

Council Meeting

Agenda

Monday 17 March 2025

Commencing 7:00 PM

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

Council Meeting

Monday 17 March 2025 at 7:00 PM.

Members: Cr Jack Kowarzik Mayor
 Cr Alanna Pomeroy Deputy Mayor
 Cr Liz Roberts
 Cr Samantha-Jane Potter
 Cr Casey Thomsen
 Cr David Nickell
 Cr Collin Ross
 Cr Brett Owen
 Cr Trudi Paton

Officers: Carol Jeffs Chief Executive Officer
 Peter Benazic General Manager Infrastructure and Environment
 Debbie Tyson General Manager Community & Planning Services
 Wayne Mack General Manager Corporate Services
 Peter Harris Manager Governance, Safety & Property
 Sharyn Tilley Coordinator Governance and Councillor Services

Dear Councillor,

You are advised that a meeting will be held in the **Council Chambers, Cardinia Shire Council Civic Centre, 20 Siding Avenue, Officer** on **Monday 17 March 2025** commencing at **7:00 PM**.

Carol Jeffs
CHIEF EXECUTIVE OFFICER

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1 Opening and Reflection

I would ask those gathered to join us now for a few moments of silence as we reflect on our roles in this chamber. Please use this opportunity for reflection, Prayer or thought, to focus on our shared intention to work respectfully together for the well-being of our whole community.

2 Traditional Owners Acknowledgement

Cardinia Shire Council acknowledges that we are on the traditional land of the Bunurong and Wurundjeri people and pay our respects to their elders past, present and emerging.

3 Apologies

4 Adoption and Confirmation of Minutes

That Council confirm the minutes of the following meetings:

1. Council Meeting 17 February 2025.
2. Town Planning Committee Meeting 3 March 2025.

5 Declaration of Interests

6 Community Questions

7 Ordinary Business

7.1 Town Planning Reports

7.2 General Reports

7.2.1 APPOINTMENT OF COMMUNITY ASSET COMMITTEES FOR RECREATION RESERVES

Responsible GM:	Debbie Tyson
Author:	Cameron Miller
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<p>2.1 We support the creation of liveable spaces and places 2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.</p> <p>5.1 We practise responsible leadership 5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy. 5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.</p>

Recommendation

That Council:

1. Appoint the following persons to the respective recreation reserve Community Asset Committees appointed by Cardinia Shire Council in accordance with the Local Government Act 2020.

Lang Lang Community Recreation Reserve

President	Sam Loughridge
Vice President	Andrew Wilson
Secretary	Krystle Miller
Treasurer	Rebecca Turner
Committee Member	Lee Thom
Committee Member	Keith Halden
Committee Member	Jackie Palmer
Committee Member	Ray Patullo
Committee Member	Megan King
Committee Member	Glenn Barwick

Worrell Reserve

President	Kris Strong
Secretary	Howard Winter
Treasurer	Shane Closter
Committee Member	Matt Byron
Committee Member	Glen George
Committee Member	George Trojan

2. Thanks Committee Asset Committee Members for their valuable contribution to the management of community recreation reserves.

Executive Summary

This report advises Council of the memberships elected for two Community Asset Committees and seeks formal Council appointment of these members. Community Asset Committee members make a significant contribution to community liveability and wellbeing through the management of fifteen recreation reserves.

Background

There are fifteen (15) recreation reserves within Cardinia Shire managed by Community Asset Committees:

- Twelve (12) of the reserves managed by Council appointed Community Asset Committees,
- Three (3) are Department of Environment, Land, Water and Planning (DELWP) owned with Council appointed as Committee of Management under the Crown Land Reserves Act and managed by Council appointed Community Asset Committees,

Members of Reserve Community Asset Committees are elected annually, and upon election require appointment by Council resolution pursuant to Local Government Act 2020. Community Asset Committees can only be approved by Council.

This report recommends Council appoints new members for the following reserve committees following public meetings that have been conducted by Councillors or Council Officers:

- Lang Lang Community Recreation Reserve
- Worrell Reserve

Cardinia Shire Council has a huge network of volunteers who selflessly give their time, expertise, and energy to provide and develop community resources. A large part of this network is involved with managing community recreation reserves across our shire. Council values the important role that community asset committees have in improvement and ongoing management of Council's facilities. Council is committed to ensuring that these assets are maintained to a high standard by working in partnership with Community Asset Committees.

Council conducts routine maintenance and provides Recreation Reserve Community Asset Committees with maintenance funding, workshops to up skill volunteers and access to leadership courses. To further support committees with their work, Council has launched a Community Asset Committee online portal, as a place for committee members to access important resources, information, and key dates.

Council employs a full-time Liaison Officer to support the Recreation Community Asset Committees including providing training for volunteers and assisting committees in compliance with risk requirements.

Policy Implications

The appointments to these two reserve committees are consistent with both Council policy and requirements for Community Asset Committees.

Financial and Resource Implications

Council conducts routine maintenance and provides Recreation Reserve Community Asset Committees with maintenance funding.

Council employs a full-time Liaison Officer to support the Recreation Community Asset Committees including providing training for volunteers and assisting committees in compliance with risk requirements.

Climate Emergency Consideration

There are no climate emergency considerations as part of this report.

Consultation/Communication

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

Conclusion

Community Asset Committees voluntarily assist Council in the ongoing management and improvement of Council's recreation facilities. This enables the community to participate in sport and active recreation activities that provide health and social benefits to the broader community.

This report presents the committee members for two recreation reserve Community Asset Committees for Council to consider their appointment.

Attachments

Nil

7.2.2 APPOINTMENT OF AUDIT AND RISK COMMITTEE MEMBER

Responsible GM:	Wayne Mack
Author:	Peter Harris
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	5.1 We practise responsible leadership 5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

Recommendation

That Council:

1. Appoints Kylie Maher to the Audit and Risk Committee for a period of 4 years with an option for a further 4-year term, and
2. Acknowledges the valuable contribution of Michael Said during his tenure on Cardinia's Audit and Risk Committee.

Executive Summary

Following the resignation of Michael Said from the Audit and Risk Committee Council is required to appoint an additional external member to its Audit and Risk Committee.

Background

Council has an Audit and Risk Committee which is established under Section 53 of the Local Government Act 2020. Part 3 of Section 53 requires the Committee to include the following;

- (a) Include members who are Councillors of the Council; and
- (b) Consist of a majority of members who are not Councillors of the Council and who collectively have;
 - (i) expertise in financial management and risk; and
 - (ii) experience in public sector management; and
- (c) not include any person who is a member of Council staff of the Council.

Discussion

An extensive recruitment process was undertaken to add a new external member to the committee. Forty-six applications were received for the role. The applications were of very high calibre and four were shortlisted for interview. The interview panel consisted of the current Audit Committee Chair, one of the Councillor Representatives and the CEO.

Following interviews and reference checks the panel has recommended that Kylie Maher be appointed to the Audit and Risk Committee. In accordance with part 3 in the adopted Charter, the appointment is for four years with one additional four-year term, subject to satisfactory performance.

Kylie is a Certified Practicing Accountant and holds a Bachelor of Business (Accounting Major). Kylie has held operational accounting roles at major corporations and provided accounting consulting services at a major consultancy firm. With a strong technical accounting and auditing experience, reflected in her current appointment and term extension to the Federal Auditing and Assurance Board audit and risk committee, Kylie brings a good skills mix and balance to the committee.

Kylie currently serves on Audit and Risk committees, including local government and holds various directorships as well also representing as Chair / Incoming Chair of the Audit and Risk Committees for these Boards. Kylie has also led the risk and audit projects in the last four years at various local government organisations. Her professional journey spans 25 years in risk and internal audit, encompassing operational, compliance, and partner consulting positions.

Policy Implications

This appointment complies with the Local Government Act 2020 and the Council Adopted Audit and Risk Committee Charter 2020.

Financial and Resource Implications

External members are remunerated at a rate set by Council. The current rate is \$2,000 per meeting, these costs are met within Council's operational budget.

Climate Emergency Consideration

There are no climate emergency considerations with this report

Consultation/Communication

No consultation or community engagement is required for an appointment to the Audit and Risk Committee.

Conclusion

Kylie demonstrated a mature understanding of the importance of relationships with the committee, Council, management, internal and external auditors and will support the Council's strategic journey and risk appetite over the coming years. The panel unanimously recommends the appointment of Kylie Maher to the Cardinia Audit and Risk Committee.

Attachments

Nil

7.2.3 MAV STATE COUNCIL & ALGA NATIONAL GENERAL ASSEMBLY MOTIONS

Responsible GM:	Wayne Mack
Author:	Allison Southwell, Peter Harris and Annmarie Saffin
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	5.1 We practise responsible leadership 5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

Recommendation

That Council:

1. Submit the following motion for consideration at the next MAV State Council:
 - a. That the MAV State Council:
 - i.* Supports the intention of the Emergency Services and Volunteers Fund (ESVF)
 - ii.* Note the significant impact of the proposed ESVF on local government and the community, particularly on primary production properties;
 - iii.* Strongly advocate on behalf of the local government sector that a review of the ESVF be undertaken to reduce the impact and burden on farming communities, including delaying its implementation if necessary to allow time for this review;
 - iv.* Seek that management of the ESVF be adequately funded or managed directly by the State Government to not unnecessarily burden local government.
2. Support the Maternal and Child Health Costing Model motion proposed by Yarriambiak Shire Council and detailed in this report at the MAV State Council and ongoing discussions regarding the Memorandum of Understanding guidelines.
3. Support the Back Your Neighbour Mayoral Taskforce Supporting People Seeking Asylum motion detailed in this report to be presented at the ALGA 2025 National General Assembly.

Executive Summary

As part of its advocacy work, Council has an opportunity to submit motions to the MAV State Council or the ALGA National General Assembly.

Cardinia has been approached by the broader local government industry to support various advocacy campaigns arising from challenges being faced by the community.

Officers have reviewed each of these requests to consider whether they align with existing Council decisions or will significantly impact our community.

There are two matters considered important to support at MAV State Council:

- Impact of the implementation of the Emergency Services and Volunteer Fund, with a particular emphasis on the inequities and burden on our farming communities
- Support for equitable funding in the Maternal and Child Health funding guidelines

There is one matter considered important to submit to and support at ALGA National General Assembly:

- Back Your Neighbour, Mayoral Taskforce Supporting People Seeking Asylum

Each of these matters is discussed further in this report.

Background

As part of its advocacy work, Council has an opportunity to submit motions to the MAV State Council or the ALGA National General Assembly.

The next meeting of the MAV State Council will be held on Friday 16 May. The agenda will include consideration of motions from the membership and Council can submit motions for consideration.

The ALGA 2025 National General Assembly of Local Government (NGA) will be held at the National Convention Centre in Canberra from 24-27 June. Council can submit motions to be considered at the NGA.

MAV State Council

The next meeting of the MAV State Council will be held on Friday 16 May. The MAV Rules 2022 (the Rules) require motions to be of strategic relevance to the MAV or of such significance to local government that they ought to be considered by State Council. Councils are encouraged to align motions with the 10 enabling priorities in the MAV Strategy 2024-2027.

Motions received and initially assessed as not of strategic relevance or of significance to local government in line with the Rules will be the subject of follow-up communication with the submitting council's designated representative, then reviewed by the MAV CEO, and finally by the MAV Board, who will determine whether the motion is submitted for State Council consideration.

Motions or items which relate to the same subject may be consolidated into a single matter, with such amendments as the Board in its discretion determines are warranted, prior to inclusion in the business papers and circulation to delegates.

Unless deemed urgent by resolution of the Board, motions received after the closing date deadline ('late motions') will not be circulated in the Business Papers.

ALGA 2025 National General Assembly of Local Government (NGA)

ALGA is now calling for councils to submit motions for the 2025 National General Assembly of Local Government (NGA), which will be held at the National Convention Centre in Canberra from 24-27 June.

The theme for the 2025 NGA will be "National Priorities Need Local Solutions". The attached Discussion Paper provides more detail on the NGA and submitting motions which includes the following themes:

- Intergovernmental relations

- Financial sustainability
- Roads and infrastructure
- Emergency management
- Housing and homelessness
- Jobs and skills
- Community services
- Closing the Gap and Aboriginal and Torres Strait Islander Reconciliation
- Data, digital technology and cyber security
- Climate change and renewable energy
- Environment
- Circular economy

The ALGA are seeking motions that align with these themes and identify opportunities for councils to deliver local, place-based solutions that will help address national priorities.

Discussion

Emergency Services and Volunteer Fund (ESVF)

The Fire Services Property Levy (FSPL) will be replaced by the Emergency Services and Volunteers Fund (ESVF) from 1 July 2025. While we acknowledge the importance of adequate funding for emergency services, there is belief amongst the sector that it is not appropriate for local governments to act as the collection agency for this state-wide tax.

Local Councils, through their property rating systems, are currently tasked with collecting over \$839.5 million in state levies, which create significant administrative complexity and diverts resources from essential local government functions. This responsibility, particularly as it applies to a state-wide tax such as the ESVF, places an undue burden on Councils and could lead to inefficiencies in both service delivery and the accurate collection of funds.

Council is aware that the MAV have been strongly advocating to the State Government on this matter and that a key aspect of the inefficiency, being management of the volunteer exemption, will now be undertaken by the State.

Further to the management of the process, this new levy will have a significant impact on our community.

The ESVF significantly increases in cost over the existing levy (FSPL), particularly in the primary production (farming) areas. Primary producer's costs may be as high as 1.85 times the existing levy, depending on the value of the property.

All ratepayers will incur this tax, and it is expected that at least \$6.9 million of additional property-based tax revenue will be raised for the Victorian Government from Cardinia Shire Council. The below table shows the average impact of the changes across the property categories.

Levy Name	2024/25 FSPL levies			ESVF Levy proposed 2025/26 rates			Increase \$	Increase %
	Fixed Charge	Rate in \$	Average Amt	Fixed Charge	Rate in \$	Average Amt		
Commercial properties	\$267.00	0.000664	\$1,065.48	\$276.00	0.00133	\$1,875.37	\$809.89	76.01%
Industrial properties	\$267.00	0.000811	\$1,119.06	\$276.00	0.00133	\$1,673.33	\$554.27	49.53%
Primary Production properties	\$267.00	0.000287	\$828.71	\$276.00	0.00083	\$2,010.16	\$1,181.45	142.57%
Public Benefit properties	\$267.00	0.000057	\$417.52	\$276.00	0.000057	\$426.52	\$9.00	2.16%
Total Residential properties	\$132.00	0.000087	\$197.42	\$136.00	0.000173	\$266.41	\$68.99	34.95%

As shown above, the ESVF will be an extreme increase in cost for the farming community, noting that many farmers invest in their own firefighting equipment for their farms. The impact of this on our farmers needs to be communicated, as we need our farming community to thrive and provide food to the local area, metropolitan Melbourne and across the State. Any additional on-farm costs will be passed onto the wider community at the point of sale, noting that with current cost of living challenges will further challenge household budgets.

As this tax is collected by Council as part of its rates notice, ratepayers often associate these costs as being part of the Council rates, which they are not.

Council rates are capped at 3% for 2025/26, noting this increase is an average increase and not uniform across all properties given the annual land valuation processes. The significant increases associated with the ESVF will mean that community will perceive there have been significant rate increases. There is also no transparency on how funds will be distributed to emergency services and how the State Government will communicate that these charges are not a Local Government charge.

The implementation and management of this change, including increased volume of customer enquiries, information technology system changes and management, debtor and complaint management may cost up to \$200,000 in the first year.

It is recommended that Cardinia Shire Council submits a motion as follows.

That the MAV State Council:

- 1. Supports the intention of the Emergency Services and Volunteers Fund (ESVF)*
- 2. Note the significant impact of the proposed ESVF on local government and the community, particularly on primary production properties;*
- 3. Strongly advocate on behalf of the local government sector that a review of the ESVF be undertaken to reduce the impact and burden on farming communities, including delaying its implementation if necessary to allow time for this review;*
- 4. Seek that management of the ESVF be adequately funded or managed directly by the State Government to not unnecessarily burden local government.*

Maternal Child Health Costing Model

The Maternal and Child Health service aims to to promote health, wellbeing and developmental outcomes for children and their families. The delivery and funding of this service is a shared responsibility between local and State governments through a Memorandum of Understanding.

The current agreement for Maternal and Child Health arrangements between local and the State Government expires on 30 June 2025.

The current agreement outlines a proportion of the service is funded based on a 50:50 cost share model between local and state governments.

These agreements are failing to keep pace with the true cost of running the service and meeting the needs of the community. For Cardinia this has resulted in an ongoing cost shift whereby Council contributes more for the effective running of the service. The current cost of delivery for the 2025/26 financial year is forecast to be an approximate 60:40 split between Cardinia and the State Government.

All Victorian municipalities have been approached by Yarriambiak Shire Council requesting support for their MAV State Council motion which is outlined below with a full copy of the letter attached to this report. It is recommended that Cardinia does support this motion.

1. *That the Maternal and Child Health Memorandum of Understanding signed by the Municipal Association of Victoria on behalf of local government maternal child health services in Victoria effective from 01 January 2022 to 30 June 2025 be amended during the renegotiation process to include the following:*
 - a) *That the universal maternal child health program may be delivered by local government, or via a maternal child health service provider servicing the local government area, that is approved by the Department of Health.*
 - b) *In instances where local government is not the provider of maternal and child health services, the respective local government authority is exempt from contributing an equal (50:50) share towards the provision of the universal maternal child health program delivered within their local government area.*
 - c) *Where a Hospital or Health Service is delivering maternal child health services within a local government area, the applicable hospital or health service is responsible for the equal (50:50) contribution towards the provision of the universal maternal child health program.*
 - d) *Where local government does not provide the maternal child health service, and/or immunisation service within their local government area, they are exempt from the requirements outlined in the Maternal Child Health Memorandum of Understanding.*
2. *That the Municipal Association of Victoria advocate to the Department of Health to amend the Maternal and Child Health Service Guidelines to reflect the changes included above in item 1 (a) through to (d).*

Back Your Neighbour, Mayoral Taskforce Supporting People Seeking Asylum

Cardinia have been a supporter Council of the Back Your Neighbour, Mayoral Taskforce Supporting People Seeking Asylum since 2018.

This motion addresses the Community Services priority area for submission as it recommends reforms in national community services, which would help local governments support the Australia Government to deliver on its national objectives.

The Australian Federal Government has responsibility for immigration policy and providing people seeking protection with a clear and efficient Refugee Status Determination process, with adequate support mechanisms for those in need.

People seeking refugee protection face major barriers in accessing federal-funded support programs. Most are currently ineligible for the Status Resolution Support Services Program, the only Federal support people seeking asylum whilst their application for protection is processed.

Consequently, they rely on support from local governments, community groups for charity or work in exploitative conditions. This places huge burdens on local government and their communities, needlessly places individuals and families in destitution and erodes trust in Government process and institutions. The temporary status of people seeking asylum adds

further challenges, including ineligibility to women's refuges, homelessness services and education opportunities.

Since 2018, the Local Government Mayoral Taskforce Supporting People Seeking Asylum (Taskforce) has been advocating for the rights of people seeking asylum to the Federal Government. Established and chaired by Greater Dandenong Council, the Taskforce is made up of a growing membership of over 40 councils nationwide, who understand that this is an issue of national importance – the advocacy for a fairer and swifter Refugee Status Determination system with adequate support systems in place for individuals and families at risk of destitution.

The Federal Government's implementation of its 2022 election promise to end temporary protection has enabled more than 20,000 refugees on temporary visas to move to permanent Resolution of Status visas, providing certainty for people who have been living and working in Australia for more than a decade.

There are close to 8,000 people waiting for their immigration status to be resolved. They arrived over a decade ago to seek refugee protection yet continue to live without safety and certainty. This includes families with children who are Australian citizens and will be separated from their parents due to temporary visa status.

The Fast Track process, which was intended to expedite decisions, has proven to be unfair, as evidenced by the government's recent abolition of its review component. This inefficient, slow process has left 1,190 people waiting for a primary decision, with average wait times of 864 days. People who have been refused under the Fast Track process are told to engage in return processes even if country conditions have drastically changed.

The prolonged uncertainty and harsh conditions experienced during the asylum process in Australia have led to trauma and isolation and prevents families within our community from gaining the stability that refugee status provides.

The motion that Cardinia is requested to support at ALGA is provided below and Council support is recommended.

This National General Assembly calls on the Australia Government to:

- 1. Acknowledge Greater Dandenong City Council as Secretariat of the Local Government Mayoral Taskforce Supporting People Seeking Asylum on behalf of the following councils that are members:*
 - a. Executive Members – Blacktown City Council, Brimbank City Council, Casey City Council, Darebin City Council, Hume City Council, Kingston City Council, Monash City Council, Merri-bek City Council, Wyndham City Council, Yarra City Council*
 - b. General Members – Ararat Rural City Council, City of Ballarat, Banyule City Council, Blue Mountains City Council, City of Canterbury Bankstown, Hawkesbury City Council, Hobsons Bay City Council, Inner West Council, Maribyrnong City Council, Melbourne City Council, Moonee Valley City Council, Newcastle City Council, Nillumbik Shire Council, Orange City Council, City of Port Adelaide Enfield, Randwick City Council, Surf Coast Shire, City of West Torrens, City of Whittlesea; and*
 - c. Supporter Councils – Albury City Council, City of Greater Bendigo, Cardinia Shire Council, City of Greater Geelong, City of Port Phillip, City of Hobart, Macedon Ranges Shire Council, Queenscliffe Borough Council, Wellington Shire Council, City of Wagga Wagga.*
- 2. Provide people seeking asylum with a valid visa and the opportunity to work while they await decisions on their protection application, including automating the bridging renewal*

process. By providing people work rights, they can contribute skills to Australia, remain independent in society and stay engaged in the asylum process.

- 3. Expand the eligibility criteria of the Status Resolution Support Services program to ensure people's basic needs are met, including health care, accommodation, crisis support, so people in need can live safely and not in destitution and deep poverty.*
- 4. Grant permanent visas to people who have been previously refused a visa via the unfair 'Fast Track' process. Ending the uncertainty, by providing a pathway to permanency to the 7,700 people, will at last resolve the matter, enabling them to rebuild their lives.*

Policy Implications

There are no changes to existing Council Policy, however Council will have a confirmed position in relation to these matters.

Financial and Resource Implications

There is no direct cost associated with submitting these motions.

Climate Emergency Consideration

Nil.

Consultation/Communication

Nil.

Attachments

1. Attachment 1 - Letter - Request for Support on Motion to MAV State Council Meeting from Mayor Kylie Zanker - 28 Feb [7.2.3.1 - 6 pages]
2. Attachment 2 - Letter Mayors, CEO, MAV re Collection of the Emergency Services and Volunteers Fund [7.2.3.2 - 1 page]



“A connected rural community who values its land and wellbeing...”

28 February 2025

**Attention: Mayor
Victorian Local Government Municipalities
(via Council CEO's)**

Dear Mayor,

**RE: REQUEST FOR SUPPORT ON MOTION TO MAV STATE COUNCIL MEETING –
MATERNAL CHILD HEALTH FUNDING CO-CONTRIBUTION REQUIREMENTS**

On Wednesday 26 February 2025, the Yarriambiack Shire Councillors endorsed submitting the following motion to the Municipal Association Victoria (MAV) for consideration at the 16 May 2025 State Council Meeting.

As Councils explore options to be financially sustainable into the future, and assess their core business delivery, it is important that we push back on cost shifting, especially where we are not the deliverer of the service.

This motion concerns the Maternal and Child Health Memorandum of Understanding signed by the MAV for local governments, expiring in June. We request changes to the MoU so that Councils not providing the service are exempt from co-contributions.

I kindly request your support for the motion detailed below:

MAV Motion:

1. That the Maternal and Child Health Memorandum of Understanding signed by the Municipal Association of Victoria on behalf of local government maternal child health services in Victoria effective from 01 January 2022 to 30 June 2025 be amended during the renegotiation process to include the following:
 - a) That the universal maternal child health program may be delivered by local government, or via a maternal child health service provider servicing the local government area, that is approved by the Department of Health.
 - b) In instances where local government is not the provider of maternal and child health services, the respective local government authority is exempt from contributing an equal (50:50) share towards the provision of the universal maternal child health program delivered within their local government area.
 - c) Where a Hospital or Health Service is delivering maternal child health services within a local government area, the applicable hospital or health service is responsible for the equal (50:50) contribution towards the provision of the universal maternal child health program.
 - d) Where local government does not provide the maternal child health service, and/or immunisation service within their local government area, they are exempt from the requirements outlined in the Maternal Child Health Memorandum of Understanding.
2. That the Municipal Association of Victoria advocate to the Department of Health to amend the Maternal and Child Health Service Guidelines to reflect the changes included above in item 1 (a) through to (d).

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Freecall: 1800 065 647

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Website: www.yarriambiack.vic.gov.au



“A connected rural community who values its land and wellbeing...”

The complete adopted Council report on the Maternal Child Health funding Municipal Association Victoria (MAV) State Council motion is attached to the back of this letter.

We appreciate your support for this recommendation.

If you wish to provide a letter of support, please send it through to Monique Metlika, Governance Support Officer via mmetlika@yarriambiack.vic.gov.au by close of business on **Tuesday 11 March 2025**.

Thank you for your consideration.

Yours sincerely,

Kylie Zanker

Mayor of Yarriambiack Shire Council

34 Lyle Street
PO Box 243
Warracknabeal VIC 3393

Telephone: (03) 5398 0100
Freecall: 1800 065 647

Email: info@yarriambiack.vic.gov.au
Website: www.yarriambiack.vic.gov.au

MINUTES - ORDINARY MEETING OF COUNCIL



14.2 MATERNAL CHILD HEALTH FUNDING MUNICIPAL ASSOCIATION VICTORIA STATE COUNCIL MOTION

Prepared by Mayor Kylie Zanker, in consultation with Chief Executive Officer, Tammy Smith

SUMMARY

The Yarriambiack Shire Council has approved the transition away from providing Maternal Child Health (MCH) services, including immunisation services, at their Ordinary Council Meeting held on 29 January 2025. This report aims to discuss the financial burden placed on rural councils should they cease delivering MCH services. It seeks endorsement from fellow Councillors for a motion to be submitted to the Municipal Association Victoria (MAV) State Council Meeting to be held on the 16 May 2025 to address this issue.

Recommended Motion:

That Council:

- a) Endorse submitting the following motion to the Municipal Association Victoria (MAV) for consideration at the 16 May 2025 State Council Meeting, acknowledging the motion is of strategic relevance to local government that it ought to be considered at the meeting; and
- b) Endorse for the Chief Executive Officer to be authorised to make any minor changes to improve the wording of the motion and/or to update the motion relative to any changes to the issue that may have occurred between the council meeting and the date of lodgement with the MAV.

MAV Motion:

1. That the Maternal and Child Health Memorandum of Understanding signed by the Municipal Association of Victoria on behalf of local government maternal child health services in Victoria effective from 01 January 2022 to 30 June 2025 be amended during the renegotiation process to include the following:
 - a) That the universal maternal child health program may be delivered by local government, or via a maternal child health service provider servicing the local government area, that is approved by the Department of Health.
 - b) In instances where local government is not the provider of maternal and child health services, the respective local government authority is exempt from contributing an equal (50:50) share towards the provision of the universal maternal child health program delivered within their local government area.
 - c) Where a Hospital or Health Service is delivering maternal child health services within a local government area, the applicable hospital or health service is responsible for the equal (50:50) contribution towards the provision of the universal maternal child health program.
 - d) Where local government does not provide the maternal child health service, and/or immunisation service within their local government area, they are exempt from the requirements outlined in the Maternal Child Health Memorandum of Understanding.
2. That the Municipal Association of Victoria advocate to the Department of Health to amend the Maternal and Child Health Service Guidelines to reflect the changes included above in item 1 (a) through to (d).

Resolution:

Moved Cr Heintze

Seconded Cr Kirk

That the recommendation be adopted.

Carried

26 February 2025

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MINUTES - ORDINARY MEETING OF COUNCIL**ATTACHMENTS**

Link: [Maternal and child health | MAV website](#) and The Maternal and Child Health Memorandum of Understanding

Link: [Department of Health Maternal Child Health Service Guidelines](#)

Link: [Victorian Clinical Governance Framework | Safer Care Victoria](#)

Link: [Inquiry into Local Government Funding and Services Report](#)

DISCUSSION

In Victoria, Maternal Child Health (MCH) Nurses are registered nurses who typically hold a postgraduate qualification in midwifery. They then undertake further studies to obtain qualifications in maternal child health.

MCH nursing is predominately a health care role, that must operate within the Safer Care Victoria, Victorian Clinical Governance Framework.

Clinical governance ensures that communities and health service organisations have confidence in the systems delivering safe and high-quality health care, with a focus on continuous improvement. It is an integrated part of the corporate governance of health service organisations. This framework holds everyone accountable, from frontline practitioners to managers and members of the governing board, for providing health services that are safe, effective, integrated, high-quality, and subject to ongoing improvement.

The Council has decided to transition from providing MCH and immunisation services, transferring these responsibilities to a highly skilled and experienced local rural health service. This measure aims to ensure the continued and enhanced delivery of the crucial service within our local government area.

As a Council we recognised we have no capacity to meet the clinical governance requirements as outlined in the Safer Care Victoria – Victorian Clinical Governance Framework.

We acknowledge that not meeting governance requirements significantly increases the Council's risk exposure. Additionally, our Council is experiencing financial sustainability challenges, necessitating decisions regarding which services the Council will continue to deliver, and which services can be transferred to other more skilled and experienced providers.

The Inquiry into Local Government Funding and Services final report in November 2024 highlighted the pressure on Victorian Local Government, including:

Finding 3: Local councils are facing increased budget pressures due to cost shifting by state and federal governments. Without substantial changes, the financial sustainability of council operations is at risk, with some services already being reduced or discontinued entirely.

Finding 4: The roles and core service responsibilities of local government in Victoria lack clear definition, creating a burden on councils to determine what is expected of them. This disproportionately impacts regional and rural councils, which face disadvantages due to limited revenue-raising capacity and the need to provide additional services arising from the geographic size of the municipality and service gaps within their communities.

Current MCH Funding Arrangements

The Municipal Association of Victoria works in partnership with the Victorian Government on policy directions, funding and continuous improvement for maternal and child health services in conjunction with other early childhood services.

MINUTES - ORDINARY MEETING OF COUNCIL

The Maternal and Child Health Memorandum of Understanding (MoU) acknowledges the shared commitment for the delivery of high quality and safe maternal and child health services to support the health and wellbeing of Victorian families and children.

The MoU, signed by the MAV on behalf of local government MCH services in Victoria, is effective from 01 January 2022 to 30 June 2025.

The MoU requires that Councils fund the universal MCH service by a shared contribution (50:50).

The Department of Health Maternal Child Health Service Guidelines outlines the MoU provides for an equal contribution between the department and Local Government.

The MoU is due to be renegotiated and expires on the 30 June 2025.

Recommendation to MAV State Council

Many rural councils are evaluating their options for the delivery MCH services, recognising that they may not have the necessary in-house skills and expertise to manage clinical governance compliance. This situation increases their exposure to liability risk.

Furthermore, there has been a sustained increase in cost shifting from the State Government to Local Governments over time, without any additional funding being provided. As a result, more Councils are facing increased financial sustainability pressures, necessitating a review of their service levels and program delivery.

It is recommended that a motion be put forward for consideration at the next Municipal Association of Victoria State Council Meeting, scheduled for 16 May 2025. The motion will be seeking endorsement that Local Government should not be required to pay the universal MCH 50% co-contribution if they are not the delivering organisation.

If the service is delivered by a State Government entity, such as a health service, the 50% co-contribution should be provided by that health service, which is funded by the State.

This recommendation then enables Council's to continue to support an alternative provider via a contribution if they wish to do so, however it does not mandate the requirement and reduces the financial pressure on Local Government, with particular focus on small rural Councils.

RELEVANT LAW

Local Government Act 2020

COUNCIL PLANS AND POLICIES

Council Plan 2021-2025

RELATED COUNCIL DECISIONS

Ordinary Meeting of Council - Minutes 29 January 2025 – 15.4 Endorsement of Transition – Maternal Child Health (including Immunisation Services)

OPTIONS

- a) Councillors could choose not to support this motion and continue with the acknowledgement that a co-contribution may be called upon in accordance with the MoU requirements.

SUSTAINABILITY IMPLICATIONS

Social: MCH services are a vital community service, that enhances the social health and wellbeing outcomes of our community. Council is not disputing this, it is requiring the State Government to meet the co-contribution costs, opposed to Local Government if they are not delivering and overseeing the service.

MINUTES - ORDINARY MEETING OF COUNCIL



Financial: Continued cost shifting from State Government is impacting on rural Council’s financial sustainability. As a Council we are undertaking a full review on service levels, and attempting to address our financial sustainability into the future.

COMMUNITY ENGAGEMENT

Transition out of Maternal Child Health services: A community engagement process was undertaken in accordance with the *Local Government Act 2020* requirements, as outlined in the Council report presented as part of the 29 January 2025 Ordinary Meeting of Council Agenda.

GENDER IMPACT ASSESSMENT

Not applicable.

RISK

Utilising the Risk Management Framework the following assessment has been made:

<i>Strategic Risk Description and Residual Risk Level</i>	<i>Action to Mitigate/Reduce Risk</i>	<i>Does Action maintain or reduce Residual Risk Level</i>
Financial Risk - Residual Risk Level Medium	If the MoU remains in place, as a Council we are exposed to the risk that a financial contribution could be required from WWHS.	Increases Residual Risk Level

REGIONAL, STATE AND NATIONAL PLANS AND POLICIES

Not applicable.

CONFLICTS OF INTEREST

All officers involved in the preparation of this report have declared that they do not have a conflict of interest in the subject matter of this report.



To: Local Government Mayors

30 January 2025

cc Local Government CEOs

cc Municipal Association of Victoria

Dear Mayors and CEOs,

Advocacy Request for the Collection of the Emergency Services and Volunteers Fund by the State Government

As you are aware, the Fire Services Property Levy (FSPL) will be replaced by the Emergency Services and Volunteers Fund (ESVF) from 1 July 2025. While we acknowledge the importance of adequate funding for emergency services, we believe it is not appropriate for local governments to act as the collection agency for this state-wide tax.

Local Councils, through their property rating systems, are currently tasked with collecting over \$839.5 million in state levies, which create significant administrative complexity and diverts resources from essential local government functions. This responsibility, particularly as it applies to a state-wide tax such as the ESVF, places an undue burden on Councils and could lead to inefficiencies in both service delivery and the accurate collection of funds.

In light of these concerns, we are requesting that all local government Mayors and CEOs and the Municipal Association of Victoria (MAV) join us in formally writing to the Premier and Minister for Local Government to express our concerns regarding the collection of the Emergency Services and Volunteers Fund. Specifically, we propose that the collection of this fund be managed directly by the state government, rather than local governments, to ensure a more streamlined and efficient process for all parties involved.

We appreciate your attention to this matter and hope that we can count on your support in advocating for this necessary change. Should you require further information or wish to discuss this matter further, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in blue ink, appearing to be "Paul Tatchell", written in a cursive style.

Cr Paul Tatchell
Mayor, Moorabool Shire Council

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Bacchus Marsh 215 Main St Bacchus Marsh

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7.2.4 EXTENSION OF LEASE FOR RIDING FOR THE DISABLED ASSOCIATION OF VICTORIA

Responsible GM:	Wayne Mack
Author:	Erin Moore
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<p>1.1 We empower our communities to be healthy, connected and resilient 1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision. 1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.</p> <p>5.1 We practise responsible leadership 5.1.1 Build trust through meaningful community engagement and transparent decision-making. 5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.</p>

Recommendation

That Council:

1. Acknowledges the restrictions on the site leading to limited alternative uses, Riding for the Disabled Association investment in the facility and community benefit derived in their use of the site as well as the support received through the community engagement undertaken; and
2. Resolves to allow Council officers to prepare and issue Riding for the Disabled Association of Victoria a 20- year lease for part of 775 Five Mile Road Pakenham.

Executive Summary

A Notice of Motion (1108) was raised by Councillor Paton and moved by Council on the 16th of December 2024, confirming Council’s in principle support for the Riding for the Disabled Association of Victoria (RDA) being granted a 20 year lease for its use of 775 Five Mile Road, Pakenham and instructing officers to commence community engagement under section 115 of the Local Government Act 2020 for the proposal, seeking a report be brought to the March Council Meeting.

Following the December Motion community engagement was undertaken in accordance with the Local Government Act and Cardinia’s Community Engagement Policy. The engagement asked community for feedback on a proposed 20-year lease term for RDA at part of the Council owned site, 775 Five Mile Road Pakenham (Premises). RDA are the current tenant, occupying the premises shown in the attached plan, with a lease that expires on the 31st of May 2027.

There were 51 responses received from the consultation undertaken between 20 January and 9 February 2025. All but three (3) were in complete support and included a mix of surrounding residents, those associated with the industry and the general public.

In reviewing the proposal by RDA with alignment to Council policy and plans and having an overwhelming response in support from the community, the 20-year lease term is proposed to be offered to RDA for part of the 775 Five Mile Road, Pakenham site, with a condition regarding Council’s continued use of part of the land for impounding livestock.

Background

The land at 775 Five Mile Road, Pakenham is zoned Green Wedge Zone and affected by a Land Subject to Inundation Overlay and Environmental Audit Overlay. Use of the land is limited, as a majority of uses will have conditions that the site will not meet. The use is restricted to options such as agriculture and other animal related uses which the RDA use meets.

The Association

Riding for the Disabled Victoria (**RDA**) is a not-for-profit organisation and enables individuals with a variety of disabilities, ages and backgrounds to develop independence, a sense of freedom and to reach their goals, through adaptive coaching techniques and equipment. RDA relies heavily on the efforts of volunteers. RDA Pakenham is one of 34 RDA centres located across Victoria that are affiliated with RDA and was developed following the closure of the Officer centre in 2018. RDA currently has 30 volunteers including a committee of 12. The total investment of volunteer time is in the order of 200 hours per week.

RDA has 15 registered riders who attend on Tuesdays or Thursdays each week for approximately 45 minutes of horse interaction and riding. In an average week, volunteers spend 150 hours onsite in horse/rider related activities. Riders pay a \$35 fee to RDA Pakenham each time they ride, not charging on days when riders can't attend due to weather related issues which then impacts cashflow. RDA Pakenham has recently acquired additional horses to meet its plans for expansion. There are now nine horses in training. By the end of the year RDA will seek to invite between 5-10 new riders from the current wait list of 42.

Operations are often interrupted by inclement weather. To alleviate this, RDA wish to cover part, or all, of the arena so that it can be used in all weather conditions. This type of development has proven to deliver significant positive outcomes at similar RDA sites across Victoria. Estimates for a covered arena range from \$130,000 to more than \$300,000 without permit fees and concrete footings being costed. It is intended that these costs will be borne by a combination of sponsorship, fundraising and existing reserves.

Other outcomes for RDA include working towards becoming a centre of excellence with increased participation for those on the waiting list and broadening accessibility and inclusion programs. RDA have expressed hesitation from existing benefactors and sponsors when engaging in funding discussions due to the limited tenure, which is therefore preventing RDA plans for growth and development including key infrastructure within the masterplan.

Local Support

RDA Pakenham have been the recipient of local fundraising efforts, which resulted in two significant donations. The first donation supported the construction of a multi-function room with power and amenities providing meeting/training/viewing room for parents and carers.

Significant support was achieved via the Victoria Racing Club (VRC) who installed an arena known as Subzero Arena, including post and rail fencing, drainage and an all-weather surface suited to the activities of participating riders with a disability.

Current Lease and Request

The lease between RDA and Council commenced in June 2018, offering a 5-year term, plus a further term of 4 years. The Deed of Renewal of Lease signed in 2023, exercised the option to the 31st of May 2027.

RDA have submitted a proposal to Council requesting a 20–25-year lease term. The longer period of tenure will allow RDA to continue to develop partnerships that offer funding opportunities in line with the updated masterplan attached to this report, with a key focus on securing funding for the roof structure over the existing arena for year-round activities.

Part of the land abutting RDA leased land is also currently reserved within the masterplan for 'Council's pound'. This is for impounding livestock and therefore requires unrestricted access. This arrangement requires formalising in future documentation.

Council's Lease Policy

The current policy was adopted in February 2022 and outlines guiding principles for leases and licences involving Council. Under item 4.3.4, Council will only consider a longer-term lease in circumstances where the tenant has substantially invested in the 'Council Facility'.

The investment in the RDA Pakenham site in the short period of occupation has been significant, with the development of the office and bathrooms, viewing room, arena, shelters, fencing and water tanks. Information provided also demonstrates that RDA provide substantial community benefit in their use and have substantially invested in the equestrian facility.

Other alternatives for the land were considered along with the precedent it may set for other users of Council owned land and buildings to offer a long-term lease. Due to its previous use as a landfill site, current zoning and overlay, there are limiting factors associated with potential use of the site. Officers are therefore proposing a 20-year lease.

Policy Implications

Council's Lease and Licence Policy outlines that Council will only consider a longer lease term of more than 5 years, in circumstances where the Tenant have substantially invested in the Council Facility and offer significant community benefit. Future Council's should not be unduly bound by decisions which excessively encumber land. Each of these have been considered or established in the review of the proposal.

In circumstances where a longer lease term is proposed, it requires a Council resolution to approve the lease term.

Council's Community Engagement Policy has been considered in conjunction with the proposal and is noted later in the report.

Financial and Resource Implications

An appraisal from a local real estate agent was obtained which provided the current market value for the entire parcel of land and the rental value for the entire property and the land leased by the RDA. The property value is low which reflects the encumbrances caused by the planning overlays and the previous use as a tip. The rental value for the RDA leased area is \$2,625 per annum, with any tenant responsible for annual fertiliser applications, weed control and fencing.

If a new lease is proposed, RDA as a not-for-profit organisation are eligible for subsidised rental under Council's current Lease and Licence Policy adopted in February 2022. This eligibility is reflective of the associations limited ability to earn income and as such would be charged subsidised lease rates.

The tenant's financials have been reviewed as part of our process and show their sources and level of income. The grants received have been placed aside to fund future infrastructure projects, with the roof over the arena the key priority.

Under the current lease, the Tenant is paying \$1 per annum plus GST. This will be increased in a new lease to the current minimum (peppercorn) lease rate and a clause would be inserted allowing for a review of the rent on the anniversary of the commencement date in line with any adopted Council fees and charges schedules.

There were no costs associated with the communications and engagement undertaken, other than the use of Council staff time. The consultation is detailed further in the next section of the report.

Consultation/Communication

The statutory procedures under Section 115 of the Local Government Act 2020 requires Council to give public notice of its intentions to extend the lease for any term of 10 years or more and undertake a community engagement process in accordance with the Community Engagement Policy. This process was undertaken, following the Notice of Motion (1108) being moved on the 16th of December 2024, including the below communication and engagement activities:

- Councillor Bulletin emailed 17 January 2025.
- Information supplied to Customer Service, the Access and Ageing Team, and Compliance Team 17 January 2025;
- Letters to surrounding properties posted 17 January 2025, including the school providing instructions on how to provide feedback;
- Webpage on Creating Cardinia went live 20 January 2025;
[Proposed Lease - Riding for the Disabled Vic \(RDA\) | Creating Cardinia](#)
- Media Release (Public Notice) published 21 January 2025.
[Have your say on a 20-year lease request at 775 Five Mile Road Pakenham | Cardinia Shire Council](#)

Council received 51 responses in total, 48 providing clear support in favour of the proposal. Two individuals proceeded to seek support of an even longer term of a 20 + 20 year lease or 99 year lease. Both of which are beyond the term being considered in this proposal, and Council is unable to consider a term of 99 years in accordance with the Local Government Act 2020.

