has been undertaken with Melbourne Water who manage Bunyip River. Affected property owners and commuters are to be notified of the works prior to commencement.

FINANCIAL AND RESOURCE IMPLICATIONS

Funding for this project has been made available through a successful grant under the Federal Blackspot Program. The recommended tender by Safety Barrier Solutions is within the funding available to deliver this particular contract.

CONCLUSION

The tender submitted by Safety Barrier Solutions for the Blackspot Treatment at Main Drain Road South, Bunyip is considered to be the most beneficial to Council and it is recommended that Contract 18/37 for \$513,898.70 (Excl. GST), be accepted.

8 CONTRACT 18/37 - BLACKSPOT TREATMENT MAIN DRAIN SOUTH ROAD, BUNYIP

Moved Cr G Moore Seconded Cr J Owen

That:

- the tender submitted by Safety Barrier Solutions to undertake the works associated with Contract 18/37 - Blackspot Treatment at Main Drain South Road, Bunyip be accepted for the contract sum of \$513,898.70 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Cd.

9 CONTRACT 19/01 - PARKS, GARDENS, TREE & SPORTSFIELD MAINTENANCE INCLUDING FIRE SEASON MOWING

FILE REFERENCE INT1986945

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Stephen Mannering

RECOMMENDATION

That:

- Council accept the tender submitted by Citywide Services Pty Ltd (Citywide) for the provision of Parks, Gardens, Tree, and Sports Field Maintenance including Fire Season Mowing (Parts A, B1, B2, B3 and B4 - all parts of the Contract) up to the 29th of February 2024, with provision for two further terms each of four years. The Private Allotment Fire Season Mowing component shall be on a shared basis.
- Council accept the tender submitted by Landlinks Environmental Services Pty Ltd (Landlinks) for the provision of the Private Allotment Fire Season Mowing component of the Service (Subset Part B1) on a shared basis up to the 29th of February 2024, with provision for two further terms each of four years.
- All tenderers be advised accordingly, and
- The common seal of the Council be affixed to the contract documents

Attachments

1 Confidential Memorandum - Circulated to Councillors only 6 Pages

EXECUTIVE SUMMARY

Currently Council's open space and tree assets are maintained via a number of contractual mechanisms supported by limited internal capacity. The three largest of these Contracts (Parks Maintenance, Seasonal Roadside Slashing and Fire Prevention Slashing, Provision of Turf Mowing and Associated Works for Sports Playing Surfaces) are due to expire on the 29th of February 2020.

A consolidated tender for provision of services was advertised on the 22 June 2019 and closed at the end of July 2019. The tender comprised a number of separable portions to provide opportunities for a range of potential service providers from small local organisations through to the biggest players in the market, and was based on up to three, four-year terms.

Service levels that the tender was based on were generally consistent with the current intervention standards. Benchmark surveys had been completed previously around our parks to ensure there was a clear indication of public perception and these service levels. This study showed Cardinia was broadly constant with other Victorian local governments, and that our rate payers were generally satisfied or very satisfied with the service provision.

A total of seven tenders were received addressing various elements of the scope and assessed by the Tender panel.

Citywide were identified as the preferred tender for all parts of the Contract. They were clearly ahead on weighted assessment as well as having the lowest cost for overall service provision (with the exception of private allotment fire season mowing). In addition they have a high percentage of staff employed on the contract who are local, Cardinia Shire residents, and offered a range of options to help support improved environmental outcomes.

Landlinks offered the best value for the Private Allotment Fire Season Mowing component (subset of Part B1).

BACKGROUND

Currently Council's open space and tree assets are maintained through a number of mechanisms, including:

- Contract 10/02 – Parks Maintenance (incumbent Citywide)
- Contract 15/11 - Seasonal Roadside Slashing and Fire Prevention Slashing (incumbent Citywide)
- Contract 18/16 - Provision of Turf Mowing and Associated Works for Sports Playing Surfaces (incumbent Citywide)
- Adhoc engagement via quotation or plant hire panel for minor works
- Internal Council resources

In order to prepare for the tender and assess the suitability of existing service levels. Scape Data an external benchmarking organisation were engaged by Council to undertake a community survey of our parks.

The survey process included 200 interviews across 21 different parks around the Shire, at different times of the day and on different days to attempt to get a representative sample. Results indicated that thirty six percent of participants regularly visited other parks in the Shire of Cardinia area and overall satisfaction with Shire of Cardinia parklands was 7.9 out of 10.

The survey results for satisfaction with maintenance led to an overall score of 7.7 out of 10. The survey indicates the community is generally happy with the current maintenance standards, with the scores for Cardinia generally consistent with other participating councils in our region. This indicates that we are achieving a good balance between cost and providing an acceptable level of service with current standards. The tender was prepared on the basis of maintaining current service levels.

This strategy proposed a single market engagement with a number of separable portions, based on up to 3 four year terms. The intent was to provide the opportunity for small local or mid-sized specialist organisations to bid for scope appropriate to their capacity and skills, while enabling larger players like the incumbent to make a broad offering aggregating spend and management.

The scope taken to market was based on the asset levels late in the 18/19 financial year which comprised:

- 617 ha of urban parks, gardens, streetscapes and facilities requiring maintenance of over 360ha of mowing and 30ha of garden beds
- Maintenance activity in 53 of our 76 bushland reserves including over 45ha of mowing and firebreaks, and management of 27km of trails
- Planned and reactive tree works including after-hours call outs, box clearance on roads, planting, pruning, and electric line clearance maintenance in the declared urban areas in Pakenham, Beaconsfield and Emerald.

- Roadside slashing in defined areas of the Shire (in the other areas this service is self-performed by Council).
- Maintenance of natural playing surfaces (sports fields) managed by Council rather than committees of management
- Limited capital works including tree planting and landscape works
- Grounds maintenance at 6 early education centres plus limited support such as tree works across a large number of Council owned facilities including halls, sporting facilities managed by committee and other facilities.
- Clearance and edge maintenance of over 741km of pathways
- Management of a number of CRMS in relation to specific service delivery

A tender for these services was advertised in The Age and Tenderlink on 22 June 2019 and closed on the 30th of July. Seven tenders were received for all or part of the service and have been assessed by Council's Tender Evaluation Panel. Tenders have been assessed in accordance with the non-price related attributes of:

- Credibility of bid,
- Occupational Health and Safety and Risk Management Systems,
- Commercial considerations including risk, financial viability and conflicts of interest,
- Professional and Technical competence,
- Management Systems including Quality, Environmental, OH&S, Management, Customer
- Service and Reporting Systems,
- Pricing, and
- Local Content.

Tenders were invited for each or any combination of the five components of the service comprising:

Part A - Tree maintenance including powerline clearance,
 Part B1 - Roadside and private allotment fire season mowing,
 Part B2 - Childcare surrounds maintenance,
 Part B3 - Sportsground playing surface maintenance, and
 Part B4 - General parks and gardens maintenance.

The Tender Evaluation Panel assessed Citywide as achieving the highest score for the non-price related attributes and best value for each component of the service in accordance with the assessment criteria. Their bid also provides the lowest cost to Council for a single supplier to deliver the overall service. Citywide's particular attributes include;

- Well qualified and skilled staff in which 77% of the full time staff employed are Cardinia Shire residents,
- Appropriate numbers of staff and plant which will include five new apprenticeships,
- A proven high, reliable and responsive service standard including customer service response with the public,
- A clear commitment to innovation and continuous improvement for environmental concerns
- Partnering commercial organisations in the Melbourne Renewable Energy Project (MREP). This project involves the group purchase of large volumes of renewable energy. Through this program, Citywide purchases at least 50% of its energy from a windfarm located in central Victoria.
- Supporting over 20 local businesses, including the long standing major sponsorship of the Casey Cardinia Foundation and support of the Beaconsfield and Officer Football Clubs.

Landlinks is a relatively small local contractor with a proven track record in fire season mowing of private allotments (subset Part B1). Landlinks bid is considered to offer good value in accordance with the evaluation criteria (for this element alone). Both parties are agreeable to sharing this small component of the Service.

The value of the Contracts will vary based on changes in scope through both the number of assets being maintained (particularly through the addition of new assets through development), and variation in reactive works based on season and events such as storms, infection, and asset usage. Financial assessment of the tenders was based on an annual assessment of servicing the asset profile issued with the tender, and an estimate of schedule of rate and additional items, less any discounts or incentives offered by the tenderers for award of a larger part of the scope. The assessed cost via this approach per annum for Citywide was \$6.43mil (excluding GST). Actual costs will vary and generally increase based on the addition of assets and incremental annual cost adjustment.

POLICY IMPLICATIONS

The maintenance standards embodied in this contract documentation meet Council's responsibilities for weed control, fire safety and preparedness, tree and associated road safety and power-line clearance for scope areas. Neglected parks and gardens also have the potential to adversely affect community health and safety as fire hazards and havens for vermin and project a strong negative image of an area's prosperity.

The service standards in the new specification are also consistent with the service standards that have been determined for each of the parks and reserves over a period of years. These standards provide a balance between the community's needs and expectations and its ability to fund the maintenance programs.

RELEVANCE TO COUNCIL PLAN

The new contract will be consistent with the following Council Plan Objectives:

- 7.1 Strategically planning and maintaining open spaces and places to be safe, accessible, appealing and connected.
- 7.3 Increasing access to leisure, sport and recreation opportunities.
- 7.4 Protecting and enhancing the environmental quality of open spaces and places.