Examples of those in support include:

- 'It is a valuable service to the disability sector and does not get the funding or recognition it deserves.'
- 'Providing a long lease will provide RDAV with the stability required to allow for ongoing development of the organisation in the Pakenham area. A very worthy community organisation which provides opportunities for volunteers as well as the disabled.'
- 'I totally agree with this, I know they need the surety of tenure to get the infrastructure they need. They provide an invaluable service to the disabled and the whole community.'
- 'This is an incredible opportunity and the people involved will continue caring for the property long term. I have no involvement in this at all but can see it is such a positive impactful set up!'

There were three responses which raised queries or comments for Council's consideration which were heard at the 3rd March Councillor Briefing:

- A surrounding resident noted: '*If this lease is approved, the services should be limited to residents of Cardinia Shire only - just as other areas limit services to local residents. This should directly benefit local community.*'

In response to this: It would be unfair of Council to limit participation in RDA's activities which can improve the physical and mental health of those with disabilities in surrounding localities.

- A member of the public noted: *'Is council offering RDA a free 20 year lease? Is it appropriate for ratepayers to subsidise this group over other groups who pay for leases? ? - Perhaps we should be offering all*

In response to this: Council have finite land and buildings and therefore we plan for the use and development of these in accordance with the Community Infrastructure Plan which identifies supply and demand. Council also has a Lease and Licence Policy, last adopted by Council in February 2022, which guides decision making for Council's leased and licensed land and buildings. The tenant will be charged in accordance with the policy in terms of rental, based on the tenant categories and will be liable for other maintenance and utility costs associated with the premises.

- Another surrounding resident noted: *'If this is approved, why aren't all not for profit organisations and groups funded within the shire? Why are small community groups paying fees for using council services? I am not in support of this decision without a wider discussion and approach.*

In response to this: Council have a consistent approach when charging tenants and licensees who occupy Council property. The rental and term of the lease are deemed to be in line with the Lease and Licence Policy adopted by Council. It has also been considered in the decision, the There are plans to review both the Lease and Licence Policy along with associated fees and charges in the future, however this work is ongoing and will be undertaken separately from this particular proposal. All leases and licences, currently being offered, include a clause allowing Council the ability to review the rental in line with future fees and charges adopted by Council.

In acknowledging and responding within this report to these submissions, there is no reason for Council to postpone a decision on the proposal, as each item raised can be explained by Council's current policies being followed.

Conclusion

In considering the community engagement undertaken between during January and February 2025, including the level of feedback in support. It is proposed to proceed in offering RDA with a 20 year lease over their existing leased land at 775 Five Mile Road, Pakenham.

Attachments

1. Attachment 1 - Community Engagement Summary [7.2.4.1 - 2 pages]
2. Attachment 2 - Plan of Leased Area [7.2.4.2 - 2 pages]
3. Attachment 3 - Proposal from RDAV 2024 [7.2.4.3 - 10 pages]
4. Attachment 4 - Addendum to Proposal from RDAV 2024 [7.2.4.4 - 9 pages]
5. Attachment 5 - Master Plan Edited Version 2025 [7.2.4.5 - 9 pages]

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Proposed Lease - Riding For The Disabled Vic (RDAV)

Title/Question: Submit your comments
 Tool Type: Form
 Activity ID: 833
 Report Date Range: 20 Jan 2025 - 5 Feb 2025
 Date Exported: 10 Feb 2025 09:51 am
 Exported By: e.wilkinson

Contribution ID	Date Submitted	I understand that write	Upload your submission	Alternatively add comments here.	Surrounding resident/la	Neighbouring school	Associated with RDAV/ti	Industry related (disabil	Other
16299	Feb 05, 2025, 09:22 PM	Yes		Riding for Disabled should be treated like a school and be granted a 99yr lease. This is to ensure that if in the future the land is rezoned and they have spent a great deal of money on improvements,the riding for Disabled are not told to move!				Yes	Yes
16298	Feb 05, 2025, 07:33 AM	Yes		This would be fantastic!				Yes	
16297	Feb 04, 2025, 06:50 PM	Yes		This is an absolutely required service for our disabled community to not grant them the lease would be heart breaking				Yes	
16295	Feb 04, 2025, 05:47 AM	Yes		Fully support a further 20 year lease to RDA	Yes			Yes	
16294	Feb 03, 2025, 09:31 PM	Yes		This is an incredible opportunity and the people involved will continue caring for the property long term. I have no involvement in this at all but can see it is such a positive impactful set up!				Yes	Yes
16293	Feb 03, 2025, 09:05 PM	Yes		I fully support a long term lease. RDAV is a fantastic organisation.				Yes	
16292	Feb 03, 2025, 06:42 PM	Yes		Absolutely would be great for the community as it's been proven that horses are a great therapeutic tool	Yes				
16291	Feb 03, 2025, 02:31 PM	Yes		A wonderful organisation and should definitely be supported long term					Yes
16290	Feb 03, 2025, 02:25 PM	Yes		Assisting our communities is of an utmost importance. Disabilities can be supported by horse therapy and has been an important component of the student's nurturing.	Yes				
16289	Feb 02, 2025, 10:33 PM	Yes		I fully support this 20 year lease. RDAV is a long established non profit organisation that offers great benefit to the community and participants through its work. RDA should be fully supported.			Yes	Yes	
16288	Feb 02, 2025, 06:38 PM	Yes		As a resident in Cardinia shire and someone that knows the huge benefits RDA provides, I fully support the term lease for RDA			Yes	Yes	
16287	Feb 02, 2025, 06:01 PM	Yes		Yes it's a great program	Yes				
16285	Feb 02, 2025, 01:09 PM	Yes		RDAV and RDA Pakenham provide an essential service to the disability sector. For many children and adults the ability to ride and interact with the horses allows them to feel movement in their bodies. Something not possible when sitting in a wheelchair.			Yes	Yes	
16284	Feb 02, 2025, 10:13 AM	Yes	https://creating.cardinia	Please see Submission in support of the proposed 20 year lease.	Yes		Yes	Yes	Yes
16283	Feb 02, 2025, 09:59 AM	Yes		As a previous business owner of Pakenham Produce & Saddlery we were a long standing supporter of RDA. I fully support the extended lease, allowing them to better provide this invaluable service to the community.				Yes	
16282	Feb 02, 2025, 09:33 AM	Yes		Absolutely a requirement of this area. It's an amazing program	Yes				
16281	Feb 02, 2025, 02:37 AM	Yes		Yes they should be able to stay on and lease long term if they wish to	Yes				
16280	Feb 02, 2025, 12:42 AM	Yes		Much needed service, please accept proposal	Yes				
16279	Feb 01, 2025, 11:17 PM	Yes		Quite happy to see the RDA given a new lease. The provide a great service.					Yes
16278	Feb 01, 2025, 11:15 PM	Yes		Please Extend this lease as this is such a needed and required service. This lease should be renewed indefinitely.	Yes				Yes
16277	Feb 01, 2025, 11:13 PM	Yes							Yes
16276	Feb 01, 2025, 10:03 PM	Yes		Yes I would like to see the Rda have the 20 yr lease to continue benefiting our community	Yes				
16275	Feb 01, 2025, 09:31 PM	Yes		Such an important community organization that needs the stability of this long lease. It's in a perfect position to best serve the RDA.					Yes
16274	Feb 01, 2025, 08:16 PM	Yes		I think this would be a great initiative for the community	Yes				
16272	Feb 01, 2025, 05:29 PM	Yes		RDA should be confident that they will always have an area purposefully available for them to use. They benefit so many people and families in our Shire					Yes
16271	Feb 01, 2025, 05:16 PM	Yes		Fully support	Yes				
16270	Feb 01, 2025, 04:47 PM	Yes		this should be extended to a 20 x 20 year lease. It is a valuable service to the disability sector and does not get the funding or recognition it deserves.	Yes				
16269	Feb 01, 2025, 04:45 PM	Yes		Council should ABSOLUTELY grant the new lease to the RDAV. This is a wonderful initiative and they should absolutely have a solid future of knowing where they can set up a location that will help so many people.	Yes				Yes
16268	Feb 01, 2025, 03:29 PM	Yes		I encourage council to extend the lease to RDA as they provide opportunities for people with disabilities to engage with horses and other people in the community. The benefits to people with disabilities engaging with horses are holistic,			Yes		
16267	Feb 01, 2025, 01:37 PM	Yes		It is important to provide good facilities for the RDA and it does seem that there has been a great deal of work already completed at the site. There should be support and certainly no objection to accommodate that part of our community.					Yes
16266	Feb 01, 2025, 01:15 PM	Yes		What else would Cardinia Council use this land after being the tip site! The Disabled horse group utilise this land 200 percent and the community supports					Yes
16265	Feb 01, 2025, 08:11 AM	Yes		Support 100%. Shouldn't even need consideration. Community units built in Main St, leased for \$1 per year for 99 years. Say no more.	Yes				Yes
16264	Jan 30, 2025, 10:08 PM	Yes		I think it would be a fantastic service to continue in our community.					Yes
16263	Jan 29, 2025, 03:37 PM	Yes							Yes
16262	Jan 29, 2025, 02:24 PM	Yes		Providing a long lease will provide RDAV with the stability required to allow for ongoing development of the organisation in the Pakenham area. A very worthy community organisation which provides opportunities for volunteers as well as the disabled .			Yes		
16261	Jan 29, 2025, 07:53 AM	Yes		I support the grant of a 20 year lease to the RDAV as they provide an essential service to the community and surrounding communities. Many similar organisations have been forced out putting the demand on organisations such as this one.	Yes				
16260	Jan 28, 2025, 07:02 PM	Yes		If this lease is approved, the services should be limited to residents of cardinia shire only - just as other areas limit services to local residents. This should directly benefit local community.	Yes				
16259	Jan 28, 2025, 06:59 PM	Yes		We need the RDA in Pakenham.			Yes		
16258	Jan 28, 2025, 06:49 PM	Yes		I support RDAV with their proposal for a 20 year lease for the property on Five Mile Rd. They provide an important service to our community.					Yes

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16257	Jan 28, 2025, 05:18 PM	Yes	Why only 20 years. They can get grant improve the location then not have the lease renewed. Should have options for more years.	
16255	Jan 28, 2025, 05:08 PM	Yes	Is council offering rdav a free 20 year lease? Is it appropriate for ratepayers to subsidise this group over other groups who pay for leases? ? - Perhaps we should be offering all volunteer ran groups free use of community owned facilities.	Yes
16254	Jan 28, 2025, 04:59 PM	Yes	This is an amazing organisation run by volunteers and they should definitely be granted a 20 year lease so they can continue the great work they do for the disabled community	Yes
16253	Jan 28, 2025, 04:40 PM	Yes	This is a vital service for our disabled community and should be approved without hesitation	Yes
16252	Jan 28, 2025, 04:22 PM	Yes	This is great idea. Children with disabilities deserve to enjoy interaction with animals and the joy of a ride on a quiet gentle horse. My daughter has friends who participate in helping at other Riding for the Disabled in the area.	Yes
16251	Jan 28, 2025, 04:02 PM	Yes	Much needed facility and group for disabled young people, provides need social interactions and an exciting activity for the young people to look forward to	Yes
16250	Jan 28, 2025, 03:32 PM	Yes	Please give the RDAV the 20 year lease they're asking for. The work they do cannot be replicated and it's unfair to expect them to keep moving on every few years. They need a permanent home so they can focus on those who need their help.	Yes
16249	Jan 28, 2025, 03:08 PM	Yes	Being that RDA is an essential service and has been for many years. I support their request for a long term lease.	Yes
16248	Jan 28, 2025, 02:41 PM	Yes	The service this service provides to people with disability is amazing . The connection people ca.n get with horses dan be life changing . This should even be a discussion	Yes
16247	Jan 28, 2025, 02:25 PM	Yes	Supported 100%, non profit organisation for the well being of those who need it	Yes
16246	Jan 28, 2025, 01:40 PM	Yes	I totally agree with this, I know they need the surety of tenure to get the infrastructure they need. They provide an invaluable service to the disabled and the whole community.	Yes
16245	Jan 28, 2025, 12:48 PM	Yes	If this is approved, why aren't all not for profit organisations and groups funded within the shire? Why are small community groups paying fees for using council services? I am not in support of this decision without a wider discussion and approach.	Yes
16244	Jan 23, 2025, 09:03 AM	Yes	Yes it should be granted the 20 year lease	Yes
16242	Jan 20, 2025, 07:03 AM	Yes	Test	Yes

OFFICIAL - This document is a record of a Council decision or action and MUST be stored to SharePoint or a Corporate system.

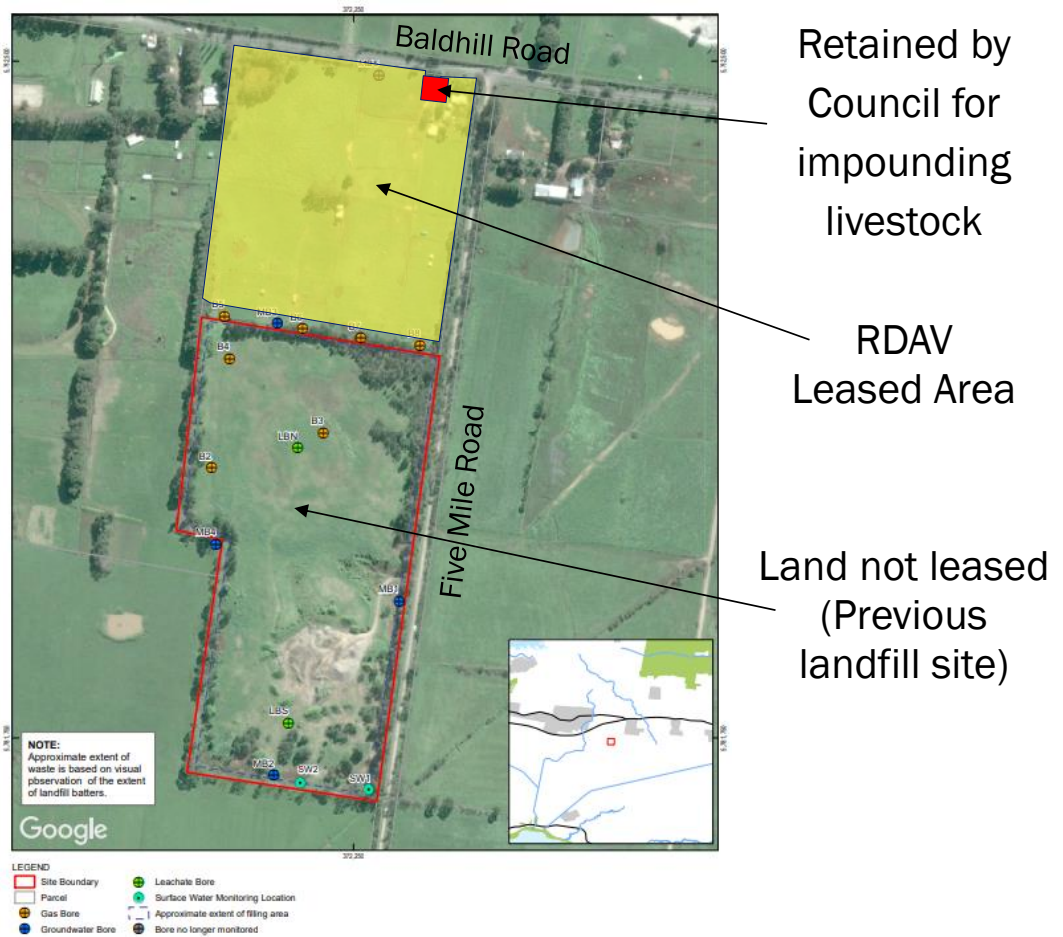
Plan of 775 Five Mile Road, Pakenham

Cardimaps imagery:



OFFICIAL - This document is a record of a Council decision or action and MUST be stored to SharePoint or a Corporate system.

Use of site:



Riding for the Disabled Association of Victoria

Lease Extension Submission for 775 Five Mile Road, Pakenham

For extended use by the RDA Pakenham Centre – February 2024

Introduction

Riding for the Disabled Australia (RDA) is a nonprofit organisation that dates back approximately 60 years. It provides opportunities for anyone with a disability to enjoy safe, healthy, therapeutic, horse related activities in Australia.

RDA Pakenham is one of 34 RDA Centres located across Victoria that are affiliated with Riding for the Disabled Association of Victoria (RDAV) and was developed following the closure of the Officer Centre in 2018.



Records indicate that Cardinia Shire Council (Council) offered a lease to RDAV over the current site at 775 Five Mile Rd., Pakenham which was taken up that same year for the use of the RDA Pakenham Centre. The lease was originally dated 11 July 2018 and is currently due to expire 31 May 2027 after a 4-year lease renewal was signed in 2023. Our understanding is that the site had previously been a dairy farm for many years before it was used by Council as the pound for lost or stray animals. In that time the land immediately to the rear of the site was a refuse tip so it appears the land had limited usage options prior to the reclamation and rehabilitation of the tip.

Site Development History

The RDA Pakenham Committee and its dedicated team of volunteers were keen to commence operations at the new site and address the challenges of a ‘greenfield’ site with few facilities and being in a somewhat distressed state. Council removed the original farmhouse that we understand was of fibro cement construction (asbestos) so it was imperative that some form of administration and sanitation facilities were erected as a matter of urgency to support any activation of the site.

Site development plans were prepared to provide guidance to the overall site layout so that any works would be in accordance with these plans.

Calls to potential donors and sponsors went out and facilities were made available albeit some in need of significant renovation.



Office and Toilet / Storeroom

Horse management facilities such as fencing and water management were early imperatives that demanded hardware such as pumps, underground water piping, water troughs and tanks, gates, posts and wires. The enthusiastic but small Committee of volunteers met each challenge and the site development progressed quickly until Covid 19 struck and all activities had to be suspended.

Unfortunately, ‘All activities’ didn’t include the actions of thieves and vandals and much of the early work was lost before volunteers ultimately regained access to the site.

Not to be deterred, the Committee once more set about installing pumps, troughs, gates and so on but this time a closed-circuit security and alarm system was given a priority. Thankfully, the uninvited visitors stopped calling.

New horses were acquired and paddocks to house them were quickly developed. The water system and troughs were upgraded and in late 2022, the RDA Pakenham Centre was ready to commence classes.

Significant support was achieved from the Victoria Racing Club (VRC) who generously installed an arena including post and rail fencing, drainage and an all-weather surface suited to the activities of our participating riders with a disability. The arena was recently launched as the 'Subzero Arena' in honour of Subzero who won the Melbourn Cup in 1992.



Subzero Arena

Program Support Team

RDA Pakenham coaches have been educated to the high standards of RDA and many volunteers have been trained and inducted to assist with the unique needs of our riders.

Sponsorship and fundraising activities have been vital and essential in continuing the development of the RDA Pakenham Centre. The VRC maintains a close connection and are always keen to be informed of our progress and how they can assist.

The BFirm Gym in Berwick decided to make RDA Pakenham the recipient of the fundraising from their annual charity golf day, which has resulted in two significant donations. The first donation resulted in the erection of a viewing room for parents and carers who can now watch from a comfortable place as their charges are taken under the wings of our capable volunteers. Feedback suggests that this is valued as an opportunity to compare notes and relax with a confidence that their charges are safe and importantly – happy. This room, which now has power and split system air conditioning, is ideal for use as a meeting or training facility.



BFirm Viewing Room

The RDA Pakenham Centre currently offers services each week to 6 to 8 riders. Each rider requires 2 to 3 volunteers for their 30-minute activity. Horses must be prepared in advance of the classes including lunging, grooming and saddling before they are ready to meet their riders. Many of the riders and horses have developed a bond, which is obvious to observers.

The benefits to our riders as a result of their participation in the RDA program are enormous and profound, illustrating the ‘magic’ that happens at an RDA Centre.

After the riders have completed their activities there is a debriefing between our volunteers and coaches with parents and carers where many stories of achievements and progress are highlighted.

Next the horses are returned to the yards for unsaddling, rub down and wash before being returned to their paddocks. The RDA Pakenham horses are fed and monitored daily where water troughs, fences and the horses’ general health and wellbeing is assessed.



Rider, Coach and Volunteers

The activities at an RDA Centre are labour intensive but as all our volunteers will attest to, it is a labour of love and the rewards come in the responses from the riders.



Rider Thanking Her Mount

Future Site Opportunities

The RDA Pakenham Centre has now reached a point in its development where it is poised to increase the number of participating riders. With clear positive outcomes from participation in RDA programs evident amongst the community of people with disabilities, there is currently a wait list of 42 potential participants.

The Committee is in the early stages of discussions with local NDIS offices and educational facilities that focus on people with disabilities. This will inevitably require more volunteers, more paddocks and associated infrastructure, more horses and most importantly, more volunteers.

The short-term plan is one extra day per week with riders and one planning day per week for volunteers when riders are not onsite. The opportunity of opening on Saturdays in order to accommodate clients who are unable to attend due to school or work commitments is also being explored. Carers and parents are being encouraged to be part of an 'early intervention' focus which has shown very encouraging results in other RDA Centres.

Holiday programmes potentially involving both disabled and able-bodied participants is something the Committee is also wanting to commence this year. The goal in 2024 is to facilitate up to 20 riders per week. These activities will demand a rotation of at least 20 volunteers including qualified coaches and trained assistants. The ongoing development of the RDA Pakenham Centre requires a maintenance team, and further volunteers are also being recruited in this area. The current team is ably assisted by Pakenham Rotary, who have adopted RDA Pakenham as a project to support.

The RDA Pakenham coaches and horse contact volunteers are trained and mentored by the Committee President, Mary Longden. Mary is a highly credentialed international coach who has coached successfully at Paralympic level. Mary's experience is passed on to the community through the coaches she develops who in turn pass on their learnings via their involvement in various equine activities i.e. pony club, adult riding clubs and so on.

In rising to the current position, the support of the RDA Pakenham sponsors has been critical. As anyone involved in equine activities will attest, horses are expensive to keep and manage. In our world the care and wellbeing of our horses is second only to the care and safety of our riding clients. There is no hesitation in calling upon vets, farriers, dentists and horse therapists, when necessary. Sponsors and community grants will become even more critical now as we focus upon further development.

The Subzero arena sponsored by the VRC is first class, but operations are often interrupted by inclement weather. To alleviate this, we are keen to transform the Centre into something that can be used in all weathers. This type of development has proven to deliver significant positive outcomes at many similar RDA sites across Victoria.

For this to occur, a roof covering at least part of the arena is essential. Once built, an undercover arena would enhance not only our own operations but would also attract interest from other potential community users.

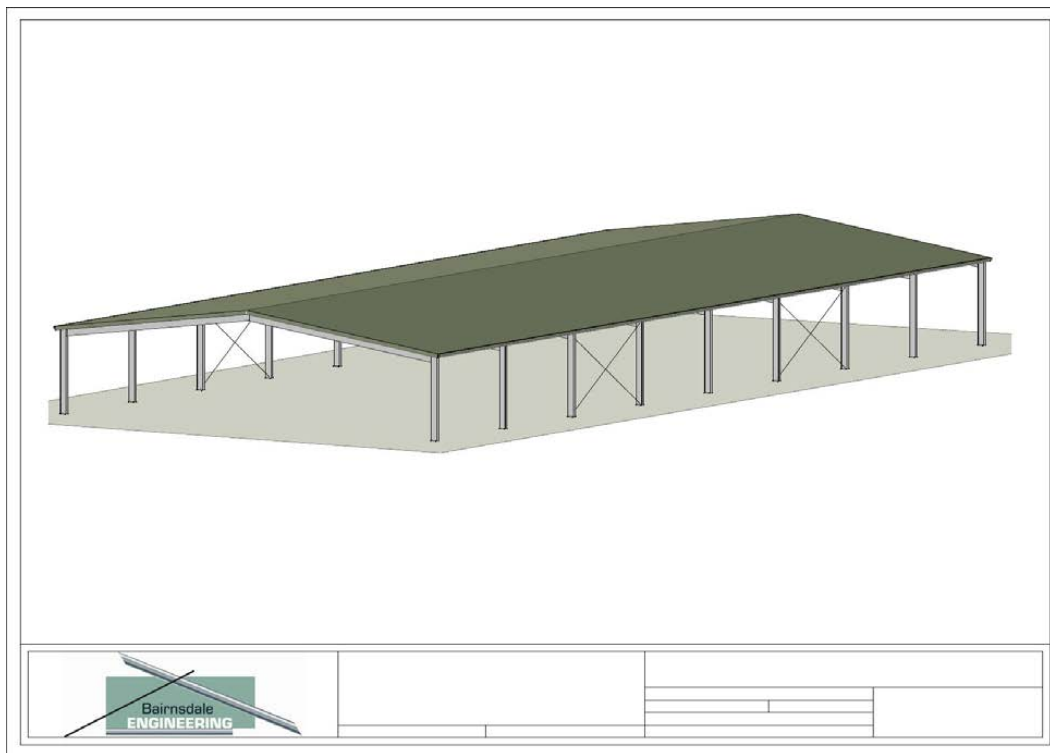
There may be an opportunity for fundraising from rental received but more importantly this could provide a facility for use by other Not-for-Profit organisations such as pony clubs, and the like. This would further develop equine activities in the Shire of Cardinia.

RDA Pakenham’s exposure to the broader community will also be enhanced, which will inevitably attract more volunteers, supporters and potentially more horses for our client’s activities.

Cost Estimates

Conceptual estimates for a covered arena have been provided by Bairnsdale Engineering Pty Ltd and range from circa \$130,000 to more than \$300,000 before permit fees and concrete footings. Before entering into further discussions with Council regarding development opportunities and costs, we will delve more deeply into the various options and refine the costs. More details of these plans and costings are available upon request.

It is intended that these costs will be borne by a combination of sponsorship, fundraising and existing reserves.



Conceptual Drawing – Part of Bairnsdale Engineering Submission Nov 2023

Other Site Improvements

The next developments that are at the current planning stage for RDA Pakenham include an obstacle course, round yard, and laneways that are suited to our sulky. It is intended to utilize the existing sulky and trap pony to drive children who are not suited to saddle riding around the ‘farm’. This will necessitate building up the laneways that run between the carefully planned paddocks to a solid base.

The RDA Pakenham horses are fed hay daily and the Centre is fortunate to be self-sufficient in this regard. They have cut and baled hay from the unfenced area for the last 3 years. However, with each cut, the production reduces and if this is to be sustainable into the future, investment in crop management activities such as fertilizer, weed control etc. will be required. The horses are rotated between the existing 11 paddocks, which are all harrowed regularly, but to maintain good health soil tests and an appropriate application of lime is needed.



Part of Current Season Hay

The investment in the RDA Pakenham site in the very short recent period of occupation has been significant. The development of infrastructure – office and bathroom sheds, arena, viewing room, shipping container (storeroom), water tanks and fencing materials have largely been donated. Services such as electricity and plumbing have been supplied at heavily discounted prices by generous tradespeople. However, the time and effort in volunteer man-hours is immeasurable.

Future Success

RDAV and our RDA Pakenham Centre are both very supportive of the proposal for a long term lease and are very conscious of the restrictions presented by the limited tenure provided under the current lease which expires in May 2027. As the local Committee enters discussions with their existing benefactors and sponsors concerning the plans for growth and development as detailed in this document, our tenure under the lease is a theme that will clearly influence their decisions in providing further funding or infrastructure.

RDA Pakenham's major sponsor/donor has already expressed an interest in the longevity at the site and we are concerned that this very valuable connection could be lost as the year unfolds. We are also limited when applying for the various grants that are open to NFPs due to the limited tenure arrangements.

There are also obligations around the allocation of RDA Pakenham's funds and the Committee is nervous about their responsibilities in relation to the 'make good' provisions under the lease in its current form.

Many of the developments documented in RDA Pakenham's plans are simply not viable for a short-term occupancy i.e. fertilizing / liming / weed control comes at significant cost, which is amortized over years and balanced in returns (the Centre raises funds by selling surplus hay).

To justify the plans and to restore the confidence of RDA Pakenham's supporters, volunteers and indeed the Committee, RDAV is seeking the support of Council to extend the lease beyond the current expiry.

In particular, **we seek Council's support to consider a longer-term lease period of 20 – 25 years.**

In return, RDAV will support the Committee's aim to provide their service and to avail their facilities to the rapidly expanding Cardinia community and to other community bodies.

Council's support to the Pakenham RDA horse riding recreational program for people with disabilities via this proposal can significantly contribute to both the Cardinia Shire Council's Council Plan and the Municipal Public Health and Wellbeing Plan, as illustrated below:

1. Council Plan:

- The Council Plan outlines the strategic direction and priorities for the Cardinia Shire. A horse-riding program aligns with several key aspects of the plan:
 - **Community Wellbeing:** By providing recreational opportunities for people with disabilities, the program promotes physical activity, social interaction, and mental well-being.
 - **Inclusion and Diversity:** The program fosters inclusivity by offering an accessible and enjoyable activity for a diverse range of community members.
 - **Recreation and Leisure:** Supporting horse riding contributes to the council's commitment to enhancing recreational options within the shire.
 - **Partnerships and Collaboration:** Collaborating with disability service providers, local riding clubs, and volunteers strengthens community partnerships.

2. Municipal Public Health and Wellbeing Plan:

- The Health and Wellbeing Plan focuses on improving health outcomes for Cardinia residents. The horse-riding program directly supports this goal:
 - **Physical Health:** Horse riding is a form of exercise that enhances physical fitness, balance, and coordination.
 - **Social Connection:** Participants interact with others, reducing social isolation and promoting a sense of belonging.
 - **Mental Health:** Spending time outdoors, bonding with animals, and achieving riding goals positively impact mental well-being.
 - **Access and Equity:** The program ensures equitable access to recreational activities for people with disabilities.

3. Economic and Social Benefits:

- The program can boost local tourism and create employment opportunities in Cardinia (e.g., riding instructors, support staff).
- It enhances the shire’s reputation as an inclusive and caring community.

Summary & Next Steps

In summary, RDAV’s RDA Pakenham Centre at 775 Five Mile Road Pakenham significantly contributes to the Cardinia community’s well-being, inclusivity, and health outcomes, aligning with the council’s vision and strategic plans.

We are very keen to work with Council in achieving a greater degree of permanency and welcome feedback to this proposal and to be guided on the next steps.

If any further information is required, please contact us as follows:

- RDAV CEO – Richard Amon (ceo@rdav.asn.au)
- RDAV President – Tanya Twaits (president@rdav.asn.au)
- RDA Pakenham President – Mary Longden (marylongden9@gmail.com)
- RDA Pakenham Secretary – Anne Beck (anne@berwickauto.com.au)





RDA Pakenham Master Plan – Lease Extension Proposal 2024

(Addendum to Application Submission to Cardinia Shire Council)

Introduction

Riding for the Disabled Australia (RDA) is a nonprofit organisation that dates back approximately 60 years. It provides opportunities for anyone with a disability to enjoy safe, healthy, therapeutic, horse related activities in Australia.

RDA Pakenham is one of 34 RDA Centres located across Victoria that are affiliated with Riding for the Disabled Association of Victoria (RDAV) and was developed following the closure of the Officer Centre in 2018.

Cardinia Shire Council (Council) offered a lease to RDAV over the current site at 775 Five Mile Rd., Pakenham which was taken up that same year for the use of the RDA Pakenham Centre. The lease was originally dated 11 July 2018 and is currently due to expire 31 May 2027 after a 4-year lease renewal was signed in 2023.

Proposal

RDAV is now seeking a long-term lease of the site (20-25 years) to allow future development to occur for operation by its RDA Pakenham Centre, strongly aligned with various Council objectives and plans, as illustrated in this document.

RDA Pakenham Structure

RDA Pakenham is a Centre affiliated with RDAV. The Centre is made up of 30 volunteers including a committee of 12. The committee which meets monthly consists of a President, Vice President, Treasurer, Secretary, Volunteers Officer, Horse Welfare Officer, Fundraising Officer and a Maintenance Officer. The non-executive committee members form sub committees under the welfare and maintenance portfolios.

The Centre has 15 registered riders who attend on Tuesdays or Thursdays each week for approximately 45 minutes of horse interaction and riding.

As detailed in our earlier submission, it is a labour intensive process to deliver our life changing programs to the community.

In an average week, volunteers spend 150 hours onsite in horse / rider related activities. In addition, there are meetings with vets, farriers and other horse care professionals, ongoing repairs and maintenance of the facility, upgrading of shelters, gardening, fencing, hay carting, weed control etc. Offsite activities such as study and accreditation of the coaches, banking, preparing participant programs, secretarial work, purchasing hardware etc account for around another 10 hours. The total investment of volunteer time is in the order of 200 hours per week.

The volunteers, riders and carers / parents enjoy the community involvement where they come together to share experiences in a safe environment. The BFirm viewing room is a safe place to gather and enjoy interaction with others as the riders go through their paces under the care of the coach and volunteers.

RDA Pakenham has recently acquired additional horses to meet its plans for expansion. There are now nine horses in work / training. As the year unfolds and the new horses are trained, the centre will seek to invite between 5 and 10 new riders from the current wait list of 42.

In anticipation of the new horses, all harvested hay was retained this year. In previous years we have been able to raise some much-needed funding by selling excess hay.

Funding

RDA Pakenham has been the beneficiary of some very generous donations. The original Masterplan listed some of the support received such as the arena including post and rail fencing and surfacing, office, toilet block, shipping container, water tanks, reticulated water system, fencing etc.

Over the last two years BFirm Gym in Berwick have donated the proceeds of their annual charity golf day held in October. The 2022 proceeds were used to construct the viewing room (no 12 on the Masterplan) that sits adjacent to the entry of the 'Sub Zero' Arena.

The 2023 proceeds have not yet been spent as we await the outcome of this lease extension process with a ramp to provide wheelchair access to the mounting area is high on our priority list.

Bfirm have made informal enquiries concerning our lease position, which has given us cause for concern over their future sponsorship which may be threatened if the long-term lease is not provided

In recent weeks, the Pakenham Racing Club have provided funds to enable us to put some minor roofing over the 'day yards' that are used to prepare the horses before and after riding.

The Victorian Racing Club via their 'Off The Track' (OTT) program have sponsored our recently acquired OTT horse called 'Thumbtacks' - to the tune of \$10,000 to cover feed and upkeep for the coming year.

Riders pay a \$35 fee to RDA Pakenham each time they ride. We don't charge for days when riders can't attend due to weather related issues which then impacts our cashflow. It also has a significant impact on rider progress and horse training / exercise. The horses must be ridden and worked each week regardless. When weather prevents participants riding, our volunteers must come back on another day to keep the horses fit and trained for their purpose.

We raise approximately \$1,500 twice a year from Bunnings BBQs. A couple of Opportunity Shops in the area donate to us and we attend 'boot sales', fetes etc where we can sell off horse paraphernalia that has been donated to us and which is surplus to needs.

The Rotary Club of Pakenham has recently adopted us as an ongoing project. They have provided a pump and hardware for a new washdown facility in addition to hardware and man hours to enable the construction of five new shelters for the horses. They have expressed an interest in providing new helmets and boots for the riders also.

RDA Pakenham has not been a recipient of any State or Federal funding. From time to time, we apply for smaller grants as we become aware of them with varying degrees of success.

Future

Cardinia is expanding rapidly, and RDA Pakenham already has a large waiting list of 42 people wishing to access our valuable services. We are limited by our volunteer numbers and ultimately our horse numbers. The two are intrinsically linked. Making our facilities available to other equine groups in our community has the potential to enhance both.

There is a dearth of undercover facilities in the shire that are available to the likes of Pony Clubs, Adult Riding Clubs, equine therapy providers and so on. We have been asked by some in the area if we intend to roof our arena.

We believe that Holiday programs for combined able bodied and disabled riders would be educational to all participants and is high on our list if / when our facilities are not so weather dependent.

A perimeter riding trail (no 5 on the Masterplan) and an obstacle course (no 14 on the Masterplan) are on a list for future development. Both are considered not only as enhancements of offerings to our participants but also attractions to others who may wish to access our facilities.

Much of our development hinges on weather-proofing our arena but before we can start applying for funding, we need to have the guarantee of tenure to support our case. Our initial Masterplan incorporated a separate sand arena for an undercover facility. Support received up to that point in our development gave us cause for optimism.

In the current economic climate, we feel it would be more realistic to cover the existing arena. Ultimately, a full roof is our goal, but even partial covering would allow some activity to occur when the weather isn't kind.

Land Use

The new Masterplan illustrates the development and use of the land area under the lease. The area that is not currently divided into paddocks is used for hay production. This is an important aspect of our current operating model and budgeting. If it can't be developed, it is not imperative to our ongoing viability, but it would mean budgetary adjustments ie our need to purchase hay at significant cost.

As we develop, it is likely that we will require more horses which in turn will demand more paddocks and this area is part of our future development.

RDA's operations at 775 Five Mile Road have developed in a way that maximises the land use and future proofs our offering to the local community with a disability.

Summary / Council alignment

The RDA Pakenham facility in Cardinia is unique in that it is Council owned land under lease that has already been significantly improved by the tenant to enhance the services that it delivers to the community with a disability. These important community outcomes, in accordance with many Council plans and objectives, have been delivered despite all Management, development, improvement and maintenance delivered at the expense of the tenant (RDAV).

Capital improvements similarly have been made at no expense to the rate paying Cardinia community.

Based on our history of fundraising and strong partnerships, future infrastructure developments are also likely to be funded independently (although partnerships with Council, as suggested in the draft Equestrian Strategy 2023-2033 would be considered and welcomed).

Regardless, no further extensive development can be considered for the site until the lease period can justify the expense.

In seeking to justify our future development and the provision of a 20-25 year lease, RDAV is also conscious of various Council planning documents which are supportive.

Council's support to the Pakenham RDA horse riding recreational program for people with disabilities via this proposal can significantly contribute to both the Cardinia Shire Council's Council Plan and the Municipal Public Health and Wellbeing Plan, as illustrated below:

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3. Economic and Social Benefits:

- The program can boost local tourism and create employment opportunities in Cardinia (e.g., riding instructors, support staff).
- It enhances the shire’s reputation as an inclusive and caring community.

Finally, and most importantly, the Cardinia Shire Council Equestrian Strategy 2023 – 2033 (Final Draft) clearly outlines the important role that RDA Pakenham plays in the Cardinia community and makes several clear recommendations that are very supportive of the long-term lease being provided. Some highlights from this Strategy that we consider to be pertinent to our request are appended below.

Cardinia Shire Council Equestrian Strategy 2023 - 2033 (Draft)

The sections below relate directly to the RDAV proposal for a long term lease at 775 Five Mile Road Pakenham, ensuring the ongoing operation of the RDA Pakenham Centre for the benefit of the Cardinia community.

KEY ISSUES:

A Plan for the Future

There is a need to plan for equestrian trails **and facilities** where they will not be affected by urban development, **can be sustained long term**, and can offer more shared use opportunities.

Supporting Volunteers

Most equestrian facilities are delivered by volunteer-run committees and clubs. A review of support mechanisms and educational opportunities available that build capacity and generate participation outcomes is required.

KEY OBJECTIVES

PARTICIPATION AND EDUCATION

Increase equestrian participation through improved access to trails, facilities, and information and ensure our equestrian clubs and reserve committees continue to be sustainable.

KEY RECOMMENDATIONS

1.4: Collaborate with reserve committees and clubs tenanted Council owned equestrian facilities **to develop Facility Improvement Plans that guide collaborative infrastructure, maintenance and renewal activities and shared use opportunities.**

1.7: Actively seek and support grant funding applications and advocacy that aligns with the Strategy's recommendations.

1.8: Continue to support people of all abilities to participate in equestrian through Riding for the Disabled Association (RDA).

2.1: **Review current equestrian facility user agreements**, subsidies and contributions with reserve committees to ensure equitable use and **to enhance broader community access.**

2.2: **Work with peak equestrian bodies** to support and encourage programs, events and activities that are inclusive and drive participation outcomes.

3.3: Acknowledge the role of private equestrian facilities in servicing the needs of the community and encourage greater communication and information sharing with Cardinia Shire Council and the equestrian community.

GROWTH SUB-REGION RECOMMENDATIONS (ie Pakenham, Officer and Beaconsfield)

Recommendation dot point (1 of 4 recommendations): **Continue to support people of all abilities to participate in equestrian through Riding for the Disabled Association (RDA).**

INVESTMENT PRIORITISATION PRINCIPLES (ie as the Strategy is implemented)**Equity**

Recommendations, projects and initiatives must be **underpinned by clear need**, and result in **equitable investment and participation opportunities**. This extends to improving and continuing opportunities for people of all genders including female participants who make up the majority of equestrians in Cardinia Shire.

Welcoming, Safe and Inclusive Environments

Recommendations, projects and initiatives must demonstrate how investment will **support and improve the delivery of welcoming, safe and inclusive environments. This includes physical infrastructure as well as the intangible environment where people of all backgrounds and cultures are welcome, and where children feel and are safe.**

Accessibility and Multi-Use

Recommendations, projects and initiatives must demonstrate multi-use and shared used outcomes resulting from investment (such as shared trails and/or **greater community access to facilities**).

Demand

Recommendations, projects and initiatives must be underpinned by **data that can justify demand** and **establish positive legacy outcomes for the equestrian community.**

Strategic Alignment

Alignment to the strategic objectives of the 2023 -2033 Equestrian Strategy and the broader objectives of Cardinia Shire Council and its stakeholders must be demonstrated.

Sustainability

Recommendations, projects and initiatives must demonstrate **sustainability** from an environmental, financial, **social and cultural perspective and that can also support greater operational efficiencies.**

Summary & Next Steps

In summary, RDAV's RDA Pakenham Centre at 775 Five Mile Road Pakenham significantly contributes to the Cardinia community's well-being, inclusivity, and health outcomes, aligning with the council's vision and strategic plans.

We are very keen to work with Council in achieving a greater degree of permanency and welcome feedback to this proposal and to be guided on the next steps.

If any further information is required, please contact us as follows:

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- RDAV President – Tanya Twaits (president@rdav.asn.au)
- RDA Pakenham President – Mary Longden (marylongden9@gmail.com)
- RDA Pakenham Secretary – Anne Beck (anne@berwickauto.com.au)





RDA Pakenham Master Plan – Lease Extension Proposal 2024

(Addendum to Application Submission)

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RDA Pakenham is a Centre affiliated with RDAV. The Centre is made up of 30 volunteers including a committee of 12. The committee which meets monthly consists of a President, Vice President, Treasurer, Secretary, Volunteers Officer, Horse Welfare Officer, Fundraising Officer and a Maintenance Officer. The non executive committee members form sub committees under the welfare and maintenance portfolios.

The Centre has 15 registered riders who attend on Tuesdays or Thursdays each week for approximately 45 minutes of horse interaction and riding. As detailed in our earlier submission it is a labour intensive process to deliver our life changing programs to the community.

In an average week, volunteers spend 150 hours onsite in horse / rider related activities. In addition there are meetings with vets, farriers and other horse care professionals, ongoing repairs and maintenance of the facility, upgrading of shelters, gardening, fencing, hay carting, weed control etc. Offsite activities such as study and accreditation of the coaches, banking, preparing participant programs, secretarial work, purchasing hardware etc account for around another 10 hours. The total investment of volunteer time is in the order of 200 hours per week.

The volunteers, riders and carers / parents enjoy the community involvement where they come together to share experiences in a safe environment. The BFirm viewing room is a safe place to gather and enjoy interaction with others as the riders go through their paces under the care of the coach and volunteers.

RDA Pakenham has recently acquired additional horses to meet plans for expansion. There are now nine horses in work / training. As the year unfolds and the new horses are trained the centre will seek to invite between 5 and 10 new riders. With the addition of extra horses all harvested hay is now being retained. In previous years we have been able to raise some much-needed funding by selling excess hay.

Funding

RDA Pakenham has been the beneficiary of some very generous donations. In order to commence operations we were donated a riding arena including post and rail fencing and surfacing, an office, toilet block, shipping container, water tanks, reticulated water system, fencing materials etc.

Over the last two years BFirm Personal Training in Berwick have passed on the proceeds of their annual charity golf day held in October. The 2022 proceeds were used to construct the viewing room (no 12 on the Masterplan) that sits adjacent to the entry of the 'Sub Zero' Arena . The 2023 and 2024 proceeds have not yet been spent as we await the outcome of this lease extension process. A ramp to provide wheelchair access from the BFirm room to the mounting area is high on our priority list. Supporters have been seeking information regarding our tenure at the site as they consider their levels of ongoing support.

Over the past twelve months with the generous support of the Pakenham Racing Club we have been able to put roofing over the day yards that are used to prepare the horses before

and after riding. Racing Victoria via their Off The Track program continue to provide funds and support for ex race horses that we are able to incorporate into our programs.

Riders pay a \$35 fee to RDA Pakenham each time they ride. We don't charge for days when riders can't attend due to weather related issues which impact our cashflow. It also has a significant impact on rider progress and horse training / exercise. The horses must be ridden and worked each week regardless. When weather prevents participants riding, our volunteers have to come back on another day to keep the horses fit and trained for their purpose.

We raise approximately \$1,500 twice a year from Bunnings BBQs

The Rotary Club of Pakenham has been very supportive with both funding and labour.. They have provided a pump and hardware for a washdown facility in addition to hardware and man hours to enable the construction of eight new shelters for the horses.

RDA Pakenham has not been a recipient of state or federal funding. From time to time we apply for smaller grants as we become aware of them with varying degrees of success.

Future

Cardinia is expanding rapidly and RDA Pakenham already has a waiting list of people wishing to access our services. We are limited by our volunteer numbers and ultimately our horse numbers. The two are intrinsically linked. Making our facilities available to other equine groups in our community has the potential to enhance both.

There is a dearth of undercover facilities in the shire that are available to the likes of Pony Clubs, Adult Riding Clubs, equine therapy providers and so on. We have been asked by some in the area if we intend to roof our arena.

Holiday programs for combined able bodied and disabled riders we believe would be educational to all participants and is high on our list if / when our facilities are not weather dependent.

A perimeter riding trail (no 5 on the Masterplan) and an obstacle course (no 14 on the Masterplan) are on a list for future development. Both are considered not only as enhancements of offerings to our participants but also attractions to others who may wish to access our facilities.

Much of our development hinges on weather proofing our arena but before we can start applying for funding we need to have the guarantee of tenure to support our case. Our initial Masterplan incorporated a separate sand arena for an undercover facility. Support received up to that point in our development gave us cause for optimism.

In the current economic climate we feel it would be more realistic to cover the existing facility. Ultimately a full roof is our goal, but even partial covering would allow some activity to occur when the weather isn't kind.

Land Use

The new Masterplan illustrates the development and use of the land area under the lease. The area that is not currently divided into paddocks is used for hay production. This is an important aspect of our current operating model and budgeting. The soil is currently depleted and requires improvement over a period of time which involves investment and funding. If it can't be developed, it is not an imperative to our ongoing viability, but it would mean budgetary adjustments ie our need to purchase hay at significant cost. As we develop, it is likely that we will require more horses which in turn will demand more paddocks and this area is part of our future development.

RDA's operations at 775 Five Mile Road have developed in a way that maximises the land use and future proofs our offering to the community with a disability.

Summary / Council alignment

The RDA facility in Cardinia is unique in that it is Council owned land under lease that has already been significantly improved by the tenant to enhance the services that it delivers to the community with a disability. These important community outcomes, in accordance with many Council plans and objectives, have been delivered despite all Management, development, improvement and maintenance delivered at the expense of the tenant (RDAV).

Capital improvements similarly have been made at no expense to the rate paying Cardinia community. Future infrastructure developments are also likely to be funded independently (although partnerships with Council, as suggested in the draft Equestrian Strategy 2023-2033 would be considered).

Regardless, no further extensive development can be considered for the site until the lease period can justify the expense.

In seeking to justify our future development and the provision of a 20-25 year lease, RDAV is also conscious of various Council planning documents which are supportive.

Council's support to the Pakenham RDA horse riding recreational program for people with disabilities via this proposal can significantly contribute to both the Cardinia Shire Council's Council Plan and the Municipal Public Health and Wellbeing Plan, as illustrated below:

1. Council Plan:

- The Council Plan outlines the strategic direction and priorities for the Cardinia Shire. A horse-riding program aligns with several key aspects of the plan:
 - **Community Wellbeing:** By providing recreational opportunities for people with disabilities, the program promotes physical activity, social interaction, and mental well-being.
 - **Inclusion and Diversity:** The program fosters inclusivity by offering an accessible and enjoyable activity for a diverse range of community members.
 - **Recreation and Leisure:** Supporting horse riding contributes to the council's commitment to enhancing recreational options within the shire.
 - **Partnerships and Collaboration:** Collaborating with disability service providers, local riding clubs, and volunteers strengthens community partnerships.

2. Municipal Public Health and Wellbeing Plan:

- The Health and Wellbeing Plan focuses on improving health outcomes for Cardinia residents. The horse-riding program directly supports this goal:
 - **Physical Health:** Horse riding is a form of exercise that enhances physical fitness, balance, and coordination.
 - **Social Connection:** Participants interact with others, reducing social isolation and promoting a sense of belonging.
 - **Mental Health:** Spending time outdoors, bonding with animals, and achieving riding goals positively impact mental well-being.
 - **Access and Equity:** The program ensures equitable access to recreational activities for people with disabilities.

3. Economic and Social Benefits:

- The program can boost local tourism and create employment opportunities in Cardinia (e.g., riding instructors, support staff).
- It enhances the shire's reputation as an inclusive and caring community.

Finally, and most importantly, the Cardinia Shire Council Equestrian Strategy 2023 – 2033 (Final Draft) clearly outlines the important role that RDA Pakenham plays in the Cardinia community and makes a number of clear recommendations that are supportive of the long-term lease being provided. Some highlights that we consider to be pertinent to our request are appended below.

Cardinia Shire Council Equestrian Strategy

2023 - 2033 (Draft)

The sections below relate directly to the RDAV proposal for a long term lease at 775 Five Mile Road Pakenham, ensuring the ongoing operation of the RDA Pakenham Centre for the benefit of the Cardinia community.

KEY ISSUES:

A Plan for the Future

There is a need to plan for equestrian trails **and facilities** where they will not be affected by urban development, **can be sustained long term**, and can offer more shared use opportunities.

Supporting Volunteers

Most equestrian facilities are delivered by volunteer run committees and clubs. A review of support mechanisms and educational opportunities available that build capacity and generate participation outcomes is required.

KEY OBJECTIVES

PARTICIPATION AND EDUCATION

Increase equestrian participation through improved access to trails, **facilities**, and information and **ensure our equestrian clubs and reserve committees continue to be sustainable**

KEY RECOMMENDATIONS

1.4: Collaborate with reserve committees and clubs tenanted Council owned equestrian facilities **to develop Facility Improvement Plans that guide collaborative infrastructure, maintenance and renewal activities and shared use opportunities.**

1.7: Actively seek and support grant funding applications and advocacy that aligns with the Strategy's recommendations.

1.8: Continue to support people of all abilities to participate in equestrian through Riding for the Disabled Association (RDA).

2.1: **Review current equestrian facility user agreements**, subsidies and contributions with reserve committees to ensure equitable use and **to enhance broader community access.**

2.2: **Work with peak equestrian bodies** to support and encourage programs, events and activities that are inclusive and drive participation outcomes.

3.3: Acknowledge the role of private equestrian facilities in servicing the needs of the community and encourage greater communication and information sharing with Cardinia Shire Council and the equestrian community.

GROWTH SUB-REGION RECOMMENDATIONS (ie Pakenham, Officer and Beaconsfield)

Recommendation dot point (1 of 4 recommendations): **Continue to support people of all abilities to participate in equestrian through Riding for the Disabled Association (RDA).**

INVESTMENT PRIORITISATION PRINCIPLES (ie as the Strategy is implemented)

Equity

Recommendations, projects and initiatives must be **underpinned by clear need**, and result in **equitable investment and participation opportunities**. This extends to improving and continuing opportunities for people of all genders including female participants who make up the majority of equestrians in Cardinia Shire.

Welcoming, Safe and Inclusive Environments

Recommendations, projects and initiatives must demonstrate how investment will **support and improve the delivery of welcoming, safe and inclusive environments**. This includes **physical infrastructure as well as the intangible environment where people of all backgrounds and cultures are welcome, and where children feel and are safe**.

Accessibility and Multi-Use

Recommendations, projects and initiatives must demonstrate multi-use and shared used outcomes resulting from investment (such as shared trails and/or **greater community access to facilities**).

Demand

Recommendations, projects and initiatives must be underpinned by **data that can justify demand** and **establish positive legacy outcomes for the equestrian community**.

Strategic Alignment

Alignment to the strategic objectives of the 2023 -2033 Equestrian Strategy and the broader objectives of Cardinia Shire Council and its stakeholders must be demonstrated.

Sustainability

Recommendations, projects and initiatives must demonstrate **sustainability** from an environmental, financial, **social and cultural perspective and that can also support greater operational efficiencies.**

7.2.5 MERCURY VAPOUR STREET LIGHTING UPGRADE PROGRAM - PROPOSED NEXT STEPS

Responsible GM:	Peter Benazic
Author:	Brett Munckton
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<p>2.1 We support the creation of liveable spaces and places 2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.</p> <p>3.1 We value our natural assets and support our biodiversity to thrive 3.1.1 Partner with community, business and industry to take action on, and adapt to, climate change.</p>

Recommendation

That Council:

1. Endorses continuing to pause the replacement of mercury vapour lights in Heritage Springs and Lakeside estates pending the potential use of a retrofit LED globe by AusNet from July 2026. This will incur an additional annual cost of \$25,000 in energy and maintenance compared to replacing this lighting hardware.
2. Replaces mercury vapour lighting hardware in Beaconsfield and Garfield (403 lights) following community notification.
3. Provides decorative lighting hardware to Ausnet to replace failed decorative lights. This hardware is to be as close as possible in appearance to the failed lighting.
4. Reinstalls decorative hardware to restore character in locations where standard hardware has been used to rectify failed decorative lights and poles.

Executive Summary

Mercury vapour lights are becoming unserviceable due to the Minamata Convention, which bans the import, export, and manufacture of mercury vapour lighting.

At the Ordinary Council Meeting on, Monday, 17 June 2024, in considering Notice of Motion 1096 following community concerns regarding the street light upgrade program, Council resolved:

That council stops the removal of the Heritage Streetlights in the Heritage Springs estate. That council retains the unique and heritage streetlight fittings and finds a solution to fitting these old street lamps with the new LED light globes or other appropriate lighting globe options and provides Council with a report that includes solutions.

Following community concerns and enquiries with AusNet Services, AusNet has acknowledged the community's desire to retain the existing light hardware in, specifically in the Heritage Springs estate. AusNet are now reviewing the potential use of a retrofit LED globe to maintain mercury vapour hardware that has not yet been changed to LED. Confirmation of the use of an LED retrofit globe is anticipated by April 2026, as part of the Electricity Distribution Price Review (EDPR) process.

This report recommends proceeding with the replacement of mercury vapour lights with LED fittings, including those already purchased, where the new lights' appearance is similar to the AusNet approved replacements. For areas where existing fittings significantly differ from the

approved replacements, such as, Heritage Springs, it is recommended to leave the existing lights in place until a retrofit solution is available.

The existing lights in Heritage Springs, specifically the Candella Canterbury fittings, are no longer available for purchase. As these fittings fail, they must be replaced with an AusNet approved fitting. The proposed replacement for post top lights across the shire is the Sylvania Kensington being the only post top style LED fitting approved by AusNet. Alternatively, AusNet will provide and install standard light hardware in place of the decorative lights to ensure community safety.

This report recommends progressing with the replacement of failed or damaged decorative streetlights using approved decorative lights and poles. Approved equipment that is as close as possible to the existing hardware would be selected.

Questions regarding the use of the decorative poles' maintenance account were raised in conjunction with concerns regarding the Mercury Vapour street lighting upgrade program. As part of addressing these concerns a financial reserves management policy is being developed that will provide a framework and guidelines for the funds use.

Background

In 2022, Council initiated a program to replace mercury vapour streetlight hardware with LED lights to comply with the Minamata Convention, which bans the import, export, and manufacture of mercury vapour lights. This program was delivered in partnership with AusNet Services, the owner of the streetlight network.

Mercury vapour lighting was traditionally one of the main technologies used for street lighting in Cardinia. In recent years, energy-efficient alternatives have led to the replacement of many of these lights, reducing energy costs and greenhouse gas emissions. A 2021 audit of streetlights identified that 1,900 mercury vapour streetlights remained in the Shire.

Due to the Minamata Convention, AusNet Services provides funding support for replacing mercury vapour lights. A total of \$447,000 in funding is available from AusNet for Cardinia, however replacements must be completed by March 2026 to claim this funding.

During the 2022-23 financial year, 845 mercury vapour lights were replaced with LED fittings. No community concerns were raised regarding the 2022-23 works.

Following the 2022-23 replacements, 1055 post top lights remained to be retrofitted, and 637 lights were purchased to install in the 2023-24 financial year in Heritage Springs Pakenham, Lakeside Pakenham, and Garfield. Installation works commenced in May 2024, with 376 lights changed over in Heritage Springs, until works were ceased due to community concern and an associated council Notice of Motion (#1096).

Following the Notice of Motion, council paused involvement in decorative lighting change overs, including those required for maintenance or damaged due to vehicle collision. Council is responsible for providing the decorative light hardware to AusNet to enable replacement of the failed light hardware. This pause has led to AusNet installing standard materials in place of decorative hardware, which the community has expressed concerns about.

When developers install decorative lighting, they are required to provide a contribution to Council's decorative poles maintenance account, to fund the future maintenance of these assets. The maintenance of decorative lighting assets is a higher cost to Council, as Council is responsible for providing replacement hardware to AusNet to perform this maintenance.

Questions regarding the use of the decorative poles' maintenance account were raised in conjunction with concerns regarding the light replacements in Heritage Springs. A financial reserves management policy is being developed will provide a framework and guidelines for the funds use.

Recently five mercury vapour post top lights were replaced in Fieldstone Boulevard Beaconsfield with LED top entry lights on curved poles or outreach arms to illuminate planned speed humps for road safety. These works are separate to this proposed bulk replacement. Some additional works of this nature are planned in other areas.

Discussion

The community's concern regarding the mercury vapour street lighting upgrade stems from the change in appearance of the new light fittings. While the existing mercury vapour light hardware closely match the approved replacements in many areas, this is not the case in some areas, such as, the Heritage Springs estate.

Whilst the mercury vapour light hardware can remain in place, pending the approval of a retrofit globe, this only provides an interim solution. If a retrofit globe is used, the light housing will need to be replaced when it fails. The only approved post top style replacement product is the Sylvania Kensington, which is an LED version of 270 existing mercury vapour lights in Beaconsfield and a closer match to other decorative lights in Beaconsfield and Garfield.

The recommendation to replace 403 lights in Beaconsfield and Garfield based on these lights being similar in appearance to the approved replacements, is suggested to avoid future issues as mercury vapour hardware fails and requires replacement. This will provide lights of even appearance in these areas.

The Candella Canterbury light hardware, found in Heritage Springs and Valley Drive Upper Beaconsfield, is particularly controversial. This hardware is not available in an LED version, and the supplier has confirmed they have no plans to create one. Additionally, the supplier owns the patent for the Candella Canterbury, preventing anyone else from producing an LED version. The AusNet approval process is detailed and costly, resulting in only one post-top LED decorative light currently approved for deployment on the network.

The use of standard lighting materials to replace failed and damaged decorative lights has raised community concerns. These concerns include the appearance of the replacements, as well as glare and light spill from the standard products. To maintain the character of these estates, it is recommended to use AusNet approved decorative light fittings as close as possible to those requiring replacement.

Additionally, it is advised to rectify any decorative lights that have had standard materials installed due to hardware failures or damage, using decorative hardware.

Policy Implications

The 2017 Cardinia Safer Communities Strategy outlines that Council has a key role in maintaining public lighting.

The 2014 Aspirational Energy Transition Plan sets the direction for Council to continue to replace inefficient street lighting with efficient alternatives as replacement options become available. The replacement of mercury vapour lights is consistent with these policies.

Financial and Resource Implications

Replacing the 403 lights in Beaconsfield and Garfield will result in approximately \$36,000 in annual savings on energy and maintenance costs based on current rates. This translates to an estimated council payback period of 14.3 years, considering Council's additional investment of \$395,000, the already purchased light hardware costing \$119,000 and the \$105,000 in rebates associated with these 403 lights. Council's contribution can be funded by the capital works budget.

Leaving 272 mercury vapour decorative lights in place will incur an additional cost of \$25,000 in energy and maintenance when compared to replacing these lights with the approved LED Hardware. This cost may increase if an LED globe is approved and deployed by Ausnet, due to the potential higher cost of an LED globe compared to a mercury vapour globe.

Council is responsible for the provision of decorative light hardware to AusNet to maintain failed decorative lighting. Council established the decorative lights maintenance account, that sees contribution from Developers when installing decorative lights as part of their development. This account has a current balance of approximately \$600,000.

Funding to address the standard lights installed in place of decorative lights across the Shire can be funded from the decorative poles' maintenance account. The cost could be in the order of \$50,000, as it will need to cover labour, equipment, in addition to the light hardware. These components fall outside AusNet's standard maintenance provision. At least 18 lights are impacted by this issue.

Climate Emergency Consideration

Street lighting electricity has transitioned to a 100 percent renewable energy contract, resulting in reduced carbon emissions. Lowering energy consumption will additionally free up renewable energy on the network, providing an indirect environmental benefit. Replacing the existing light fittings will yield greater energy savings compared to leaving mercury vapour hardware in place and waiting for LED retrofit globes. An LED retrofit globe is likely to use twice as much energy as the AusNet approved LED hardware.

Consultation/Communication

The following communication is proposed with the impacted community:

- Direct letters to residents living on streets impacted by the light replacement with attached FAQs and images of the light replacements
- Stakeholder information session with Council staff and AusNet
- Media briefing with Gazette issuing a Media Release and FAQ
- Signage at key entry locations to estates impacted by light replacements

It is proposed that the communication activities progress in Autumn 2025, to keep the project on track for delivery within the requirements of the available AusNet funding support.

Conclusion

The recommendation of replacing Mercury Vapour Lighting Hardware with AusNet approved LED products in Garfield and Beaconsfield where the appearance of the replacement product is similar to the existing lights, will provide many benefits. The new LED lights will require less maintenance. The new lights have greater uniformity of light across and along the street, better colour rendering and visibility, less depreciation of light output over time and less energy consumption.

The recommendation of leaving 272 mercury vapour decorative lights in place, in Upper Beaconsfield and Pakenham (Heritage Springs and Lakeside) will allow unique fittings to be retained whilst AusNet pursues the use of a retrofit LED bulb. This will meet community expectations in the interim whilst the existing fittings continue to function.

Attachments

Nil

7.3.1 MODEL COUNCILLOR CODE OF CONDUCT

Responsible GM:	Wayne Mack
Author:	Sharyn Tilley
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	5.1 We practise responsible leadership 5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.

Recommendation(s)

That Council:

1. Revokes the Councillor Code of Conduct adopted 15 February 2021.
2. Notes the Model Councillor Code of Conduct 2024.

Executive Summary

Effective from 26 October 2024, all Councillors are now required to observe the Model Code of Conduct which is prescribed in Schedule 1 of the Local Government (Governance and Integrity) Amendment Regulations 2024.

The Model Code of Conduct replaced the previous statutory requirement for each Council to develop its own Councillor Code of Conduct.

The Model Code of Conduct sets out the standards of conduct expected to be observed by Councillors in performing their duties and functions.

The standards of conduct cover four key areas:

- Performing the role of a Councillor
- Behaviours
- Good governance
- Integrity

Council is required to formally revoke the previous Councillor Code of Conduct (Attachment 1) as it is now superseded by the Model Councillor Code of Conduct (Attachment 2).

Background

The Local Government (Governance and Integrity) Amendment Regulations 2024 updated the 2020 regulations to:

- Outline requirements for Mayoral, Councillor induction, and professional development training.
- Detail the internal arbitration process.
- Establish the Model Councillor Code of Conduct.
- Set procedures for handling alleged breaches of the Code.
- Include other minor and technical changes.

Discussion

The Model Code of Conduct sets clear standards for Councillors' behaviour and responsibilities. Its aim is to ensure Councillors can effectively perform their duties, supporting the Council's primary role of providing good governance for the municipal community's benefit and wellbeing. By establishing these expectations, Councillors are better equipped to act with integrity, transparency, respect, and accountability.

Additionally, the Model Code of Conduct promotes cooperation and constructive collaboration among Councillors and the Council administration. It encourages open and respectful debate, allowing Councillors to express their views freely while maintaining civility and mutual respect. By working together effectively, Councillors can make decisions that serve the municipality's best interests, ensuring the community benefits from good governance and effective civic leadership.

Councillors are encouraged to attempt to resolve any disputes, including disputes concerning alleged breaches of the Model Code of Conduct, through the Council's own internal resolution procedure in the first instance. This procedure has been put in place and developed in line with legal advice.

Where a complaint has been made or dispute has arisen concerning an alleged breach of the Model Code of Conduct, the Councillors involved in the matter should, in accordance with the Council's internal resolution procedure, use their best endeavours to resolve the matter in a courteous and respectful manner with a view to maintaining effective working relationships.

The Model Code of Conduct operates alongside provisions of the Act that address the following more serious conduct issues:

- ***Serious misconduct*** is defined in section 3(1) of the Act and includes bullying, disclosing confidential information or failing to disclose a conflict of interest, which is dealt with by a Councillor Conduct Panel.
- ***Gross misconduct*** is defined in section 3(1) of the Act and refers to behaviour demonstrating a Councillor is not of good character or is otherwise unfit for office, which may be brought before VCAT by the CMI.
- Breaches of specific offences under the Act, which may result in criminal prosecution and conviction.

Policy Implications

It is a Statutory Requirement that Councillors comply with the Model Councillor Code of Conduct.

Financial and Resource Implications

Any costs will be met out of Council's operational budget.

Climate Emergency Consideration

Nil

Consultation/Communication

Nil

Conclusion

The Model Code of Conduct sets clear standards for Councillors' behaviour and responsibilities. The Model Code of Conduct operates alongside provisions of the Local Government Act 2020 that address more serious conduct issues.

Attachments

1. Attachment 1 - Councillor Code of Conduct - Adopted 2021 [7.3.1.1 - 15 pages]
2. Attachment 2 - Model Councillor Code of Conduct - 2024 [7.3.1.2 - 3 pages]

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Councillor Code of Conduct

PART A – PURPOSE OF THE CODE

1. PURPOSE

- 1.1 This Code of Conduct has been adopted to assist Councillors in meeting their responsibilities. It sets out the standards of conduct for Councillors in the Shire of Cardinia, so as to ensure that the conduct of Councillors is legal, ethical and appropriate at all times.**
- 1.2 As the performance of the Council and the wellbeing of the Cardinia community are directly affected by the conduct of the Shire's elected Councillors, the community is entitled to expect that:-**
- a) the business of the Council is conducted with efficiency, impartiality and integrity;
 - b) Councillors obey the spirit and letter of the law and, in particular, the provisions of relevant statutes, regulations, local laws and other legislative instruments; and
 - c) responsibility to the community is always to be given absolute priority over the private interests of Councillors.
- 1.3 This Code is adopted by Council with a two thirds majority as required by section 139 of the *Local Government Act 2020* ("the Act"), and is binding on all Councillors.**

PART B – FRAMEWORK FOR GOOD GOVERNANCE

2. INTRODUCTION TO GOVERNANCE AT CARDINIA

- 2.1 The Shire of Cardinia is governed by nine Councillors who are democratically elected in accordance with the Act. Collectively, they constitute the Council.**
- 2.2 The role of a Council as set by section 8(1) of the Act, is:**
- to provide good governance in its municipal district for the benefit and wellbeing of the municipal community.*
- 2.3 In performing its role, the Council, must give effect to the overarching governance principles as set out in section 9(2) of the Act. These are:**
- a) Council decisions are to be made and actions taken in accordance with the relevant law;
 - b) priority is to be given to achieving the best outcomes for the municipal community, including future generations;
 - c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
 - d) the municipal community is to be engaged in strategic planning and strategic decision making;
 - e) innovation and continuous improvement is to be pursued;
 - f) collaboration with other Councils and Governments and statutory bodies is to be sought;
 - g) the ongoing financial viability of the Council is to be ensured;
 - h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
 - i) the transparency of Council decisions, actions and information is to be ensured.

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2.4 The role of a Councillor is contained in section 28 of the Act. It is:

- a) to participate in the decision-making of the Council; and
- b) to represent the local community in that decision-making; and
- c) to contribute to the strategic direction of the Council through the development and review of key strategic documents of the Council, including the Council Plan.

Importantly this role does not include any functions of the Chief Executive Officer described in section 94A of the *Local Government Act 1989* and, from 1 July 2021 onwards, in section 46 of the Act (and summarised in section 2.7 of this Code).

In performing this role, a Councillor must (according to section 28(2) of the Act):

- a) consider the diversity of interests and needs of the municipal community; and
- b) support the role of the Council; and
- c) acknowledge and support the role of the Mayor; and
- d) act lawfully and in accordance with the oath or affirmation of office; and
- e) act in accordance with the standards of conduct; and
- f) comply with Council procedures required for good governance..

2.5 These roles and functions are supported by the following principles, many of which focus on Councillors working collaboratively.

It is agreed that:

- a) the Council is elected to provide leadership for the good governance of the municipal district and the local community;
- b) the Council is elected to act in the best interest of the whole Shire;
- c) a council makes decisions on behalf of the community and a Councillor should have primary regard to the merits of each individual case rather than any ward loyalty, personal affiliations or interests;
- d) the Council is a body corporate and a Councillor is part of the corporate team;
- e) a Councillor can only act with the authority obtained from the Council exercising its decision-making powers at a Council meeting;
- f) the Council is custodian for community assets and the community has entrusted it to make decisions on its behalf; and
- g) a Councillor's primary role is to represent and translate the community's needs and aspirations into a strategy for the municipality which is articulated in the Council Plan.
- h) every Councillor will respect the right of every other Councillor to speak and represent their views on the needs of citizens;
- i) every Councillor will speak well of every other and Council in public;

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- j) every Councillor will demonstrate commitment to consult with other Councillors, within the decision making framework;
- k) every Councillor will respect the diverse needs, views and nature of the Cardinia community;
- l) every Councillor will support and have regard for the role of local government as an important level of government within Australia;
- m) every Councillor will commit to a consultative approach to solving problems, developing effective decisions and communicating outcomes that build teamwork and cooperation;
- n) every Councillor will demonstrate leadership by focusing on issues and refraining from personalising matters particularly in relation to making personal remarks regarding other Councillors; and
- o) every Councillor will respect every other Councillor's right to hold different views and engage in constructive debate on matters of difference, while being united in representing Council decisions.

2.6 Key governance responsibilities of the Council include:

- a) developing and adopting a Community Vision and Council Plan which set out the strategic objectives of the Council and strategies for achieving them over at least the next four years, a requirement under sections 88 and 90 of the Act;
- b) approving the annual Budget;
- c) developing and adopting policies covering key programs and services (including but not limited to home and community care, maternal and child health, waste management and planning);
- d) hosting and engaging in numerous community forums, activities and events; and
- e) making representations to the Federal and State Governments, Parliamentary inquiries, peak local government bodies and others in order to advocate for the interests of the Cardinia community.

2.7 Within this framework of strategic leadership, advocacy and representative government, sections 44 and 46 of the Act will, from 1 July 2021 onwards, provide for the establishment of the position and duties of the Chief Executive Officer who is to be responsible for:

- a) supporting the Mayor and the Councillors in the performance of their roles; and
- b) ensuring the effective and efficient management of the day to day operations of the Council.
- c) ensuring that the decisions of the Council are implemented without undue delay;
- d) ensuring that the Council receives timely and reliable advice about its obligations under this Act or any other Act;
- e) supporting the Mayor in the performance of the Mayor's role as Mayor;
- f) setting the agenda for Council meetings after consulting the Mayor;
- g) when requested by the Mayor, reporting to the Council in respect of the implementation of a Council decision;

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- h) carrying out the Council's responsibilities as a deemed employer with respect to Councillors, as deemed workers, which arise under or with respect to the *Workplace Injury Rehabilitation and Compensation Act 2013*.

2.8 Councillors govern, and managers manage, within a framework which is made up of:

- a) the Act and other statutory regulations and instruments;
- b) the Council's Local Laws;
- c) this Code of Conduct; and
- d) policies adopted by the Council.

2.9 The aim is for those who govern and those who manage to work together in order to produce the best outcomes for the community.

PART C – COUNCILLOR CONDUCT

3. STANDARDS OF CONDUCT

Section 139(3)(a) of the Act requires that the following prescribed standards of conduct (“the Standards of Conduct”) are included in the Code of Conduct:

3.1 Treatment of others

A Councillor must, in performing the role of a Councillor, treat other Councillors, members of Council staff, the municipal community and members of the public with dignity, fairness, objectivity, courtesy and respect, including by ensuring that the Councillor -

- a) takes positive action to eliminate discrimination, sexual harassment and victimisation in accordance with the *Equal Opportunity Act 2010*; and
- b) supports the Council in fulfilling its obligation to achieve and promote gender equality; and
- c) does not engage in abusive, obscene or threatening behaviour in their dealings with members of the public, Council staff and Councillors; and
- d) in considering the diversity of interests and needs of the municipal community, treats all persons with respect and has due regard for their opinions, beliefs, rights and responsibilities.

3.2 Performing the role of Councillor

A Councillor must, in performing the role of a Councillor, do everything reasonably necessary to ensure that the Councillor performs the role of a Councillor effectively and responsibly, including by ensuring that the Councillor

- a) undertakes any training or professional development activities the Council decides it is necessary for all Councillors to undertake in order to effectively perform the role of a Councillor; and
- b) diligently uses Council processes to become informed about matters which are subject to Council decisions; and
- c) is fit to conscientiously perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and

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- d) represents the interests of the municipal community in performing the role of a Councillor by considering and being responsive to the diversity of interests and needs of the municipal community

3.3 Compliance with good governance measures

A Councillor, in performing the role of a Councillor, to ensure the good governance of the Council, must diligently and properly comply with the following

- a) any policy, practice or protocol developed and implemented by the Chief Executive Officer in accordance with section 46 of the Act for managing interactions between members of Council staff and Councillors;
- b) the Council expenses policy adopted and maintained by the Council under section 41 of the Act;
- c) the Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act;
- d) any directions of the Minister issued under section 175 of the Act.

3.4 Councillor must not discredit or mislead Council or public

1. In performing the role of a Councillor, a Councillor must ensure that their behaviour does not bring discredit upon the Council.
2. In performing the role of a Councillor, a Councillor must not deliberately mislead the Council or the public about any matter related to the performance of their public duties.

3.5 Standards do not limit robust political debate

Nothing in these standards is intended to limit, restrict or detract from robust public debate in a democracy.

4. ADDITIONAL COUNCILLOR CONDUCT PRINCIPLES

4.1 Cardinia-Specific Councillor Conduct Principles

Central to the Standards of Conduct (see Section 3 above) are the concepts of:

- a) integrity;
- b) impartiality;
- c) honesty;
- d) respect for others;
- e) diligence;
- f) observance of legal obligations (including the obligations imposed under the *Equal Opportunity Act 2010* not to discriminate against or sexually harass another Councillor, and any relevant obligations under the *Occupational Health and Safety Act 2004* or other legislation prohibiting bullying); and
- g) leadership by example.

Councillors are, as part of meeting the standards inherent in these and as a means of ensuring that the conduct of Councillors is legal, ethical and appropriate at all times,

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prepared to commit to some additional (Cardinia-specific) Councillor Conduct Principles. These are:

- h) Objectivity;
- i) Transparency;
- j) Teamwork; and
- k) Ethical Decision-Making.

4.2 Objectivity

Councillors are accountable to the public for their decisions and actions. Decisions must be made solely on merit. This includes decisions about awarding contracts, planning applications, funding proposals and whether particular individuals should be recommended for rewards, recognition or benefits.

4.3 Transparency

Councillors have a duty to be as transparent as possible about their decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands.

4.4 Teamwork

- a) There are nine members of the Council. Councillors should contribute towards the Councillor group working its way towards a collective decision.
- b) Councillors' decisions are made in Council meetings. In discussions leading up to such decisions, in Assemblies of Councillors not open to the public, Councillors may explore a range of positions and express a range of views. Those views must not be reported outside those meetings. To do so would discourage full discussion of developing issues and the ability for Councillors to firm up their views as questions are answered and information provided. Councillors' accountability is for their vote and statements in support of their vote at the time that the matter is decided in the Council meeting.

4.5 Ethical Decision-Making

If Councillors are unsure about the ethical issues involving an action or decision, consideration should be given to the following:

- a) Is the decision or conduct lawful?
- b) Is the decision or conduct consistent with the Council's policies and objectives, and with this Code of Conduct?
- c) What will the outcome be for the community, the Council, a Councillor(s) and any other parties?
- d) Do these outcomes raise a conflict of interest or lead to private gain or loss at public expense?
- e) Can the decision or conduct be justified in terms of the public interest?

Should there be any uncertainty about the ethical nature of any action or decision, Councillors should seek advice from appropriate people which may include the Chief Executive Officer, the independent members of the Audit and Risk Committee, the Municipal Association of Victoria, the Victorian Local Governance Association or Local Government Victoria.

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5. MISUSE OF POSITION

- 5.1 Councillors must ensure that they understand all of their legal obligations but particularly their obligation set out in section 123 of the Act.**
- 5.2 Section 123 of the Act relates to misuse of position and makes it an offence for a Councillor to intentionally misuse their position to**
- a) gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or
 - b) cause, or attempt to cause, detriment to the Council or another person
- 5.3 For the purposes of Section 123 , circumstances involving the misuse of a position by a person who is, or has been, a Councillor or member of a delegated committee include**
- a) making improper use of information acquired as a result of the position the person held or holds; or
 - b) disclosing information that is confidential information; or
 - c) directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or
 - d) exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or
 - e) using public funds or resources in a manner that is improper or unauthorised; or
 - f) participating in a decision on a matter in which the person has a conflict of interest.

6. USE OF INFORMATION

- 6.1 Councillors acknowledge that information is provided and is available to enable them to adequately carry out their duties and functions and to enable informed decisions to be made. This means that there may be times when Councillors receive information that is sensitive, controversial or confidential or to which the *Privacy and Data Protection Act 2014* applies**
- 6.2 Councillors acknowledge that Section 125 of the Act makes it an offence to intentionally or recklessly disclose information that the Councillor knows, or should reasonably know, is confidential information**
- 6.3 In carrying out their role as Councillors, Councillors further acknowledge that:**
- a) they are aware of the restrictions in the Act on the use of information;
 - b) they are only entitled to access information which is relevant to a matter before the Council;
 - c) information that is confidential cannot be disclosed until it is no longer designated as confidential by the Council;
 - d) information must not be used to cause detriment to others; and
 - e) any policies that the Council has concerning the use of Council information will also be complied with

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7. CONFLICTS OF INTEREST, GIFTS AND HOSPITALITY

7.1 Councillors acknowledge that it is their responsibility to be aware of the provisions of the Act relating to conflicts of interest as detailed in Sections 126 to 131 of the Act and that the decision on whether a conflict of interest exists can only rest with the individual Councillor.

7.2 Councillors agree that they will avoid the potential for real or perceived conflicts of interest through the acceptance of gifts or hospitality if the acceptance could be perceived by a 'reasonable person', as intended to, or likely to, influence their fair, impartial, honest and efficient discharge of their duties as a Councillor. Councillors acknowledge that, from 1 July 2021 onwards, section 137 of the Act makes it an offence to accept an anonymous gift above the gift disclosure threshold (currently \$500)

The Act defines a gift as any disposition of property otherwise than by will made by a person to another person without consideration in money or money's worth or with inadequate consideration, including—

- a) the provision of a service (other than volunteer labour); and
- b) the payment of an amount in respect of a guarantee; and
- c) the making of a payment or contribution at a fundraising function;

7.3 For the purpose of this Code a gift does not include any gift that is offered but not accepted and any gift that has a retail value of \$25.00 or less.

Hospitality includes (but is not limited to) the provision or the promise of the provision of:

- a) free or heavily discounted entertainment and/or use of facilities – (including accommodation, travel and entry to sporting/cultural/entertainment events); or
- b) free or heavily discounted meals, drinks and the like.

In determining whether to accept a gift, consideration may be given to whether refusal of the gift could cause offence to the person offering the gift.

It is to be noted that reasonable hospitality provided to a Councillor at any function or event that is attended by the Councillor in an official capacity does not constitute a 'disclosable gift' for the purposes of section 128 of the Act.

Councillors agree to advise the Manager Governance of any gifts or hospitality for recording in the Gifts Register.

8. COUNCIL RESOURCES

8.1 Councillors agree that if, in any month, a mobile phone account for the cost of calls or data use exceeds \$150 then the Councillor concerned will be provided with a copy of

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the account whereupon they will highlight any personal calls and reimburse the Council for such personal calls.

- 8.2 Additional constraints on the use of the Council resources apply during the election period. These are set out in the Council's Election (Caretaker) Period Policy, which is incorporated into this Code by reference.**

9. RELATIONS WITH COUNCIL STAFF

9.1 Councillors acknowledge that:

- a) all staff members are accountable to the Chief Executive Officer. Councillors respect that the Chief Executive Officer is responsible for appointing, directing, managing and dismissing all Council staff and for all other issues that relate to Council staff;
- b) a professional and well-managed team of managers and staff is essential to the wellbeing of the community; and
- c) the Chief Executive Officer is under an obligation to provide timely advice to the Council and implement Council decisions without undue delay and that reports written by officers are based on their professional knowledge and skill. While Council may decide whether to accept the advice that is submitted, Councillors cannot direct officers to change the reports.

9.2 Where Councillors have concerns about the performance of any staff member or service unit, they acknowledge that such concerns should be directed to the Chief Executive Officer.

9.3 Councillors will, when interacting with Council staff, act:

- a) respectfully;
- b) with courtesy; and
- c) in a manner that is not (or not likely to be) intimidatory.

Specific protocols for Councillor and staff interaction are set out in a separate "Councillor / staff relationship" policy, which is incorporated into this Code by reference.

9.4 Councillors will observe Council processes and systems that are established from time to time for receiving and responding to requests for service.

Requests for service from Councillors will be given appropriate priority for action depending on the circumstances involved and specific nature of the request.

A Customer Request Management (CRM) module has been established for Councillors to register service requests directly into the system. The module will ensure requests are actioned in the order they are received and allow Councillors to track the status of their request at any time.

PART D – THE MAYOR

10. OFFICE OF MAYOR AND DEPUTY MAYOR

10.1 The governance of the Council is the responsibility of the Councillors collectively. The Mayor is “first-among-equals”. While the Mayor has only limited executive authority, Councillors acknowledge and respect that the Mayor has been elected by Councillors to:

- a) lead the Councillor group; and
- b) represent the Council.

Accordingly Councillors agree to co-operate with the Mayor of the day in the fulfilment of the Mayoral leadership role.

10.2 Under section 19 of the Act, the role of the Mayor is to:

- a) chair Council meetings; and
- b) be the principal spokesperson for the Council; and
- c) lead engagement with the municipal community on the development of the Council Plan; and
- d) report to the municipal community, at least once each year, on the implementation of the Council Plan; and
- e) promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct; and
- f) (assist Councillors to understand their role; and
- g) (take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and
- h) provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and
- i) perform civic and ceremonial duties on behalf of the Council.

10.3 In the Mayor’s role as Chairperson of meetings they will:

- a) retain control of the meeting at all times;
- b) be impartial;
- c) preserve order; and
- d) ensure that the business of the meeting is conducted in a proper and efficient manner, and in accordance with the Governance Rules and any applicable Local Law.
- e) direct a Councillor to leave a Council meeting if the behaviour of the Councillor is preventing the Council from conducting its business;

Councillors must respect the Chair at all times during a meeting and must observe any lawful direction given by the Mayor.

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10.4 Deputy Mayor

The role of the Deputy Mayor is to perform the role of the Mayor and they may exercise any of the powers of the Mayor if:

- a) the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or
- b) the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or
- c) the office of Mayor is vacant.

PART E – EXTERNAL COMMUNICATION

11. EXTERNAL COMMUNICATIONS

11.1 **Because the Mayor is the principal spokesperson of the Council, an individual Councillor must not, without the authority of Council or (where it is not practicable to seek the authority of the Council) the Mayor, purport to speak on behalf of the Council.**

As the Mayor is the designated spokesperson for the Council, Councillors must advise the Mayor (or delegate) or Chief Executive Officer (or delegate) if:

- a) they are approached to speak to the media;
- b) before they speak or intend to speak the media,

or as soon as practicably possible after they have spoken to the media.

11.2 **Although any Councillor is entitled to communicate his or her views to the media, constituents and others, they should not in doing so:**

- a) seek to actively undermine any decision or position already taken by the Council; or
- b) bring the Council into disrepute, or
- c) create a bias or perception of bias, or affect procedural fairness or natural justice, on a matter relating to an upcoming decision of council.

11.3 **As a representative of the community, Councillors need to accurately communicate the attitudes and decisions of the Council even when the Councillor as an individual disagrees with a majority decision of the Council.**

11.4 **In presenting views or information to the community, Councillors acknowledge that as a member of the Council they:**

- a) need to respect that decisions are made by the majority of the Council;
- b) understand that they are not prevented from commenting or providing information concerning matters affecting their ward, but that the Mayor is the principal spokesperson for the Council (other than on operational matters or matters of administration) and except where any other person has been specifically

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authorised by the Mayor, is the principal person who can provide information about a Council position or decision to the media and others;

- c) should exercise care in the way in which information is provided or the way in which comments are made so that the Council is not exposed to risk;
- d) should understand that there may be occasions when a matter is to be treated as confidential and information should not be released; and
- e) the principal objective is to achieve an outcome that presents the Council as effective and cohesive.