CONSULTATION/COMMUNICATION

Scape Data an external benchmarking organisation were engaged by Council to undertake a community survey in relation to the performance of our parks and current service levels.

Council and other key internal stakeholders were consulted as a part of the preparation and development of the tender and market approach.

FINANCIAL AND RESOURCE IMPLICATIONS

The overall financial result from the tender process is favourable for Council. Expected financial requirements taking into consideration growth and change in scope will be managed through the annual budget process.

The approved 19/20 budget provides adequate funding for anticipated activities this financial year.

CONCLUSION

That Council accept the tender submitted by Citywide Services Pty Ltd (Citywide) for the provision of Parks, Gardens, Tree, and Sports Field Maintenance including Fire Season Mowing (Parts A, B1, B2, B3 and B4 - all parts of the Contract) up to the 29th of February 2024, with provision for two further terms each of four years. The Private Allotment Fire Season Mowing component shall be on a shared basis.

That Council accept the tender submitted by Landlinks Environmental Services Pty Ltd (Landlinks) for the provision of the Private Allotment Fire Season Mowing component of the Service (Subset Part B1) on a shared basis up to the 29th of February 2024, with provision for two further terms each of four years.

9 CONTRACT 19/01 - PARKS, GARDENS, TREE & SPORTSFIELD MAINTENANCE INCLUDING FIRE SEASON MOWING

Moved Cr G Moore Seconded Cr J Owen

That:

- Council accept the tender submitted by Citywide Services Pty Ltd (Citywide) for the provision of Parks, Gardens, Tree, and Sports Field Maintenance including Fire Season Mowing (Parts A, B1, B2, B3 and B4 - all parts of the Contract) up to the 29th of February 2024, with provision for two further terms each of four years. The Private Allotment Fire Season Mowing component shall be on a shared basis.
- Council accept the tender submitted by Landlinks Environmental Services Pty Ltd (Landlinks) for the provision of the Private Allotment Fire Season Mowing component of the Service (Subset Part B1) on a shared basis up to the 29th of February 2024, with provision for two further terms each of four years.
- All tenderers be advised accordingly, and
- The common seal of the Council be affixed to the contract documents

Cd.

10 CONTRACT 19/24 - KENILWORTH AVENUE STAGE 2 CONSTRUCTION

FILE REFERENCE INT1987347

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Katherine Robertson

RECOMMENDATION

That:

- The tender submitted by Streetworks Pty Ltd to undertake the works associated with Contract 19/24 - Construction of Kenilworth Avenue Stage 2 be accepted for the contract sum of \$1,001,009.67 (excl GST).
- The common seal of the 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 suitably qualified contractor to undertake the construction of Kenilworth Avenue including road pavement and drainage, public lighting and shared path.

The tender for Kenilworth Avenue submitted by Streetworks Pty Ltd is the most advantageous for Council, providing the best value for money and excellent service through their experience in road construction

It is therefore recommended that Contract 19/24 Kenilworth Ave Stage 2 be awarded accordingly.

BACKGROUND

The sealing and associated drainage works of Kenilworth Avenue were highlighted as being required as part of the Officer PSP. The road and drainage works associated with the construction of Kenilworth Avenue, Stage 2 were designed to continue the sealed road from the first stage constructed by developers. The stage 2 project extents are from the freeway overpass to Coach House Lane along Kenilworth Avenue and including public lighting and a shared path for the full length of the project.

These works are part of the Officer Precinct Structure plan and provide an alternative link from Officer to Beaconsfield

POLICY IMPLICATIONS

The works have been developed in accordance with the requirements of the Officer Development Contribution plans.

RELEVANCE TO COUNCIL PLAN

The works are in accordance with the Council Plans requirement for Developing Cardinia Shire and "increasing access and improved services like roads" and the timely delivery of infrastructure, transport options and services.

CONSULTATION/COMMUNICATION

Residents have been kept informed during the construction of stage 1 and subsequent delays that have been caused by a contractual dispute between the developer and the contractor of the progression of the stage 2 works. As this is an upgrade of an existing road, the residents within the Shire will be consulted and informed prior to the commencement of construction. This will be through letter drops for the directly impacted residents and through council's communication team for the wider community.

FINANCIAL AND RESOURCE IMPLICATIONS

There has been an allocated provision within the 2019/20 capital works program to undertake the works associated with this contract.

Based on the tender submitted by Streetworks Pty Ltd, there is sufficient funding available within the 2019/2020 Capital Works budget to fund these works.

CONCLUSION

The tender submitted by Streetworks Pty Ltd for the works is considered the most beneficial to Council and it is recommended that Contract 19/24 Kenilworth Avenue Stage 2 Construction be awarded to Streetworks Pty for \$1,001,009.67 ex GST.

**10 CONTRACT 19/24 - KENILWORTH AVENUE STAGE 2
CONSTRUCTION**

Moved Cr B Owen Seconded Cr L Wilmot

That:

- The tender submitted by Streetworks Pty Ltd to undertake the works associated with Contract 19/24 - Construction of Kenilworth Avenue Stage 2 be accepted for the contract sum of \$1,001,009.67 (excl GST).
- The common seal of the Council be affixed to the Contract Documents.

Cd.

11 CONTRACT 19/28 - 2019-20 PAVEMENT RENEWAL WORKS

FILE REFERENCE INT1986963

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Buddhika Achchige

RECOMMENDATION

That:

- The tender submitted by Stabilised Pavement of Australia Pty Ltd to undertake the works associated with Contract 19/28 A - Pavement Renewal Works at Caldermeade Road in Caldermeade, Tynong Bayles road in Bayles, Redwood Road and Redwood Rd Service Road in Gembrook be accepted for the contract sum of \$1,701,865.20 (Excl. GST);
- The tender submitted by R&C Asphalt Paving Pty Ltd to undertake the works associated with Contract 19/28 B - Pavement Renewal Works on O'Neil Rd (Roundabouts at Janet Bowman Bvd and Timberside Drive /Connassidy Close), Beaconsfield and Seven Mile Road (Intersection at Bunyip River Rd To 165m South Of Whitta Lane) in Nar Nar Goon be accepted for the contract sum of 875,471.25 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Attachments

1 Confidential Memorandum - Circulated to Councillors only 4 Pages

EXECUTIVE SUMMARY

The five roads under consideration within this contract have been identified as a high priority for treatment under Council's asset management systems and are amongst the highest for maintenance costs for the shire.

This report provides consideration for the appointment of two contractors to undertake works to reconstruct the pavement of the five roads. The proposed works involve pavement rehabilitation and construction, drainage improvements and associated works.

The tender for Caldermeade Road, Tynong Bayles road and Redwood Road & Redwood Rd Service Road submitted by Stabilised Pavement of Australia Pty Ltd is the most advantageous for Council, providing the best value for money, while the tender for O'Neil Rd Roundabouts and Seven Mile Road submitted by R&C Asphalt Paving Pty Ltd was the best value for money while providing excellent service.

It is therefore recommended that Contract 19/28 for the construction of Caldermeade Road, Caldermeade (Splitter Island at South Gippsland Hwy to Railway Rd and West of No.170 to Driveway at No.110); Seven Mile Road, Nar Nar Goon (Intersection at Bunyip River Rd To 165m South Of Whitta Lane); Tynong Bayles road, Bayles (End Of Seal Widening near the Factory To Ropers Lane); Redwood Road, Gembrook (Service Road Apron to Gembrook Rd including the Bus

Bay) & Redwood Rd Service Road, Gembrook and O'Neil Rd (Roundabouts at Janet Bowman Bvd and Timberside Drive /Connassidy Close), Beaconsfield be awarded accordingly.

BACKGROUND

Five roads were identified as a high priority for treatment under Council's asset management systems and through discussions with Council's road maintenance team as they are amongst the highest for maintenance costs for the shire. These five roads were included in the tender documents associated with CT19/28.

Tenders were advertised on 31 August 2019 and closed on 24 September 2019. A total of eight (8) tenders were received.

Tenders were evaluated against the stipulated criteria of Pricing and Value for Money, Compliance with Contract Specifications, Capability and Capacity, Relevant Experience and Past Performance, Quality of Previous Works, Resources Available to Complete the Works, Quality System, Project Plan, OHS, Financial Viability, Risk and Insurance and Environmental Commitments.

The tender advertised contained separate schedules for each listed road, with Council having the option of awarding each of the roads by themselves or in a package to separate tenderers if this demonstrated best value for money for Council.

To provide best value for money, it is recommended that the following roads be awarded:

Road	Awarded to	Tender Price
Caldermeade Road, Caldermeade	Stabilised Pavement of Australia Pty Ltd	\$ 537,935.30
Seven Mile Road, Nar Nar Goon	R&C Asphalt Paving Pty Ltd	\$ 642,795.75
Tynong Bayles Rd, Bayles	Stabilised Pavement of Australia Pty Ltd	\$ 892,146.33
Redwood Road and Redwood Rd Service Road Gembrook	Stabilised Pavement of Australia Pty Ltd	\$ 271,783.57
O'Neil Road Roundabouts	R&C Asphalt Paving Pty Ltd	\$ 232,675.50
	Total	\$2,577,336.45

POLICY IMPLICATIONS

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

RELEVANCE TO COUNCIL PLAN

These projects are consistent with efforts to "maintain all Council roads in a safe and functional condition in accordance with the Road Management Act 2004" and "upgrade local roads to improve safety" as established in the Council Plan, 2017-2021.