Councillors will try, as far as possible, to provide information about adopted policies, procedures and decisions of the Council that is accurate.

PART F – BREACHES AND RESOLVING DISPUTES

12. DISPUTE RESOLUTION

12.1 Externally-Generated Complaints

If a person other than a Councillor or the Chief Executive Officer complains that a Councillor has breached this Code of Conduct, the complaint will not be entertained.

Rather, that person will be advised by the Mayor that:

- a) this Code of Conduct is intended to be enforced internally; and
- b) the complaint should instead be directed to any appropriate external agency, such as the Independent Broad-based Anti-corruption Commission, Local Government Investigations and Compliance Inspectorate or Victorian Ombudsman.

12.2 Standards of Conduct

A Councillor or a group of Councillors may lodge a complaint with the Councillor Conduct Officer which alleges a Councillor has breached the Standards of Conduct.

Such a complaint must specify—

- a) the name of the Councillor alleged to have breached the Standards of Conduct;
- b) the Standard of Conduct that is alleged to have been breached; and
- c) the behaviour that is alleged to have resulted in the breach;

After receiving a complaint, the Councillor Conduct Officer must provide the complaint to the Principal Councillor Conduct Registrar.

An arbiter appointed to hear a complaint must:

- a) ensure that the parties to the complaint are given an opportunity to be heard;
- b) consider the evidence and information provided by the parties to the complaint;
- c) ensure that the rules of natural justice are observed and applied in hearing the complaint;

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- d) conduct the hearing of the complaint with as little formality and technicality as the proper consideration of the complaint permit;
- e) ensure that the process is not open to the public.

An arbiter appointed to hear a complaint:

- a) may hear the parties to the complaint in person or by written or electronic means; and
- b) is not bound by the rules of evidence and may inform itself in any manner it sees fit.

The arbiter may at any time close the complaint if the arbiter is of the view that:

- a) it is vexatious, misconceived, frivolous or lacking in substance; or
- b) the complainant has not responded, or has responded inadequately, to a request for further information.

A written copy of the decision and statement of reasons provided by the arbiter must include:

- a) the finding;
- b) a written statement of reasons supporting the finding; and
- c) any sanctions imposed.

12.3 Interpersonal and Other Differences

If there are interpersonal or other differences between two or more Councillors that:

- a) are not of a policy character;
- b) are impeding the effective governance of the Council; and
- c) do not involve a complaint that the Standards of Conduct have been breached,

the Mayor (or, if the Mayor is one of those Councillors, the Deputy Mayor or a Councillor elected by the Council for the purpose) will facilitate a meeting of those Councillors to see whether the differences can be resolved. If one or both Councillors do not participate in the meeting or the meeting is held but the differences remain, the Mayor (or, where relevant, Deputy Mayor or other Councillor elected for the purpose) may arrange for mediation.

12.4 Disputes between Councillors and staff

If the Chief Executive Officer becomes aware of a complaint by a staff member in respect of a Councillor the Chief Executive Officer must:

- a) immediately advise the Mayor about the complaint; and
- b) at the next meeting of the Council, advise the Council about the complaint when the meeting is closed to members of the public.

Where the Council deems that a breach of the Standards of Conduct may have occurred, the Mayor will progress the matter in accordance with the steps detailed in the Act.

PART G – MISCELLANEOUS

13. MISCELLANEOUS

13.1 **As part of their representative role, Councillors may represent the Council on external organisations. Some appointments are made annually by the Council. It is important that Councillors:**

- a) clearly understand the basis of their appointment;
- b) recognise the differences in their legal obligations as a delegate or member of the governing organ of the external organisation; and
- c) provide regular reports to the Council on the activities of the organisation that they have been appointed to.

13.2 **Once a Council decision is taken, a Councillor should accept the majority will and not seek to undermine or publicly criticise the decision.**

A Councillor must not exercise his or her right to lodge a notice revoking or altering a resolution of the Council unless, since that resolution was made, there has occurred an event or development which justifies reconsideration of the decision embodied in the resolution.

It remains open to a Councillor to foreshadow lodging a notice revoking or altering a resolution. This can be done during the meeting at which the resolution was made.

Ultimately the Councillor will need to lodge the notice themselves. This should be done as soon as is practicable after the resolution was made.



Model Councillor Code of Conduct

Record ID	DOCID-815006062-24
Policy owner	Governance, Safety and Property
Publication	External - RMC and website
Revision/version number	1.0

1 Policy alignment

Model Councillor Code of Conduct is prescribed to Council under Schedule 1 of the Local Government (Governance and Integrity) Amendment Regulations 2024 and Local Government Act 2020.

2 Purpose

This policy sets out the standards of conduct for all Councillors in accordance with the Local Government (Governance and Integrity) Amendment Regulations 2024 and Local Government Act 2020.

3 Scope

This policy applies to all Councillors

Nothing in the Model Councillor Code of Conduct is intended to limit, restrict or detract from robust public debate of issues in a democracy.

4 Policy description

4.1 Performing the role of a Councillor

A Councillor must do everything reasonably necessary to ensure that they perform the role of a Councillor effectively and responsibly, including by—

- a) representing the interests of the municipal community by considering and being responsive to the diversity of interests and needs of the municipal community; and
- b) being fit to perform the role of a Councillor when acting in that capacity or purporting to act in that capacity; and
- c) diligently using Council processes to become informed about matters which are subject to Council decisions; and
- d) not performing or purporting to perform any responsibilities or functions of the Chief Executive Officer; and
- e) acknowledging and supporting the Mayor in the performance of the role of the Mayor, including by—
 - i. respecting and complying with a ruling of the Mayor as the chair of Council meetings (unless dissenting from the ruling in accordance with the Council's Governance Rules); and

- ii. refraining from making public comment, including to the media, that could reasonably be perceived to be an official comment on behalf of the Council where the Councillor has not been authorised by the Mayor to make such a comment.

4.2 Behaviours

1. A Councillor must treat others, including other Councillors, members of Council staff and members of the public, with dignity, fairness, objectivity, courtesy and respect, including by—
 - a) not engaging in demeaning, abusive, obscene or threatening behaviour, including where the behaviour is of a sexual nature; and
 - b) not engaging in behaviour that intentionally causes or perpetuates stigma, stereotyping, prejudice or aggression against a person or class of persons; and
 - c) not engaging in discrimination or vilification; and
 - d) supporting the Council, when applying the Council's community engagement policy, to develop respectful relationships and partnerships with Traditional Owners, Aboriginal community controlled organisations and the Aboriginal community; and
 - e) supporting the Council in fulfilling its obligation under the Act or any other Act (including the **Gender Equality Act 2020**) to achieve and promote gender equality; and
 - f) ensuring their behaviours and interactions with children are in line with the Council's policies and procedures as a child safe organisation and obligations under the **Child Wellbeing and Safety Act 2005** to the extent that they apply to Councillors.
2. A Councillor, as an individual at the workplace, must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons by—
 - (a) adhering to applicable systems and policies put in place by the Chief Executive Officer to manage risks to health and safety in the workplace; and
 - (b) complying, so far as the Councillor is reasonably able, with any reasonable instruction that is given by the Chief Executive Officer to manage risks to health and safety.
3. A Councillor must act in accordance with any policies, practices and protocols developed and implemented under section 46 of the Act that support arrangements for interactions between members of Council staff and Councillors.

4.3 Good Governance

A Councillor must comply with the following Council policies and procedures required for delivering good governance for the benefit and wellbeing of the municipal community—

- (a) the Council's expenses policy adopted and maintained under section 41 of the Act;
- (b) the Council's Governance Rules developed, adopted and kept in force by the Council under section 60 of the Act, including in relation to—
 - (i) conduct in Council meetings or meetings of delegated committees; and
 - (ii) requesting and approval of attendance at Council meetings and meetings of delegated committees by electronic means of communication; and

- (iii) the Council's election period policy included in the Council's Governance Rules under section 69 of the Act, including in ensuring that Council resources are not used in a way that is intended to influence, or is likely to influence, voting at a general election or by-election;
- (c) the Council's Councillor gift policy adopted under section 138 of the Act;
- (d) any direction of the Minister given under section 175 of the Act.

4.4 Integrity

1. A Councillor must act with integrity, exercise reasonable care and diligence and take reasonable steps to avoid any action which may diminish the public's trust and confidence in the integrity of local government, including by—
 - (a) ensuring that their behaviour does not bring discredit upon the Council; and
 - b) not deliberately misleading the Council or the public about any matter related to the performance of their public duties; and
 - c) not making Council information publicly available where public availability of the information would be contrary to the public interest.

Note

See the public transparency principles set out in section 58 of the Act.

2. A Councillor must not, in their personal dealings with the Council (for example as a ratepayer, recipient of a Council service or planning applicant), expressly or impliedly request preferential treatment for themselves or a related person or entity.

5 Related documents

Type of document	Title and/or RMC link
Commonwealth/Victorian legislation	Local Government Act 2020 Local Government (Governance and Integrity) Amendment Regulations 2024
Procedures	Internal Resolutions Procedure for Councillors

6 Glossary of terms

Discrimination - means unfair or unfavourable treatment of a person on the grounds of an attribute specified in section 6 of the **Equal Opportunity Act 2010**.

7.4 Financial Reports

7.4.1 QUARTERLY FINANCIAL REPORT 2024/25 – Q2 DECEMBER 2024

Responsible GM:	Wayne Mack
Author:	Allison Southwell
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	5.1 We practise responsible leadership 5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.

Recommendation

That Council:

1. Receives and notes the quarterly financial report for the six months to 31 December 2024, for the purpose of Section 97 of the *Local Government Act 2020*.
2. Notes that the Chief Executive Officer, as required under Section 97(3) of the *Local Government Act 2020*, is of the opinion that a revised budget is not required.

Executive Summary

The attached quarterly finance report has been prepared as of 31 December 2024. The report includes financial year-to-date data up to quarter two of the 2024-25 financial year and is compared to the adopted budget for the full year to 30 June 2025.

Background

The quarterly financial update presents summary financial statements and a series of other progress reports on matters that will inform both Councillors and the community on the performance of Council for the six months ending 31 December 2024.

Comprehensive result (net surplus/deficit)

The year-to-date comprehensive result of a \$52.8m surplus is \$17.2m favourable to the adopted budget.

Revenue is currently tracking higher than budget, mainly due to:

- Timing of the Victorian Grants Commission payment to Council. The full 2024-25 amount was received in July 2024.
- This is being offset by lower receipts of monetary contributions, rates and charges, as well as a higher value of written down assets.

Expenses are lower than budget due to:

- Materials and services are showing a favourable variance due to the timing of expenditure in various areas.

The current full year forecasted result of \$77.0m is favourable to the adopted budget by \$1.7m, due to:

- Forecasted increase in capital grant revenue
- Higher than anticipated receipt of non-monetary contributions (gifted assets)
- Increase in other income due to interest from term deposits and receipt of claims relating to emergency events.

Adjusted underlying result

This is the net result exclusive of grants and contributions. It is an indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives.

The year-to-date result of \$10.1m surplus is \$15.3m favourable to the adopted budget. This is due to a combination of the timing of the Victorian Grants Commission payment and current underspend against budget of materials and services.

The full year forecast is currently showing a deficit of \$7.8m, which is \$3.5m unfavourable to the adopted budget deficit of \$4.2m. This is being impacted by changes in the phasing of the capital works program, along with the correct categorisation of infrastructure projects being constructed on Crown Land.

Balance sheet and cashflow statement

Cash and investment holdings are \$154.2m as of 31 December 2024, indicating a positive cash position. The balance sheet presents working capital of \$119.4m (total current assets of \$239.1m less total current liabilities of \$119.6m). The full year forecast working capital is expected to be positive, at \$130.2m, as at June 2025, reflecting Council's ability to meet its obligations as and when they fall due.

Capital program

Year to date capital expenditure of \$35.1m is 2.6% or \$944k lower than the year to date adopted budget (including carry forward). The full year forecast is expected to be \$5.6m lower than the full year adopted budget of \$82.3m (including carry forward).

Policy Implications

Nil

Financial and Resource Implications

The attached report outlines the financial performance and position of Council's activities for the 2024-25 financial year up to 31 December 2024. It includes analysis of the differences between the 2024-25 budget adopted in June 2024, as well as full year forecast performance.

Climate Emergency Consideration

Nil

Consultation/Communication

Finance Business Partners work together with Business Units Managers to inform year to date results and full year forecasts for operating and capital works budgets. Outcomes of these discussions provide input to the financial performance and capital works reports for further review with the relevant General Managers and governance working groups. These reports are subsequently presented to the Executive Leadership Team, the Audit and Risk Committee, and Council.

Conclusion

The reports provide a summary of the December 2024 financial position and procurement activity for Cardinia Shire Council.

Council is currently tracking ahead of the adopted budget after the first six months, with a full financial year forecast anticipated to be \$17.8m higher than adopted budget. These variances are largely due to higher income expectations, as well as slightly decreased operating expenses in relation material and services, depreciation and borrowing costs, as outlined in the attached report.

Attachments

1. Attachment 1 - Quarterly Finance Report - Q2 December 2024 [7.4.1.1 - 12 pages]
2. Attachment 2 - Appendix 1 Capital Projects - Q2 December 2024 [7.4.1.2 - 31 pages]

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Financial Performance Report

**1 July 2024
to
31 December 2024**

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Results at a glance

Council remains in a stable financial position for the financial year ending 31 December 2024. Accurate forecasting across the organisation continues to be monitored to ensure the year-end result accurately represents the anticipated full-year position.

Profit and loss

Note	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	FULL YEAR FORECAST \$'000	FULL YEAR BUDGET \$'000	FULL YEAR VARIANCE \$'000
Revenue	132,995	118,725	14,270	252,663	243,167	9,496
Expenses	80,171	83,153	2,982	175,625	167,824	(7,801)
Comprehensive result	52,824	35,572	17,252	77,038	75,343	1,695
Adjusted underlying result	10,088	(5,242)	15,330	(7,801)	(4,256)	(3,545)

Balance sheet

Note	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	FULL YEAR FORECAST \$'000	FULL YEAR BUDGET \$'000	FULL YEAR VARIANCE \$'000
Total assets	3,380,544			3,361,762	2,773,128	588,634
Total liabilities	135,339			63,479	116,504	53,025
Net worth	3,245,206			3,298,283	2,656,624	641,659
Net position	152,003			143,282	90,282	53,000

Cash position

Note	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	FULL YEAR FORECAST \$'000	FULL YEAR BUDGET \$'000	FULL YEAR VARIANCE \$'000
Receipts	143,559	118,829	24,731	235,412	237,657	(2,245)
Payments	124,754	120,905	(3,850)	224,319	241,809	17,490
Net increase/(decrease) in cash held	18,805	(2,076)	20,881	110,093	(4,152)	15,245
Other financial assets	105,500	105,500	-	102,999	123,018	(20,019)
Cash at beginning	29,926	27,241	2,685	29,926	27,241	2,685
Underlying cash balance	154,231	130,665	23,566	144,018	146,107	(2,089)
Restricted cash	110,317	31,549	78,768	108,235	63,097	45,138
Net cash available	43,915	99,116	(55,202)	35,783	83,010	(47,227)

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Capital works

Note	YTD ACTUAL \$'000	YTD BUDGET \$'000	YTD VARIANCE \$'000	FULL YEAR FORECAST \$'000	FULL YEAR BUDGET \$'000	FULL YEAR VARIANCE \$'000	
Capital works delivery	5	35,133	36,077	944	76,725	82,337	5,612

Notes

1	Comprehensive result	<p>The comprehensive result is the net result of all income and expenses. The comprehensive result as of 31 December 2024 shows a \$52.8m surplus, \$17.3m higher than the YTD budget. The full-year comprehensive result is forecasted to be \$1.7m higher than the full-year budget of \$75.3m.</p> <p>This favourable full-year variance is driven by higher forecasted revenue from capital grants, non-monetary contributions from State projects, and increased income from interest on term deposits and emergency event claims.</p> <p>However, this favourable position is partially offset by reduced revenue from the timing of processing supplementary waste charges, a net gain on asset disposal offset by infrastructure asset write-offs, and increased expenses due to lower salary capitalisation forecasts and the reclassification of Crown Land expenses from capital work in progress to operating expenses.</p> <p>Please refer to the Variances and Insights section below for further information.</p>
2	Adjusted underlying result	<p>This is the comprehensive result exclusive of capital grants and contributions.</p> <p>The full-year operating result shows a \$7.8m deficit, forecasted to be \$3.5m higher than budget by June 2025.</p> <p>This deficit is driven by changes in the phasing of the capital works program resulting in lower staff capitalisation, and increased material and service costs due to the reclassification of Crown Land expenses from capital work in progress to operating expenses.</p> <p>Additionally, this forecasted position highlights the significant impact of non-monetary contributions and capital grants, which are excluded from the underlying deficit.</p> <p>Please refer to the Variances and Insights section below for further information.</p>
3	Net position	<p>Net position is the sum of interest-bearing liabilities less the sum of selected financial assets (bank balance and term deposits). A positive number indicates a higher cash balance than borrowing commitments.</p> <p>The full-year net position is \$152m. This figure is expected to fluctuate throughout the year as the forecast is updated and budgeted loans are potentially drawn down to support capital works delivery.</p>

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4	Net cash available	<p>Cash receipts for operating activities and sales of non-financial assets.</p> <p>Net cash available on 31 December 2024 was \$44m, the total of underlying cash (\$154m) less restricted cash (\$110m).</p> <p>The full-year forecast is projected to be \$35.8m, which is less than budgeted figures. This is being driven mainly by unanticipated reduction in developer contribution receipts.</p>
5	Capital works delivery	<p>Year-to-date capital expenditure of \$35.1m is just \$1m below the year-to-date adopted budget (including carry forward) of \$36m.</p> <p>The full-year forecast is expected to be \$5.6m lower than the full-year adopted budget of \$82.3m (including carry forward).</p> <p>Estimated capital works of \$5m expected to be carried forward to the 2025/26 financial year for delivery, mainly contributed by Cardinia Youth Hub \$4m and Garfield North Cannibal Creek Community Hub \$700k.</p>

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Performance indicators

**VAGO Financial Sustainability Indicators
For the Period Ended 31 December 2024**

	Actual YTD 2024-25	Budget 2024-25	Forecast 2024-25	Scale
Net result (%) <i>Measures the size of the operating result</i>	39.72%	30.98%	30.49%	<-10% -10%-0% >0%
Adjusted underlying result (%) <i>Removes non-recurrent items to measure pure operating result</i>	11.09%	-4.26%	-6.38%	<0 0%-5% >5%
Liquidity (Working Capital ratio) <i>Measures ability to pay existing liabilities in the next 12mths</i>	1.88	2.05	3.18	<0.75 0.75-1.0 >1
Internal financing (%) <i>Measures ability to finance capex cash outflow through operating cashflow</i>	203%	89%	182%	<75% 75%-100% >100%
Indebtedness (%) <i>Measures ability to cover non-current liabilities through own revenue</i>	11.32%	39.80%	4.91%	>60% 40%-60% <40%
Capital replacement (ratio) <i>Measures if rate of infrastructure investment exceeds dep'n, excl carryovers</i>	2.90	3.81	1.51	<1 1-1.5 >1.5
Renewal gap (ratio) <i>Measures if Council is maintaining its existing assets, excl carryovers</i>	1.47	2.32	2.12	<0.5 0.5-1.0 >1.0

Legend - trend

- Improvement
- Deterioration

* Definitions and risk assessment criteria are available from the [VAGO website](#)

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Financial performance for the period ending 31 December 2024

Comprehensive Income Statement

	Year To Date				Full Year			
	Actual	Budget	Variance		Forecast	Budget	Variance	
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	%
Income								
Rates and charges	62,042	63,056	(1,014)	(1.6%)	123,959	126,112	(2,153)	(1.7%)
Statutory fees and fines	4,118	3,142	976	31.1%	7,259	6,611	648	9.8%
User fees	1,487	1,369	118	8.6%	3,010	2,779	231	8.3%
Grants - operating	17,067	6,280	10,787	171.8%	20,676	19,939	737	3.7%
Grants - capital	6,185	9,920	(3,735)	(37.7%)	20,169	17,809	2,360	13.3%
Contributions - monetary	9,691	11,325	(1,634)	(14.4%)	20,793	22,650	(1,857)	(8.2%)
Contributions - non-monetary	26,945	19,661	7,284	37.0%	46,606	39,323	7,283	18.5%
Net gain on disposal of PIPE	0	250	(250)	(100.0%)	0	500	(500)	(100.0%)
Other income	5,460	3,722	1,738	46.7%	10,191	7,444	2,747	36.9%
Total income	132,995	118,725	14,270	12.0%	252,663	243,167	9,496	3.9%
Expenses								
Employee costs	28,298	27,663	(635)	(2.3%)	57,613	56,461	(1,152)	(2.0%)
Materials and services	33,788	37,752	3,964	10.5%	83,347	75,447	(7,900)	(10.5%)
Depreciation	14,289	14,916	627	4.2%	28,412	29,832	1,420	4.8%
Amortisation - intangible assets	83	78	(5)	(6.4%)	160	155	(5)	(3.2%)
Amortisation - right of use assets	220	464	244	52.6%	574	928	354	38.1%
Bad and doubtful debts	99	110	11	10.0%	217	220	3	1.4%
Borrowing costs	278	985	707	71.8%	676	1,969	1,293	65.7%
Finance costs - leases	37	101	64	63.4%	119	202	83	41.1%
Other expenses	689	1,084	395	36.4%	2,438	2,610	172	6.6%
Net loss on disposal of PIPE	2,390	0	(2,390)	100.0%	2,069	0	(2,069)	100.0%
Total expenses	80,171	83,153	2,982	3.6%	175,625	167,824	(7,801)	(4.6%)
Surplus/(deficit)	52,824	35,572	17,252	48.5%	77,038	75,343	1,695	2.2%
less: Capital income and other abnormals	(42,736)	(40,814)	(1,922)	4.7%	(84,839)	(79,599)	(5,240)	6.6%
add back: Recurrent capital grants	0	0	0	100.0%	0	0	0	100.0%
Adjusted underlying surplus/(deficit)	10,088	(5,242)	15,330	292.4%	(7,801)	(4,256)	(3,545)	(83.3%)

Variations and insights

The comprehensive year-to-date result as of 31 December 2024 is a surplus of \$52.8m. This surplus is forecasted to be \$77m by June 2025 against the full-year budget of \$75.3m, which is \$1.7m favourable to the budget.

Due to timing variances, commentary on key movements between budget and actual will be based on full-year projections.

Category	Full year forecast vs adopted budget	Explanation
Rates and Charges	Unfavourable \$2.2m	This is due to the timing of processing supplementary waste charge adjustments, which are currently not in line with budget expectations.
Grants - capital	Favourable \$2.3m	Capital grants are forecasted to increase by \$2.3m, progressing delivery GAIC-funded projects that were not included in the FY 2024/25 budget.
Monetary contributions from Developers	Unfavourable \$1.9m	The full-year forecast is anticipated to be \$1.9m lower than budget due to slower development activity, which is being influenced by external factors such as higher interest rates and delays in the construction industry. This forecast will be monitored and adjusted as activity becomes clearer throughout the year.

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Category	Full year forecast vs adopted budget	Explanation
Non-monetary contributions	Favourable \$7.3m	<p>The full-year forecast is anticipated to be \$7.3 million greater than budget due to assets handed over to the Council from State Government projects, including \$1.5 million from Level Crossing Removal (LXRP) projects and \$10.4 million from the Healesville-Koo Wee Rup Road Upgrade. This increase is partially offset by decreased donated assets from DCP projects due to slower development activities.</p> <p>This forecast will be monitored and adjusted as activity becomes clearer throughout the year.</p>
Employee costs	Unfavourable 1.1m	<p>The full-year forecast is expected to be \$1.1 million over budget due to the revised phasing of the capital works program and the corresponding reduced capitalisation of project management salaries. This results in the higher expense recognised for employee costs.</p> <p>This will continue to be monitored throughout the year.</p>
Materials and services	Unfavourable \$7.9m	<p>The full-year forecast is expected to be \$7.9 million higher than budget, primarily due to the reclassification of \$8.6 million in Crown Land expenses from capital work in progress to operating expenses. However, this increase is partially offset by \$1.2 million in savings on materials and services.</p>
Depreciation	Favourable \$1.4m	<p>The forecast is lower by \$1.4m due to a review of the useful lives of building assets and the carryover of unfinished capital works.</p>
Amortisation of Right of Use Assets	Favourable \$354k	<p>The forecast is lower by \$354k due to the discontinuation of the open space maintenance contract, which included assets originally budgeted to be amortised over four more years.</p>
Borrowing Expenses	Favourable \$1.3m	<p>The forecast is lower due to the early repayment of loan facilities and budgeted loans have not yet been drawn to support capital delivery.</p>
Net gain/loss on disposal of PIPE	Unfavourable \$2m	<p>The forecast for proceeds from the plant sale has been offset by an anticipated \$2.4 million write-off of infrastructure assets (mainly road and drainage) for new or renewed assets from LXRP projects, Healesville-Koo Wee Rup Road Upgrade, and DCP projects.</p>

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Balance Sheet

	Actual 30 Jun 2024 \$'000	YTD Actual \$'000	YTD Movement \$'000	Full Year Forecast \$'000	Full Year Budget \$'000	Full Year Variance \$'000
Current assets						
Cash and cash equivalents	146,926	154,233	7,307	144,018	146,107	(2,089)
Inventories	0	0	0	0	11	(11)
Non-current assets held for sale	0	0	0	0	(8)	8
Other assets	7,141	3,137	(4,004)	4,928	4,847	81
Trade and other receivables (current)	29,187	81,719	52,532	30,258	17,785	12,473
Total Current assets	183,254	239,089	55,835	179,204	168,742	10,462
Non-current assets						
Intangible assets	1,178	1,109	(69)	1,480	1,723	(243)
Property, infrastructure, plant & equipment	3,087,667	3,136,568	48,901	3,177,580	2,598,444	579,136
Right of use assets	2,467	2,247	(220)	2,247	2,784	(537)
Trade and other receivables (non-current)	2,200	1,531	(669)	1,251	1,435	(184)
Total Non-current assets	3,093,512	3,141,455	47,943	3,182,558	2,604,386	578,172
Current liabilities						
Interest-bearing liabilities (current)	2,548	1,064	1,484	725	4,988	4,263
Lease liabilities (current)	429	218	211	211	1,100	889
Provisions (current)	10,525	10,911	(386)	9,922	12,295	2,373
Trade and other payables (current)	14,791	5,669	9,122	2,842	11,608	8,766
Trust funds and deposits	13,024	15,513	(2,489)	13,381	10,398	(2,983)
Unearned income	24,596	93,685	(69,089)	29,312	13,266	(16,046)
Total Current liabilities	65,913	127,060	(61,147)	56,393	53,655	(2,738)
Non-current liabilities						
Interest-bearing liabilities (non-current)	9,142	1,166	7,976	11	50,837	50,826
Lease liabilities (non-current)	2,180	2,180	0	2,180	2,372	192
Provisions (non-current)	1,304	1,365	(61)	1,327	9,640	8,313
Trade and other payables (non-current)	5,842	3,568	2,274	3,568	0	(3,568)
Total Non-current liabilities	18,468	8,279	10,189	7,086	62,849	55,763
NET ASSETS	3,192,385	3,245,206	52,821	3,298,283	2,656,623	535,609
Equity						
Accumulated surplus	1,390,596	1,431,515	40,919	1,472,689	1,438,448	34,241
Reserves	1,801,789	1,813,691	11,902	1,825,594	1,218,175	607,419
TOTAL EQUITY	3,192,385	3,245,206	52,821	3,298,283	2,656,623	641,660

Assets

The year-to-date increase in current assets of \$55.8m is mainly due to the raising of rate debtors (\$115.9m) in August 2024 for the 2024-25 financial year. This balance will be reduced during the financial year as instalment dates fall due and rates and charges payments are received.

The year-to-date increase of \$47.9m in non-current assets is due to the delivery of capital works on council-owned assets and the recognition of developer-contributed infrastructure assets as of 31 December 2024.

Liabilities

The year-to-date increase of \$61m in current liabilities is mainly due to rates and charges raised in August 2024 for the financial year 2024-25, and unearned capital grant which are being recognised as income progressively across each month.

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Cash flow statement

	30-Jun-24	YTD	YTD	YTD	Full Year	Full Year	Full Year
	Actual	Actual	Budget	Variance	Forecast	Budget	Variance
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Cash flows from operating activities							
Rates and Charges	114,659	65,646	62,804	2,843	120,305	125,607	(5,302)
Statutory Fees and Fines	7,573	4,411	3,622	790	7,789	7,243	546
User Fees	3,107	1,636	1,523	114	3,311	3,045	266
Grants - operating	5,371	17,832	9,930	7,903	21,652	19,859	1,793
Grants - capital	12,643	13,291	8,869	4,422	16,816	17,738	(922)
Contributions	31,197	12,210	11,325	885	23,702	22,650	1,052
Interest received	7,519	2,102	0	2,102	6,012	0	6,012
Trust funds and deposits taken / (repaid)	273	1,354	0	1,354	1,479	0	1,479
Other Receipts	6,661	6,340	5,161	1,180	7,430	10,321	(2,891)
GST received (net)	13,626	7,178	5,322	1,856	12,503	10,644	1,859
Total receipts from operating activities	202,629	132,000	108,554	23,447	220,999	217,107	3,892
Payments							
Employee costs	(53,126)	(27,735)	(28,438)	703	(64,964)	(56,876)	(8,088)
Materials and Services	(71,119)	(47,308)	(42,631)	(4,678)	(103,680)	(85,261)	(18,419)
Short-term, low value and variable lease payments	(415)	(176)	(1,475)	1,299	(353)	(2,950)	2,597
Trust funds and deposits taken/(paid)	0	0	0	0	0	0	0
Total payments from operating activities	(124,660)	(75,219)	(72,544)	(2,676)	(168,997)	(145,087)	(23,910)
Net cash provided by operating activities	77,969	56,781	36,010	20,771	52,002	72,020	(20,018)
Cash flows from investing activities							
Payments for property, plant and equipment	(92,088)	(39,547)	(45,071)	5,524	(42,925)	(90,141)	47,216
Proceeds from sales of assets	1,597	59	275	(216)	413	550	(137)
Net Payments (to)/from investments	21,000	11,500	0	11,500	14,000	0	14,000
Net cash used in investing activities	(69,491)	(27,988)	(44,796)	16,808	(28,512)	(89,591)	61,079
Cash flows from financing activities							
Finance costs	(1,142)	(278)	(985)	707	(676)	(1,969)	1,293
Proceeds from borrowings	0	0	10,000	(10,000)	0	20,000	(20,000)
Repayment of borrowings	(1,998)	(9,655)	(1,682)	(7,974)	(10,755)	(3,363)	(7,392)
Interest paid - lease liability	(104)	(37)	(101)	64	(119)	(202)	83
Repayment of lease liabilities	(1,090)	(18)	(524)	506	(847)	(1,047)	200
Net cash provided/(used) by financing	(4,334)	(9,988)	6,710	(16,698)	(12,397)	13,419	(25,816)
Increase/(reduction) in cash held	4,143	18,805	(2,076)	20,881	11,093	(4,152)	15,245
Cash at beginning	25,784	29,926	27,241	2,685	29,926	27,241	2,685
Cash at end	29,926	48,731	25,166	23,566	41,019	23,089	17,930
Other financial assets	117,000	105,500	105,500	0	102,999	123,018	(20,019)
Cash and other financial assets at year end	146,926	154,231	130,666	23,566	144,018	146,107	(2,089)

Cash flow is monitored to enable completion of scheduled works and meet recurrent obligations, as well as ensuring surplus funds are invested to generate maximum interest revenue.

Cash at bank for the period ending 31 December 2024 is \$154.2m with a net inflow of \$18.8m against a budgeted net cash reduction of \$2m at December 2024.

The increased cash flow of \$20.8m is due to better collection efforts of outstanding rates and charges, timing of the Financial Assistance Grants payments, and a \$10.4m receipt in advance of GAIC (Growth Area Infrastructure Contribution) funding.

Matured term deposits of \$11.5m have been used to repay the loan balance of \$9.6m. The forecast closing cash balance for the full year is expected to be \$144m.

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Statement of capital works

	Year To Date			Full Year		
	Actual \$'000	Budget \$'000	Variance \$'000	Forecast \$'000	Budget \$'000	Variance \$'000
Property						
Buildings	8,288	12,818	4,530	15,384	21,922	6,538
Land	4,099	3,405	(694)	5,162	4,299	(863)
Total Property	12,387	16,223	3,836	20,546	26,221	5,675
Plant and equipment						
Computers & telecomms	(6)	114	120	941	459	(482)
Fixture, fittings & furniture	25	64	39	147	366	219
Plant & machinery	948	969	21	2,840	2,317	(523)
Total Plant and equipment	967	1,147	180	3,928	3,142	(786)
Bridges	457	464	7	1,644	1,248	(396)
Drainage	66	653	587	992	1,471	479
Footpaths	1,810	585	(1,225)	2,673	1,474	(1,199)
Off Street Car Parks	717	15	(702)	1,285	659	(626)
Other infrastructure	0	385	385	451	10,774	10,323
Parks and open space	4,779	1,036	(3,743)	7,752	6,706	(1,046)
Recreational	1,897	4,611	2,714	3,437	1,939	(1,498)
Roads	12,040	10,728	(1,312)	33,633	28,703	(4,930)
Total Infrastructure	21,766	18,477	(3,289)	51,867	52,974	1,107
Software	14	230	216	385	0	(385)
Total Intangibles	14	230	216	385	0	(385)
Total Capital Works Expenditure (Excl Op. Init)	35,133	36,077	944	76,725	82,337	5,612

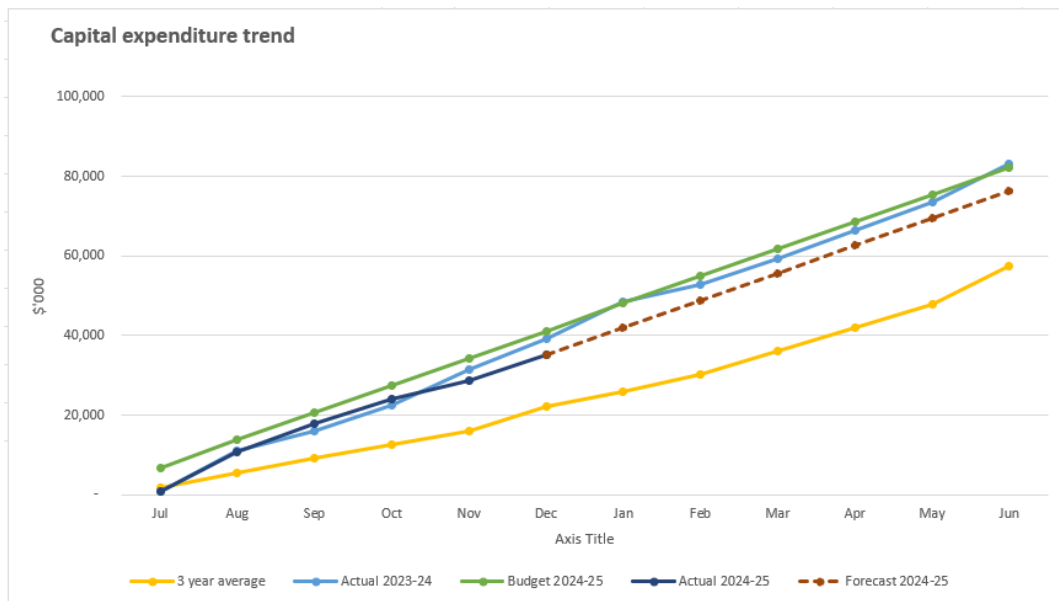
Capital works delivery to 31 December 2024 is \$35.1m, which is \$1m lower than the adopted budget (including carry forward) of \$36.0m.

The full-year forecast is expected to be \$5.6m lower than the full-year adopted budget of \$82.3m (including carry-forward).

Estimated capital works of \$5m is expected to be carried forward to the 2025/26 financial year for delivery, due to delayed delivery of the Cardinia Youth Hub \$4m and Garfield North Cannibal Creek Community Hub \$700k.

The graph below shows the year-to-date and forecast Capital Works expenditures for 2024/25 compared to last year and a 3-year average.

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Further details on specific projects are included in the attached appendix.

Capital project variations

No variations are expected as of 31 December 2024.

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
Infrastructure - Bridges						
2223-000117 - Simpson Road, Road Vervale Bridge	0.00	814,055.00	806,296.00	0.00	7,759.00	
2425-001387 - Alma Treloar Dog Park	0.00	300,000.00	309,580.00	0.00	(9,580.00)	
2223-000267 - Construction of Gembrook Road Boardwalk	0.00	156,750.00	159,243.00	0.00	(2,493.00)	
2223-000269 - Beaconsfield Wetlands Boardwalk Replacem	0.00	156,750.00	154,904.00	0.00	1,846.00	
2324-000820 - Lakeside seawall stabilization	0.00	91,954.00	93,366.00	0.00	(1,412.00)	
2223-000275 - Cardinia Creek Pedestrian Bridge Design	0.00	24,558.00	13,160.00	0.00	11,398.00	
2223-000268 - 23/24 Bridge Renewal Program old parent	0.00	18,615.00	88,670.00	0.00	(70,055.00)	
2324-000818 - Cardinia Timber Bridge Iv 3 assessments	0.00	8,439.00	8,439.00	0.00	0.00	
2425-001604 - Swamp Tower Koo Wee Rup	0.00	8,300.00	10,088.00	0.00	(1,788.00)	
Group total	0.00	1,579,421.00	1,643,746.00	0.00	(64,325.00)	
Infrastructure - Drainage						
2425-001382 - WSUD sediment removal - 24/25	0.00	272,589.00	274,824.00	0.00	(2,235.00)	
2425-001381 - Nobellius Heritage Park	0.00	161,607.00	166,139.00	0.00	(4,532.00)	
2425-001652 - Ambrose St, Emerald - Drainage	0.00	150,000.00	150,000.00	0.00	0.00	
2425-001073 - Drainage Renewal and Upgrade Program	0.00	122,903.00	1,203.00	0.00	121,700.00	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001386 - Tynong Road (south of Quarry Rd)	0.00	91,170.00	82,000.00	0.00	9,170.00	
2324-000815 - Browns Road Bridge Guardrail	0.00	88,670.00	0.00	0.00	88,670.00	
2425-001383 - Henry Lawson	0.00	60,704.00	64,688.00	0.00	(3,984.00)	
2425-001559 - Mary St, Bunyip - Drainage	0.00	60,000.00	55,000.00	0.00	5,000.00	
2425-001385 - Macclesfield Road	0.00	35,000.00	35,000.00	0.00	0.00	
2425-001130 - WSUD Assets Renewal Program	0.00	34,645.00	35,168.00	0.00	(523.00)	
2223-000263 - WSUD Assets Renewal Program 2324FY	0.00	34,255.00	36,572.00	0.00	(2,317.00)	
2425-001557 - Charles St, Pakenham - Drainage	0.00	20,000.00	10,000.00	0.00	10,000.00	
2425-001558 - Clearview Court, Garfield - Drainage	0.00	20,000.00	10,000.00	0.00	10,000.00	
2425-001561 - Whiteside Pit (Oakrind Rise) - Upgrade	0.00	20,000.00	21,499.00	0.00	(1,499.00)	
2425-001597 - Drainage Renewal- Beswick St Garfield	0.00	19,251.00	17,500.00	0.00	1,751.00	
2425-001596 - Ron Andrews wetland	0.00	13,200.00	16,289.00	0.00	(3,089.00)	
2425-001560 - Hawk Avenue, Pakenham - Drainage	0.00	10,000.00	10,000.00	0.00	0.00	
2223-000312 - Drainage Renewal Program (old parent)	0.00	6,006.00	6,006.00	0.00	0.00	
Group total	0.00	1,220,000.00	991,888.00	0.00	228,112.00	
Infrastructure - Footpaths						

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001607 - Embankment widening works - Brunt Rd	0.00	1,100,000.00	1,100,000.00	0.00	0.00	
2425-001295 - Sealed Pathway Renewal Program	0.00	1,016,000.00	27,420.00	0.00	988,580.00	
2425-001356 - Ped crossing - village way pakenham	0.00	300,000.00	307,661.00	0.00	(7,661.00)	
2425-001568 - Officer Sth Rd Shared use path	0.00	264,000.00	263,465.00	0.00	535.00	
2425-001384 - Beaconsfield Station	0.00	172,000.00	0.00	172,000.00	0.00	
2425-001297 - Gravel pathway resheeting Program	0.00	53,000.00	64,700.00	0.00	(11,700.00)	
2425-001567 - Gilbert Reserve Shared Use path	0.00	47,000.00	47,526.00	0.00	(526.00)	
2425-001637 - Cockatoo Equestrian Centre trail	0.00	22,000.00	15,800.00	0.00	6,200.00	
2425-001636 - Rangers Trail - Avonsleigh - Gravel path	0.00	20,000.00	14,500.00	0.00	5,500.00	
2223-000383 - EDRT - Menzies creek	0.00	10,757.00	0.00	0.00	10,757.00	
2324-000735 - Kilvington Pedestrian Crossing	0.00	0.00	11,819.00	0.00	(11,819.00)	
2425-001576 - Footpath Renewal Program 2024-25	0.00	0.00	819,927.00	0.00	(819,927.00)	
Group total	0.00	3,004,757.00	2,672,818.00	172,000.00	159,939.00	
Infrastructure - Off Street Car parks						
2324-000513 - Oxford St, Lang Lang	493,471.00	553,880.00	523,951.00	0.00	29,929.00	
2324-000853 - IYU Temporary Facilities	477,800.00	544,139.00	544,149.00	0.00	(10.00)	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2223-000271 - Alma Treloar Car Park Sealing	204,417.00	204,417.00	216,842.00	0.00	(12,425.00)	
Group total	1,175,688.00	1,302,436.00	1,284,942.00	0.00	17,494.00	
Infrastructure - Other infrastructure						
2425-001395 - Capital Advancement Fund	0.00	451,700.00	0.00	0.00	451,700.00	
2425-001376 - Remediation works - 24/25	0.00	311,000.00	311,000.00	0.00	0.00	
2425-001707 - Lang Lang public art project	0.00	140,000.00	0.00	0.00	140,000.00	
2223-000339 - Public Art Program	90,000.00	0.00	140,000.00	0.00	(140,000.00)	
Group total	90,000.00	902,700.00	451,000.00	0.00	451,700.00	
Infrastructure - Parks & open space						
2223-000377 - Officer District Park MP implement Civil	2,959,400.00	4,583,519.00	4,615,526.00	0.00	(32,007.00)	
2223-000237 - Garfield Nth Cannibal Creek Comm Hub	2,027,992.00	2,027,992.00	1,327,064.00	700,928.00	0.00	
2324-000822 - Jim Parkes Playground	288,510.00	358,510.00	362,904.00	0.00	(4,394.00)	
2324-000462 - Alma Treloar Amphitheatre & stage	0.00	326,035.00	329,801.00	0.00	(3,766.00)	
2324-000551 - O'Neil Road Reserve Car Park	0.00	320,000.00	301,100.00	0.00	18,900.00	
2324-000519 - WB Ronald Reserve playground renewal	0.00	267,000.00	267,000.00	0.00	0.00	
2425-001368 - Renewal - Greenland Ct Reserve	0.00	150,000.00	161,642.00	0.00	(11,642.00)	
2324-000842 - Blessing Rise – 180 Pakenham road	0.00	127,000.00	0.00	0.00	127,000.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001329 - Landscape renewal program	0.00	83,000.00	80,172.00	0.00	2,828.00	
2425-001331 - Shade tree program	0.00	71,000.00	71,000.00	0.00	0.00	
2223-000416 - Tree planting program	0.00	55,000.00	55,000.00	0.00	0.00	
2324-000517 - Puffing Billy Place Reserve Masterplan	0.00	50,683.00	35,683.00	15,000.00	0.00	
2425-001580 - Pepi's land - Wetland restoration	0.00	50,000.00	51,000.00	0.00	(1,000.00)	
2425-001367 - Renewal - Toomuc Rec Reserve	0.00	25,000.00	25,000.00	0.00	0.00	
2425-001370 - Lauriston Estate Park playspace renewal	0.00	20,000.00	35,000.00	0.00	(15,000.00)	
2425-001581 - Weed Control	0.00	15,000.00	15,000.00	0.00	0.00	
2425-001332 - Significant Reserve Program	0.00	13,000.00	15,145.00	0.00	(2,145.00)	
2425-001340 - Backboard replacement - Lillipond	0.00	3,000.00	223.00	0.00	2,777.00	
2425-001341 - Backboard replacement - De Soro - KWR	0.00	3,000.00	223.00	0.00	2,777.00	
2425-001342 - Backboard replacement - Atkins	0.00	3,000.00	223.00	0.00	2,777.00	
2425-001343 - Backboard replacement - O'Neil Rd	0.00	3,000.00	223.00	0.00	2,777.00	
2223-000381 - PB Ronald Reserve - Masterplan	0.00	0.00	6,705.00	0.00	(6,705.00)	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
Group total	—	5,275,902.00	8,554,739.00	7,755,634.00	715,928.00	83,177.00
Infrastructure - Recreational						
2223-000234 - Cora Lynn Reserve Pavilion	400,000.00	4,019,000.00	3,973,400.00	0.00	45,600.00	
2223-000387 - Worrell Reserve skate park	1,178,046.00	1,178,046.00	1,223,943.00	0.00	(45,897.00)	
2425-001278 - Emerald Lake Park	439,000.00	439,000.00	235,000.00	0.00	204,000.00	
2425-001380 - Pakenham Outdoor Pools Repair/Refurb	0.00	416,972.00	304,984.00	114,257.00	(2,269.00)	
2425-001284 - Rec Reserve lighting and power upgrade	327,797.00	327,797.00	22,475.00	0.00	305,322.00	
2425-001373 - Upper Beaconsfield Rec Res - Lighting Up	300,000.00	300,000.00	255,450.00	0.00	44,550.00	
2425-001555 - Toomuc Reserve Lighting upgrade	300,000.00	300,000.00	52,128.00	0.00	247,872.00	
2324-000541 - Beaconsfield Oval Lighting Upgrade	0.00	255,132.00	235,117.00	1.00	20,014.00	
2425-001354 - Chandler Recreation Reserve	0.00	238,000.00	249,170.00	0.00	(11,170.00)	
2425-001556 - Dick Jones Park Lighting upgrade	150,000.00	150,000.00	110,740.00	0.00	39,260.00	
2425-001287 - Swimming Facilities Renewal Program	0.00	127,029.00	38,036.00	0.00	88,993.00	
2425-001375 - Holm Park Rec Res Oval 2	0.00	121,000.00	70,666.00	0.00	50,334.00	
2425-001362 - Maryknoll Tennis Design	0.00	72,000.00	72,000.00	0.00	0.00	
2425-001289 - Equestrian Trails Maintenance Program	0.00	47,930.00	47,930.00	0.00	0.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2324-000491 - Upper Beac Tennis - Lighting CCWPG232411	0.00	35,001.00	27,294.00	0.00	7,707.00	
2324-000805 - Pakenham Auto Club - Ablution Block	0.00	33,385.00	33,384.00	0.00	1.00	
2425-001285 - Rec reserve turf resurfacing program	33,185.00	33,185.00	26,285.00	0.00	6,900.00	
2425-001344 - Bunyip Sanctuary BMX Track	0.00	32,000.00	32,000.00	0.00	0.00	
2223-000138 - Upper Beaconsfield Recreation Reserve MP	0.00	30,000.00	32,983.00	0.00	(2,983.00)	
2425-001553 - Tractor - Beaconsfield Rec Reserve COM	0.00	18,245.00	17,745.00	0.00	500.00	
2324-000503 - GEMCO - Decking Upgrade - CCWPG232438	0.00	18,147.00	18,147.00	0.00	0.00	
2425-001345 - BMX Gravel Resheeting - 24/25	0.00	17,000.00	9,000.00	0.00	8,000.00	
2425-001674 - Yarrabubba equestrian reserve trail	0.00	15,070.00	0.00	0.00	15,070.00	
2324-000499 - Upper Beac Res - Net Upgrade CCWPG232433	0.00	8,759.00	8,759.00	0.00	0.00	
2425-001371 - Cardinia Rec Reserve Tennis Courts	0.00	8,000.00	0.00	0.00	8,000.00	
2425-001554 - Water Pump - Cardinia Rec Reserve COM	0.00	3,879.00	3,879.00	0.00	0.00	
2324-000806 - CCWPG222318 - Officer City SC Lighting	0.00	3,795.00	3,926.00	0.00	(131.00)	
2324-000544 - MEG232424 - Pakenham Pumas super sopper	0.00	1,616.00	1,747.00	0.00	(131.00)	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2223-000359 - Emerald Lake Park Masterplan Design	0.00	0.00	12,830.00	0.00	(12,830.00)	
2324-000523 - Sports Lighting Upgrade Package	0.00	0.00	205,742.00	0.00	(205,742.00)	
2324-000779 - Garfield Pool - Flowmeter	0.00	0.00	9,555.00	0.00	(9,555.00)	
2425-001283 - Netball/Tennis Court Resurfacing Program	0.00	0.00	120.00	0.00	(120.00)	
2425-001468 - KWR Outdoor Pool- Expansion Joint Repair	0.00	0.00	41,487.00	0.00	(41,487.00)	
2425-001470 - Garfield Outdoor Pool - Works	0.00	0.00	33,656.00	0.00	(33,656.00)	
Group total	3,128,028.00	8,249,988.00	7,409,578.00	114,258.00	726,152.00	
Infrastructure - Roads						
2223-000056 - Package 11 - First-Grenville Catchment	0.00	4,663,168.00	4,217,427.00	0.00	445,741.00	
2223-000093 - Tivendale Rd/Station St Intersection	4,208,149.00	4,408,974.00	4,351,769.00	0.00	57,205.00	
2223-000103 - Mt Lyall Rd, Heath Hill	3,959,646.00	3,959,644.00	3,333,698.00	0.00	625,946.00	
2223-000434 - Main Street Central, Pakenham	1,467,991.00	2,354,991.00	158,488.00	0.00	2,196,503.00	
2425-001323 - Sealing of the Hills Program	472,500.00	1,785,646.00	59,165.00	0.00	1,726,481.00	
2223-000102 - Bessie Creek Rd, Gembrook unsealed	100,000.00	1,764,826.00	1,746,129.00	0.00	18,697.00	
2223-000062 - Package 17 - Old Gembrook Catchment	0.00	1,685,187.00	1,686,895.00	0.00	(1,708.00)	
2223-000064 - Package 19 - Stoney Creek Catchment	0.00	1,683,755.00	1,688,627.00	0.00	(4,872.00)	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001366 - GAIC - John Street extension Pakenham	0.00	1,200,000.00	1,222,413.00	0.00	(22,413.00)	
2223-000108 - GAIC McGregor-Henty-Rogers Intersection	82,000.00	1,097,000.00	1,069,438.00	0.00	27,562.00	
2425-001480 - Bunyip Modella Rd, Bunyip - Rehab	0.00	743,700.00	706,617.00	0.00	37,083.00	
2425-001481 - Seven Mile Rd, Nar Nar Goon - Rehab	0.00	619,900.00	479,818.00	0.00	140,082.00	
2425-001564 - Leppitt Rd & Sailsbury Rd, Beaconsfield	0.00	608,304.00	610,437.00	0.00	(2,133.00)	
2425-001619 - Henry Rd, Pakenham - Resurfacing	0.00	524,800.00	0.00	0.00	524,800.00	
2425-001519 - Bunyip Modella Rd- Resheeting	0.00	477,400.00	477,400.00	0.00	0.00	
2425-001390 - GAIC - Drake Place, Pakenham	0.00	440,000.00	408,819.00	0.00	31,181.00	
2223-000095 - GAIC - Arena Parade Intersection	5,663.00	422,835.00	427,849.00	0.00	(5,014.00)	
2425-001479 - Dalmore Rd, Cardinia - Rehab	0.00	359,500.00	239,091.00	0.00	120,409.00	
2425-001565 - Livingstone & Heritage Blvd, Pakenham	0.00	350,208.00	350,439.00	0.00	(231.00)	
2425-001292 - Sealed Road Resurfacing Program	0.00	336,791.00	3,230,766.00	0.00	(2,893,975.00)	
2425-001492 - Manks Rd, Dalmore - Resurface	0.00	329,700.00	253,102.00	0.00	76,598.00	
2425-001339 - Traffic management devices program	0.00	317,000.00	317,000.00	0.00	0.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001599 - Pavement Renewal 23-24 -Final Seals & LM	0.00	297,100.00	297,100.00	0.00	0.00	
2425-001529 - Mt Eirene Rd, Gembrook - Resheeting	0.00	292,400.00	75,232.00	0.00	217,168.00	
2425-001491 - Cardinia Rd, Cardinia - Resurface	0.00	280,500.00	210,951.00	0.00	69,549.00	
2425-001563 - Army Rd & Army Settlement Rd, Pakenham	0.00	272,688.00	276,087.00	0.00	(3,399.00)	
2425-001291 - Road Pavement Renewal Program	0.00	269,000.00	111,088.00	0.00	157,912.00	
2223-000105 - Dore Road, Pakenham: whole length	256,729.00	268,163.00	266,870.00	0.00	1,293.00	
2324-000480 - Blackspot - Fieldstone Blvd	0.00	239,000.00	239,795.00	0.00	(795.00)	
2425-001562 - Moody St & Gardner St, Koo Wee Rup	0.00	234,384.00	235,665.00	0.00	(1,281.00)	
2425-001482 - Officer Rd, Officer - Rehab	0.00	234,100.00	158,271.00	0.00	75,829.00	
2324-000864 - Pink Hill Blvd - Whiteside to O'Neil	230,090.00	230,090.00	211,992.00	0.00	18,098.00	
2425-001532 - Sanders Rd - Resheeting	0.00	228,100.00	234,592.00	0.00	(6,492.00)	
2223-000051 - Package 07 - Caroline Av, Boronia Cr & R	0.00	226,537.00	79,238.00	0.00	147,299.00	
2223-000110 - Brunt Rd-Rix Rd - Road Component	0.00	226,000.00	211,265.00	0.00	14,735.00	
2425-001294 - Unsealed Road Resheeting Program	0.00	187,200.00	46,552.00	0.00	140,648.00	
2425-001497 - Tonimbuk Rd, Bunyip North - Resurface	0.00	177,000.00	174,886.00	0.00	2,114.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001493 - Railway Av, Tynong - Resurface	0.00	170,700.00	101,249.00	0.00	69,451.00	
2425-001634 - Mulcahy Rd, Pakenham - Resurfacing	0.00	162,200.00	0.00	0.00	162,200.00	
2425-000879 - Guard Rail & Safety Fence Renewal Prog	0.00	161,000.00	161,000.00	0.00	0.00	
2425-001488 - Peterson Rd, Officer - Rehab	0.00	160,700.00	49,735.00	0.00	110,965.00	
2425-001298 - Carpark resurfacing Program	0.00	152,000.00	152,001.00	0.00	(1.00)	
2425-001509 - Caldermeade Rd, Yannathan - Resurface	0.00	149,200.00	102,600.00	0.00	46,600.00	
2425-001322 - Better Local Roads - Connect Cardinia	0.00	142,526.00	119,937.00	0.00	22,589.00	
2425-001692 - Dunbarton Dr, Pakenham - Resurfacing	0.00	141,800.00	0.00	0.00	141,800.00	
2425-001618 - Fieldstone Bvd, BF - Resurfacing	0.00	137,800.00	0.00	0.00	137,800.00	
2425-001627 - Stockmans Cct, Pakenham - Resurfacing	0.00	137,800.00	0.00	0.00	137,800.00	
2425-001321 - Road Reserve Lighting Program	0.00	137,000.00	77,130.00	0.00	59,870.00	
2425-001606 - Bergun way finding signs- Sculptures	0.00	135,850.00	5,850.00	130,000.00	0.00	
2223-000106 - Huxtable Road, Pakenham Upper	100,000.00	135,301.00	133,752.00	0.00	1,549.00	
2425-001620 - Heritage Bvd, Pakenham - Resurfacing	0.00	129,800.00	0.00	0.00	129,800.00	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001336 - Princes Hwy Intersection Upgrade Program	255,044.00	124,665.00	16,134.00	0.00	108,531.00	
2425-001617 - Everly Circuit, Pakenham - Resurfacing	0.00	123,600.00	0.00	0.00	123,600.00	
2425-001525 - Harewood Park Rd, Gembrook - Resheeting	0.00	120,400.00	229,396.00	0.00	(108,996.00)	
2223-000273 - LATI - Barrington Dr	0.00	118,000.00	123,798.00	0.00	(5,798.00)	
2425-001626 - Shearwater Dr, Pakenham - Resurfacing	0.00	116,400.00	0.00	0.00	116,400.00	
2425-001630 - Victory Dr, Pakenham - Resurfacing	0.00	115,500.00	0.00	0.00	115,500.00	
2425-001656 - Main St Gateway	0.00	110,000.00	83,649.00	0.00	26,351.00	
2425-001328 - Local Area Traffic Improvements Program	0.00	109,000.00	0.00	0.00	109,000.00	
2425-001533 - South Bank Rd, Bunyip - Resheeting	0.00	97,300.00	97,300.00	0.00	0.00	
2425-001507 - Heads Rd, Catani - Resurface	0.00	95,000.00	94,956.00	0.00	44.00	
2425-001501 - Bald Hill Rd, Pakenham - Resurface	0.00	85,700.00	84,837.00	0.00	863.00	
2425-001494 - Princes Hwy Serv, Garfield N - Resurface	0.00	81,500.00	30,400.00	0.00	51,100.00	
2425-001632 - Michael St, Pakenham - Resurfacing	0.00	81,300.00	0.00	0.00	81,300.00	
2425-001698 - Paramount Way, Pakenham - Resurfacing	0.00	81,300.00	0.00	0.00	81,300.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2223-000065 - Package 20 - St Georges Catchment	0.00	80,000.00	0.00	0.00	80,000.00	
2425-001705 - Seven Mile Rd, NNG - Resurfacing	0.00	73,600.00	0.00	0.00	73,600.00	
2425-001616 - Cook Dr, Pakenham - Resurfacing	0.00	71,600.00	0.00	0.00	71,600.00	
2425-001615 - Celebration Cct, Pakenham - Resurfacing	0.00	69,900.00	0.00	0.00	69,900.00	
2223-000304 - Beaconsfield Streetscape	66,000.00	66,000.00	59,402.00	0.00	6,598.00	
2223-000092 - Bayview Road Intersection	297,508.00	65,047.00	62,445.00	0.00	2,602.00	
2425-001528 - Maisey Rd, Gembrook - Resheeting	0.00	63,400.00	157,249.00	0.00	(93,849.00)	
2425-001623 - Mikey Bvd, Beaconsfield - Resurfacing	0.00	63,300.00	0.00	0.00	63,300.00	
2425-001516 - Bellbird Cr, Emerald - Resheeting	0.00	61,700.00	61,700.00	0.00	0.00	
2425-001624 - Portobello Rd, Pakenham - Resurfacing	0.00	61,200.00	0.00	0.00	61,200.00	
2425-001499 - Brennan Av, Beac Upper - Resurface	0.00	60,600.00	58,243.00	0.00	2,357.00	
2425-001633 - Caversham Dr, Pakenham - Resurfacing	0.00	60,200.00	0.00	0.00	60,200.00	
2425-001598 - Pavement Renewal- Bald Hill Rd	0.00	59,000.00	28,000.00	0.00	31,000.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001696 - Liam Cct, Pakenham - Resurfacing	0.00	58,600.00	0.00	0.00	58,600.00	
2425-001524 - Garfield Nth Rd, Garfield Nth- Resheeting	0.00	57,700.00	57,700.00	0.00	0.00	
2425-001502 - Magpie Rd, Clematis - Resurface	0.00	57,200.00	56,496.00	0.00	704.00	
2425-001522 - Enticott Rd, Bunyip - Resheeting	0.00	55,500.00	55,500.00	0.00	0.00	
2425-001703 - Bunyip River Rd, NNG - Resurfacing	0.00	55,400.00	0.00	0.00	55,400.00	
2425-001504 - Thirteen Mile Rd, Garfield - Resurface	0.00	53,600.00	53,202.00	0.00	398.00	
2425-001612 - Arden Ave, Pakenham - Resurface	0.00	52,300.00	0.00	0.00	52,300.00	
2425-001505 - Nar Nar Goon Rd, NNG - Resurface	0.00	50,800.00	44,339.00	0.00	6,461.00	
2425-001523 - Fernglade Dr, Emerald - Resheeting	0.00	50,700.00	50,700.00	0.00	0.00	
2425-001498 - Paternoster Rd, Cockatoo - Resurface	0.00	49,900.00	49,010.00	0.00	890.00	
2425-001613 - Bavaria La, Pakenham - Resurfacing	0.00	48,100.00	0.00	0.00	48,100.00	
2425-001361 - Eagle Drive, Pakenham	0.00	45,000.00	46,196.00	0.00	(1,196.00)	
2425-001496 - ABeckett Rd, Beac Upper - Resurface	0.00	43,300.00	28,226.00	0.00	15,074.00	
2425-001625 - Salisbury Rd, BFU- Resurfacing	0.00	42,900.00	0.00	0.00	42,900.00	
2425-001495 - Tynong Rd, Tynong - Resurface	0.00	42,300.00	42,292.00	0.00	8.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2223-000045 - Package 04 - Beenak East Rd	0.00	40,431.00	40,431.00	0.00	0.00	
2425-001635 - Mary St, Pakenham - Resurfacing	0.00	40,300.00	0.00	0.00	40,300.00	
2425-001503 - Currawong Dr, Gembrook - Resurface	0.00	38,500.00	36,900.00	0.00	1,600.00	
2425-001363 - O'Neil Rd Reserve masterplan	30,000.00	38,000.00	25,460.00	12,540.00	0.00	
2425-001614 - Campbell St, Garfield - Resurfacing	0.00	35,400.00	0.00	0.00	35,400.00	
2425-001514 - Auhl Rd, Emerald - Resheeting	0.00	35,100.00	35,100.00	0.00	0.00	
2425-001541 - Wright Rd, Avonsleigh - Resheeting	0.00	35,100.00	168,420.00	0.00	(133,320.00)	
2425-001678 - Melaleuca Pl, Pakenham - Resurfacing	0.00	35,000.00	0.00	0.00	35,000.00	
2425-001697 - Montclair Ct, Pakenham - Resurfacing	0.00	33,900.00	0.00	0.00	33,900.00	
2425-001539 - Williamson Rd, Gembrook - Resheeting	0.00	31,500.00	63,307.00	0.00	(31,807.00)	
2425-001704 - Pommel St, Pakenham - Resurfacing	0.00	31,400.00	0.00	0.00	31,400.00	
2223-000058 - Package 13 - Russell-Blackwood Catchment	0.00	30,954.00	31,350.00	0.00	(396.00)	
2425-001679 - Tea Tree Cl, Pakenham - Resurfacing	0.00	30,000.00	0.00	0.00	30,000.00	
2425-001680 - Scarlet Cr, Pakenham - Resurfacing	0.00	30,000.00	0.00	0.00	30,000.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001681 - Grange Cct, Beaconsfield - Resurfacing	0.00	30,000.00	0.00	0.00	30,000.00	
2223-000343 - Sealed Road Resurfacing (VGC) 2324FY	0.00	29,909.00	29,909.00	0.00	0.00	
2425-001500 - Wimpole Rd, Bunyip North - Resurface	0.00	29,600.00	29,249.00	0.00	351.00	
2425-001536 - Wallaby Ct, Garfield North - Resheeting	0.00	29,000.00	29,000.00	0.00	0.00	
2425-001515 - Bastin Rd, Bunyip - Resheeting	0.00	28,700.00	0.00	0.00	28,700.00	
2425-001531 - Murray Rd, Bunyip - Resheeting	0.00	28,100.00	28,100.00	0.00	0.00	
2425-001628 - Storey Dr, Pakenham - Resurfacing	0.00	28,000.00	0.00	0.00	28,000.00	
2425-001517 - Boundary Rd, Emerald - Resheeting	0.00	27,100.00	27,100.00	0.00	0.00	
2223-000091 - Brunt Rd/Whiteside Rd Intersection	0.00	26,165.00	27,246.00	0.00	(1,081.00)	
2425-001530 - Murphy La, Bunyip - Resheeting	0.00	26,000.00	26,000.00	0.00	0.00	
2425-001506 - Main Drain Rd, Cora Lynn - Resurface	0.00	25,800.00	25,599.00	0.00	201.00	
2425-001490 - Francis St, Cockatoo - Resurface	0.00	25,700.00	23,800.00	0.00	1,900.00	
2425-001706 - The Parkway, Pakenham - Resurfacing	0.00	22,600.00	0.00	0.00	22,600.00	
2425-001534 - Symons Rd, Avonsleigh - Resheeting	0.00	21,400.00	21,400.00	0.00	0.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001527 - Lower Grieve Rd, Avonsleigh - Resheeting	0.00	19,800.00	19,800.00	0.00	0.00	
2425-001611 - Adams Rd, Cardinia - Resurface	0.00	18,900.00	2,271.00	0.00	16,629.00	
2425-001690 - Whiteley Way, Pakenham - Resurfacing	0.00	18,900.00	0.00	0.00	18,900.00	
2425-001511 - Fraser Av, Beac Upper - Resurface	0.00	18,300.00	16,800.00	0.00	1,500.00	
2425-001535 - Vista Dr, Emerald - Resheeting	0.00	18,100.00	18,100.00	0.00	0.00	
2425-001540 - Wombat Cr, Emerald - Resheeting	0.00	16,900.00	16,900.00	0.00	0.00	
2425-001521 - Dunstan Rd, Avonsleigh - Resheeting	0.00	15,900.00	15,900.00	0.00	0.00	
2425-001510 - Wattle Ct, Lang Lang - Resurface	0.00	14,100.00	11,700.00	0.00	2,400.00	
2425-001691 - Chloe Ct, Beaconsfield - Resurfacing	0.00	13,700.00	0.00	0.00	13,700.00	
2425-001538 - Wattle Ct, Emerald - Resheeting	0.00	12,100.00	12,100.00	0.00	0.00	
2425-001693 - Federation Ct, Pakenham - Resurfacing	0.00	11,700.00	0.00	0.00	11,700.00	
2425-001489 - Caroline Cr, Emerald - Resurface	0.00	11,000.00	10,800.00	0.00	200.00	
2425-001520 - Dalziell Rd, Cockatoo - Resheeting	0.00	10,000.00	10,000.00	0.00	0.00	
2425-001694 - Jardine Ct, Pakenham - Resurfacing	0.00	10,000.00	0.00	0.00	10,000.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2223-000068 - Package 23 - Stoney Creek Catchment P2	0.00	9,790.00	9,790.00	0.00	0.00	
2425-001695 - Lawrence Cl, Pakenham - Resurfacing	0.00	9,500.00	0.00	0.00	9,500.00	
2425-001513 - Jefferson Rd, Garfield - Resurface	0.00	8,700.00	8,600.00	0.00	100.00	
2425-001526 - Jacka Rd, Avonsleigh - Resheeting	0.00	8,100.00	8,100.00	0.00	0.00	
2425-001537 - Watkins Rd, Gembrook - Resheeting	0.00	8,000.00	20,052.00	0.00	(12,052.00)	
2425-001512 - Bourkes Creek Rd, Dewhurst - Resurface	0.00	7,200.00	7,100.00	0.00	100.00	
2425-001629 - Tantallon Bvd, Beaconsfield - Resurfacing	0.00	6,500.00	0.00	0.00	6,500.00	
2425-001508 - Norbury Rd, Beac Upper - Resurface	0.00	6,300.00	6,200.00	0.00	100.00	
2425-001518 - Bower Ct, Emerald - Resheeting	0.00	6,300.00	6,300.00	0.00	0.00	
2223-000055 - Package 10 - Station Catchment	0.00	0.00	9,811.00	0.00	(9,811.00)	
2223-000087 - Old parent - Better Local Roads	0.00	0.00	10,806.00	0.00	(10,806.00)	
2223-000088 - Old Par Princes Hwy Intersection Upgrade	0.00	0.00	58,865.00	0.00	(58,865.00)	
2223-000109 - Pioneer Way/Brunt Rd Officer	0.00	0.00	2,520.00	0.00	(2,520.00)	
2223-000329 - Open Space Public Lighting PRG 2324FY	0.00	0.00	59,870.00	0.00	(59,870.00)	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2223-000331 - Old - Pakenham Revitalisation (Parent)	0.00	0.00	34,388.00	0.00	(34,388.00)	
2223-000390 - Lang Lang Bypass	0.00	0.00	7,092.00	0.00	(7,092.00)	
2425-001293 - Sealed Road Resurfacing Prep program	0.00	0.00	136,477.00	0.00	(136,477.00)	
2425-001327 - Pakenham Revitalisation program	0.00	0.00	2,480.00	0.00	(2,480.00)	
Group total	11,531,320.00	40,071,229.00	33,630,588.00	142,540.00	6,298,101.00	
Intangibles - Software (Intangible)						
2425-001275 - IT Strategy	0.00	129,100.00	97,900.00	0.00	31,200.00	
2425-001640 - Omail Migration (Review Omail System)	0.00	100,000.00	59,625.00	0.00	40,375.00	
2425-001642 - Ungerboeck replacement	0.00	50,000.00	50,000.00	0.00	0.00	
2425-001644 - Power Apps Development	0.00	50,000.00	36,000.00	0.00	14,000.00	
2425-001639 - Dock Monitor Replacement Integrated Site	0.00	40,000.00	0.00	0.00	40,000.00	
2425-001641 - GIS Pozi Improvements Software&developme	0.00	30,000.00	25,000.00	0.00	5,000.00	
2425-001647 - Finance Archive System	0.00	27,500.00	0.00	0.00	27,500.00	
2425-001643 - Integrated Sites Firewall replacement	0.00	20,000.00	0.00	0.00	20,000.00	
2425-001646 - Upgrade Loan Projectors (x2)	0.00	6,000.00	0.00	0.00	6,000.00	
2425-001648 - Upgrade to Conquest IV	0.00	3,900.00	0.00	0.00	3,900.00	

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Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001645 - Implement Conquest IV mobility module	0.00	2,500.00	0.00	0.00	2,500.00	
2425-001682 - Tablet Replacement	0.00	0.00	81,000.00	0.00	(81,000.00)	
2425-001683 - Boomi Review	0.00	0.00	35,000.00	0.00	(35,000.00)	
Group total	0.00	459,000.00	384,525.00	0.00	74,475.00	
Plant and equipment - Computers & telecomms						
2223-000410 - Business improvement Program	680,626.00	480,626.00	473,602.00	0.00	7,024.00	
2425-001574 - Website transformation	0.00	120,000.00	120,000.00	0.00	0.00	
2425-001575 - Booking and ticketing transformation	0.00	80,000.00	147,000.00	0.00	(67,000.00)	
2425-001671 - LLINC/Services Central	0.00	54,476.00	60,314.00	0.00	(5,838.00)	
2425-001176 - EAC & MK System Upgrade Program	0.00	37,984.00	32,617.00	0.00	5,367.00	
2425-001661 - Nar Nar Goon Recreation Reserve - Footba	0.00	24,412.00	24,410.00	0.00	2.00	
2425-001658 - Cockatoo Community Childcare - Long Day	0.00	20,813.00	23,627.00	0.00	(2,814.00)	
2425-001666 - Beaconsfield Wood St Kinder	0.00	14,187.00	7,453.00	0.00	6,734.00	
2425-001667 - Pakenham Heights Kinder	0.00	12,695.00	8,407.00	0.00	4,288.00	
2425-001662 - Nar Nar Goon Recreation Reserve - Netbal	0.00	11,035.00	13,340.00	0.00	(2,305.00)	
2425-001659 - MyPlace Youth Centre	0.00	10,684.00	10,685.00	0.00	(1.00)	

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2425-001669 - Upper Beaconsfield Stoney Creek Rd Kinde	0.00	9,871.00	8,508.00	0.00	1,363.00	
2425-001608 - Perc Alison Beaconsfield Clubrooms	0.00	8,074.00	8,074.00	0.00	0.00	
2425-001663 - Officer Tennis Club	0.00	6,700.00	6,700.00	0.00	0.00	
2425-001670 - Upper Beaconsfield McBride Rd Kindergart	0.00	6,189.00	7,608.00	0.00	(1,419.00)	
2425-001673 - Gembrook Rec Reserve Pavilion	0.00	4,411.00	4,411.00	0.00	0.00	
2425-001660 - Emerald Tennis Club	0.00	2,469.00	2,470.00	0.00	(1.00)	
2425-001664 - Emerald Hills Hub - Toy Library	0.00	1,000.00	1,300.00	0.00	(300.00)	
2425-001665 - Pakenham Hall/Library	0.00	1,000.00	1,300.00	0.00	(300.00)	
2425-001668 - Pakenham Henry Family Children's Centre	0.00	1,000.00	0.00	0.00	1,000.00	
2425-001672 - Light box at PRTC	0.00	1,000.00	0.00	0.00	1,000.00	
2324-000858 - CCC access control upgrade	0.00	0.00	957.00	0.00	(957.00)	
2425-001654 - Civic Centre Consult Room SALTO Upgrade	0.00	0.00	985.00	0.00	(985.00)	
2425-001708 - Drake Place Toilet Block SALTO Upgrade	0.00	0.00	5,791.00	0.00	(5,791.00)	
Group total	—	680,626.00	908,626.00	969,559.00	0.00	(60,933.00)
Plant and equipment - Fixtures, fittings & furniture						
2425-001357 - Office accomodations	0.00	107,000.00	104,388.00	0.00	2,612.00	
2425-001359 - CCC Furniture Replacement	0.00	82,000.00	41,000.00	0.00	41,000.00	

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2425-001358 - Early Years furniture renewal	0.00	22,000.00	1,878.00	0.00	20,122.00	
Group total	0.00	211,000.00	147,266.00	0.00	63,734.00	
Plant and equipment - Plant & machinery						
2324-000595 - Plant Replace #8 - Heavy Vehicle Truck	0.00	460,000.00	460,000.00	0.00	0.00	
2324-000581 - Plant Replace #53 - Heavy Vehicle Truck	430,507.00	430,507.00	446,141.00	0.00	(15,634.00)	
2425-001638 - Plant Replace #49	0.00	368,920.00	368,920.00	0.00	0.00	
2324-000594 - Plant Replace #24 - Heavy Vehicle Truck	0.00	250,000.00	250,000.00	0.00	0.00	
2324-000860 - New Plant #19 - Township Maintenance Tru	166,961.00	166,961.00	166,961.00	0.00	0.00	
2324-000566 - Plant Replace #80 - PV Utility	0.00	83,963.00	83,963.00	0.00	0.00	
2324-000565 - Plant Replace #70 - PV Utility	80,095.00	80,095.00	85,752.00	0.00	(5,657.00)	
2425-001397 - Plant Replace #348 - Heavy Duty Trailer	54,906.00	54,906.00	0.00	0.00	54,906.00	
2324-000740 - Plant Replace #6 - PV Utility	45,205.00	45,205.00	46,756.00	0.00	(1,551.00)	
2324-000589 - Plant Replace #91 - PV SUV	0.00	45,000.00	45,000.00	0.00	0.00	
2324-000600 - Plant Replace #62 - PV Utility	44,205.00	44,205.00	0.00	0.00	44,205.00	
2324-000567 - Plant Replace #97 - PV Utility	40,114.00	40,114.00	85,752.00	0.00	(45,638.00)	
2324-000586 - Plant Replace #437 - PV Hatchback	0.00	40,000.00	40,000.00	0.00	0.00	
2324-000591 - Plant Replace #409 - PV Sedan	0.00	40,000.00	40,000.00	0.00	0.00	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2324-000592 - Plant Replace #432 - PV Station Wagon	0.00	40,000.00	40,000.00	0.00	0.00	
2324-000601 - Plant Replace #68 - PV Station Wagon	0.00	40,000.00	40,000.00	0.00	0.00	
2324-000607 - Plant Replace #60 - PV Station Wagon	0.00	40,000.00	40,000.00	0.00	0.00	
2324-000751 - Plant Replace #98 - PV Van	38,448.00	38,448.00	0.00	0.00	38,448.00	
2425-001396 - New Plant #460 - Utility	38,444.00	38,444.00	38,082.00	0.00	362.00	
2324-000611 - Plant Replace #447 - PV Utility	36,042.00	36,042.00	43,192.00	0.00	(7,150.00)	
2324-000596 - Plant Replace #448 - PV Utility	35,010.00	35,010.00	34,805.00	0.00	205.00	
2324-000598 - Plant Replace #94 - PV Station Wagon	0.00	34,654.00	34,654.00	0.00	0.00	
2324-000604 - Plant Replace #411 - PV Station Wagon	0.00	34,654.00	34,654.00	0.00	0.00	
2324-000615 - Plant Replace #406 - PV Station Wagon	0.00	34,654.00	34,654.00	0.00	0.00	
2324-000737 - Plant Replace #65 - PV Sedan	0.00	34,654.00	34,654.00	0.00	0.00	
2324-000738 - Plant Replace #90 - PV Sedan	0.00	34,654.00	34,654.00	0.00	0.00	
2324-000739 - Plant Replace #92 - PV Hatchback	0.00	34,654.00	34,654.00	0.00	0.00	
2324-000742 - Plant Replace #416 - PV Hatchback	0.00	34,654.00	34,654.00	0.00	0.00	
2324-000599 - Plant Replace #413 - PV Utility	34,527.00	34,527.00	34,037.00	0.00	490.00	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2324-000603 - Plant Replace #443 - PV Utility	34,527.00	34,527.00	0.00	0.00	34,527.00	
2425-001276 - Plant Replacement Program	88,277.00	22,815.00	0.00	0.00	22,815.00	
2425-001542 - New Plant Program	10,408.00	10,408.00	0.00	0.00	10,408.00	
2223-000412 - New Plant Program (fleet vehicles)	0.00	0.00	28,600.00	0.00	(28,600.00)	
2425-001571 - New Plant #135 - Flip Screen	0.00	0.00	6,500.00	0.00	(6,500.00)	
2425-001572 - New Plant #461 - PV Van	0.00	0.00	58,551.00	0.00	(58,551.00)	
2425-001609 - New Plant #463 - Tool of Trade Vehicle	0.00	0.00	34,998.00	0.00	(34,998.00)	
2425-001610 - New Plant #462 - Animal Vehicle	0.00	0.00	87,000.00	0.00	(87,000.00)	
2425-001677 - New Plant #464 - Car	0.00	0.00	36,577.00	0.00	(36,577.00)	
Group total	1,177,676.00	2,762,675.00	2,884,165.00	0.00	(121,490.00)	
Property - Buildings						
2223-000251 - Thewlis Rd Integrated Children's Centre	0.00	8,191,000.00	6,754,816.00	0.00	1,436,184.00	
2223-000243 - Cardinia Youth Hub - Building	0.00	5,000,000.00	483,227.00	3,955,410.00	561,363.00	
2223-000253 - Upper Beac Res Pavilion - Building	0.00	3,329,000.00	4,429,471.00	0.00	(1,100,471.00)	
2223-000240 - Koo Wee Rup Bowling Club Pavilion	3,029,475.00	3,029,475.00	2,896,962.00	0.00	132,513.00	
2425-000876 - Building Minor Renewal Program Reactive	0.00	1,497,000.00	1,196,943.00	0.00	300,057.00	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001274 - Building Minor Renewal Program Strategic	0.00	438,840.00	462,171.00	0.00	(23,331.00)	
2223-000255 - Tynong Depot Upgrade (Shed and Toilet)	350,000.00	350,000.00	320,863.00	0.00	29,137.00	
2425-001461 - NNG - Netball Pavilion Upgrade Work	0.00	300,000.00	302,293.00	0.00	(2,293.00)	
2223-000228 - Brunt Rd Integrated Children's Centre	250,000.00	250,000.00	240,472.00	0.00	9,528.00	
2425-001569 - Avonsleigh Preschool - Int/Ext Upgrade	0.00	245,000.00	211,924.00	0.00	33,076.00	
2425-001465 - Pakenham Bowls Club Access/Toilet Refurb	0.00	200,000.00	201,537.00	0.00	(1,537.00)	
2425-001394 - Living Learning Refresh	0.00	182,000.00	182,000.00	0.00	0.00	
2425-001456 - Bunyip Soccer Pavilion - HW System	0.00	160,000.00	160,000.00	0.00	0.00	
2223-000230 - Bunyip Football Pav Universal Design	0.00	157,000.00	157,717.00	0.00	(717.00)	
2425-001355 - KWR Pool Pod	0.00	110,224.00	109,241.00	0.00	983.00	
2425-001348 - Nar Nar Goon Kindergarten Inclusion	0.00	107,776.00	109,801.00	0.00	(2,025.00)	
2425-001277 - CCC Minor Equipment	0.00	101,000.00	101,000.00	0.00	0.00	
2324-000843 - PB Ronald Solar Lights Replacement	97,000.00	97,000.00	92,878.00	0.00	4,122.00	
2324-000550 - Pakenham Upper Hall HVAC	0.00	90,000.00	90,899.00	0.00	(899.00)	
2425-001351 - CCC Minor Capital - foyer lighting	0.00	85,000.00	90,000.00	0.00	(5,000.00)	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001601 - Lilypond House Accessible Toilets	0.00	80,000.00	78,790.00	0.00	1,210.00	
2425-001464 - Lilypond House - Upgrade Works	0.00	75,000.00	38,417.00	0.00	36,583.00	
2425-001459 - Emerald Snr Citz - Int/ext Access Works	0.00	63,000.00	63,268.00	0.00	(268.00)	
2425-001463 - Bunyip Hall Split Systems	0.00	60,000.00	60,000.00	0.00	0.00	
2425-001460 - Koo Wee Rup- Public Toilets - Roof Works	0.00	55,000.00	57,024.00	0.00	(2,024.00)	
2425-001347 - Bayles Kindergarten Inclusion Upgrade	0.00	51,421.00	71,722.00	0.00	(20,301.00)	
2425-000877 - CCC Minor Building Works Program	0.00	49,000.00	0.00	0.00	49,000.00	
2425-001473 - Electrification Plan Works	0.00	41,520.00	38,568.00	0.00	2,952.00	
2425-001346 - Avonsleigh Preschool - Toilet Upgrade	0.00	40,416.00	40,895.00	0.00	(479.00)	
2425-001319 - Disability Access Upgrade Program	0.00	39,957.00	45,853.00	0.00	(5,896.00)	
2425-001549 - Accessibility Project - Officer Tennis C	0.00	35,000.00	0.00	35,000.00	0.00	
2425-001317 - Energy & Water Strategies Program	0.00	32,025.00	7,534.00	0.00	24,491.00	
2425-001458 - Pakenham Hall - HVAC Upgrade - Design	0.00	30,000.00	8,500.00	4,000.00	17,500.00	
2425-001472 - Worrell Rec Reserve - Storeroom works	0.00	25,000.00	25,509.00	0.00	(509.00)	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001352 - CCC Minor Capital - Usher Seats	0.00	23,100.00	24,380.00	0.00	(1,280.00)	
2425-001440 - CCWG222309 - Bunyip Hall Split Systems	0.00	20,000.00	20,900.00	0.00	(900.00)	
2425-001451 - CCWG - Pakenham Bowls Club - HVAC upgrade	0.00	20,000.00	20,692.00	0.00	(692.00)	
2425-001453 - CCWG - Emerald Cricket C - Solar System	0.00	20,000.00	20,459.00	0.00	(459.00)	
2425-001454 - CCWG - Gembrook Craft Grp - Cottage Work	0.00	20,000.00	20,488.00	0.00	(488.00)	
2425-001455 - CCWG - Lang Lang Bowls Club - Solar Pnls	0.00	20,000.00	20,459.00	0.00	(459.00)	
2425-001592 - Bunyip Showgrds & Rec reserve Solar Pump	0.00	20,000.00	20,000.00	0.00	0.00	
2425-001649 - WSUD Assessments	0.00	18,500.00	11,109.00	0.00	7,391.00	
2324-000837 - Cardinia Cultural Centre Electrification	0.00	17,908.00	7,624.00	9,000.00	1,284.00	
2425-001439 - CCWG - KWR CC - Power Back Up Project	0.00	17,500.00	17,721.00	0.00	(221.00)	
2425-001548 - Football Scoreboard Upgrade - NNG FC	0.00	13,350.00	13,350.00	0.00	0.00	
2425-001550 - Arena Upgrade - Cockatoo District Pony C	0.00	12,918.00	12,917.00	0.00	1.00	
2425-001452 - CCWG242506 Lang Lang Bowls -Replace LEDs	0.00	10,000.00	10,000.00	0.00	0.00	
2425-001600 - KWR Pool Hoist	0.00	9,819.00	6,116.00	0.00	3,703.00	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001551 - Cricket pitch covers - Officer Cricket C	0.00	8,400.00	16,800.00	0.00	(8,400.00)	
2425-001544 - Upgrade of Lighting for Netball Courts	0.00	7,263.00	0.00	7,623.00	(360.00)	
2425-001675 - Cardinia Road Undercroft Basketball repl	0.00	6,331.00	6,331.00	0.00	0.00	
2425-001547 - Security Screen Doors - Cockatoo over 50	0.00	6,072.00	6,072.00	0.00	0.00	
2425-001546 - Blinds and carpeting - Pak Cricket Club.	0.00	5,247.00	5,246.00	0.00	1.00	
2425-001438 - CCWG - Lakeside CC - Change Facilities	0.00	4,000.00	4,000.00	0.00	0.00	
2425-001457 - Cardinia Hall - Water Tank Structure	0.00	3,917.00	3,561.00	0.00	356.00	
2324-000830 - Officer Civic Centre Pits	0.00	2,420.00	2,200.00	0.00	220.00	
2425-001552 - Art Room Upgr- Inst Block Out Curtains	0.00	1,854.00	3,539.00	0.00	(1,685.00)	
2324-000476 - Bunyip Hall Split Systems	0.00	1,750.00	264.00	0.00	1,486.00	
2324-000828 - CCC Operable Wall Replacement	0.00	1,100.00	1,100.00	0.00	0.00	
2223-000136 - Cardinia Youth Hub (Parent)	0.00	0.00	4,843.00	0.00	(4,843.00)	
2223-000227 - 3YO Kinder - Planning/Building upgrades	0.00	0.00	35,923.00	0.00	(35,923.00)	
2223-000236 - Garfield Netball Pavilion - Upgrade	0.00	0.00	154,741.00	0.00	(154,741.00)	
2223-000239 - IYU Athletics Facility - Pavilion	0.00	0.00	3,681.00	0.00	(3,681.00)	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2223-000252 - Timbertop Integrated Children's Centre	0.00	0.00	1,180.00	0.00	(1,180.00)	
2223-000427 - Beaconsfield CC - Rainwater Harvesting	0.00	0.00	693.00	0.00	(693.00)	
2425-001318 - Depot Upgrades	0.00	0.00	3,459.00	0.00	(3,459.00)	
2425-001398 - Pakenham Library & Hall - Upgrades	0.00	0.00	46,104.00	0.00	(46,104.00)	
2425-001467 - Beaconsfield CC - LED Upgrade for Hall	0.00	0.00	8,256.00	0.00	(8,256.00)	
2425-001469 - KWR Community Centre - AC Replacement	0.00	0.00	9,644.00	0.00	(9,644.00)	
2425-001471 - Bunyip Kindergarten - Airlock & Fence	0.00	0.00	11,560.00	0.00	(11,560.00)	
2425-001474 - 35 McMullen Rd - AC & Oven Replacement	0.00	0.00	7,036.00	0.00	(7,036.00)	
2425-001475 - Emerald MCH - Roof Leak & Flooding	0.00	0.00	3,212.00	0.00	(3,212.00)	
2425-001476 - Cockatoo Cottages - Minor Works	0.00	0.00	19,726.00	0.00	(19,726.00)	
2425-001477 - Garfield Netball - Minor Works	0.00	0.00	44,102.00	0.00	(44,102.00)	
2425-001478 - PRTC - Minor Works	0.00	0.00	11,193.00	0.00	(11,193.00)	
2425-001483 - Cockatoo Kinder - 2 x AC split systems	0.00	0.00	12,925.00	0.00	(12,925.00)	
2425-001602 - CCC Boardroom - Soundproofing	0.00	0.00	5.00	0.00	(5.00)	
2425-001603 - Nar Nar Goon Memorial Hall - Switchboard	0.00	0.00	5.00	0.00	(5.00)	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
2425-001605 - Officer Community Hub - Stadium Lights	0.00	0.00	10,768.00	0.00	(10,768.00)	
2425-001650 - Councillor Hub - Civic Centre	0.00	0.00	24,724.00	0.00	(24,724.00)	
2425-001651 - Pakenham Senior Citizens - Bin Cage	0.00	0.00	5,330.00	0.00	(5,330.00)	
Group total	3,726,475.00	24,889,103.00	19,824,733.00	4,011,033.00	1,053,337.00	
Property - Land						
2324-000536 - Land Acquisition - 28 May Road	0.00	3,404,000.00	3,578,739.00	0.00	(174,739.00)	
2425-001372 - Sports Lighting Mountain Rd Rec Reserve	200,000.00	325,000.00	319,674.00	0.00	5,326.00	
2324-000511 - Land Acquisition - 285 Cardinia Road O/S	0.00	282,000.00	282,000.00	0.00	0.00	
2324-000512 - Land Acquisition - 275 Cardinia Rd	0.00	282,000.00	283,330.00	0.00	(1,330.00)	
2425-001360 - Land Acquisition - 2 Ryans Rd	0.00	237,000.00	237,339.00	0.00	(339.00)	
2324-000477 - Land Acquisition - 295 Cardinia Rd OS	0.00	94,000.00	0.00	0.00	94,000.00	
2324-000481 - Land Acquisition - 20 Lecky Road OS	0.00	0.00	5,035.00	0.00	(5,035.00)	
2324-000483 - Land Acquisition - Thewlis Road Pakenham	0.00	0.00	361,850.00	0.00	(361,850.00)	
2324-000496 - Land Acquisition - IN-07	0.00	0.00	94,000.00	0.00	(94,000.00)	
Group total	200,000.00	4,624,000.00	5,161,967.00	0.00	(537,967.00)	

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Appendix 1 Capital Projects						
Project	2023-24 Approved Carry forward	2024-25 Total Funds Available	2024-25 Current Forecast	2025-26 Proposed Carry Forward	2024-25 Savings / (Overspend)	
Grand total	—	26,985,715.00	98,739,674.00	85,212,409.00	5,155,759.00	8,371,506.00

Source: PLM forecast at 31 Dec 2024

7.4.2 FINALISATION OF SPECIAL CHARGE SCHEME - CAROLINE (COCKATOO) CATCHMENT - SEALING THE HILLS

Responsible GM:	Peter Benazic
Author:	Nicole Alvares
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	2.1 We support the creation of liveable spaces and places 2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

Recommendation

That Council having declared a special charge on Monday, 19 July 2021, for the purposes of partially recovering the expenses incurred by Council in relation to the survey, design and construction of Caroline Avenue, Boronia Crescent and Rouen Road, Cockatoo; including a sealed road pavement, kerb and channel and associated drainage and ancillary works:

1. Adopt a final scheme cost of \$2,881,892.79, which is 43% more than the estimated scheme cost of \$2,019,400 on which the scheme was declared.
2. Note that a fixed charge of \$7,000 per benefit unit was declared on all included properties within the scheme area in accordance with attachments 2 and 3 to this report.