CONSULTATION/COMMUNICATION

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

FINANCIAL AND RESOURCE IMPLICATIONS

Funding for these projects has been made available under the 2019/20 Capital Works Program for Asset renewal and Upgrade

The total cost for the rehabilitation of Caldermeade Road, Seven Mile Road, Tynong Bayles Rd, Redwood Road, Redwood Rd Service Road and O'Neil Road Roundabouts is \$2,577,336.45 (Excl. GST). There is sufficient funds available in the Capital Works program to award these works.

CONCLUSION

The tender submitted by Stabilised Pavement of Australia Pty Ltd for Caldermeade Road in Caldermeade, Tynong Bayles road in Bayles, Redwood Road and Redwood Rd Service Road in Gembrook is considered to be the most beneficial to Council and it is recommended that Contract 19/28 A - Pavement Renewal Works be awarded to Stabilised Pavement of Australia Pty Ltd for \$1,701,865.20 (Excl. GST);

In addition, the tender submitted by R&C Asphalt Paving Pty Ltd for O'Neil Rd (Roundabouts at Janet Bowman Bvd and Timberside Drive /Connassidy Close), Beaconsfield and Seven Mile Road in Nar Nar Goon is considered to be the most beneficial for Council and it is recommended that this component of Contract 19/28 B - Pavement Renewal Works be awarded to R&C Asphalt Paving Pty Ltd for \$ \$875,471.25 (Excl. GST).

11 CONTRACT 19/28 - 2019-20 PAVEMENT RENEWAL WORKS

Moved Cr G Moore Seconded Cr J Owen

That:

- The tender submitted by Stabilised Pavement of Australia Pty Ltd to undertake the works associated with Contract 19/28 A - Pavement Renewal Works at Caldermeade Road in Caldermeade, Tynong Bayles road in Bayles, Redwood Road and Redwood Rd Service Road in Gembrook be accepted for the contract sum of \$1,701,865.20 (Excl. GST);
- The tender submitted by R&C Asphalt Paving Pty Ltd to undertake the works associated with Contract 19/28 B - Pavement Renewal Works on O'Neil Rd (Roundabouts at Janet Bowman Bvd and Timberside Drive /Connassidy Close), Beaconsfield and Seven Mile Road (Intersection at Bunyip River Rd To 165m South Of Whitta Lane) in Nar Nar Goon be accepted for the contract sum of 875,471.25 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Cd.

12 CONTRACT 19/33 - ROAD RESEALING OF VARIOUS ROADS

FILE REFERENCE INT1986965

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Buddhika Achchige

RECOMMENDATION

That:

- The tender submitted by Fulton Hogan Industries Pty Ltd to undertake the works associated with Contract 19/33 – Road Resealing of Various Roads within the Cardinia Shire Council be accepted for the contract sum of \$1,300,619.38 (excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the 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 road resurfacing of various roads within Cardinia Shire (Contract 19/33).

The proposed works covered under Contract 19/33 include resealing 101 various rural and urban road segments throughout the shire.

Tenders were advertised on 24 August 2019 and closed 17 September 2019 of which, tenders were received from three tenderers.

The tender submitted by Fulton Hogan Industries Pty Ltd provides the best value for money and is the most advantageous for Council. It is therefore recommended that Contract 19/33 for the resealing of various roads within Cardinia Shire be awarded accordingly.

BACKGROUND

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

The proposed works covered under Contract 19/33 include resealing of approximately 101 various rural and urban road segments throughout the Shire.

Tenders were advertised on 24 August 2019 and closed 17 September 2019. A total of three tenders were received.

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

Following an evaluation based on the above criteria, Fulton Hogan Industries Pty Ltd was found to provide the best value for money and it is therefore recommended that the tender submitted by Fulton Hogan Industries Pty Ltd for \$1,300,619.38 (Excl. GST) be accepted.

POLICY IMPLICATIONS

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

RELEVANCE TO COUNCIL PLAN

This project is consistent with efforts to "maintain all Council roads in a safe and functional condition in accordance with the Road Management Act 2004" and "upgrade local roads to improve safety" as established in the Council Plan, 2018-2022.

CONSULTATION/COMMUNICATION

Residents and commuters directly affected by the resealing works will be notified of programmed works prior to works being undertaken.

FINANCIAL AND RESOURCE IMPLICATIONS

Funding for these roads has been made available in the 2019/20 Capital Works Program - Road Resurfacing. The 2019-20 capital works program has \$3.6 million allocated to the road resurfacing program. This includes asphalt patching, reseal preparation, asphalt overlays and associated line marking.

This contract allows for the spray sealing component of the reseal program. The recommended tender by Fulton Hogan Industries Pty Ltd for \$1,300,619.38 is within the funding available to deliver this particular Contract.

The remaining funds will be used to complete the remaining elements of the resurface program that does not form part of this Contract.

CONCLUSION

It is recommended that the tender submitted by Fulton Hogan Industries Pty Ltd for \$1,300,619.38 (excl. GST) be accepted.

12 CONTRACT 19/33 - ROAD RESEALING OF VARIOUS ROADS

Moved Cr G Moore Seconded Cr J Owen

That:

- The tender submitted by Fulton Hogan Industries Pty Ltd to undertake the works associated with Contract 19/33 – Road Resealing of Various Roads within the Cardinia Shire Council be accepted for the contract sum of \$1,300,619.38 (excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Cd.

13 USE OF LOCAL GOVERNMENT FUNDING VEHICLE INTERIM BORROWING FACILITY

FILE REFERENCE INT1987562

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Richard Williams

RECOMMENDATION

That Council:

1. Approve the use of Local Government Funding Vehicle (LGFV) interim borrowing facility with Commonwealth Bank of Australia (CBA).
2. Authorise the CEO, as Council's representative, to approve refinancing of the \$8.0m borrowed through the facility and maturing in November 2019.

Attachments

Nil.

EXECUTIVE SUMMARY

An \$8.0m loan Council borrowed through the LGFV in 2014 matures during November 2019. Council's long term financial plan was prepared on the basis that this \$8.0m loan would be rolled over into a new issuance of the funding vehicle. As this issuance has not yet occurred, an interim funding facility with CBA has been made available. Council is able to borrow \$8.0m from the CBA interim facility for 1.91% (vs 4.24% in the expiring LGFV), and once the new issuance is established, this interim facility will be rolled over to this new issuance. A recommendation of loan term for the new issuance will be brought to Council when information is available.

BACKGROUND

The Municipal Association of Victoria ("MAV") established a pooled borrowing vehicle on behalf of its 79 Victorian member Councils, the "Local Government Funding Vehicle" (LGFV). The objective of the LGFV was to raise funding from the public bond market on behalf of participating Councils, providing a more cost competitive financing solution to Victorian Councils.

The LGFV initiative arose following the Vision Super defined benefit superannuation shortfall. A funding options evaluation was undertaken to review the debt procurement model of the sector. The purpose of this review was to determine the optimal funding platform to address the defined benefit shortfall and ongoing borrowing requirements of the sector.

The key benefit of the LGFV for Councils include significant savings, diversification of funding source, low cost, transparency and best practice.

POLICY IMPLICATIONS

At its meeting on 19 May 2014, Council agreed to the recommendation of the use of the LGFV as a new source of funding for future borrowing requirements, and the borrowing of \$8.0m, being the

\$4.0m borrowings in the 2014-15 budget and the refinancing of the \$4.0m loan drawn down in 2013-14.

Council consequently borrowed the \$8.0m on 12 November 2014 for a term of five years at a fixed interest rate of 4.24%.

In July 2019, MAV requested expressions of interest from Councils for another issuance of the funding vehicle. Cardinia Shire Council expressed its interest at that time. The purpose of this issuance is to refinance bonds maturing in November 2019, meet the additional borrowing requirements of the Local Government sector, and generate long-term savings for Councils. The issuance was expected to occur around October/November 2019, in line with the maturity of the 2014 five year bond issuance. Until there has been sufficient volume generated in the sector for another funding vehicle, an interim facility has been made available to Councils with the Commonwealth Bank of Australia, which can then be refinanced into the next issuance.

RELEVANCE TO COUNCIL PLAN

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

CONSULTATION/COMMUNICATION

Nil.

FINANCIAL AND RESOURCE IMPLICATIONS

The \$8.0m loan was not budgeted to be repaid in 2019-20, with the intention being to roll it over within the LGFV for a further period of five years.

Interest on the \$8.0m loan at 4.24% per annum has been included in the 2019-20 budget for \$339,200. Refinancing the loan at the lower indicative variable interest rate of 1.91% will realise savings on interest costs of approximately \$120,000 in 2019-20.

CONCLUSION

The interim borrowing facility will allow Council to refinance its existing borrowings from the LGFV at a lower interest until the new issuance is available.

13 USE OF LOCAL GOVERNMENT FUNDING VEHICLE INTERIM BORROWING FACILITY

Moved Cr G Moore Seconded Cr J Owen

That Council:

1. Approve the use of Local Government Funding Vehicle (LGFV) interim borrowing facility with Commonwealth Bank of Australia (CBA).
2. Authorise the CEO, as Council's representative, to approve refinancing of the \$8.0m borrowed through the facility and maturing in November 2019.

Cd.

14 QUARTERLY ENVIRONMENT REPORT

FILE REFERENCE INT1987127

RESPONSIBLE GENERAL MANAGER Peter Benazic

AUTHOR Desiree Lovell; Jacqui Kelly

RECOMMENDATION

That Council receive and note the Q1 Quarterly Environment report.