Executive Summary

Council declared a special charge to fund portion of the cost of constructing Caroline Avenue, Boronia Crescent and Rouen Road, Cockatoo on Monday, 19 July 2021.

The estimated cost of the works at the time of declaration was \$2,019,400 with \$598,500 property owner contribution based on \$7,000 per benefit unit and \$1,420,900 is Council contribution, to be funded from the Australian Government grant.

The actual cost of the works following construction plus 15% to cover survey, design and administration costs totalled \$2,881,892.79. The amount recovered from property owners, based on the fixed amount of \$7,000 per benefit unit remains at \$598,500, therefore Council's contribution increases to \$2,283,392.79.

Background

The Caroline (Cockatoo) catchment that includes Caroline Avenue, Boronia Crescent and Rouen Road, Cockatoo was included for construction in Council's Sealing the Hills program. The properties included are shown on the plan included as attachment 2 to this report.

A survey of the property owners within the scheme boundary, (total of 77), was undertaken asking if they were in support of contributing to a special charge scheme at a capped contribution rate of \$7,000 per benefit unit, with a benefit unit being defined as:

- Existing lots, either developed or vacant, that gain, or will gain, primary (vehicular) access from a road being constructed would generally be required to contribute one benefit unit (\$7,000) towards the cost of construction.
- Existing lots, either developed or vacant, with side or rear abuttal to a road being constructed would generally be required to contribute one half benefit unit (\$3,500) towards the cost of construction.
- Existing lots, either developed or vacant, that gain, or will gain, primary access and have side or rear abuttal to roads being constructed would generally be required to contribute one benefit unit (\$7,000) in total

- Existing lots that have the potential to be further subdivided or developed may be allocated a multiple development benefit unit charge.

Following the survey of the property owners, whereby 75% of the responses received indicated support for the scheme, Council resolved to issue a notice of decision to declare a special charge on the included properties at its' Council meeting on Monday, 17 May 2021. The scheme was subsequently declared by Council, following the required advertising and 28-day submission period. at the Council meeting on Monday, 19 July 2021.

The scheme construction works are now complete, with practical completion being issued on Monday, 18 December 2023.

Policy Implications

The proposed special charge scheme has been developed in accordance with the provisions of the Local Government Act, Cardinia Councils Special Rate and Charge Policy and the adopted Sealing the Hills program. It is based on community benefit, health, safety, amenity and property owner support.

Section 163 of the Local Government Act provides that Council may not recover a greater portion of the cost of the works than calculated in accordance with the statutory 'benefit ratio' as set out in the previous *Notice of decision* report presented to Council on Monday, 17 May 2021. Given that Council has capped the property owner contribution at \$7,000 per benefit unit, the proposed scheme is compliant.

Financial and Resource Implications

The scheme funding arrangements are as outlined in Table 1.

Table 1. Preliminary estimated cost of project

Original estimated cost of scheme	\$2,019,400.00
Actual cost of the project	\$2,881,892.79
Original Council contribution	\$1,420,900.00
Adjusted Council contribution	\$2,283,392.79
Benefiting property owner contribution	\$598,500.00

Note: the estimated project cost includes an allowance of 15% for design, supervision and administration of the scheme.

The Australian Government of \$41m grant will be used to fund Council's contribution as the balance \$109m was withdrawn by the federal government in January 2023.

Property owners will be offered the option of paying their contribution in full, or by quarterly instalments over 7-years. Instalment payments will include principle and interest, with interest calculated at the declaration of the scheme based on Council's borrowing rate at the time plus one percent.

Council will require the first payment, either in full or by instalment to be made within 6-months of the practical completion of the works.

Climate Emergency Consideration

The Sealing the Hills project will consider climate emergency reduction measures such as:

- minimising tree removal through innovative road design
- use of LED lighting to reduce energy emissions
- utilising local contractors and local road & drainage construction materials to minimise travel

investigating the reuse and use of recycled road construction materials

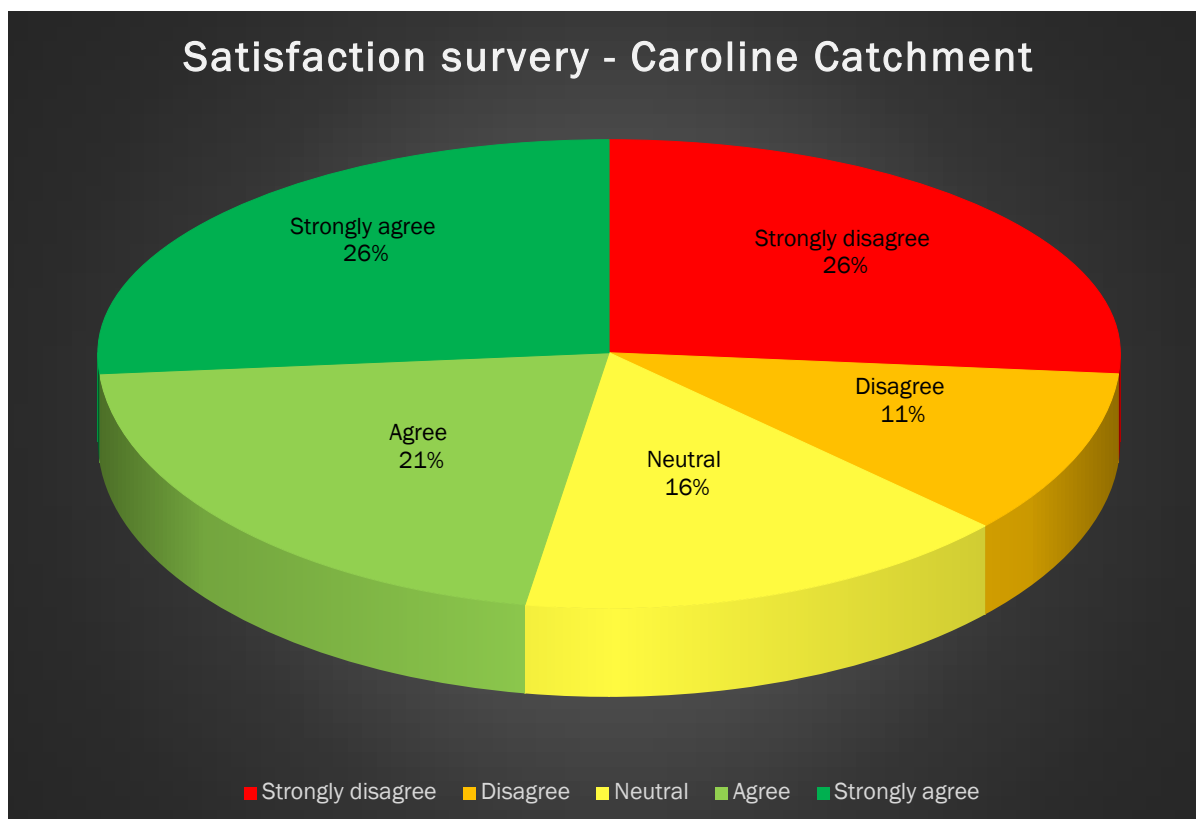
Consultation/Communication

Extensive consultation was undertaken with the affected property owners, including a formal questionnaire that revealed majority property owner support for the scheme, prior to Council determining to proceed with the special charge scheme legislative process as outlined in Section 163 of the *Local Government Act 1989*.

Council resolved to issue a notice of decision to declare the scheme at its Council meeting Monday, 17 May 2021. Property owners were then sent a letter and advertisements outlining the proposal placed in the Pakenham Gazette and Hills Trader, providing owners with the opportunity to make a submission or objection within the prescribed 28-day period. Council declared the scheme at its meeting on Monday, 19 July 2021.

The Cockatoo Primary School also lies within the scheme boundary. Given the level of traffic and parking demand generated by the school it is considered that the State Education Department should be contributing to the scheme. Feedback through the community consultation and questionnaire processes raised this as one of the major issues for the owners opposing the scheme. Although there is no statutory obligation for the Education Department to contribute, a notice has been sent to contribute a minimum of \$63,000 based on the nine existing titles that make up the school site, i.e.: nine x \$7,000 = \$63,000. Council has a historic letter on file from the Education Department indicating their preparedness to contribute to a scheme, included in the notice of decision Council meeting report on 17 May 2021.

After practical completion of the construction works, a satisfaction survey was undertaken with the affected property owners to ascertain the overall satisfaction of the information and road sealing works for Caroline (Cockatoo) catchment. Based on the survey outlined in table 2, majority responses received were above satisfactory level to the information received on the scheme and to the road sealing works completed.

Table 2. Satisfaction survey of Caroline (Cockatoo) catchment

Conclusion

That Council note:

1. The actual cost of the scheme works is \$2,881,892.79, which is 43% more than what was originally estimated \$2,019,400.00. This means that Council's contribution to the scheme increases by \$862,492.79, to be funded from the Australian Government grant.
2. The property owner contribution to the scheme remained fixed at \$598,500 based on the capped contribution amount of \$7,000 per benefit unit as outlined in attachment 3 to this report.

Confidential Attachments

The consideration of confidential information in a closed session of Council is in accordance with section 66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act 2020* (the Act).

The Confidential Attachment (listed in Attachments section) – Confidential Attachment 3 – Updated apportionment table – is designated confidential information pursuant to the Act, s.3(1)(l) Information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

Attachments

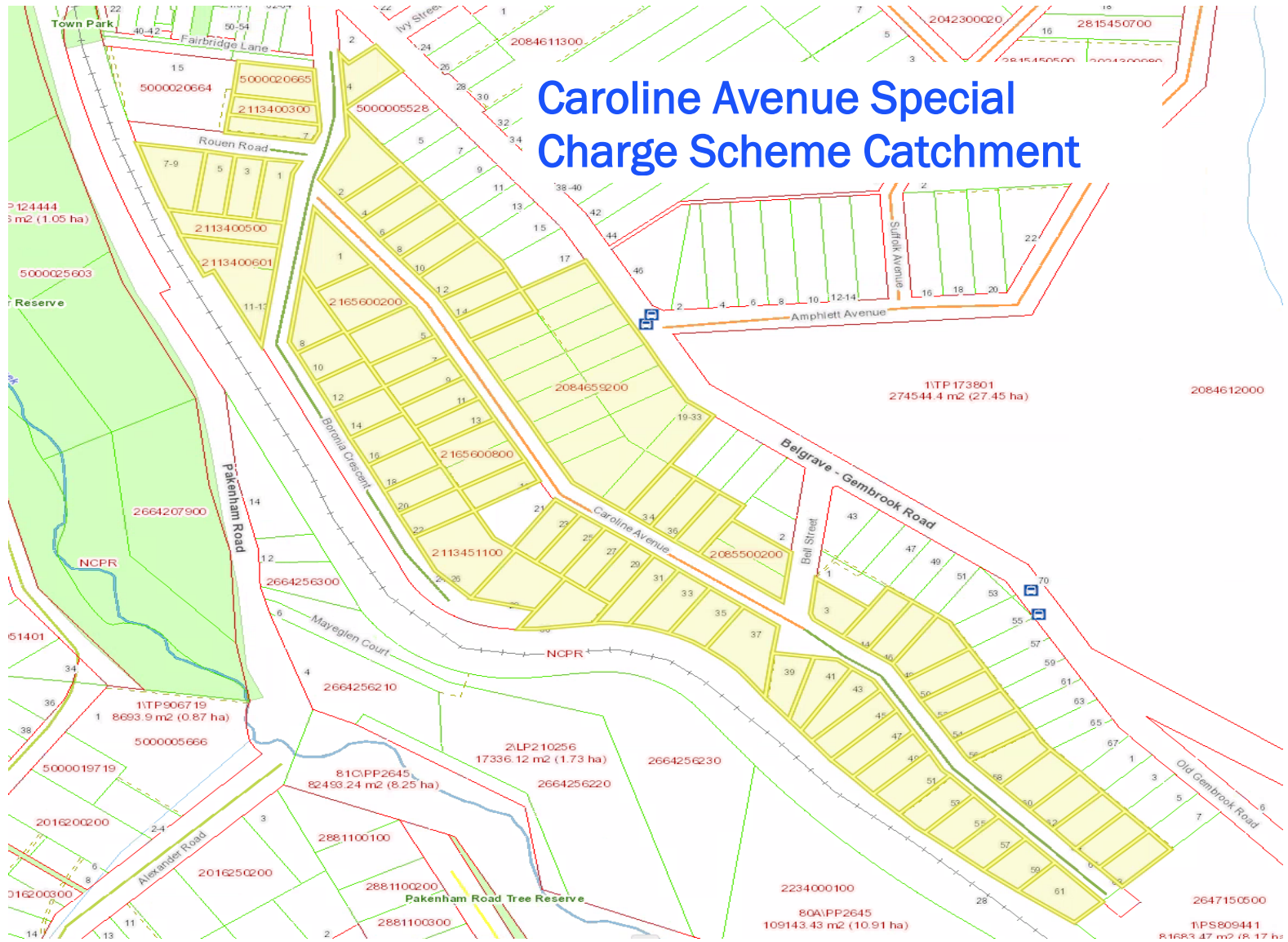
1. Attachment 1 - Scheme process chart [7.4.2.1 - 1 page]
2. Attachment 2 - Plan of scheme area [7.4.2.2 - 1 page]
3. Confidential Attachment 3 - Updated apportionment table [7.4.2.3 - 4 pages]

Sealing the Hills program Special Charge Scheme process checklist



Special charge scheme projects (Section 163 Local Government Act)

Complete	Stage	Description
✓	Survey of landowners	Initial survey of property owners to assist in determining the need, associated issues and level of support for the proposed works and special rate/charge scheme.
✓	Approval to prepare scheme	Decision made to prepare scheme or to shelve project following consideration of the survey of property owners and feedback from the community. <ul style="list-style-type: none"> If the decision is that the scheme should proceed, the engineering design is completed, and a detailed estimate and an apportionment of costs are prepared. If a decision is made that the scheme should not proceed based on resident and community feedback, the affected residents are advised accordingly
✓	Intention to declare scheme	Report to Council providing information on proposed scheme including advice of impending advertising of scheme and declaration of charge. Report seeks Council approval by resolution to proceed with process.
✓	Advertisement and notification	The proposed scheme is advertised in the local newspaper and all affected property owners are notified by mail of proposed works, costs and contributions. This advertisement and notification indicate Council's intention to <i>declare</i> a scheme in a month's time and seeks submissions from affected property owners. Details of the scheme may be inspected at the shire offices.
✓	Submissions	From the time of advertising, property owners have 28 days (as set down by the Act) to lodge submissions, either in support or opposing the proposed scheme.
	Submissions review panel hearing	A Submissions Review Panel is convened (may be Council Committee or whole Council) and meets to consider submissions. Some submissions are written only. Submitters may also request to be heard before the committee. The panel makes a recommendation to Council regarding the scheme.
	Abandonment of scheme	The panel may recommend to Council that the scheme be abandoned. After considering the panel's report, Council may proceed to abandon the scheme following which property owners are notified and the scheme does not proceed.
✓	Declaration report	Alternatively, the panel may recommend to Council that the scheme proceed. After considering the panel's report, Council may proceed to <i>declare</i> the charges in accordance with its advertised intent. <ul style="list-style-type: none"> After this the Finance Manager issues the levy notices and there is a formal charge placed on the property. Invoices are issued seeking payment of the declared contribution. Payment may be made by instalments or lump sum. The social responsibility provision of Council's Special Charge Scheme Policy provides for those facing financial difficulty This is the final step in the process for Council to make a decision on the scheme
✓	Appeal	Property owners may lodge an application for review of Council's decision with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the tribunal and this process generally takes four to six months. Decisions made by VCAT are binding on all parties.
✓	Construction	Council may then proceed to construction. Tenders are invited and a contractor appointed to construct the works. Invoices are issued seeking payment of the declared contribution. Payment may be by instalments or lump sum. The social responsibility provisions of Council's Special Charge Policy provide for those facing financial difficulty.
✓	Final cost report	At the completion of the works, the scheme is <i>finalised</i> , and a report presented to Council.



7.4.3 FINALISATION OF SPECIAL CHARGE SCHEME - STATION (COCKATOO) CATCHMENT - SEALING THE HILLS

Responsible GM:	Peter Benazic
Author:	Nicole Alvares
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	2.1 We support the creation of liveable spaces and places 2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

Recommendation

That Council having declared a special charge on Monday, 21 March 2022, for the purposes of partially recovering the expenses incurred by Council in relation to the survey, design and construction of Baker Street, Garden Street, Glen Road, and Station Road, Cockatoo including a sealed road pavement, kerb and channel and associated drainage and ancillary works:

1. Adopt a final scheme cost of \$2,981,137.48, which is 18% more than the estimated scheme cost of \$2,535,750 on which the scheme was declared.
2. Note that a fixed charge of \$7,000 per benefit unit was declared on all included properties within the scheme area in accordance with attachments 2 and 3 to this report.

Executive Summary

Council declared a special charge to fund portion of the cost of constructing Baker Street, Garden Street, Glen Road, and Station Road, Cockatoo on Monday, 21 March 2022.

The estimated cost of the works at the time of declaration was \$2,535,750 with \$609,000 property owner contribution based on \$7,000 per benefit unit and \$1,926,750 as Council contribution, to be funded from the Australian Government grant.

The actual cost of the works following construction plus 15% to cover survey, design and administration costs totalled \$2,981,137.48. The amount recovered from property owners, based on the fixed amount of \$7,000 per benefit unit updated at \$602,000, therefore Council's contribution increases to \$2,379,137.48.

Background

The Station (Cockatoo) catchment that includes Baker Street, Garden Street, Glen Road, and Station Road, Cockatoo was included for construction in Council's Sealing the Hills program. The properties included are shown on the plan included as attachment 2 to this report.

A survey of the property owners within the scheme boundary, (total of 88), was undertaken asking if they were in support of contributing to a special charge scheme at a capped contribution rate of \$7,000 per benefit unit, with a benefit unit being defined as:

- Existing lots, either developed or vacant, that gain, or will gain, primary (vehicular) access from a road being constructed would generally be required to contribute one benefit unit (\$7,000) towards the cost of construction.
- Existing lots, either developed or vacant, with side or rear abuttal to a road being constructed would generally be required to contribute one half benefit unit (\$3,500) towards the cost of construction.

- Existing lots, either developed or vacant, that gain, or will gain, primary access and have side or rear abuttal to roads being constructed would generally be required to contribute one benefit unit (\$7,000) in total
- Existing lots that have the potential to be further subdivided or developed may be allocated a multiple development benefit unit charge.

Following the survey of the property owners, whereby 73% of the responses received indicated support for the scheme, Council resolved to issue a notice of decision to declare a special charge on the included properties at its' Council meeting on Monday, 13 December 2021. The scheme was subsequently declared by Council, following the required advertising and 28-day submission period. at the Council meeting on Monday, 21 May 2022.

Since preparing the preliminary construction plans, it has been confirmed that the property number 2794750100 on 23 Bailey Road, Cockatoo was Council owned, and no charges were allocated.

The scheme construction works are now complete, with practical completion being issued on Friday, 23 February 2024.

Policy Implications

The proposed special charge scheme has been developed in accordance with the provisions of the Local Government Act, Cardinia Councils Special Rate and Charge Policy and the adopted Sealing the Hills program. It is based on community benefit, health, safety, amenity and property owner support.

Section 163 of the Local Government Act provides that Council may not recover a greater portion of the cost of the works than calculated in accordance with the statutory 'benefit ratio' as set out in the previous *notice of decision* report presented to Council on Monday, 13 December 2021. Given that Council has capped the property owner contribution at \$7,000 per benefit unit, the proposed scheme is compliant.

Financial and Resource Implications

The scheme funding arrangements are as outlined in Table 1.

Table 1. Preliminary estimated cost of project

Original estimated cost of scheme	\$2,535,750.00
Actual cost of the project	\$2,981,137.48
Original Council contribution	\$1,926,750.00
Adjusted Council contribution	\$2,379,137.48
Benefiting property owner contribution	\$602,000.00

Note: the estimated project cost includes an allowance of 15% for design, supervision and administration of the scheme.

The Australian Government of \$41m grant will be used to fund Council's contribution as the balance \$109m was withdrawn by the federal government in January 2023.

Property owners will be offered the option of paying their contribution in full, or by quarterly instalments over 7-years. Instalment payments will include principle and interest, with interest calculated at the declaration of the scheme based on Council's borrowing rate at the time plus one percent.

Council will require the first payment, either in full or by instalment to be made within 6-months of the practical completion of the works.

Climate Emergency Consideration

The Sealing the Hills project will consider climate emergency reduction measures such as:

- minimising tree removal through innovative road design
- use of LED lighting to reduce energy emissions
- utilising local contractors and local road & drainage construction materials to minimise travel

investigating the reuse and use of recycled road construction materials

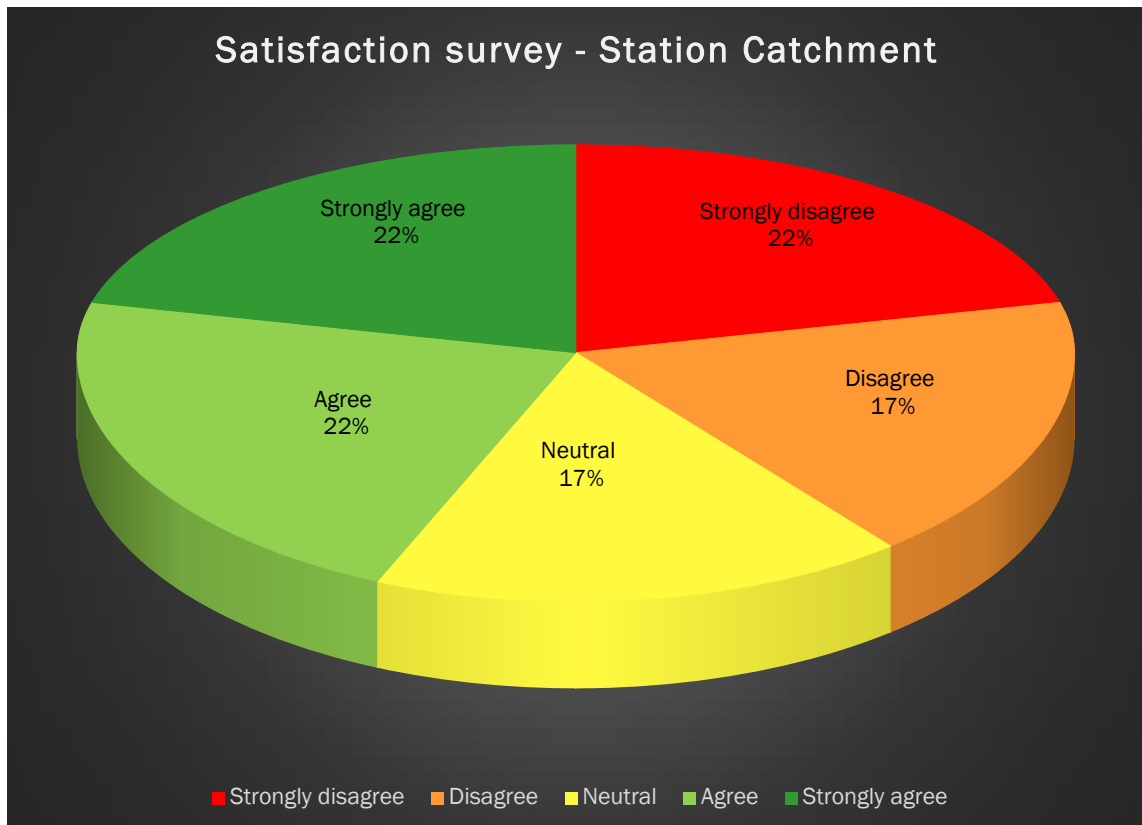
Consultation/Communication

Extensive consultation was undertaken with the affected property owners, including a formal questionnaire that revealed majority property owner support for the scheme, prior to Council determining to proceed with the special charge scheme legislative process as outlined in Section 163 of the *Local Government Act 1989*.

Council resolved to issue a notice of decision to declare the scheme at its Council meeting Monday, 13 December 2021. Property owners were then sent a letter and advertisements outlining the proposal placed in the Pakenham Gazette and Hills Trader, providing owners with the opportunity to make a submission or objection within the prescribed 28-day period. Following the submissions hearing on Tuesday, 1 February 2022 in accordance with Section 223 of the Local Government Act, Council declared the scheme at its meeting on Monday, 21 March 2022.

After practical completion of the construction works, a satisfaction survey was undertaken with the affected property owners to ascertain the overall satisfaction of the special charges information and road sealing works for Station (Cockatoo) catchment. Based on the survey outlined in Table 2, majority responses received were above satisfactory level to the information received on the special charges scheme and to the road sealing works completed.

Table 2. Satisfaction survey of Station (Cockatoo) catchment



Conclusion

That Council note:

1. The actual cost of the scheme works is \$2,981,137.48, which is 18% more than what was originally estimated \$2,535,750.00. This means that Council's contribution to the scheme increases by \$452,387.48, to be funded from the Australian Government grant.
2. The property owner contribution to the scheme updated at \$602,000 based on the capped contribution amount of \$7,000 per benefit unit as outlined in attachment 3 to this report.

Confidential Attachments

The consideration of confidential information in a closed session of Council is in accordance with section 66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act 2020* (the Act).

The Confidential Attachment (listed in Attachments section) – Confidential Attachment 3 - Updated apportionment table – is designated confidential information pursuant to the Act, s.3(1)(l) Information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

Attachments

1. Attachment 1 - Scheme process chart [7.4.3.1 - 1 page]
2. Attachment 2 - Plan of scheme area [7.4.3.2 - 2 pages]
3. Confidential Attachment 3 - Updated apportionment table [7.4.3.3 - 4 pages]

OFFICIAL - This document is a record of a Council decision or action and MUST be stored to SharePoint or a Corporate system.

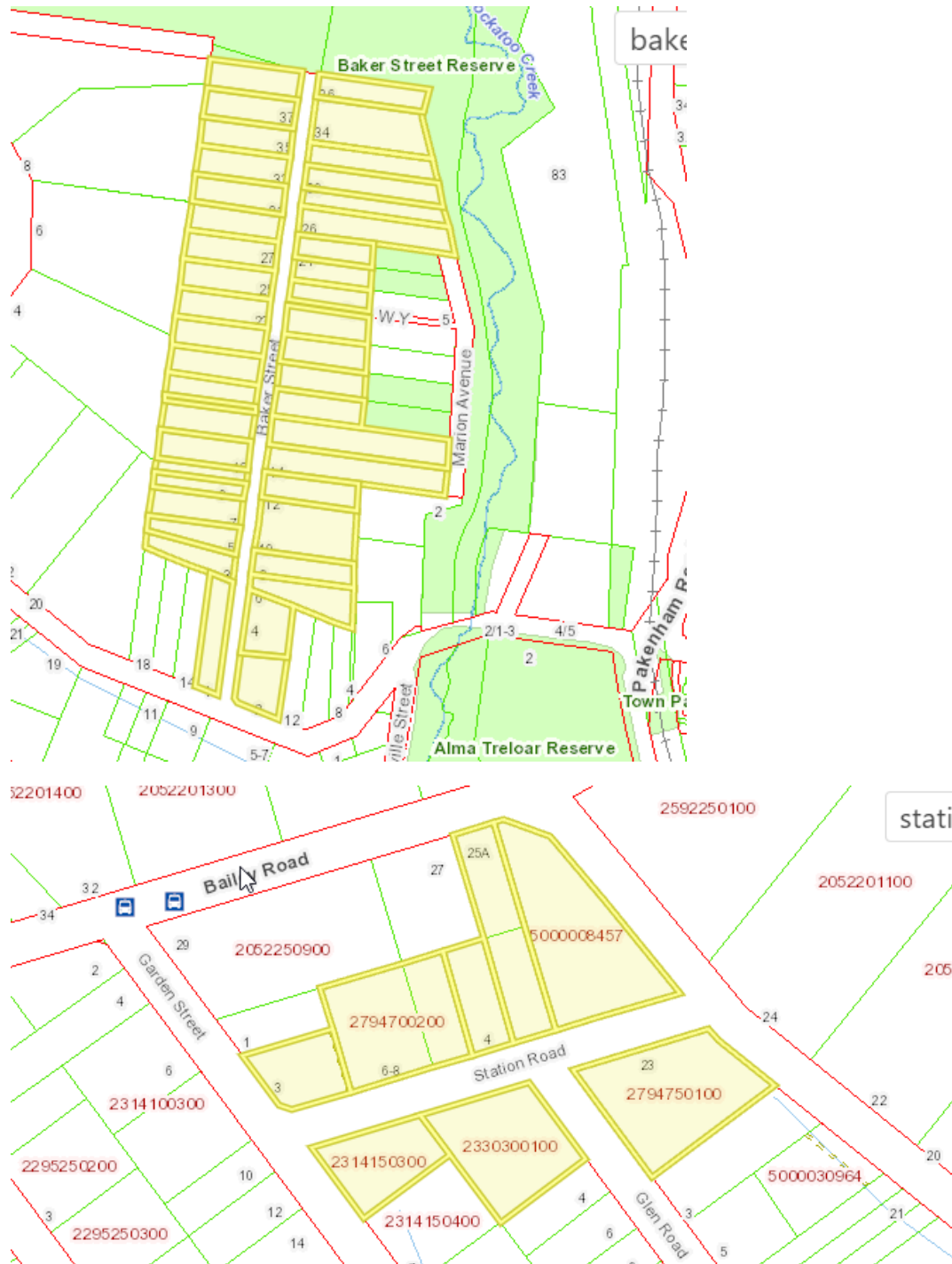
Sealing the Hills program Special Charge Scheme process checklist

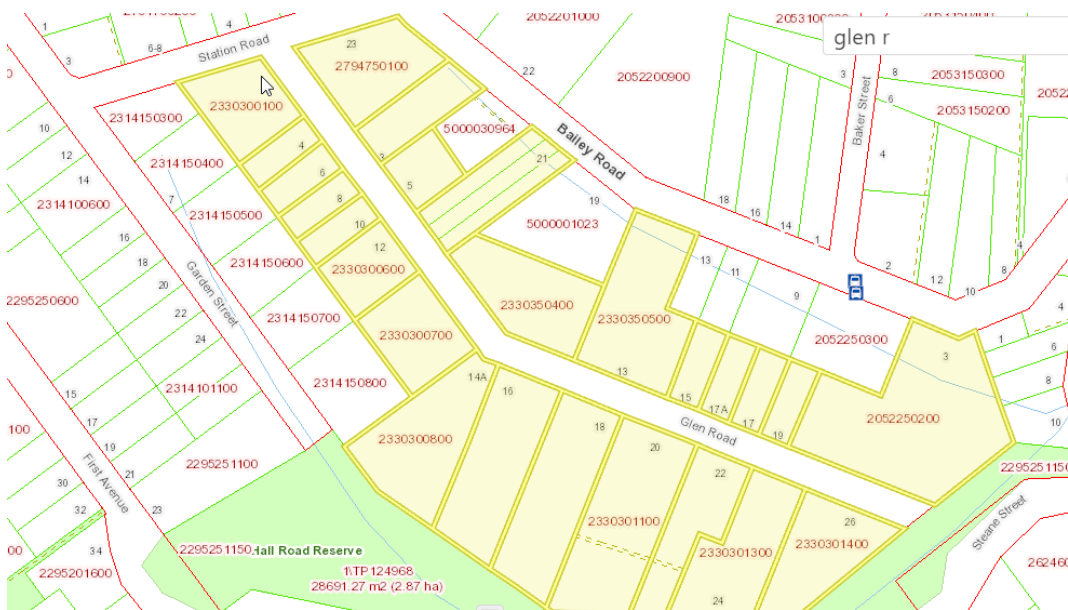
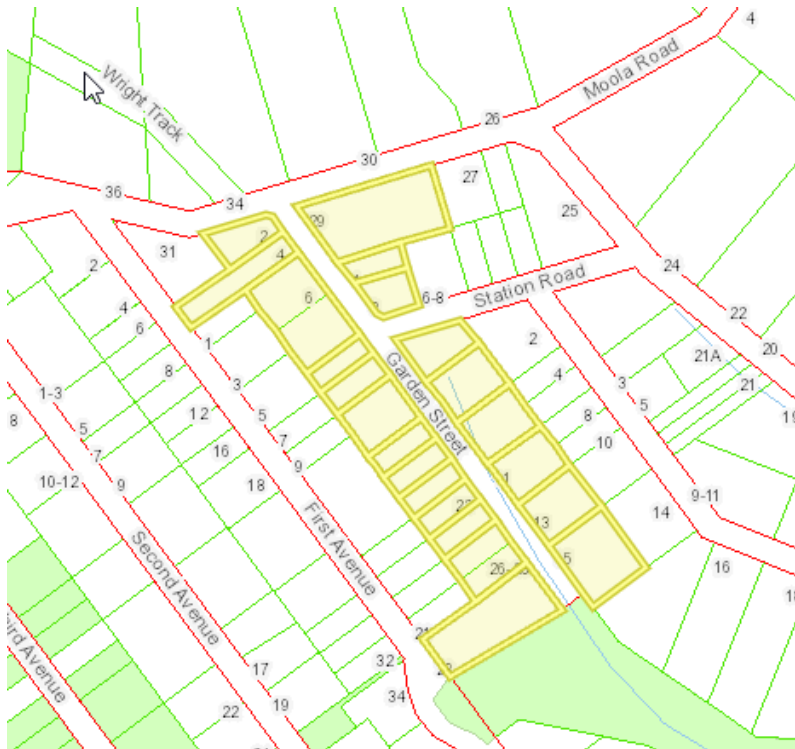


Special charge scheme projects (Section 163 Local Government Act)

Complete	Stage	Description
✓	Survey of landowners	Initial survey of property owners to assist in determining the need, associated issues and level of support for the proposed works and special rate/charge scheme.
✓	Approval to prepare / abandon scheme	Decision made to prepare scheme or to shelve project following consideration of the survey of property owners and feedback from the community. <ul style="list-style-type: none"> If the decision is that the scheme should proceed, the engineering design is completed, and a detailed estimate and an apportionment of costs are prepared. If a decision is made that the scheme should not proceed based on resident and community feedback, the affected residents are advised accordingly.
✓	Intention to declare scheme	Report to Council providing information on proposed scheme including advice of impending advertising of scheme and declaration of charge. Report seeks Council approval by resolution to proceed with process.
✓	Advertisement and notification	The proposed scheme is advertised in the local newspaper and all affected property owners are notified by mail of proposed works, costs and contributions. This advertisement and notification indicate Council's intention to <i>declare</i> a scheme in a month's time and seeks submissions from affected property owners. Details of the scheme may be inspected at the shire offices.
✓	Submissions	From the time of advertising, property owners have 28 days (as set down by the Act) to lodge submissions, either in support or opposing the proposed scheme.
✓	Submissions review panel hearing	A Submissions Review Panel is convened (may be Council Committee or whole Council) and meets to consider submissions. Some submissions are written only. Submitters may also request to be heard before the committee. The panel makes a recommendation to Council regarding the scheme.
	Abandonment of scheme	The panel may recommend to Council that the scheme be abandoned. After considering the panel's report, Council may proceed to abandon the scheme following which property owners are notified and the scheme does not proceed.
✓	Declaration report	Alternatively, the panel may recommend to Council that the scheme proceed. After considering the panel's report, Council may proceed to <i>declare</i> the charges in accordance with its advertised intent. <ul style="list-style-type: none"> After this the Finance Manager issues the levy notices and there is a formal charge placed on the property. Invoices are issued seeking payment of the declared contribution. Payment may be by instalments or lump sum. The social responsibility provisions of Council's Special Charge Policy provide for those facing financial difficulty. This is the final step in the process for Council to make a decision on the scheme.
✓	Appeal	Property owners may lodge an application for review of Council's decision with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the tribunal and this process generally takes four to six months. Decisions made by VCAT are binding on all parties.
✓	Construction	Council may then proceed to construction. Tenders are invited and a contractor appointed to construct the works.
✓	Final cost report	At the completion of the works the scheme is <i>finalised</i> and a report presented to Council.

Baker, Station, Glen, Garden – Station Catchment





7.4.4 FINALISATION OF SPECIAL CHARGE SCHEME - NAUGHTON (COCKATOO) CATCHMENT - SEALING THE HILLS

Responsible GM:	Peter Benazic
Author:	Nicole Alvares
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	2.1 We support the creation of liveable spaces and places 2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

Recommendation

That Council having declared a special charge on Monday, 20 June 2022 for the purposes of partially recovering the expenses incurred by Council in relation to the survey, design and construction of Carawa Street and Naughton Street, Cockatoo, including a sealed road pavement, kerb and channel and associated drainage and ancillary works:

1. Adopt a final scheme cost of \$2,442,613.26, which is 27% more than the estimated scheme cost of \$1,930,000 on which the scheme was declared.
2. Note that a fixed charge of \$7,000 per benefit unit was declared on all included properties within the scheme area in accordance with attachments 2 and 3 to this report.

Executive Summary

Council declared a special charge to fund portion of the cost of constructing Carawa Street and Naughton Street, Cockatoo on Monday, 20 June 2022.

The estimated cost of the works at the time of declaration was \$1,930,000 with \$388,500 property owner contribution based on \$7,000 per benefit unit and \$1,541,500 as Council contribution, to be funded from the Australian Government grant.

The actual cost of the works following construction plus 15% to cover survey, design and administration costs totalled \$2,442,613.26. The amount recovered from property owners, based on the fixed amount of \$7,000 per benefit unit remains at \$388,500, therefore Council's contribution increases to \$2054,113.26.

Background

The Naughton (Cockatoo) catchment that includes Carawa Street and Naughton Street, Cockatoo, was included for construction in Council's Sealing the Hills program. The properties included are shown on the plan included as attachment 2 to this report.

A survey of the property owners within the scheme boundary, (total of 52), was undertaken asking if they were in support of contributing to a special charge scheme at a capped contribution rate of \$7,000 per benefit unit, with a benefit unit being defined as:

- Existing lots, either developed or vacant, that gain, or will gain, primary (vehicular) access from a road being constructed would generally be required to contribute one benefit unit (\$7,000) towards the cost of construction.
- Existing lots, either developed or vacant, with side or rear abuttal to a road being constructed would generally be required to contribute one half benefit unit (\$3,500) towards the cost of construction.

- Existing lots, either developed or vacant, that gain, or will gain, primary access and have side or rear abuttal to roads being constructed would generally be required to contribute one benefit unit (\$7,000) in total
- Existing lots that have the potential to be further subdivided or developed may be allocated a multiple development benefit unit charge.

Following the survey of the property owners, where 93% of the responses received indicated support for the scheme, Council resolved to issue a notice of decision to declare a special charge on the included properties at its' Council meeting on Monday, 11 April 2022. The scheme was subsequently declared by Council, following the required advertising and 28-day submission period. at the Council meeting on Monday, 20 June 2022.

The scheme construction works are now complete, with practical completion being issued on Friday, 19 January 2024.

Policy Implications

The proposed special charge scheme has been developed in accordance with the provisions of the Local Government Act, Cardinia Councils Special Rate and Charge Policy and the adopted Sealing the Hills program. It is based on community benefit, health, safety, amenity and property owner support.

Section 163 of the Local Government Act provides that Council may not recover a greater portion of the cost of the works than calculated in accordance with the statutory 'benefit ratio' as set out in the previous *notice of decision* report presented to Council on Monday, 11 April 2022. Given that Council has capped the property owner contribution at \$7,000 per benefit unit, the proposed scheme is compliant.

Financial and Resource Implications

The scheme funding arrangements are as outlined in Table 1.

Table 1. Preliminary estimated cost of project

Original estimated cost of scheme	\$1,930,000.00
Actual cost of the project	\$2,442,613.26
Original Council contribution	\$1,541,500.00
Adjusted Council contribution	\$2,054,113.26
Benefiting property owner contribution	\$388,500.00

Note: the estimated project cost includes an allowance of 15% for design, supervision and administration of the scheme.

The Australian Government of \$41m grant will be used to fund Council's contribution as the balance \$109m was withdrawn by the federal government in January 2023.

Property owners will be offered the option of paying their contribution in full, or by quarterly instalments over 7-years. Instalment payments will include principle and interest, with interest calculated at the declaration of the scheme based on Council's borrowing rate at the time plus one percent.

Council will require the first payment, either in full or by instalment to be made within 6-months of the practical completion of the works.

Climate Emergency Consideration

The Sealing the Hills project will consider climate emergency reduction measures such as:

- minimising tree removal through innovative road design
- use of LED lighting to reduce energy emissions
- utilising local contractors and local road & drainage construction materials to minimise travel

investigating the reuse and use of recycled road construction materials.

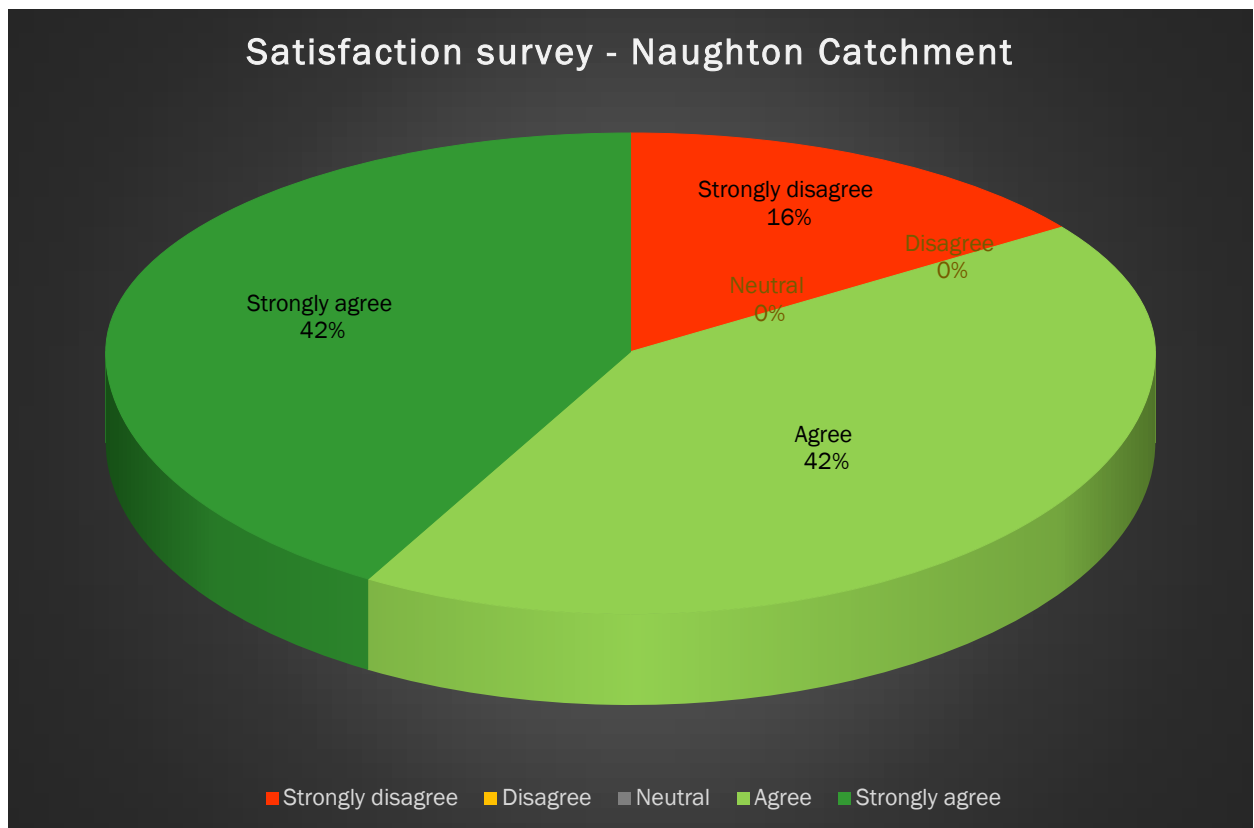
Consultation/Communication

Extensive consultation was undertaken with the affected property owners, including a formal questionnaire that revealed majority property owner support for the scheme, prior to Council determining to proceed with the special charge scheme legislative process as outlined in Section 163 of the *Local Government Act 1989*.

Council resolved to issue a notice of decision to declare the scheme at its Council meeting Monday, 11 April 2022. Property owners were then sent a letter and advertisements outlining the proposal placed in the Pakenham Gazette and Hills Trader, providing owners with the opportunity to make a submission or objection within the prescribed 28-day period. Following the submissions hearing on Wednesday, 18 May 2022 in accordance with Section 223 of the Local Government Act, Council declared the scheme at its meeting on Monday, 20 June 2022.

After practical completion of the construction works, a satisfaction survey was undertaken with the affected property owners to ascertain the overall satisfaction of the special charges information and road sealing works for Station (Cockatoo) catchment. Based on the survey outlined in Table 2, majority responses received were beyond satisfactory level to the information received on the special charges scheme and to the road sealing works completed.

Table 2. Satisfaction survey of Naughton (Cockatoo) catchment



Conclusion

That Council note:

1. The actual cost of the scheme works is \$2,442,613.26, which is 27% more than what was originally estimated \$1,930,000.00. This means that Council's contribution to the scheme increases by \$512,613.26, to be funded from the Australian Government grant.
2. The property owner contribution to the scheme remained fixed at \$388,500 based on the capped contribution amount of \$7,000 per benefit unit as outlined in attachment 3 to this report.

Confidential Attachments

The consideration of confidential information in a closed session of Council is in accordance with section 66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act 2020* (the Act).

The Confidential Attachment (listed in Attachments section) – Confidential attachment 3 - Updated apportionment table – is designated confidential information pursuant to the Act, s.3(1)2(a) the meeting is to consider confidential information.

3(1)(l) Information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

Attachments

1. Attachment 1 - Scheme process chart [7.4.4.1 - 1 page]
2. Attachment 2 - Plan of scheme area [7.4.4.2 - 1 page]
3. Confidential Attachment 3 - Updated apportionment table [7.4.4.3 - 2 pages]

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Sealing the Hills program Special Charge Scheme process checklist

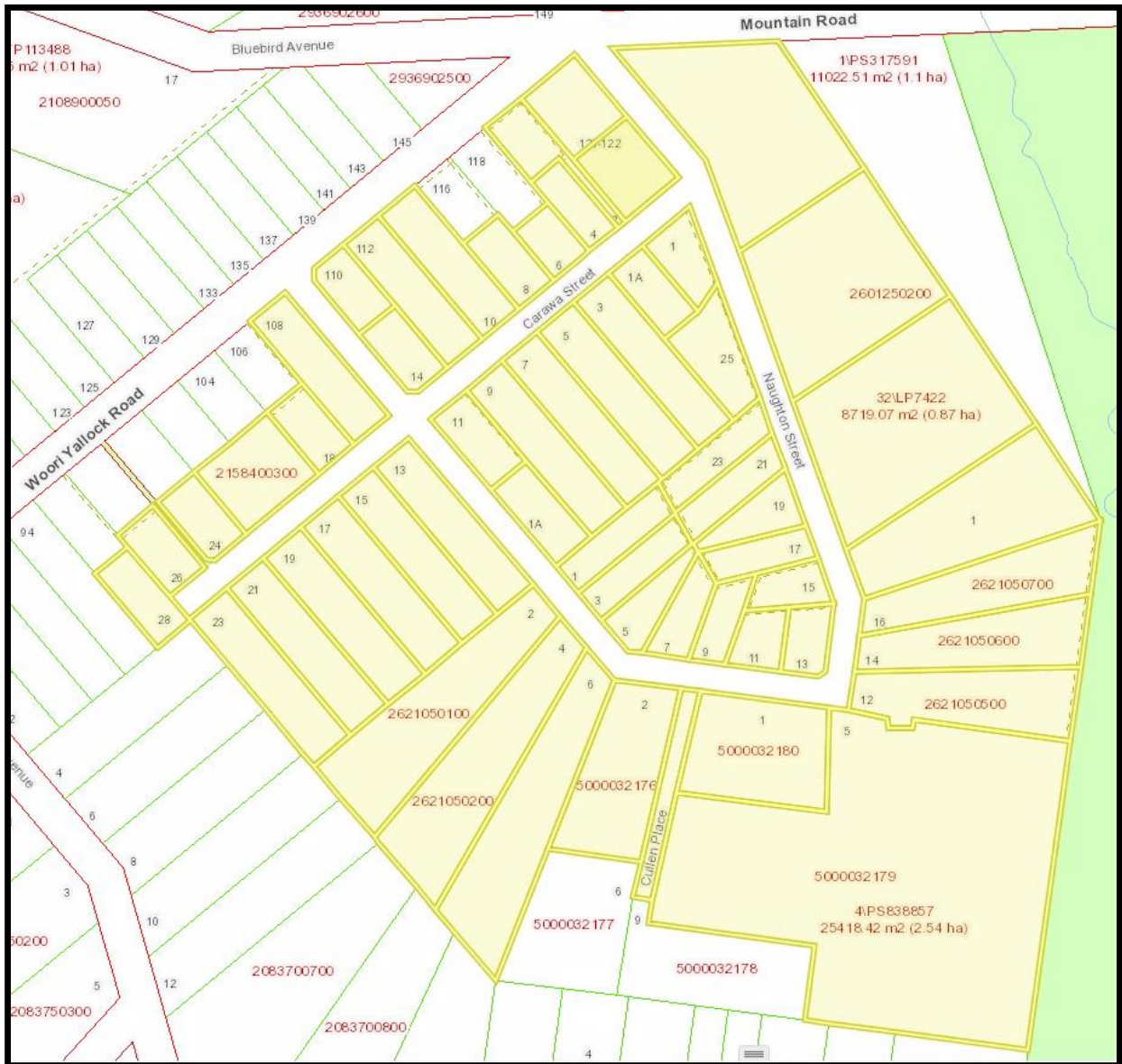


Special charge scheme projects (Section 163 Local Government Act)

Complete	Stage	Description
✓	Survey of landowners	Initial survey of property owners to assist in determining the need, associated issues and level of support for the proposed works and special rate/charge scheme.
✓	Approval to prepare / abandon scheme	Decision made to prepare scheme or to shelve project following consideration of the survey of property owners and feedback from the community. <ul style="list-style-type: none"> If the decision is that the scheme should proceed, the engineering design is completed, and a detailed estimate and an apportionment of costs are prepared. If a decision is made that the scheme should not proceed based on resident and community feedback, the affected residents are advised accordingly.
✓	Intention to declare scheme	Report to Council providing information on proposed scheme including advice of impending advertising of scheme and declaration of charge. Report seeks Council approval by resolution to proceed with process.
✓	Advertisement and notification	The proposed scheme is advertised in the local newspaper and all affected property owners are notified by mail of proposed works, costs and contributions. This advertisement and notification indicate Council's intention to <i>declare</i> a scheme in a month's time and seeks submissions from affected property owners. Details of the scheme may be inspected at the shire offices.
✓	Submissions	From the time of advertising, property owners have 28 days (as set down by the Act) to lodge submissions, either in support or opposing the proposed scheme.
✓	Submissions review panel hearing	A Submissions Review Panel is convened (may be Council Committee or whole Council) and meets to consider submissions. Some submissions are written only. Submitters may also request to be heard before the committee. The panel makes a recommendation to Council regarding the scheme.
	Abandonment of scheme	The panel may recommend to Council that the scheme be abandoned. After considering the panel's report, Council may proceed to abandon the scheme following which property owners are notified and the scheme does not proceed.
✓	Declaration report	Alternatively, the panel may recommend to Council that the scheme proceed. After considering the panel's report, Council may proceed to <i>declare</i> the charges in accordance with its advertised intent. <ul style="list-style-type: none"> After this the Finance Manager issues the levy notices and there is a formal charge placed on the property. Invoices are issued seeking payment of the declared contribution. Payment may be by instalments or lump sum. The social responsibility provisions of Council's Special Charge Policy provide for those facing financial difficulty. This is the final step in the process for Council to make a decision on the scheme.
✓	Appeal	Property owners may lodge an application for review of Council's decision with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the tribunal and this process generally takes four to six months. Decisions made by VCAT are binding on all parties.
✓	Construction	Council may then proceed to construction. Tenders are invited and a contractor appointed to construct the works.
✓	Final cost report	At the completion of the works the scheme is <i>finalised</i> and a report presented to Council.

NAUGHTON CATCHMENT – PROPERTIES INCLUDED

CARAWA STREET, NAUGHTON STREET - COCKATOO 3781



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 Web: www.cardinia.vic.gov.au

7.4.5 FINALISATION OF SPECIAL CHARGE SCHEME - RUSSELL-BLACKWOOD (GEMBROOK) CATCHMENT - SEALING THE HILLS

Responsible GM:	Peter Benazic
Author:	Nicole Alvares
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	2.1 We support the creation of liveable spaces and places 2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

Recommendation

That Council having declared a special charge on Monday, 21 March 2022, for the purposes of partially recovering the expenses incurred by Council in relation to the survey, design and construction of Blackwood Lane, Gembrook Road (service road), Redwood Road (service road-unsealed section) and Russell Road, Gembrook, including a sealed road pavement, kerb and channel and associated drainage and ancillary works:

1. Adopt a final scheme cost of \$2,476,651.61, which is 24% more than the estimated scheme cost of \$1,989,500 on which the scheme was declared.
2. Note that a fixed charge of \$7,000 per benefit unit was declared on all included properties within the scheme area in accordance with attachments 2 and 3 to this report.

Executive Summary

Council declared a special charge to fund portion of the cost of constructing Blackwood Lane, Gembrook Road (service road), Redwood Road (service road-unsealed section) and Russell Road, Gembrook on Monday, 21 March 2022.

The estimated cost of the works at the time of declaration was \$1,989,500 with \$343,000 property owner contribution based on \$7,000 per benefit unit and \$1,646,500 as Council contribution, to be funded from the Australian Government grant.

The actual cost of the works following construction plus 15% to cover survey, design and administration costs totalled \$2,476,651.61. The amount recovered from property owners, based on the fixed amount of \$7,000 per benefit unit updated at \$322,000, therefore Council's contribution increases to \$2,154,651.61.

Background

The Russell-Blackwood (Gembrook) catchment that includes Blackwood Lane, Gembrook Road (service road), Redwood Road (service road-unsealed section) and Russell Road, Gembrook was included for construction in Council's Sealing the Hills program. The properties included are shown on the plan included as attachment 2 to this report.

A survey of the property owners within the scheme boundary, (total of 43), was undertaken asking if they were in support of contributing to a special charge scheme at a capped contribution rate of \$7,000 per benefit unit, with a benefit unit being defined as:

- Existing lots, either developed or vacant, that gain, or will gain, primary (vehicular) access from a road being constructed would generally be required to contribute one benefit unit (\$7,000) towards the cost of construction.

- Existing lots, either developed or vacant, with side or rear abuttal to a road being constructed would generally be required to contribute one half benefit unit (\$3,500) towards the cost of construction.
- Existing lots, either developed or vacant, that gain, or will gain, primary access and have side or rear abuttal to roads being constructed would generally be required to contribute one benefit unit (\$7,000) in total
- Existing lots that have the potential to be further subdivided or developed may be allocated a multiple development benefit unit charge.

Following the survey of the property owners, whereby 77% of the responses received indicated support for the scheme, Council resolved to issue a notice of decision to declare a special charge on the included properties at its' Council meeting on Monday, 13 December 2021. The scheme was subsequently declared by Council, following the required advertising and 28-day submission period. at the Council meeting on Monday, 21 May 2022.

The scheme construction works are now complete, with practical completion being issued on Monday, 4 December 2023.

Policy Implications

The proposed special charge scheme has been developed in accordance with the provisions of the Local Government Act, Cardinia Councils Special Rate and Charge Policy and the adopted Sealing the Hills program. It is based on community benefit, health, safety, amenity and property owner support.

Section 163 of the Local Government Act provides that Council may not recover a greater portion of the cost of the works than calculated in accordance with the statutory 'benefit ratio' as set out in the previous *notice of decision* report presented to Council on Monday, 13 December 2021. Given that Council has capped the property owner contribution at \$7,000 per benefit unit, the proposed scheme is compliant.

Financial and Resource Implications

The scheme funding arrangements are as outlined in Table 1.

Table 1. Preliminary estimated cost of project

Original estimated cost of scheme	\$1,989,500.00
Actual cost of the project	\$2,476,651.61
Original Council contribution	\$1,646,500.00
Adjusted Council contribution	\$2,154,651.61
Benefiting property owner contribution	\$322,000.00

Note: the estimated project cost includes an allowance of 15% for design, supervision and administration of the scheme.

The Australian Government of \$41m grant will be used to fund Council's contribution as the balance \$109m was withdrawn by the federal government in January 2023.

Property owners will be offered the option of paying their contribution in full, or by quarterly instalments over 7-years. Instalment payments will include principle and interest, with interest calculated at the declaration of the scheme based on Council's borrowing rate at the time plus one percent.

Council will require the first payment, either in full or by instalment to be made within 6-months of the practical completion of the works.

Climate Emergency Consideration

The Sealing the Hills project will consider climate emergency reduction measures such as:

- minimising tree removal through innovative road design
- use of LED lighting to reduce energy emissions
- utilising local contractors and local road & drainage construction materials to minimise travel investigating the reuse and use of recycled road construction materials

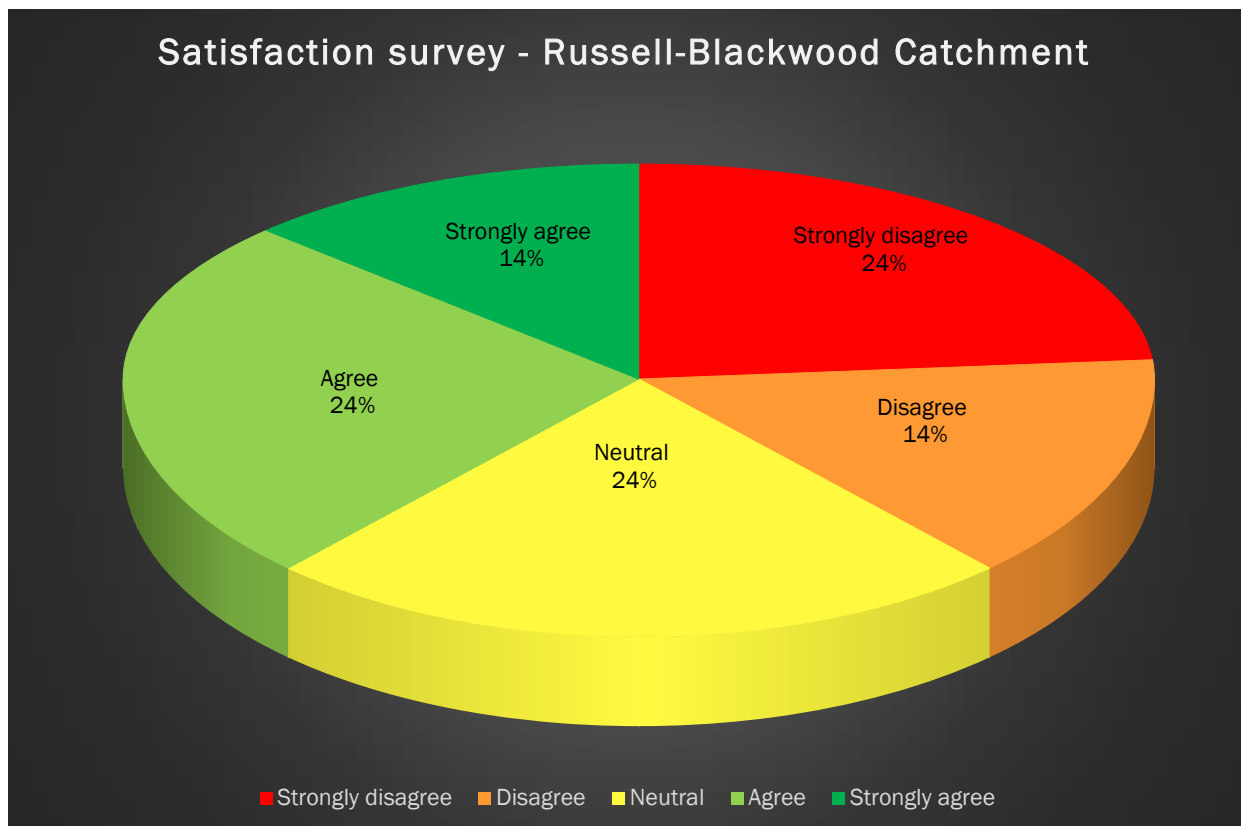
Consultation/Communication

Extensive consultation was undertaken with the affected property owners, including a formal questionnaire that revealed majority property owner support for the scheme, prior to Council determining to proceed with the special charge scheme legislative process as outlined in Section 163 of the *Local Government Act 1989*.

Council resolved to issue a notice of decision to declare the scheme at its Council meeting Monday, 13 December 2021. Property owners were then sent a letter and advertisements outlining the proposal placed in the Pakenham Gazette and Hills Trader, providing owners with the opportunity to make a submission or objection within the prescribed 28-day period. Council declared the scheme at its meeting on Monday, 21 March 2022.

After practical completion of the construction works, a satisfaction survey was undertaken with the affected property owners to ascertain the overall satisfaction of the special charges information and road sealing works for Station (Cockatoo) catchment. Based on the survey outlined in Table 2, responses received were equally satisfied or dissatisfied to the information received on the special charges scheme and to the road sealing works completed.

Table 2. Satisfaction survey of Russell-Blackwood (Gembrook) catchment



Conclusion

That Council note:

1. The actual cost of the scheme works is \$2,476,651.61, which is 24% more than what was originally estimated. This means that Council's contribution to the scheme increases by \$508,151.61, to be funded from the Australian Government grant.
2. The property owner contribution to the scheme updated at \$322,000 based on the capped contribution amount of \$7,000 per benefit unit as outlined in attachment 3 to this report.

Confidential Attachments

The consideration of confidential information in a closed session of Council is in accordance with section 66(2)(a) and s.66(5)(a) and (b) of the *Local Government Act 2020* (the Act).

The Confidential Attachment (listed in Attachments section) – Confidential attachment 3 – Updated apportionment table – is designated confidential information pursuant to the Act, s.3(1)(l) Information that was confidential information for the purposes of section 77 of the *Local Government Act 1989*.

Attachments

1. Attachment 1 - Scheme process chart [7.4.5.1 - 1 page]
2. Attachment 2- Plan of scheme area [7.4.5.2 - 2 pages]
3. Confidential Attachment 3 - Updated apportionment table [7.4.5.3 - 2 pages]

Sealing the Hills program Special Charge Scheme process checklist

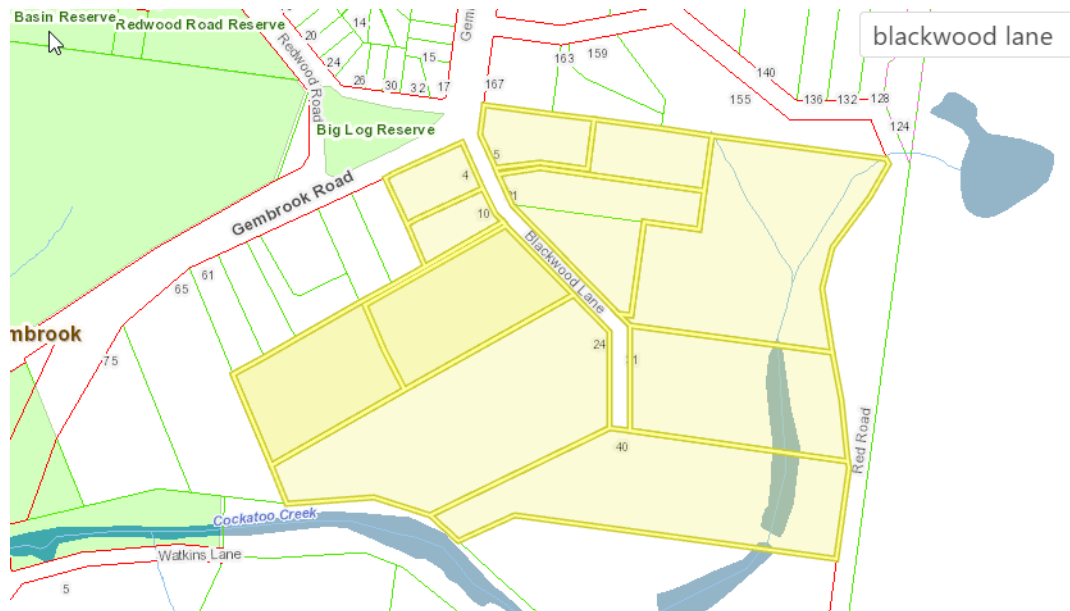
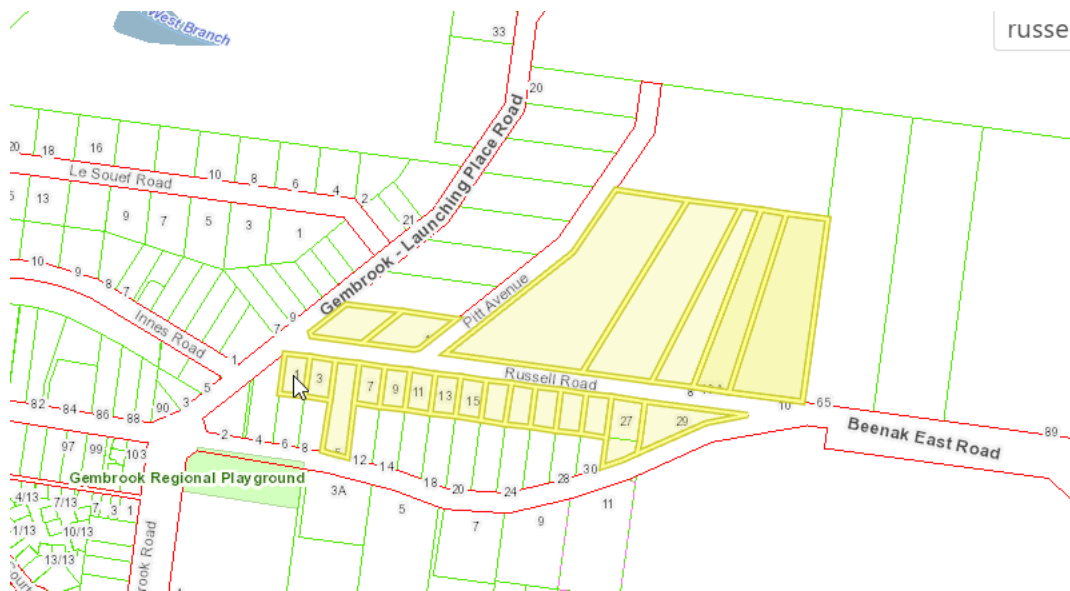


Special charge scheme projects (Section 163 Local Government Act)

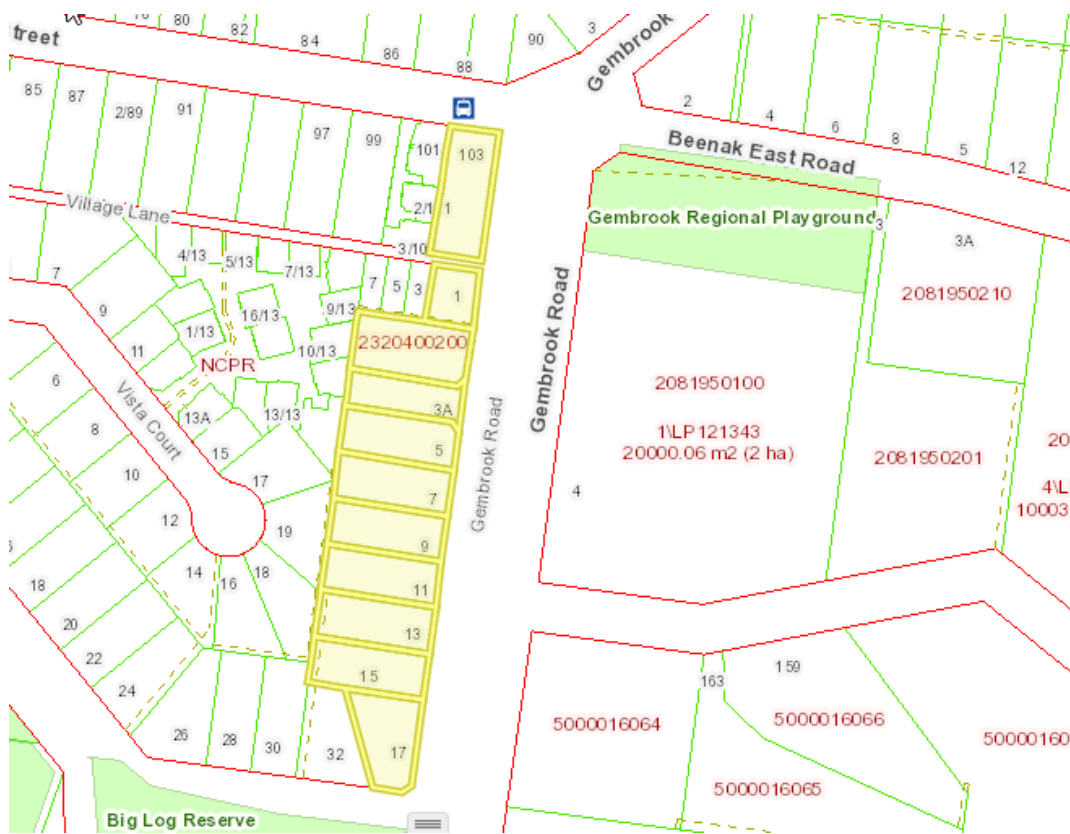
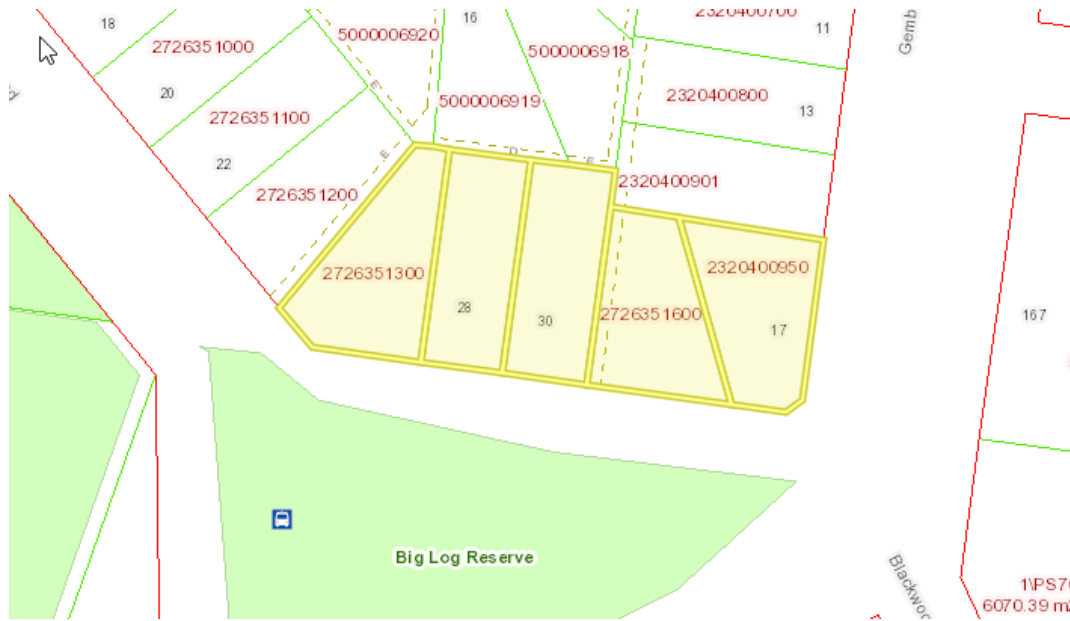
Complete	Stage	Description
✓	Survey of landowners	Initial survey of property owners to assist in determining the need, associated issues and level of support for the proposed works and special rate/charge scheme.
✓	Approval to prepare scheme	Decision made to prepare scheme or to shelve project following consideration of the survey of property owners and feedback from the community. <ul style="list-style-type: none"> If the decision is that the scheme should proceed, the engineering design is completed, and a detailed estimate and an apportionment of costs are prepared. If a decision is made that the scheme should not proceed based on resident and community feedback, the affected residents are advised accordingly
✓	Intention to declare scheme	Report to Council providing information on proposed scheme including advice of impending advertising of scheme and declaration of charge. Report seeks Council approval by resolution to proceed with process.
✓	Advertisement and notification	The proposed scheme is advertised in the local newspaper and all affected property owners are notified by mail of proposed works, costs and contributions. This advertisement and notification indicate Council's intention to <i>declare</i> a scheme in a month's time and seeks submissions from affected property owners. Details of the scheme may be inspected at the shire offices.
✓	Submissions	From the time of advertising, property owners have 28 days (as set down by the Act) to lodge submissions, either in support or opposing the proposed scheme.
	Submissions review panel hearing	A Submissions Review Panel is convened (may be Council Committee or whole Council) and meets to consider submissions. Some submissions are written only. Submitters may also request to be heard before the committee. The panel makes a recommendation to Council regarding the scheme.
	Abandonment of scheme	The panel may recommend to Council that the scheme be abandoned. After considering the panel's report, Council may proceed to abandon the scheme following which property owners are notified and the scheme does not proceed.
✓	Declaration report	Alternatively, the panel may recommend to Council that the scheme proceed. After considering the panel's report, Council may proceed to <i>declare</i> the charges in accordance with its advertised intent. <ul style="list-style-type: none"> After this the Finance Manager issues the levy notices and there is a formal charge placed on the property. Invoices are issued seeking payment of the declared contribution. Payment may be made by instalments or lump sum. The social responsibility provision of Council's Special Charge Scheme Policy provides for those facing financial difficulty This is the final step in the process for Council to make a decision on the scheme
✓	Appeal	Property owners may lodge an application for review of Council's decision with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the tribunal and this process generally takes four to six months. Decisions made by VCAT are binding on all parties.
✓	Construction	Council may then proceed to construction. Tenders are invited and a contractor appointed to construct the works. Invoices are issued seeking payment of the declared contribution. Payment may be by instalments or lump sum. The social responsibility provisions of Council's Special Charge Policy provide for those facing financial difficulty.
✓	Final cost report	At the completion of the works, the scheme is <i>finalised</i> , and a report presented to Council.

OFFICIAL - This document is a record of a Council decision or action and MUST be stored to SharePoint or a Corporate system.

Russell, Blackwood, Gembrook Rd (service lane) & Redwood Rd (service lane)



OFFICIAL - This document is a record of a Council decision or action and MUST be stored to SharePoint or a Corporate system.



7.5 Activity Reports

7.5.1 Q2 PERFORMANCE AND GROWTH REPORTS 2024 2025

Responsible GM:	Wayne Mack
Author:	Owen Hardidge, Porshia Sidhu
Presenters:	
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	5.1 We practise responsible leadership 5.1.1 Build trust through meaningful community engagement and transparent decision-making. 5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

Recommendation

That Council receive and note the contents of the Performance and Growth Reports for Quarter 2 2024-2025.

Executive Summary

The Performance and Growth Reports for Quarter 2 2024-25 show various results in performance across the organisation and growth across the Shire.

The organisation will continue to aim targeted improvement initiatives at areas and services that are not achieving desired targets.

Background

This report and the attachments are a collection of reports and information prepared for Councillors and the community every quarter. They are consistent in appearance and there data sources to allow for accurate comparison over time. While they represent a small proportion of the activity of Council, the reports try to address areas of common Councillor and community interest.

A reference document is included as Attachment O, which provides descriptions and explanations of the various components of the various metrics accompanying this report.

Information about “Service Level” performance results

During the December 2024 briefing, Councillors enquired about the internal processes that underpin the “Service Level” metrics. In particular, the “Service Level” metric indicates the % that are “closed within time”, which begs two questions:

- a) what does it mean to say that the team has ‘closed’ a request? and
- b) are the time closing targets appropriate?

All timeframes can be identified by viewing the public Performance Dashboard at [Cardinia Shire Performance Dashboards - Cardinia Shire Council](#), and will be periodically reviewed throughout 2025.

In the **majority of categories**, “closing” a CRMS service request is done by Council officers when the substance of the customer request is resolved, and the customer is advised (either by personal contact, or by “closure comment”).

For example, **waste and bin-related requests** are closed when the missed bin has been rectified, or the requested bin has been provided. **Requests for information** are closed when the information is provided, **Rates enquiries and Change-of-names** are closed when the details are closed, and **general** requests for service are closed the customer is advised of when the service is provided, or the customer is advised of the reason for not providing the service.

The **current exceptions** to this are primarily in Operations and requests that trigger complex law enforcement processes.

In respect of **road, drainage and asset maintenance requests**, the typical practice is for the customer request to be closed when the requests is **assessed and works are scheduled or deemed not necessary**. This primarily occurs because the scheduling of works will vary, depending on the severity of the issue and the intervention levels. The CRMS system is not capable or sufficiently integrated with works management business systems to accommodate this complexity, and as such the CRMS “service level” time is configured only to reflect the assessment time frame.

In respect of **tree and branch-related requests**, the current practice is to close the request *after the works are performed and have been invoiced*. This is unique to this team, and has developed as a response to system difficulties related to managing this category of works. This is significantly contributing to the high number of ‘overdue’ requests for “tree and branch on public land” customer requests, and indeed there is such a high volume of this category that are overdue, that it is significantly impacting the overall performance. The body of the report includes comments from the Manager, Operations describing specific measures taken to reduce this backlog, and we are focussing on looking at ways to improve the business processes to minimise this issue in the future.

In respect of **law enforcement matters**, ‘closing’ the CRMS request will sometimes occur at a point where a **longer, litigated process commences**. For example, a “planning enforcement” or “illegal building” CRMS will often be closed when criminal prosecution, VCAT enforcement or Building Orders are issued. From the customer perspective, they will often not perceive the **substance of the issue to be resolved**, but Council officers will have provided a description of the processes that will be followed. In many cases, illegal building works or criminal prosecutions can take very long timeframes to resolve (in some cases, years before litigated processes are exhausted).

Summary of results for Quarter 2 2024-25

Council Plan initiatives



The Council Plan 2021-25 was adopted on Monday 21 June 2021. This is the last reporting year for the new Council Plan.






We are committed to 27 Council Plan initiatives for 2024-25. All are on track for timely completion except one. Please refer to Attachment 2 for details. The Council Plan is structured around five strategic objectives that underpin the overarching strategic direction for the term of the Plan. Under each strategic objective is a series of strategies, initiatives, and indicators.

Council initially adopted 28 Council Plan initiatives for 2024-25. After reviewing the “Implement the Business Innovation Strategy” initiative with Councillors, it was decided to integrate this priority into the Economic Development Strategy. Consequently, this initiative is not included in the current Financial Year reporting.