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 2019-20 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..

Westernport Biosphere update

Description	Over winter-spring 2019 the Western Port Biosphere implemented the Western Port Biosphere Ramsar Awareness Project. This is aimed at engaging with recreational watercraft users across the Ramsar site to raise awareness of the vitally important wetlands and how to limit impacts to them.
Funding	Council is a member of the Westernport Biosphere
Update	<p>The project included installing signage at selected boat ramps and organising a Western Port Boat User Engagement workshop with the intention of developing a stakeholder group and identifying least impact actions such as;</p> <ul style="list-style-type: none"> • Avoid disturbing roosting and feeding shore birds • Monitor for and notify authorities if suspected marine pests are identified • Check, clean and dry between waterways to prevent the spread of pests • Be mindful of where we anchor and other vessel impacts on flats and sea grass • Follow catch limits

Roadside weeds and pest project funding

Description	Council receives a non-competitive allocation of funds from the Victorian Government Department of Agriculture to deliver a roadside weeds and pest animal control program, through the Roadside Weeds and Pests Program.
Funding	This project is funded by the Victorian Government's Roadside Weeds and Pests Program (2019-20 allocation \$29,483)
Update	Roadsides targeted for weed control works for 2019-20 have been identified as those in the township "cluster" of Catani, Iona, Vervale and Bayles. In addition to these, fire effected roadsides in the Bunyip North, Tonimbuk and Tynong North areas will also be part of this year's program. GPS mapping occurred last year for the presence of Blackberry, Broom, Thistle, Ragwort, Gorse and Ragwort on these roadsides. Only weeds declared as noxious are funded under this program. Further weed mapping will occur this year on priority roadsides to inform next year's program.

Trees for weeds swap

Description	An annual community event held outside Emerald Library, organised by Council in partnership with the Friends of Emerald Lake Park. Residents are encouraged to bring along samples of weeds found on their property for advice on identification and management. In return for their efforts and to encourage planting after weeding, participants were able to select from a selection of free indigenous trees and shrubs to take home.
Funding	This initiative is funded by Council

Update	This highly successful event was held on Saturday 7 September, with a total of 70 families visiting the stall and 35 different weed species brought in over the day. Over 300 indigenous plants were given away. A weed workshop was also offered at the Emerald Library the week prior to this event, which worked well as an opportunity to promote the day.
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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.

My Place solar

Description	Installation of a 31kW solar electricity system on My Place
Funding	This project is fully funded by Council
Update	The 31kW system is now installed and operational. The system will save approximately \$6,000 per annum, and pay for itself in six years. It will reduce emissions by 38 tonnes of CO ₂ e – the same annual emissions as nine average cars. To maximise generation, the four different orientations of the roof were used for panel installation. The system is comprised of 96 solar panels.

Zero energy home staff tour

Description	A tour of the Zero Energy Home located in Timbertop by Council staff
Funding	No cost
Update	Following an internal energy information session held at the Civic Centre, interested staff participated in a tour of the Zero Energy Home in Timbertop estate. The carbon neutral home is one of two high performance homes built in Timbertop. Five more carbon neutral zero energy homes have recently been completed at Kaduna Park. Council staff learnt about the functional performance of a zero energy household and the design features that support energy efficiency, a high quality internal environment and water conservation.

Energy information sessions for residents and businesses

Description	Information session for residential energy efficiency and Environmental Upgrade Financing.
Funding	The Community information sessions are funded by Council. The Environmental Upgrade Agreement (EUA) information session were provided by Sustainable Australia.
Update	<i>Residential information sessions</i> Energy information session have been held for residents at various

	<p>locations around the Shire including Arena and Henry Children's centres as well as the Pakenham and Emerald libraries. These sessions are facilitated by South East Councils Climate Change Alliance (SECCCA) to improve the community understanding of household energy expenses and provide residents with information on how to reduce their household energy cost. These information sessions are open to the public and promotion has been targeted to encourage young and newly migrated families as well as the shire's ageing residents to attend.</p> <p>Environmental upgrade agreement information sessions The Sustainable Australia Fund provides Environmental Upgrade Financing for business wishing to invest and install high efficiency energy, water and waste technology. An information session for businesses and environmental upgrade installers was held at the Emerald library to promote the uptake of Environmental Upgrade Financing Agreements in the shire. The workshop provided interested business owners and locally operating installers with information on the Environmental Upgrade Financing opportunities. These environmental upgrades will improve the operational efficiency and reduce the environmental footprint of the business in the shire.</p>
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Facilities lighting upgrades

Description	LED lighting upgrades at the Pakenham depot and Cardinia Life
Funding	These projects are fully funded by Council
Update	<p>Old inefficient lights were replaced at the Pakenham depot and Cardinia Life with energy efficient LED lights. The pool hall lights at Cardinia Life were replaced, saving approximately \$7,500 per annum in electricity costs providing a payback period of less than 12 months. The upgrade is also saving 51 tonnes of greenhouse gas emissions per year, the same annual emissions as 13 average cars. The savings are so significant due to the long hours of operation of the pool hall lighting.</p> <p>At the depot the lights in the workshop and external floodlights were replaced. This has significantly improved the lighting levels. The new lights in the workshop include a daylight harvesting system to turn the lights off on sunny days to further improve savings. The depot lighting upgrade is saving approximately \$2,700 per annum, providing a payback period of 4 years. It is also reducing greenhouse gas emissions by 13 tonnes of CO₂e per annum.</p> <p>The lighting upgrades are also providing additional maintenance cost savings.</p>

Water

Council Plan action – Manage water in an integrated way, including the reduction of potable water consumption by Council and households.

Council plan action - Promote water catchment management practices that improve the quality of our waterways

Stormwater reuse in growth areas

Description	<p>Council is working in partnership with City of Casey, Melbourne Water and the Victorian Government (Department of Environment, Land, Water and Planning) to find ways of reducing the amount of water flowing into our water ways, specifically Pakenham East in Cardinia Shire. As growth areas develop and more stormwater drains are installed, large quantities of water are draining into waterways.</p> <p>The excess water generated from this increased development, transports sediments and pollutants directly into Westernport Bay, which is having adverse impacts on sea grass and other biodiversity elements. The excess water needs to be harvested for use, reducing excess flow to waterways, increasing use of stormwater and reducing reliance on potable water. This project will explore and identify the best options to achieve this.</p>
Funding	This project is jointly funded by Victorian Government, City of Casey, Melbourne Water and Council
Update	The project was initiated through the Western Port Integrated Water Management forum, which Council is a member. Both Cardinia Shire and City of Casey noted this project as very high priority for the region. A tender to engage a consultant to undertake the analysis is currently being advertised.
image	

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.

School's rubbish free lunch competition

Description	The schools rubbish free lunch competition is an initiative to help school children reduce the packaging in their lunch boxes by raising awareness about, and encouraging, rubbish free lunch box alternatives
Funding	This initiative was fully funded by Council
Update	<p>In Term 2, 80 classes from seven primary schools in Cardinia Shire participated in a rubbish free lunch challenge. Classes first participated in a pop-up lunch box inspection to assess the amount of disposable packaging in lunchboxes on a 'normal day'.</p> <p>Council's waste education contractor, EnviroCom, provided the classes with resource kits and lesson plans, and a second lunch box inspection was conducted to reveal how much waste had reduced by.</p> <p>The top class, year level and school were identified and were able to choose from a list of prizes to help them further along their waste</p>

	reduction journey.
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Food and green waste bin- stage 1

Description	Expanding the green waste bin service to include food waste is planned to begin in late 2020. Residents will be provided with a food caddy and compostable bags to encourage disposal of all food waste into green bins for composting. The green bin will also be promoted to increase uptake, with a move towards a compulsory green bin in the coming years.
Funding	The initiative is funded through the garbage green bin charges
Update	Stage one of the project is underway with raising awareness about the issue of food waste going to landfill.

Electric waste truck trial run

Description	Council's current residential waste and recycling collection contractor, Cleanaway, has been trialling a 100 per cent electric powered collection truck across its contracts and in August was able to test drive it on a run in Pakenham.
Funding	This trail is funded by Cleanaway
Update	<p>As the Waste Team looks towards the future, ways to reduce the environmental impact of waste collection and disposal are being considered. We are very excited about this trial being undertaken by one of our main collection contractors.</p> <p>Waste Team members have visited the company responsible for electrifying the truck, SEA Electric, to learn more about the future of electric trucks in the waste industry.</p> <p>In addition, Council currently has a tender out for all three of our Waste Collection Services in which we have encouraged tenderers to include sustainability initiatives as part of their response.</p>

14 QUARTERLY ENVIRONMENT REPORT

Moved Cr G Moore Seconded Cr J Owen

That Council receive and note the Q1 Quarterly Environment report.

Cd.

15 QUARTERLY PERFORMANCE REPORT

FILE REFERENCE INT1987455

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Jo Battin

RECOMMENDATION

That the Quarterly Performance Report for Quarter 1 2019-20 be received and noted.

Attachments

1 Quarter 1 Performance Report 63 Pages

EXECUTIVE SUMMARY

The performance of Council against 160 Council Plan actions is being tracked during 2019-20. Sixteen of these actions have already been completed. There are 7 actions that have been identified where adopted timelines will not be reached.

Population growth within the Shire has remained stable, at six families moving to the area, per day, for the quarter, and six families moving to the area, per day, for the year. Even though residential building completions increased slightly this quarter, subdivision applications and statement of compliance issued have steadied indicating a stabilisation of population growth for the near future.

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

Council has committed to undertake work on 160 Council Plan actions during the 2019-20 financial year. 16 actions are already completed. 130 actions that are not yet completed are on track.

Please refer to Table 1 for Council Plan Action performance statistics and page 22 of the Quarter 1 Performance Report 2019-20 for detailed progress.

Table 1. Council Plan Actions - Performance statistics

	Completed	On Track	Off Track	Total
1. Our People	3	48	6	57
2. Our Community	3	18		21
3. Our Environment	3	34	6	43
4. Our Economy	3	22		25
5. Our Governance	4	8	2	14
Total	16	130	14	160

*On track figures do not include completed actions.

There are 7 Council Plan actions where their adopted completion dates of 30 June 2020 will not be reached. Proposed new completion dates have been identified, however the performance reporting of these actions will still be against the original timelines adopted. The proposed new timelines for these actions will be adopted as part of the 2020-21 Council Plan review process.

Please refer to Table 2 for a list of these actions and their proposed new completion dates.

Table 2. Council Plan Actions – Forecast to not be completed this financial year

	Action	Proposed End Date	Comments
1.	1.5.1.3 CP - Complete construction of netball courts, car parking and pavilion at Pepi's Land Emerald	30-Jun-2021	Project has been delayed due to road works occurring in the area, as well as approvals from servicing authorities.
2.	1.5.1.10 CP - Complete the construction and fit-out of the Emerald Netball Pavilion.	30-Jun-2021	These works cannot be completed until construction of the netball pavilion has been completed.
3.	1.5.1.11 CP - Progress the construction and fit-out of the KWR Football/Cricket Pavilion	30-Jun-2021	Investigation is occurring in relation to the use of modular buildings as an alternative design standard.
4.	1.1.1.13 CP - Progress the construction and fit-out of the Integrated Children's Centre at Timbertop.	30-Apr-2021	This centre will now be separate, not integrated. Developer issues with transfer of land.
5.	3.1.3.1 CP - Upgrade of the Gembrook Reserve Sports Pavilion.	30-Mar-2021	There has been a delay with the awarding of the tender due to compliance issues with design documentation.
6.	1.5.1.6 CP - Construct redevelopment of Cora Lyn Reserve Pavilion	30-Jun-2021	We are still waiting for state government approval of the reduction in the amount of the loan and scope of this project.
7.	1.1.1.2 CP - Start the design and in part the construction of the Integrated Children's Centre at Timbertop.	30-Jun-2023	This centre will now be separate, not integrated. Developer issues with transfer of land.

Council Activity Summary

Major projects and facilities

We've made significant progress on a number of major projects across the shire this quarter, so I'm delighted to highlight some of these below.

We're looking forward to the official launch of the exciting new multi-use recreational space at Deep Creek Reserve in late October. The project features an all-abilities play space, construction of the

Cardinia Community and Education Centre, which will also house the Pakenham Golf Club and Cardinia Environment Coalition, new holes at the golf course, landscaping and planting.

The redeveloped Cardinia Cultural Centre is another major project nearing completion. This has included the addition of a new contemporary art gallery, artists' studio, workshop, new entrance and foyer space, new amenities and car parking. We look forward to gallery's first exhibition and other exciting programs and events in the coming months.

Other projects progressing well include construction of the new pavilions at Lang Lang Recreation Reserve and Worrell Recreation Reserve, Emerald, and the Bunyip Recreation Reserve soccer pavilion. Construction of the \$8.2 million Hills Hub at Emerald has been delayed and is now on track for completion in February 2020.

Work on the regional sporting hub at Comely Banks Reserve in Officer will soon commence. The project will develop Comely Banks Reserve into a regional recreation reserve that will serve community groups, individuals and sporting clubs.

Progress is also being made on a number of other exciting projects. At Officer Recreation Reserve, the redevelopment of the western oval is underway and the design of the social space will be finalised and tendered before construction can begin. This quarter, Council submitted a grant application to the Victorian Government's Growing Suburbs Fund for the construction of Koo Wee Rup Bowls Club, and we are working with club representatives to progress the Koo Wee Rup football/cricket pavilion project.

Roads

Roads continue to be one of our major strategic priorities as we move into a new financial year. We have more than 870 kilometres of unsealed roads in the shire and we maintain about 715 kilometres of sealed roads. We've allocated \$25 million in our current, and future budgets, towards sealing a number of strategic linkage roads and we've also received federal government support for unsealed roads, including a \$150 million commitment over 10 years for road sealing in the 'hills area' of the La Trobe electorate.

We have also launched a range of new initiatives to improve our unsealed road network. This include refurbishing approximately 50 kilometres of unsealed road, with a key focus on recycling and reclaiming existing material to rebuild the road, as well as improving drainage. We are also working with local quarries to produce a better year-round product for our unsealed roads and enhance our overall maintenance effort. We will continue to work on improved solutions to maintain our unsealed road network and have launched a new page on our website that tells the community how we're improving the way we manage roads.

An inclusive and connected community

We continue to support the implementation of family violence prevention projects in the shire at a local, regional and state level including the Together We Can initiative. A Together We Can Community Leadership Summit was held in October and the March Against Violence will be held in November.

In September, the newly established Social and Affordable Housing Partnership Group met for the first time. The purpose of the group is to provide strategic guidance and advice to progress implementation of the actions of the Social and Affordable Housing Strategy 2018-25. The partnership group is chaired by Cr Leticia Wilmot and comprises representatives from the private and public housing sector as well as Council officers, councillors and community members.

Community engagement is underway for the development of the new Ageing Well Strategy 2019 2025. This plan will align with the World Health Organisation (WHO) Age Friendly Cities domains which have been overlaid with Council's Liveability Plan 2017 29.

The Liveability Plan Annual Review process was undertaken between June and August 2019, and the Draft Annual Review Report has been completed. The 2018-19 Action Agenda resulted in a total of 237 actions. Of these, 142 actions (60 per cent) were led by Council and 95 actions (40 per cent) were led by our partner organisations. Data collected during the Annual Review process will determine the actions in the 2019 20 annual Action Agenda.

A commitment to our environment

We continue to work to enhance biodiversity across the shire through long-term strategic planning and offering community participation opportunities. An ecological consultant has been engaged to develop a Biolinks corridors plan across the shire. This will include liaison with the community and government stakeholders, with workshops commencing in October.

We also continue to implement our Aspirational Energy Transition Plan and Integrated Water Management Plan.

Advocacy

Council has continued to advocate strongly for the needs of our shire and work closely with all levels of government to plan, deliver and maintain the infrastructure necessary for our community. We continue to work with the City of Casey and other neighbouring councils to highlight the need for better infrastructure. The Australian Government has invited the South East Councils to participate in City Deal negotiations to ensure that a long-term approach to much-needed infrastructure is delivered.

A key long term priority is the South East Melbourne Airport. An international airport in the south east will drive growth and new jobs in transport, logistics, tourism and agriculture. The South East Melbourne Airport is a priority project for the South East Melbourne group (SEM).

In September, Council resolved to support further work on the Railway Towns planning to develop clearer policy direction and to provide a framework to guide any future township strategy for Nar Nar Goon and Tynong and review the existing strategies for Garfield and Bunyip. This approach will articulate principles based on sound evidence and community input, and can also be used as an advocacy tool where Council does not have the planning authority to make decisions.

Council is also working hard to identify specific community service gaps within our shire. We are working with service providers and advocating to responsible levels of government on behalf of our community to attract the right services to the shire.

Supporting business

We continue to deliver a number of networking, training and promotional opportunities for our business community, including a range of services to businesses through the Casey Cardinia Region partnership. We have provided seminars and group training opportunities as well as the Try a Trade Day, and free access to the LinkedIn Learning platform.

The most recent Business Breakfast featured special guest speaker actor Samuel Johnson. We're also looking forward to the announcement of the Casey Cardinia Business Award winners in October.

In September, Council signed the charter to become a 'Small Business Friendly Council'. The initiative, delivered by the Victorian Small Business Commission (VSBC), is about making it easier for people to start, run and grow their businesses within our area.

Growth Summary

Residential land development in the Shire had varied results this quarter. There were 242 residential subdivision lot applications this quarter, 20% higher than the previous quarter. Annual figures are 63% lower compared to last year's near record high quarter. There were 287 residential lots issued a statement of compliance this quarter. Results are 1% lower than the previous quarter and 38% higher than the same time last year.

Residential building completions are trending downwards, with 421 residential building completions processed this quarter. While results are 6% higher than last quarter, annual figures are 8% lower than the same time in the 2017-18 financial year.

The family growth rate in the Shire has increased to six families per calendar day for the quarter. The annual figure remains stable at six families per calendar day. There were 427 births in the Shire this quarter, 3% lower than last quarter but 1% higher than last year. Enrolments to Maternal and Child Health are slightly lower than last quarter, but are 1% higher than last year.

POLICY IMPLICATIONS

Nil.

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.

15 QUARTERLY PERFORMANCE REPORT

Moved Cr G Moore Seconded Cr J Owen

That the Quarterly Performance Report for Quarter 1 2019-20 be received and noted.

Cd.

16 QUARTERLY FINANCIAL REPORT

FILE REFERENCE INT1987570

RESPONSIBLE GENERAL MANAGER Tom McQualter

AUTHOR Richard Williams

RECOMMENDATION

That the quarterly financial report for the period 1 July 2019 to 30 September 2019 be received and noted.

Attachments

1 Financial Performance Report 10 Pages

EXECUTIVE SUMMARY

This report details Council's financial performance for the three months ended 30 September 2019.

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.

FINANCIAL AND RESOURCE IMPLICATIONS

The analysis undertaken as part of the Financial Performance Report is based on the differences between the 2019-20 budget adopted in June 2019 and the actual result as at 30 September 2019.

The operating result for the three months ended 30 September 2019 is a surplus of \$1.7m. This is \$1.4m better than the year-to-date budgeted surplus of \$0.2m.

Operating income is \$1.3m unfavourable to budget, predominantly in Rates & Charges and Statutory Fees & Fines. Operating expenditure is \$2.7m favourable to budget, mainly in Materials & Services. Detailed variance analysis is included in the attached report.

The total cash balance as at 30 September 2019 is \$106.9m, which is \$4.4m lower than at the end of June 2019. Excluding developer related funds, the cash balance is \$63.7m.

Total project expenditure for the three months to 30 September 2019 is \$11.5m, which is \$1.8m less than at the same time last year, but \$0.1m higher 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 2019 to 30 September 2019.

16 QUARTERLY FINANCIAL REPORT

Moved Cr G Moore Seconded Cr J Owen

That the quarterly financial report for the period 1 July 2019 to 30 September 2019 be received and noted.

Cd.

17 MAJOR PROJECTS REPORT

FILE REFERENCE INT1987574

RESPONSIBLE GENERAL MANAGER Peter Benazic; Tracey Parker

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

RECOMMENDATION

That the Major Projects report be received and 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 in progress. It includes an update on major projects, capital works, special charge schemes and asset management current at the time of this report.

CONCLUSION

This regular activity report is provided for Councillors' information.

Recreation Reserves

James Bathe Recreation Reserve civil works

Project description	Construction of two football/cricket ovals, netball courts and play space.
Funding	The project is funded by Council and a contribution through Sport and Recreation Victoria.
Timelines	The ovals are now on maintenance and not accessible until early 2020. The outstanding works to be complete in the coming weeks.
Update	<p>Asphalt to the internal roads and car parks is complete, as well as installation of line marking and signage. Application of the acrylic surfaces to the netball courts is scheduled for early December.</p> <p>The play space works, planting and landscaping netball, basketball and practice cricket areas are also complete.</p> <p>Construction of the ovals is complete. The ovals have been sprayed and will be re-sown in the next few weeks to supplement the sprigging that has occurred to date. Light poles have been installed and lights are operational to both ovals and majority of carpark.</p>

James Bathe Recreation Reserve pavilion

Project	Construction of a new pavilion servicing netball, football, cricket
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description	activities and includes provision for community use.
Funding	Council and the Victorian Government's Growing Suburbs Fund are jointly funding this project.
Timelines	Construction of the pavilion was completed in October 2019.
Update	The construction of the pavilion obtained certificate of occupancy and practical completion in October. An official opening of the pavilion is scheduled for 25th November 2019. User groups to occupy early 2020.

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	Deep Creek Reserve was officially opened on Saturday 26 October
Update	Jordan Crugnale MP and Mayor Graeme Moore officially opened the reserve on Saturday 26 October. Despite the wet and cold weather over 400-people attended the opening and enjoyed free family friendly activities, including face painting and a sausage sizzle.

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 project is jointly funded by Council and the Andrew's Foundation and is part of the Deep Creek Reserve.
Timelines	Nursery Facility, including driveway access areas will be completed by end of November 2019
Update	<p>Construction works and fit out to the nursery training facility, propagation buildings and greenhouses have been completed with driveway access currently under construction. Certificate of occupancy/practical completion to be received on completion of driveway works.</p> <p>The Cardinia Environment Coalition are planning an official opening late November.</p>

Pepi's Land Netball pavilion

Project description	Pavilion change room facility for the new netball courts providing home and away change/shower facilities, kitchen kiosk, and external amenities.
Funding	The project is funded by the Council.
Timelines	This project is due for completion in October 2020.
Update	Public tenders have been invited with a report being presented to the December 2019 Council meeting for recommendation of a contractor to undertake works.

Bunyip Recreation Reserve soccer pavilion

Project description	Construction of a new pavilion providing soccer and cricket activities.
Funding	Council and the Victorian Government's Building Better Regions Fund jointly fund this project.
Timelines	Construction scheduled to be complete by March 2020.
Update	The main structural works to the pavilion are complete. Internal plaster work nearing completion and progressing ahead of schedule. Fit out works have commenced. External works to ramps and walkways will start mid November.

Worrell Recreation Reserve pavilion upgrade

Project description	Construction of a new pavilion for football and cricket, including a gym for community use.
Funding	The project is fully funded by Council
Timelines	Works programmed for completion March 2020.
Update	Good progress has been achieved over the last month with the completion of the concrete slab for the ground floor area. Steel work structure is nearing completion and external blockwork is progressing to roofline of main pavilion building.

Lang Lang Community and Recreation Precinct pavilion

Project description	The construction of a major recreation and community precinct is being undertaken in partnership with the Lang Lang Community Bank. It will include sporting facilities for football, cricket and netball and multi-purpose community spaces.
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 so far \$13.5 Million to the design and construction of civil and building works between 2015-16

and 2020-21.

Timelines	The pavilion is due to be completed by February 2020, (Final sewer connections by South East Water is not expected to be completed until May 2020. Pavilion will be on temporary pumping services.
Update	Project at lock up stage with the commencement of the internal wall finishes, fit out and services works. External driveway and pathway works have commenced.

Comely Banks Recreation Reserve pavilion

Project description	Construction of a new pavilion providing rugby, football, cricket, and bowls activities, social multi purpose spaces, Kitchen / Kiosk and toilet facilities .
Funding	Council and the Victorian Government Growing Suburbs Fund jointly fund this project
Timelines	Pavilion construction is due to complete in October 2020.
Update	Main contractor has commenced works on site in accordance with funding requirements. Services connections/point of entry works completed in readiness for concrete slab pour in December.

Koo Wee Rup Recreation Reserve football/cricket pavilion upgrade

Project description	Removal of existing change room facilities and construct new football/cricket change room facilities, gym , meeting and community rooms, male /female/assessable public toilets
Funding	Council, the Victorian Government and the Australian Government (Building Better Regions Fund Program) are providing funding for this project
Timelines	The project is due for completion by December 2020.
Update	The user groups and committee are reviewing the revised concept plan. Functional sign off to be achieved by end of November, Project will then progress to the detailed design stage.

Koo Wee Rup Recreation Reserve netball pavilion upgrade

Project description	Removal of existing netball change room facilities and construct new netball pavilion, providing home and away change, canteen, social room and office, public assessable toilets and unisex toilets.
Funding	Council and the Victorian Government are funding this project.
Timelines	The project is due for completion by December 2020.
Update	The user groups and committee are reviewing the revised concept plan. Functional sign off to be achieved by end of November, Project will then progress to the detailed design stage.

Koo Wee Rup Tennis Club upgrade

Project description	This project includes the construction of two new tennis courts, the refurbishment of the existing tennis courts, which include acrylic surfacing, improved lighting and shelters, and the conversion of the swimming clubroom to a tennis club facility.
Funding	Council and the Victorian Government (Sports and Recreation Victoria) are jointly funding this project.
Timelines	The tennis court construction and refurbishment is complete. The conversion of the swimming clubroom is due to complete by April 2020.
Update	Quotes for the construction have been evaluated and works are due to commence on site by end of November 2019, following receipt of statutory approvals.

Cora Lynn change room pavilion upgrade

Project description	Construction of new change rooms at Cora Lynn Recreation Reserve.
Funding	This project is jointly funded by Council and the Victorian Government through Community Sports Infrastructure Loan Funding
Timelines	Project is currently awaiting relevant concept design approvals before an appropriate timeline can be confirmed.
Update	The final concept scheme and revised cost estimate has been submitted to Victorian Government for Ministerial approval.

Beaconsfield Recreation Reserve (Perc Allison pavilion)

Project description	Upgrade of the existing change room pavilion to provide unisex change room facilities, umpires change rooms, first aid and strapping room, gym, time-keepers room and a spectator viewing area..
Funding	Council and the Victorian Government's Community Sports Infrastructure Fund jointly fund this project
Timelines	This project is due for completion November 2020.
Update	Schematic stage documentation has been provided for review and relevant approval, in order to progress to next stage of documentation.

Officer Recreation Reserve No. 2 (Western) oval reconstruction

Project description	Reconstruction of the western oval at the Officer Recreation Reserve, Starling Road Officer.
	The works include, but are not necessarily limited to re-orientation, re-shaping and re-surfacing of the oval and the installation of subsurface drainage, irrigation and perimeter fence.

A funding application has been made to the Australian Government for ball catc- nets, lighting upgrades and to upgrade the proposed gravel footpaths to a concrete footpath.

Funding	This project is fully funded by Council.
Timelines	Grass to be planted in November. Establishment period to extend into 2020.
Update	The oval had been sown with rye grass over the winter which will be sprayed out in the coming weeks. Couch will then be planted once the temperature warms up, to enable growth. A practical completion inspection on the civil works has been undertaken.

Officer Recreation Reserve (Western) oval pavilion

Project description	Upgrade works to the existing pavilion providing female friendly amenities and provisions.
Funding	Council and the Victorian Government (Sports and Recreation Victoria) jointly fund this project
Timelines	This project is due for completion in June 2020.
Update	The schematic documentation has been approved by the user groups and detailed design in progress.

Koo Wee Rup Primary and Secondary School oval upgrades

Project description	<p>Reconstruction of the Koo Wee Rup Primary School oval and the adjacent Koo Wee Rup Secondary School oval.</p> <p>The primary school oval upgrade includes new sub surface drainage, two new cricket nets and some portable barrier netting to protect school infrastructure.</p> <p>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.</p>
Funding	<p>The primary school upgrade is funded by Sport and Recreation Victoria and Council.</p> <p>The secondary college is funded by the Victorian Government's Department of Education of which a portion is allocated for the oval upgrade works.</p>
Timelines	Works are expected to be completed in December 2019 (weather dependent)
Update	<p>Earthworks and drainage installation to the Primary School oval are complete. The centre wicket and cricket practice areas have been poured and synthetic installation has commenced.</p> <p>Earthworks to the Secondary School oval are complete and the</p>

drainage is nearing completion. Due to wet weather at the start of the project, the contractor has been experiencing delays on site.

Installation of the spoon drain has commenced on both ovals.

Koo Wee Rup Secondary School pavilion

Project description	New pavilion for the upgraded football oval, providing unisex change rooms facilities, umpire change rooms, unisex amenities, canteen /kiosk, storage, cleaners' room and a covered spectator area..
Funding	The project is funded by the Victorian Government (Victorian School Building Authority).
Timelines	This project is due for completion in July 2020
Update	Proposed design layout and construction information has been prepared in readiness for user groups' review and approval.

Gembrook Leisure Park redevelopment

Project description	The construction of a new reserve including a new skate park, playground, half-court basketball/netball, shelters, BBQs and open space. The public toilets will also receive an upgrade.
Funding	Council, the Australian Government's Building Better Regions Fund (\$500,000) and the Victorian Government's Growing Suburbs Fund (\$500,000) jointly fund this project.
Timelines	Works are due for completion by early December 2019.
Update	All drainage and underground services are complete, the play equipment and netball/basketball courts have been installed and work has commenced on the skate park elements. The toilet upgrade works are underway in line with the opening of the site in early December.

Gembrook Reserve pavilion

Project description	Redevelopment and extension of the existing pavilion providing unisex change rooms, umpire change rooms, accessible amenities, first aid, gym, additional social room and relocate social room servery. There is a minor upgrade to the existing kitchen and social room areas, reconfiguring of the kiosk servery counter, updating the spectator viewing lounge and time-keeper room at first floor level, providing lift access to first floor level.
Funding	Council and the Australian Government jointly fund this project.
Timelines	Works are due for completion February 2021.
Update	Tenders are being reviewed to achieve budget costs. A Council report is being prepared in expectation to receive Council award and commence on site February 2020.

Toomuc Reserve Northern pavilion

Project description	Redevelopment of the ground floor area of the existing pavilion to provide netball change facilities with operable walls, umpire change rooms, and unisex amenities. Retrofit existing football/cricket change room amenities/umpire room amenities and modification of First Aid room.
Funding	Council, Sport Australia Community Sport Infrastructure Program and the Australian Government jointly fund this project.
Timelines	This project is due for completion May 2021.
Update	Design consultants appointed by end of November.

Toomuc Reserve Southern pavilion

Project description	Redevelopment or the construction of separate facilities for the junior football/little athletics and baseball user groups, with operable walls, umpire change rooms, unisex amenities ,canteen/kiosk serving both ovals, storage, office areas, first aid and time-keepers room, cleaner's room, social space and external spectator viewing.
Funding	Council, the Australian Government and the Victorian Government's Sport & Recreation Victoria Fund jointly fund this project.
Timelines	This project is due for completion May 2021
Update	Design consultants appointed by end of November.

Roads

2019-20 Reseal and rehabilitation 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 2020.
Update	The annual reseal, rehabilitation programs for 2019–20 have been tendered. A tender assessment has been undertaken with a separate report being presented to this council meeting to consider the appointment of a contractor to undertake the works.

Blackspot Project – Main Drain Road South

Project description	A 2.3km section of Main Drain Road South, Bunyip, from Bunyip Modella Road to 13 Mile Road, has been identified for blackspot works. The work includes installing guardrail along both sides of the road.
Funding	The Federal Government fully funds this project through their Black Spot Program.
Timelines	The project is due for completion by February 2020
Update	A separate report will be presented to this Council meeting recommending a preferred tenderer for consideration to undertake the works.

Blackspot Projects – successful 2019–20 applications

Project description	<p>Council have been successful in obtaining funding for three Blackspot projects this year. The projects are:</p> <ol style="list-style-type: none"> 1. The installation of safety barriers and audio tactile edge line marking along Paternoster Road, Emerald between Emerald–Beaconsfield Road and Bailey Road. 2. The installation of safety barriers, sealed shoulders and tree removal along Avon Road, Cockatoo between Woori Yallock Road and Kennedy Road. 3. The installation of safety barriers, sealed shoulders, tree removals and audio tactile edge line marking along Bessie Creek Road, Nar Nar Goon North between Seymour Road and Moore Road.
Funding	These projects are fully funded by the Australian Government's Blackspot Program.
Timelines	The project is due for completion mid-2020.
Update	Funding applications are being finalised and designs are being completed and tender documents are being prepared.

2019-20 Unsealed road re-sheeting program

Project description	The unsealed roads re-sheeting program is aimed to refurbish approximately 70 kilometres of unsealed roads throughout the shire. This project involves refurbishment of the road pavement and surface drainage, utilising in-situ materials as well as new crushed rock where required. These works are aimed at improving the road surface to enable greater longevity and an improved experience for road users.
Funding	The program is fully funded by Council.
Timelines	It is anticipated that the program will be completed by June 2020.
Update	This project has commenced, with 50 kilometres of roads refurbished to date.

Paths, drains and bridges

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 March 2020.
Update	The required approvals from the relevant authorities have been granted and fabrication of structural elements is nearing completion. Local schools and other user groups have been contacted regarding the projects progress and will continue to be informed. Environmental impact assessments and cultural heritage investigations are currently underway.

Pepi's Land dam

Project description	Reconstruction of lower dam at Pepi's land, Emerald.
Funding	This project is fully funded by Council
Timelines	Council are seeking to have an agreed solution this calendar year to notify the community of and then for repair works to be implemented in 2020.
Update	<p>A leak in the lower dam was discovered on 2 August. The leak was slowly flowing out around the old irrigation pipe, located on the outside of the bottom of dam. Expert dam and hydraulic engineers advised to lower the depth of water in the dam by approximately 2m as an interim measure to reduce the risk of any further damage occurring. This has been done and it looks to have stopped any further deterioration. Investigations are currently underway to determine best option for remediation of dam wall.</p> <p>Flora and fauna survey has been commissioned to inform remediation design and controls of construction process have been completed and are being assessed.</p>

2018-19 Drainage program

Project description	The maintenance and upgrading of Council's drainage network.
Funding	The program is fully funded by Council.
Timelines	This program is due to be completed by end of June 2020.
Update	A detailed stormwater investigation has been completed at the Rossiter Road/ Station Street intersection in Koo Wee Rup. This investigation has assessed the existing condition of the stormwater infrastructure in

and around the intersection. This information has been used to develop flood models for the surrounding area. The outcome of this investigation has been a number of proposed works that may be undertaken to alleviate flooding. Having reviewed the four proposed options to alleviate flooding within the intersection, one option has been identified as being both feasible and practical. Ownership of assets within the intersection is being investigated to determine whether Council or VicRoads are best placed to undertake the works required.

A consultant has been engaged to prepare a drainage investigation of Suffolk Avenue in Cockatoo, The investigation will be used in the development of a designed solution to direct water away from properties, the investigation is due for completion within 2 weeks.

2019-20 Footpath maintenance program

Project description	The maintenance of Council's existing footpath network, as set out in Council's Road Management Plan (RMP).
Funding	The program is fully funded by Council.
Update	The inspection of Council's entire footpath network has been completed and works have begun on the highest priority issues. As per the Road Management Plan, high priority footpaths (which need to be inspected every six months) are currently being inspected.

2019-20 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 2019-20 are:

Footpath location	Status
Leigh Dive, Pakenham (missing section across properties 51,53 and 53A)	Completed
Belgrave-Gembrook Road, Avonsleigh (connect path to bus stop near Margaret Road)	
High Street, Bunyip (south of roundabout with A'Beckett Road – missing link)	
Fieldstone Boulevard, Beaconsfield (pram Crossings at Holm Park Road Intersection)	
Malouf Court, Pakenham (end of Malouf Court to Henry Road)	Completed
Webster Way, Pakenham (existing path to bus stop opposite 104)	Completed
Kenilworth Avenue, Beaconsfield (approx 120m north of Soldiers Road to station)	Completed
Belgrave Gembrook Road, Cockatoo (connect footpath to bus stop opposite Amphlett Avenue)	
Footpath location	Status

Slattery Place, Pakenham (Railway Avenue north for approx 235m racecourse development)	Completed
Ahern Road, Pakenham (missing link outside No.118)	Completed
Old Princes Highway, Beaconsfield (Desmond Court to Princes Freeway offramp signalised intersection-south side)	Waiting for VicRoads approval
Princes Highway, Pakenham (path from Racecourse Road north to Princes Highway to bus stop opposite Army Road)	Completed
Emerald-Beaconsfield Road, Emerald (opposite Kings Road to Crighton Road - east side)	Under construction.
Neville Street, Cockatoo (in front of No. 22 creates a link from Alma Treloar Reserve to Steane Street and Midnight Avenue)	
Steane Street, Cockatoo (between No.3-7 that create a link between Midnight Avenue and existing path through to Alma Treloar)	
Princes Highway, Pakenham (connect bus stop between James Street and Henry Street to footpath network)	Completed
Ahern Road, Pakenham (from No.143 to No.165)	Partially completed. Another 100 metres of path to be constructed once existing subdivision work within the location is completed.
Rosebury Street, Lang Lang (Western Port Road to Carnarvon Street)	Completed
Payne Road, Beaconsfield (Emerald-Beaconsfield Road to opposite No.90) (gravel)	
Kenilworth Avenue, Beaconsfield (Station Street west to Bus Stop)	
Windermere Boulevard, Pakenham (installation of flashing zebra crossing)	Completed

Funding The \$800,000 program is fully funded by Council through the footpath and pedestrian and bicycle strategy programs.

Update The Windermere Boulevard, Pakenham (flashing zebra crossing) works are completed and the crossing is operational.

Other capital projects

Hill's Hub

Project description	The Hill's Hub is 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, other stakeholders, and includes new public amenities. It will also provide opportunity to respond to emerging local needs, including skill development, training and employment creation. An advisory group of community stakeholders across a wide range of community organisations was established. Council has undertaken extensive consultation and negotiations in providing this multipurpose facility.
Funding	The project is jointly funded by: <ul style="list-style-type: none"> • Council (\$4.88 million) • Australian Government's National Stronger Regions Fund (\$1.5 million) • Victorian Government Growing Suburbs Fund (\$1.5 million) • Eastern Dandenong Ranges Group/Dandenong Ranges Community Bank Group (\$250,000).
Timelines	The Hill's Hub is due for completion by February 2020.
Update	A recent Advisory Group meeting was held at the Emerald Library advising relevant stakeholders on the progress with this project. All works are progressing to the February 2020 deadline.

Cardinia Cultural Centre (CCC), Stage 1 Upgrade incorporating the 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/rehearsal rooms.
Funding	The project is jointly funded by Council and the Victorian Government's Growing Suburbs Fund.
Timelines	This project was completed in October 2019.
Update	The project official opening occurred on 8 November 2019.

Operations Centre solar electricity system

Project description	Installation of a solar electricity system at the Operations Centre new office building.
Funding	This project is funded by Council.
Timelines	This project is due for completion in 2020.
Update	An updated structural engineering assessment is being undertaken.

Timbertop Integrated Children's Centre

Project description	Proposed new Children's Learning Centre.
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Funding	The project is funded by Developer Contribution and the Victorian Government (Victorian School Building Authority).
Timelines	This project is planned to open by January 2021, however is being hampered by land acquisition issues from the developer.
Update	Design documentation has progressed to ensure progress maintains a January 2021 completion deadline.

Rix Road Integrated Children's Centre

Project description	Proposed new Children's Learning Centre.
Funding	The project is funded by Developer Contribution and the Victorian Government (Victorian School Building Authority).
Timelines	This project is planned to open by January 2022.
Update	Design consultants appointed.

Arcadia Neighbourhood 2 (NH02) Reserve

Project description	<p>Developer delivered landscape embellishments to 1ha public open space adjoining future drainage reserve in Arcadia Estate. Park is adjacent to Officer South Road and Flanagan Avenue.</p> <p>The theme of the park is 'Where the Wild Things Are' highlighted by 5m tall tree sculptures on site. A dual flying fox, accessible carousel, swings, climbing frames, shelters and skate zone will ensure this park caters to all ages and abilities, given its proximity to Officer Specialist School and Officer Secondary College.</p>
Funding	Fully funded by Satterly under their permit for Arcadia Neighbourhood 2. Works are valued at over \$1.4m
Timelines	Works complete
Update	Park is open to the public. Wetland continues to be secured until Melbourne Water works are fully established.

17 MAJOR PROJECTS REPORT

Moved Cr M Schilling Seconded Cr C Ross

That the Major Projects report be received and noted.

Cd.

REPORTS OR MINUTES OF COMMITTEES

The Mayor advised that several reports and minutes of committees and briefing sessions had been received that were available for any councillors.

COUNCILLOR REPORTS

Cr Ryan reported on her attendance at a Mental Health Forum in Fitzroy attended by Health Sector professionals and Members of Parliament

Cr Ryan reported on the conduct of a 'street talk' in company with Cr Schilling held in Main Street Pakenham.

Cr Moore advised that a schools colouring competition for Year 1 students was recently held during NAIDOC Week with 30 Awards being given across the State with 3 local students receiving awards, these students were from Garfield, St Patricks and Bayles Primary Schools.

Cr Jodie Owen referred to the recent tragic accident involving Calvin Rees acknowledging the volunteer service he provided and wishing him a speedy recovery and sent her best wishes to his family and friends.

Cr Wilmot reported on her involvement in a recent Fun Run organised by Melissa Williams from the Gembrook Pre School as a fund raiser for CJD Disease that raised \$15,000 and congratulated the organisers on the event.

Cr Brett Owen referred to the Motorsports Steering Committee of which he and Cr Brown have been appointed as delegates by the Council.

Cr Brett Owen reported on his attendance in company with Cr Ryan at a Local History Reference Group meeting and advised that participation in the group was leading to improved relationships with local history and heritage groups.

Cr Brett Owen reported on efforts by the Beaconsfield Progress Association in relation to seeking improvements to the carpark on the northern side of the Old Princes Highway in Beaconsfield noting that a representative group had met with management from the Aldi Supermarket that was very positive.

Cr Brett Owen reported on his attendance at a fundraising event held at Gillwell Park organised by the Gembrook Pre School and advised that the Kids Fun Run with Thomas was also being held.

Cr Ross reported on the successful conduct of two recent multicultural events being the Diwali Festival and an Indian Association Sports Day at at IYU Reserve

Cr Ross advised of the successful Cardinia Cultural Centre opening of the refurbished venue.

Cr Ross advised of the successful Deep Creek Reserve opening event.

Cr Ross advised that all of Council's recycling collections were being recycled rather than being taken to landfill.

Cr Ross advised that he had attended Bourke Park to witness the services being offered by the

Bless Collective Food Van, Clean as Casper Laundry Services, Orange Sky Shower facility and the food being provided by the Sikh Community

Cr Moore reported on his attendance representing the Mayor at the Koo Wee Rup Music on the Grass Festival.

PRESENTATION OF PETITIONS

Cr Brett Owen tabled a petition organised by Michelle March from Guys Hill regarding a planning permit application for mobile phone tower in Guys Hill.

The petition will lay on the table for consideration by the Council at its next meeting

NOTICE OF MOTION NO. - 1050 CR BRETT OWEN

The growth in the participation in basketball by Cardinia residents (particularly young people) has dramatically increased. We have seen many clubs substantially increase their number of teams. Due to the lack of courts there is minimal to no space now available for clubs to train. Programming of games are required to begin early mornings and finishing late evenings on weekends.

Therefore, council resolves:

- That Council officer's prepare a report for the February 2020 Council meeting detailing the current status of basketball in Cardinia.
- The report to include:
 - Current participation rates at council's existing council basketball facilities
 - Occupancy of courts across the municipality's courts.
 - What infrastructure requirements at existing facilities is required to maximise usage
 - Details regarding proposed additional courts, stadium extensions and the building of new basketball facilities and their expected timeframes.



NOTICE OF MOTION 1050 CR BRETT OWEN

Moved Cr B Owen Seconded Cr M Schilling

That Council officer's prepare a report for the February 2020 Council meeting detailing the current status of basketball in Cardinia.

The report to include:

- Current participation rates at council's existing council basketball facilities
- Occupancy of courts across the municipality's courts.
- What infrastructure requirements at existing facilities is required to maximise usage
- Details regarding proposed additional courts, stadium extensions and the building of new basketball facilities and there expected timeframes.

Cd.

NOTICE OF MOTION NO. - 1051 CR BRETT OWEN

Over many years there has been a request to Council from some residents in the Hills (northern most area of Cardinia Shire) to have greater access to a satellite council customer service provision within the Hills.

The soon to be opened Hill Hub has been designed and constructed to accommodate office space for such a provision of customer service/council officer presence, if Council resolved to provide same.

Therefore, Council resolves:

That Council officers prepare a report for the February 2020 General Council meeting considering-

- The viability, practicability and financial costs associated with providing a satellite customer service/access to officers from appropriate council departments at the Hills Hub.
- Such satellite services/access to officers could include, but not limited to customer service, general enquiries, ability to pay rates, planning queries, access to planners etc.
- Conducting a future pilot to facilitate such an increased provision of council services/access to officers at the Hill's Hub.



NOTICE OF MOTION 1051 CR BRETT OWEN

Moved Cr B Owen Seconded Cr L Wilmot

That Council officers prepare a report for the March 2020 General Council meeting considering-

- The viability, practicability and financial costs associated with providing a satellite customer service/access to officers from appropriate council departments at the Hills Hub.
- Such satellite services/access to officers could include, but not limited to customer service, general enquiries, ability to pay rates, planning queries, access to planners etc.
- Conducting a future pilot to facilitate such an increased provision of council services/access to officers at the Hill's Hub.

Cd.

Meeting closed at 9.12pm

Minutes Confirmed
Chairman