Key results to note this quarter

The following table identifies some of the key changes or trends that are reflected in the attached reports:

<p>LGPRF indicators showing improvement</p>	<ul style="list-style-type: none"> • Time taken to action animal requests has decreased from 4.87 days to 3.50 days • Animals reclaimed has increased from 42.2% to 62.1% • Council decisions closed to public has dropped from 1.40% to 0% • Councillor attendance rate at Council meetings has increased from 92.9% to 97.2% • The percentage of planning application decisions made within the 60-day timeframe has dropped from 63.0% to 67.4%.
<p>LGPRF indicators that were stable and remain high</p>	<ul style="list-style-type: none"> • Time taken to action food complaints • Sealed roads maintained to standards • MCH Infant enrolment • Missed Bins (per 10,000 collections)
<p>LGPRF indicators that showed a decline</p>	<ul style="list-style-type: none"> • MCH 4 weeks KAS participation has slightly declined from 97.1% to 95.6% • Planning decisions upheld at VCAT • Waste diverted from landfill has slightly decreased from 48.1% to 46.4%
	<p>Service request performance, and “Tree and Vegetation on Council Land” request category.</p> <p>The share of incoming service requests, across the organisation, which were actioned and closed within service standard, sat at 81% for the quarter, lower than our target of 90%. The total number of incoming service requests increased by 14%, compared to the same time last year.</p> <p>As will be apparent from the reports, the overall service level result is impacted by a significant backlog of outstanding storm related customer requests (Trees and Vegetation on Council or Public land).</p> <p>Council has recently hired several more staff in the Tree Care team who are targeting the backlog of outstanding requests. Outstanding inspections have now started to come down, and works are being issued to contractors for completion. We expect to see improvement in this category, and the Service Level performance in future quarters.</p>
	<p>Customer experience survey</p> <p>The overall customer satisfaction score is derived from asking customers, who have had a service request closed, to rate their overall experience with council, on a scale of 1 to 5, with 1 being very poor, and 5 being very good.</p> <p>We achieved a satisfaction score of 3.40 in Quarter 2. The score is based on 166 responses received from 1,328 surveys sent.</p>

	Unsealed roads performance	<p>The service level for unsealed road related requests this quarter was 95%, higher than the 90% target. There has been a 20% increase in the number of unsealed road service requests received this time of the year compared to the same period last year.</p> <p>It should be noted that the service level calculation is based upon the number of unsealed road requests closed in time, upon completion of inspection and scheduling of work (if work is required).</p> <p>A total of 769 corrugation or pothole complaints requests were received through to this quarter – a 16% increase compared to the same time last year.</p>
	Drainage service performance	<p>The service levels achieved for drainage related requests this quarter was 82%. The decrease in surface drains cleared is due to fire restriction days in the month of December, significantly impacting operations and reducing the metres for clearing surface drains. Similarly, underground drains cleared in the quarter decreased due to works on gross pollutant traps (GPT) conducted in December, which required more effort while covering fewer metres.</p> <p>It should be noted that the service level calculation for the drains cleared is based upon the number of drainage requests closed in time upon completion of inspection and scheduling of work (if work is required).</p>
	Waste management service performance	<p>Waste management performance results continue to meet the organisation's target, achieving a 96% service level for the quarter.</p> <p>The 'Missed Bins' metric displayed continuous improvement. Our waste team has worked with our kerbside collections contractor to put a significant focus on missed bins management across our three kerbside collection streams. Our contractor has put several new processes in place to reduce the previously high 'missed bins' reporting number. Some of the changes include more frequent reporting to Council on this measure, better driver resourcing, education for drivers on the impact of missed services, direct driver engagement to support potential misses and positive incentives for drivers who have zero missed bins on their runs.</p>
	Customer support performance	<p>Customer Support performance has slightly decreased this quarter. Against our revised target of answering 80% of calls within 90 seconds, we achieved a service level of 70%. However, under our previous target of answering 80% of calls within 300 seconds, we achieved 92%.</p>
	Customer support after-call survey	<p>Post call survey results continue to show stable satisfaction with professionalism (4.80), wait time (4.52) & knowledge (4.68) of Customer Support call takers.</p>

Growth and Residential development trends

The household growth rate in the Shire has rebounded to four households per calendar day for the current financial year. This quarter the number of residential subdivision lot applications

lodged was 42% higher compared to the same period last year. Conversely, the issuance of statements of compliance for residential lots has witnessed a decrease of 37% in comparison to same period last year. The number of building permits issued was 8% higher than the same time last year. Similarly, residential building completions was 12% higher than the same time last year, with 377 residential building completions processed this quarter. On the contrary, the number of non-residential building completions processed is 20% lower than the same time last year. Higher interest rates can have a significant impact and may create uncertainty in consumer confidence to obtain building permits for development. A similar trend is expected to continue in the next quarter as well.

Government Interaction

Government Advocacy

Council works with all levels of Government to lobby for action on important local issues and works hard to influence government priorities that will benefit our local communities. Council also works with other groups of Councils, such as the Municipal Association of Victoria, Greater Southeast Melbourne, Interface Councils Groups and National Growth Areas Authority to facilitate investment into the broader region.

The advocacy package prepared detailing Council's priorities for the municipality is used to lobby local members of parliament and bureaucrats to promote Council's priorities for consideration in the development of the State and Federal budgets. Council will also submit a pre-budget submission at the end of January. In preparation for the Federal Election Council is planning a campaign to highlight key community priorities including the Cardinia Life Re-Development, Lang Lang Truck Bypass and Road Safety.

Grant applications

Council continues to rely on rate revenue to fund the provision of infrastructure and services.

During Q2 of 24/25 financial year 2 applications were lodged under various programs seeking a total of \$47,810,980. Seven applications totalling \$107,432,101 have been submitted in 24/25. Of these applications none have been assessed and remain pending. There has been 1 unsuccessful and 3 successful applications from the 23/24 financial year totalling \$357,000 all of which were assessed in Q1.

Legislative Program

Council continues to monitor proposed legislation as Bills are introduced into parliament. A number of amendments through the Local Government Amendment (Governance and Integrity) Act 2024 came into operation on 26 October, 2024 with changes being made to the Local Government Act 2020. Councillors have engaged with and have completed the majority of the mandatory training by the end of Q2. The balance of mandatory training will be completed in Q3. The Mayor and Deputy Mayor have completed the new mandatory training within the 30-day requirement of their election.

The Victorian Independent Remuneration Tribunal made a Determination on 3 July providing for an annual adjustment of 3.5% to the values of allowances payable to Mayors, Deputy Mayors and Councillors.

Council continues to liaise with the VEC and other agencies and has met its legislative requirements for the 2024 Council Elections. The summary of Election Campaign Donation Returns has been published on Council's website and provided to the VEC.

Cardinia Shire Gender Equality Action Plan (GEAP) 2021 – 2025

The GEAP outlines Council's vision that everyone who lives, works, and spends time in Cardinia Shire – regardless of their gender identity – be treated with respect and fairness, feel and be

safe, and have equal access to opportunities to reach their potential and pursue their dreams. The progress against the actions outlined in the key focus areas of the Cardinia Shire Gender Equality Action Plan (GEAP) 2021 – 2025 is detailed in 'Attachment 4 – Gender Equality Action Plan Report – 2024-25 Q2'.

Cardinia Shire Council continues to support Gender Impact Assessment (GIA) champions and council officers with additional resources (including the development of a GIA app) to enable more effective reporting and completion of GIAs.

Consultation/Communication

Relevant managers and officers, from all divisions across the organisation, provide updates and comments that feed into the Performance and Growth reports.

Next Steps

The organisation will continue to aim targeted improvement initiatives at areas and services that are not achieving desired targets.

Attachments

1. Attachment 0 - Introduction to the Quarterly Performance and Growth Reports [7.5.1.1 - 3 pages]
2. Attachment 1 - Performance Report 2024-25 Q 2 [7.5.1.2 - 19 pages]
3. Attachment 2 - Council Plan Initiatives - Progress Report 2024-25 Q 2 [7.5.1.3 - 17 pages]
4. Attachment 3 - Growth Report 2024-25 Q 2 [7.5.1.4 - 6 pages]
5. Attachment 4 - Gender Equality Action Plan Report - 2024-25 Q 2 [7.5.1.5 - 2 pages]

Introduction to the Quarterly Performance and Growth Reports

The Ministerial Better Practice Guide that addressed Council performance and financial reporting indicates that Councils should present quarterly or biannual reports on the operation of Council to Councillors, the Audit Committee and Senior Managers.

During the first 12 months of the new Council term, Council must prepare and adopt a range of strategic planning documents, which must include the articulation of Strategic Indicators that will track the progress of Council plan initiatives and priorities. Performance reporting is inherently connected to the higher-level strategic objectives, and hence officers expect that these quarterly performance reports may be adapted and adjusted as the new Council priorities take shape.

Council officers are currently working on potential strategic indicators for Council to consider, which will be an important component for Council consideration as the Council Plan and associated documents are prepared.

Performance Report

This report collates a series of 'dashboards' that draw data from various Council systems and presents them in a graphical way. The dashboards presented in this report are available on the Council website (cardinia.vic.gov.au/dashboards) and are updated each quarter after they are reported in Council meetings.

Council Plan Performance refers to the Initiatives identified in the Council Plan 2021-2025 and tracks the current status of the Year 4 initiatives. More detailed progress comments can be found in Council Plan Initiatives – Progress Report.

Service request performance

In this report, "Requests" refers to customer enquiries recorded in Council's Customer Relationship Management System (CRMS). This may be when a call is taken through the Customer Support call centre, or an email or other electronic request via mail@cardinia.vic.gov.au.

All categories of CRMS have assigned 'target' completion time (expressed as days - ranging from 1 to 180 days, depending on the immediacy of the request, and the nature of the enquiry). The 'Service Level' is the percentage of CRMS that are completed (closed) within the 'target' time.

Unsealed Roads Performance

Drainage Performance

Waste Management Performance, Disposal and Recovery

Customer Service Performance and After Call Survey

Youth Engagement statistics

These dashboards summarise workloads, service completion data and proactive work volumes across key Council services. Each quarter, the relevant service managers may provide commentary on trends or particular results. These graphs will often show variation when demand surges occur, such as weather events, spikes in calls because of issues in the community.

The **after-call survey** is conducted quarterly and prompts a random selection of customers to rate the performance of Council after their CRMS request is closed. After-call surveys typically have a relatively low participation rate (this quarter it is 10%) but is nevertheless a useful indicator. Survey-takers are invited to rate the knowledge, professionalism and wait time in respect of their contact, providing a rating out of 5.

Escalated complaints

The escalated Customer complaints report refers to Customer complaints within the meaning of the *Local Government Act 2020* and should be understood in conjunction with the Cardinia Shire Council Customer Complaints Policy.

The *Local Government Act 2020* defines a complaint as, “a written or oral expression of dissatisfaction” with the:

- Quality of an action taken, decision made, or service provided by a member of Council staff or contractor engaged by the Council; or
- Delay by a member of Council staff or contractor engaged by the Council in taking an action, making a decision, or providing a service; or
- Policy or decision made by a Council, member of Council staff or a contractor.

and is therefore quite broad in its scope.

Due to current system limitations, this report records the number of complaints received and the closure time. This does not indicate information whether investigated complaints were substantiated (in whole or in part).

The complaints policy along with the complaints procedure adopted by Council is published in Council’s website.

[Customer Service Charter and Complaints Policy - Cardinia Shire Council | Cardinia Shire Council](#)

LGPRF Service Measures

The Local Government Performance Reporting Framework is a key State Government initiative to collect rigorous and comparable data from all Victorian Councils across a range of key service areas. This data is reported annually, and is comparable across Councils to support transparency across the sector.

As well as reporting the data, Councils are obliged to set targets for some designated indicators. The targets adopted by Cardinia are indicated on the graphs by yellow dotted lines. Targets have only been required since 2023/24.

Local Government Victoria provides a website and tools to easily compare the data across Councils.

[Know Your Council | vic.gov.au](#)

Cardinia Initiatives Progress Report

This report collates progress comments across all initiatives identified in the Council Plan. The Council Plan 2021-2025 sets out initiatives across each of the 4 years of the plan, and this report relates to the initiatives that are ongoing in the current year.

Growth Report

This report combines a number of data sources that collectively indicate population and growth trends in the municipality, including in significant development precincts.

Gender Equity Action Plan Report

Under the *Gender Equality Act 2020*, all local Councils are required to have a Gender Equity Action plan, and to report progress against the plan.

This report outlines progress against the actions outlined in the key focus areas of the *Cardinia Shire Gender Equality Action Plan (GEAP) 2021 – 2025*.

Future Improvements and changes to Performance and Growth Reports

Over the next 6-9 months, as the new Council Plan is developed, Council will develop new strategic indicators which will be the primary performance indicators for the Council term. It is expected that this will, in turn, drive improvements to the Quarterly Performance and Growth Reports, in order to provide Councillors and the community for more informative performance reports.



PERFORMANCE REPORT

Q2 OCT – DEC 2024

Council Plan Performance

COUNCIL MEETING AGENDA - 17 MARCH 2025

Q2 OCT – DEC 2024

COUNCIL PLAN

Council Plan Initiative

27

Key Priority Area

5

Completed

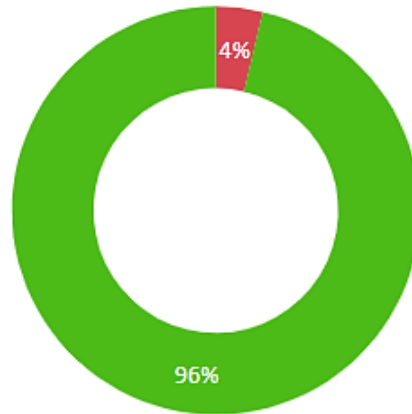
0%

Off track

4%

COUNCIL PLAN INITIATIVE PERFORMANCE

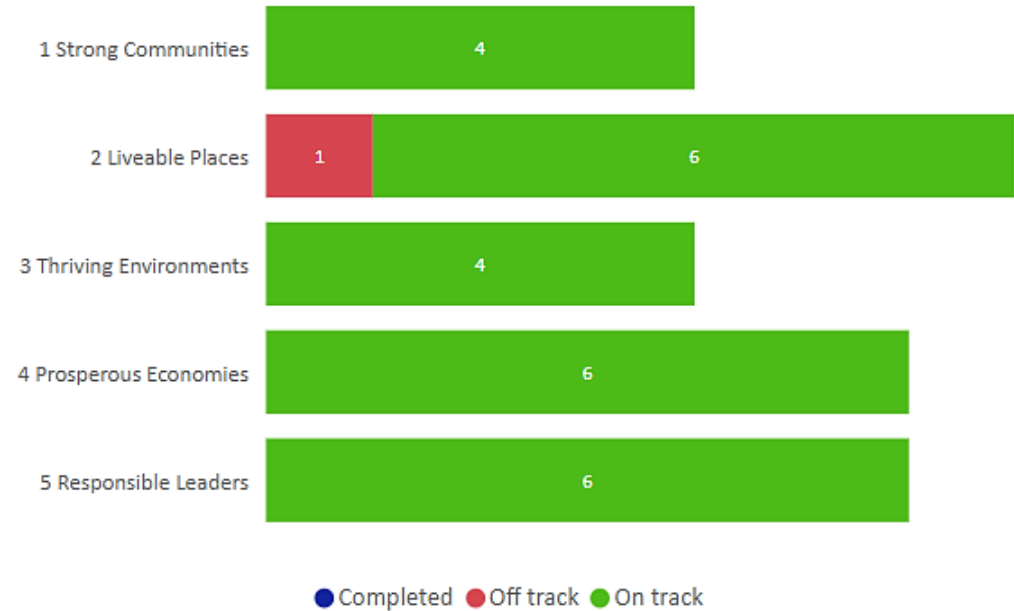
The Council Plan sets out a medium to long-term vision for how Council respond to community needs and the opportunities and challenges facing Cardinia Shire. The performance of the Council Plan is illustrated below.



● Off track ● On track ● Completed

KPA PERFORMANCE

Council delivers the plan through a 4 year action plan which covers 5 Key Priority Areas (KPA's). The performance of the 5 KPA's is illustrated below.



● Completed ● Off track ● On track

Service Request Performance – Whole Organisation

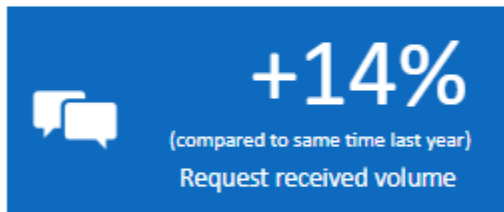
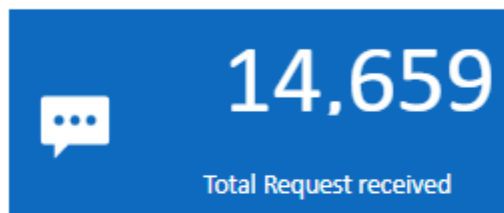
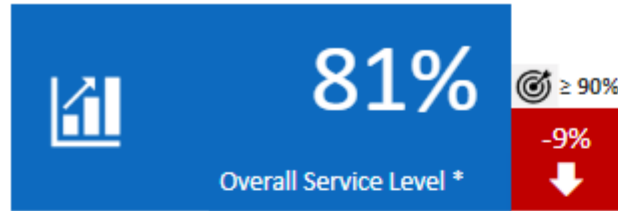
COUNCIL MEETING AGENDA - 17 MARCH 2025

ATTACHMENT 7.5.1.2



Q2 OCT – DEC 2024

PERFORMANCE METRICS



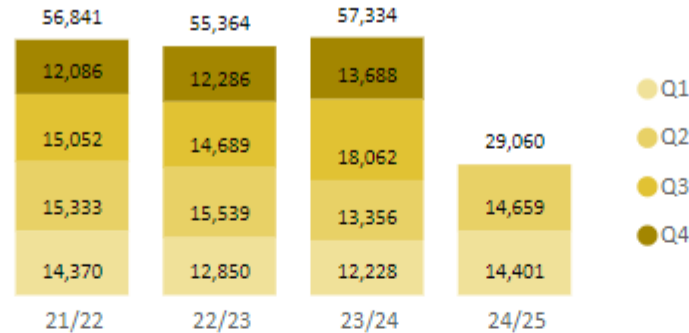
WHAT DOES SERVICE LEVEL MEAN?

A service request is recorded in Council's Customer Relationship Management System (CRMS) when a call is taken through the call centre or sent via web mail.

Service Level is the in-time completion rate for requests. Each request is assigned a service standard which is a target for completion within a certain timeframe. Council's target to finalise services request on time is 90%.

REQUEST STATISTICS

Request received volume



Service quality

Overall CSAT Score



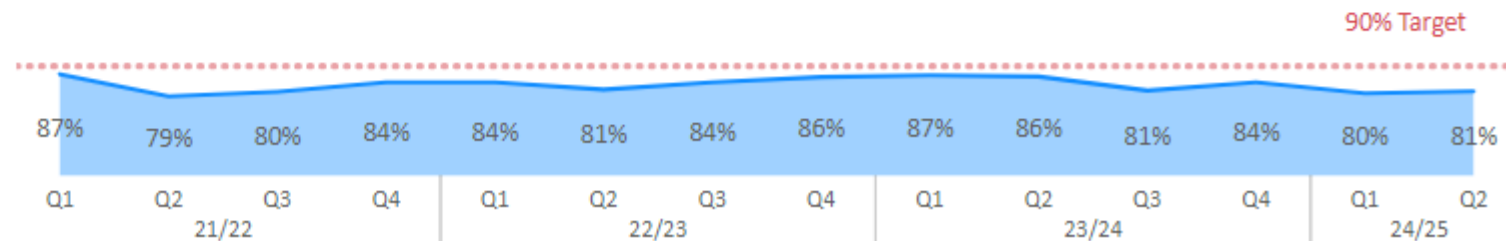
REQUEST PERFORMANCE

Top 5 service request categories by volume and their service levels

Service Request	Volumes	Service Level
Waste - Kerbside Bin Issue	2,090	95%
Waste - Kerbside Bin Change	1,278	98%
Trees and Vegetation on Public or Council Land	1,095	3%
Planning	675	92%
Rates	605	98%



Overall service level trend over time



Unsealed Roads Performance

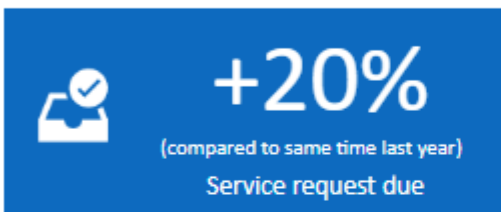
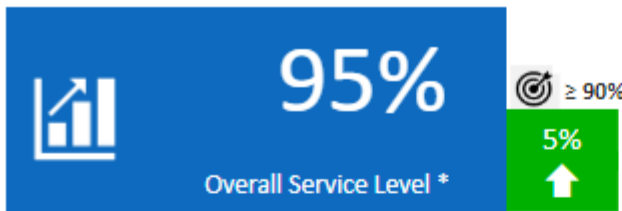
COUNCIL MEETING AGENDA - 17 MARCH 2025

ATTACHMENT 7.5.1.2



Q2 OCT – DEC 2024

PERFORMANCE METRICS

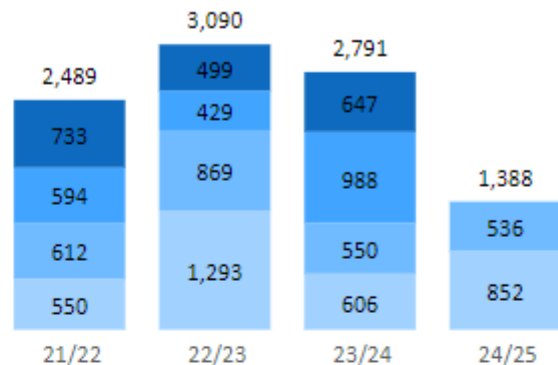


WHAT IS ROAD GRADING EFFORT?

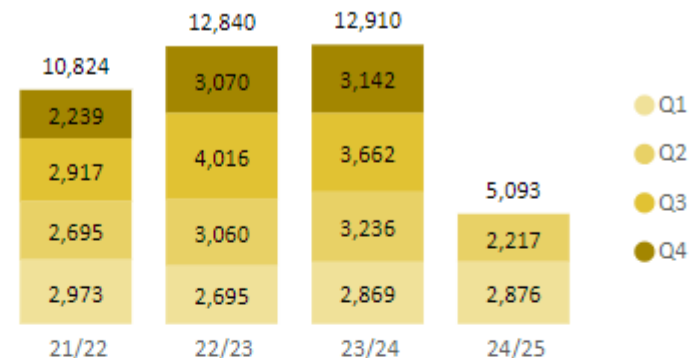
Road grading effort is the total hours spent on the roads doing maintenance work with our graders and heavy rollers. This includes both in house resources and additional resources from our contract partners.

UNSEALED ROAD STATISTICS

Service request due



Road grading effort (hours)

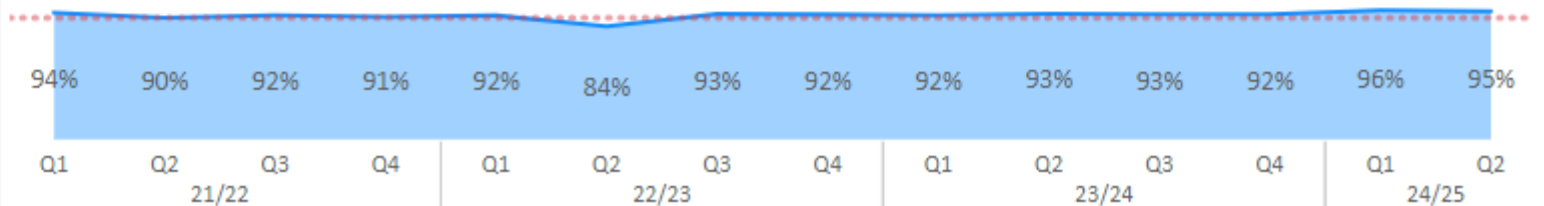


UNSEALED ROAD PERFORMANCE

Service request types by volume, standard and service level

Service request	Volumes	Standard (Days)	Service Level	90% Target
Corrugation or Pothole Complaint	271	8	97%	97%
Other Complaint (Request to grade)	259	8	93%	93%
Slippery Surface Complaint	6	8	100%	100%

Overall service level trend over time



* Percentage of service requests completed within the time standards defined in the CRMS.

• Note that, each unsealed road request is closed upon completion of inspection and scheduling of work (if work is required).



Unsealed Roads Performance

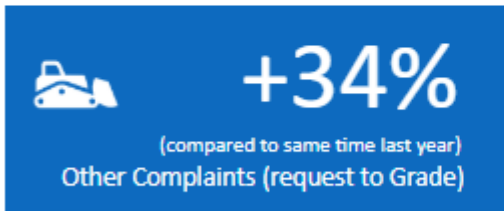
COUNCIL MEETING AGENDA - 17 MARCH 2025

ATTACHMENT 7.5.1.2

Cardinia

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PERFORMANCE METRICS



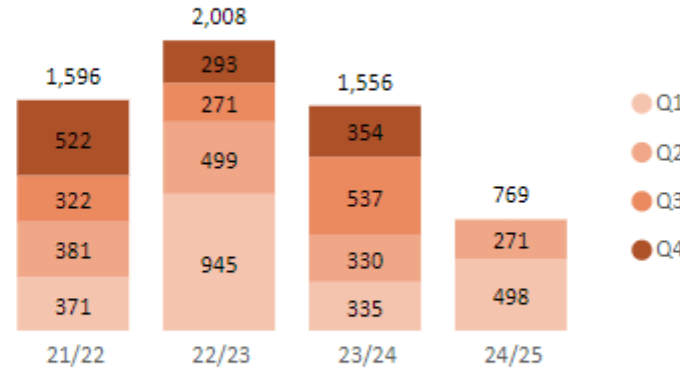
We have about 862 kilometres of unsealed roads, which are maintained via our Grading and Maintenance, Re-sheeting and Drainage Works programs.

Maintaining roadside drains is a core part of our unsealed road maintenance works, as drains have a big impact on the performance of our roads.

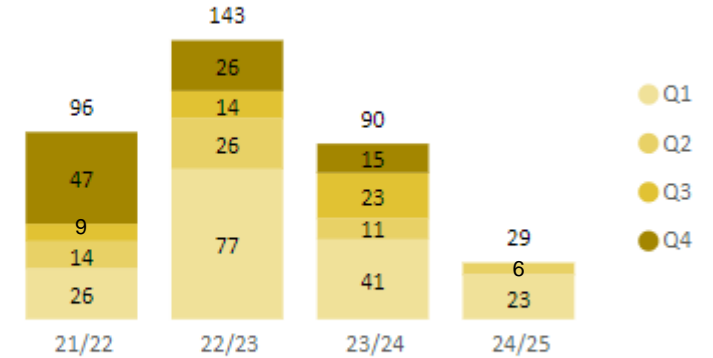
We schedule works into a road maintenance schedule based on inspections and requests made by residents.

UNSEALED ROAD SERVICE REQUEST STATISTICS

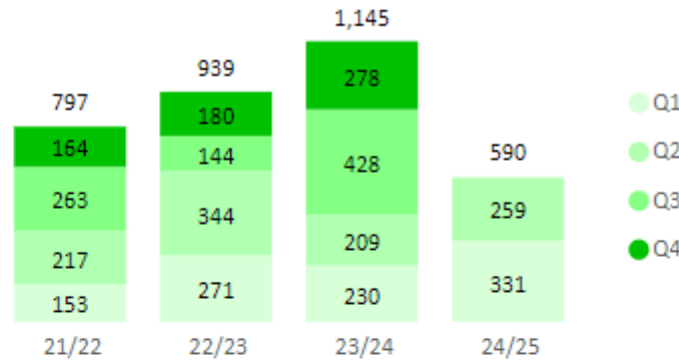
Corrugation or pothole complaints



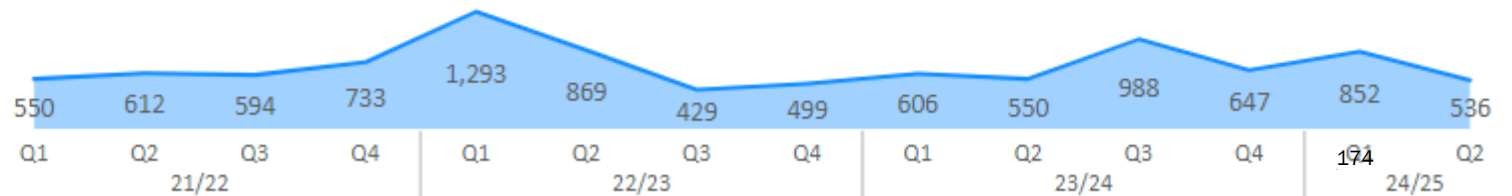
Slippery surface complaints



Other complaints (request to grade)



Service request trend over time



Drainage Performance

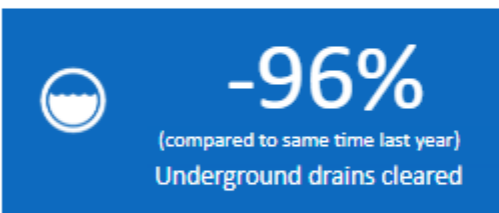
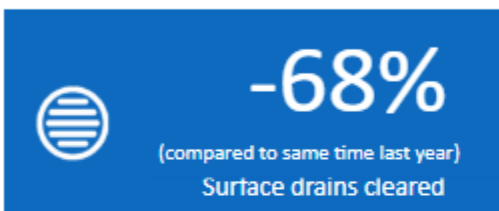
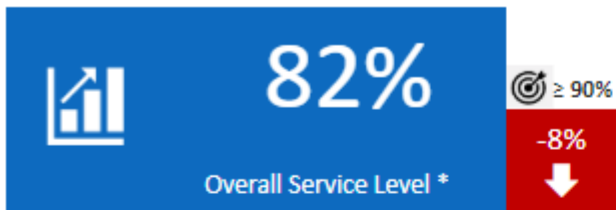
COUNCIL MEETING AGENDA - 17 MARCH 2025

ATTACHMENT 7.5.1.2



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PERFORMANCE METRICS

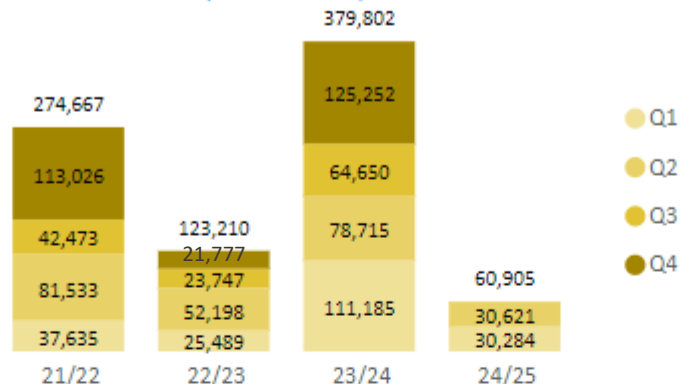


WHAT ARE DRAINS MAINTAINED?

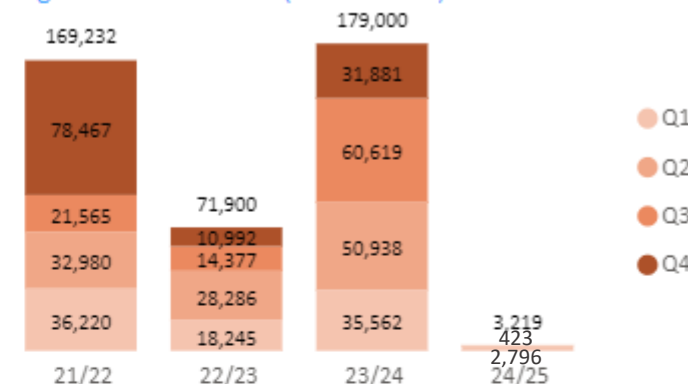
Surface drains are cleaned out using a maintenance system that is driven by proactive inspections and reactive works, and supplemented by responding to flooding issues following storms. Works are prioritised based on risk to property or person.

DRAIN STATISTICS

Surface drains cleared (linear metres)



Underground drains cleared (linear metres)

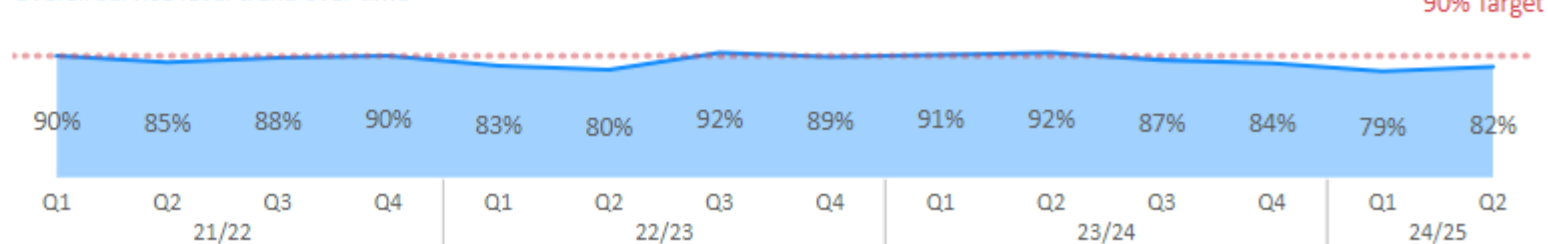


DRAINS PERFORMANCE

Service request types by volume, standard and service level

Service request	Volumes	Standard (Days)	Service Level	90% Target
Surface Drain (Drainage)	305	15	82%	
Pits (Drainage)	84	15	90%	
Underground Drain (Drainage)	59	15	69%	

Overall service level trend over time



* Percentage of service requests completed within the time standards defined in the CRMS

• Note that, each drainage request is closed upon completion of inspection and scheduling of work (if work is required).

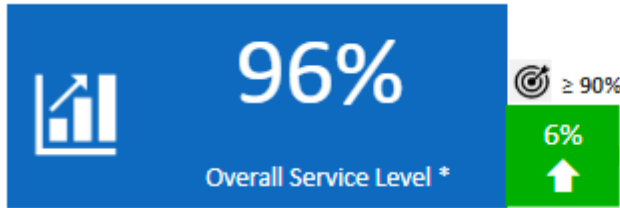


Waste Management Performance

COUNCIL MEETING AGENDA - 17 MARCH 2025

Q2 OCT – DEC 2024

PERFORMANCE METRICS

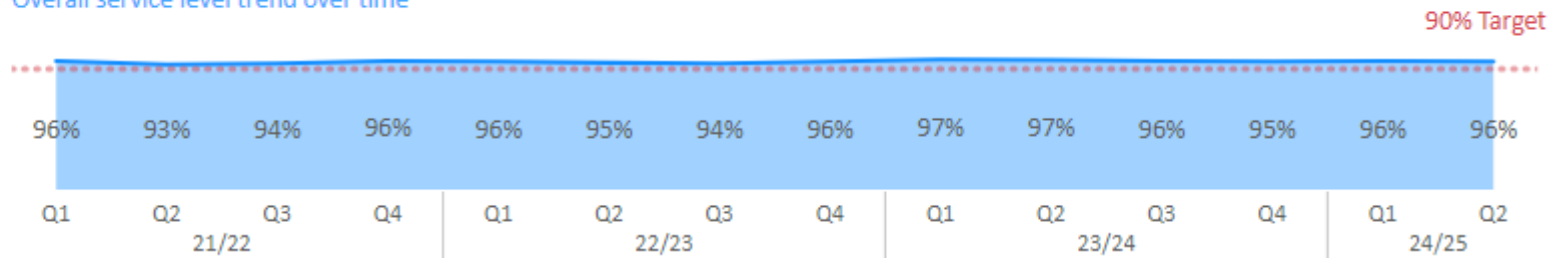


WASTE MANAGEMENT PERFORMANCE

Top 15 Service request types by volume, standard and service level

Service request	Volumes	Standard (Days)	Service Level	90% Target
Additional Rubbish 120L	84	5	96%	
Damaged Garden 240L	151	15	100%	
Damaged Recycling 240L	277	15	100%	
Damaged Rubbish 120L	675	15	100%	
Driver issues, Speeding, Damage Claims	59	10	41%	
Missing Garden 240L	90	15	100%	
Missing Recycling 240L	72	15	100%	
Missing Rubbish 120L	148	15	100%	
New Garden 120L	206	30	100%	
New Garden 240L	348	5	99%	
New Rubbish 120L & New Recycling 240L	370	5	98%	
Not Emptied Garden Bin	158	3	79%	
Not Emptied Recycling Bin	119	3	87%	
Not Emptied Rubbish Bin	221	3	91%	
Service Information Enquiry	205	22	86%	

Overall service level trend over time



* Percentage of service requests completed within the time standards defined in the CRMS

Waste Disposal and Recovery Performance

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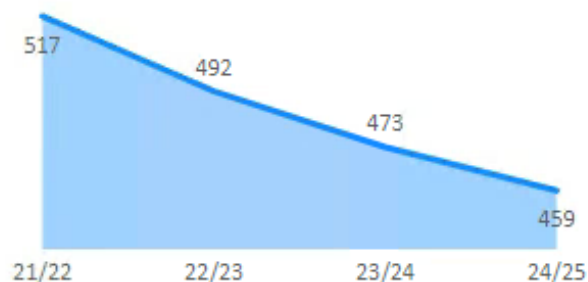
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PERFORMANCE METRICS

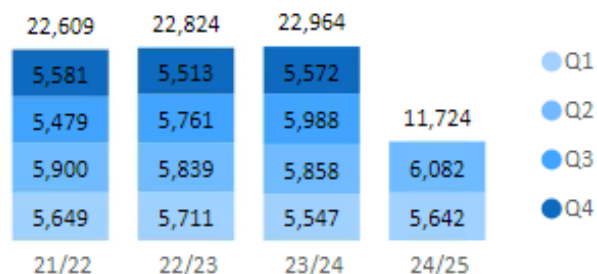


DISPOSAL STATISTICS

Average household garbage waste (kgs)

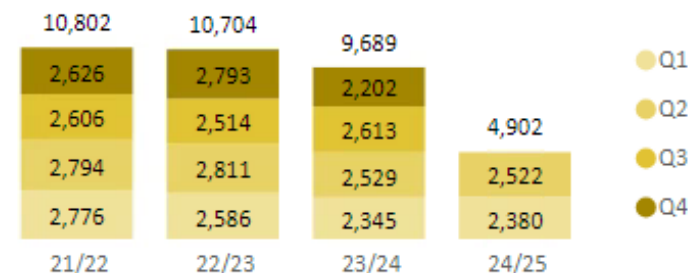


Garbage waste to landfill (tonnes)

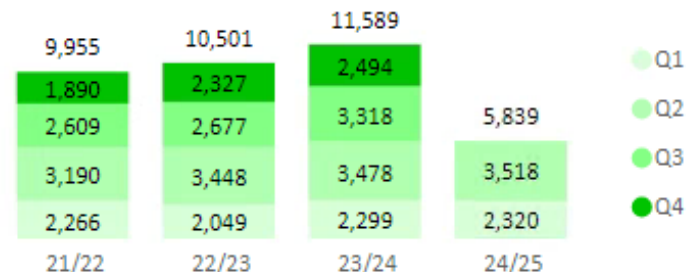


RECOVERY STATISTICS

Recycle waste to recovery (tonnes)



Food and green waste to mulching (tonnes)



As the Shire's population continues to grow, the amount of waste generated is also growing. Cardinia Shire Council will continue to take advantage of recent advancements such as newer technologies and improved markets for products, resulting in improved financial outcomes for resource recovery. The impact of drought can also vary the tonnage of green waste recycling due to moisture content from wet or dry years.

Customer Support Call Performance

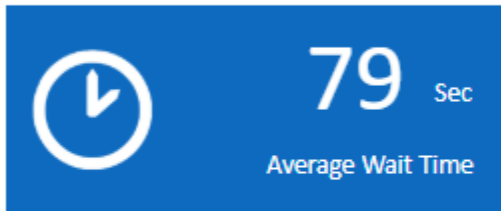
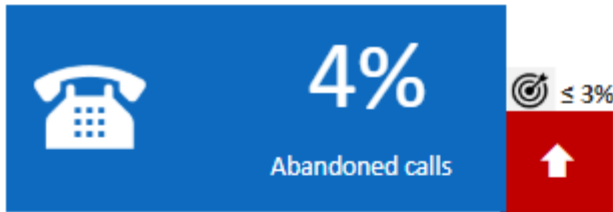
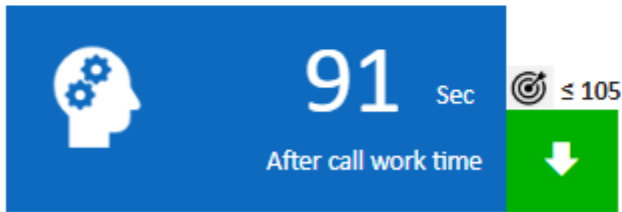
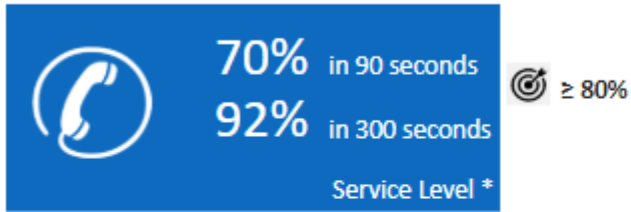
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ATTACHMENT 7.5.1.2



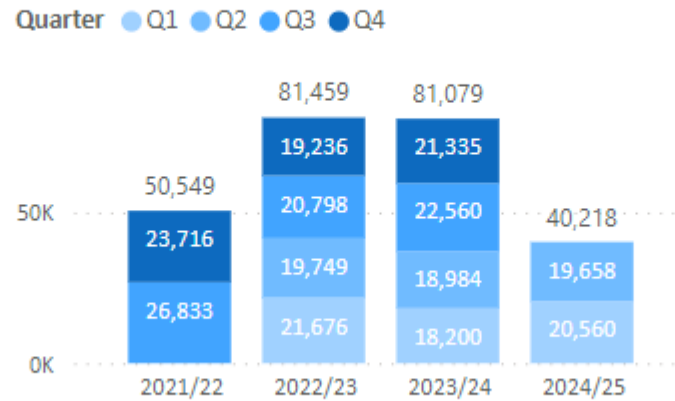
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PERFORMANCE METRICS

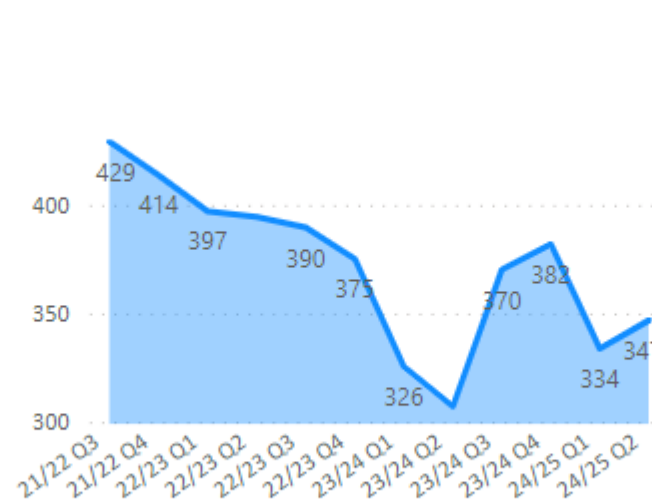


CALL STATISTICS

Call volumes (Answered and Abandoned)

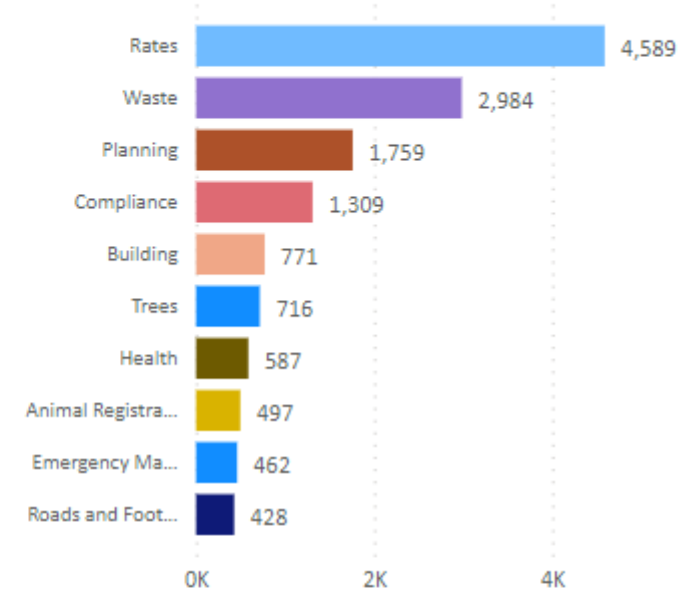


Average Handling Time (Seconds)



ENQUIRY TYPE

Enquiry type volumes



WHAT DOES SERVICE LEVEL MEAN?

Service Level, or Grade of Service (GOS), is a measure which displays the percentage of calls answered within a designated time period.

The Service Level displayed on this report is measuring the percentage of calls that were answered within 90 seconds.

* Percentage of calls answered within 90 and 300 Seconds



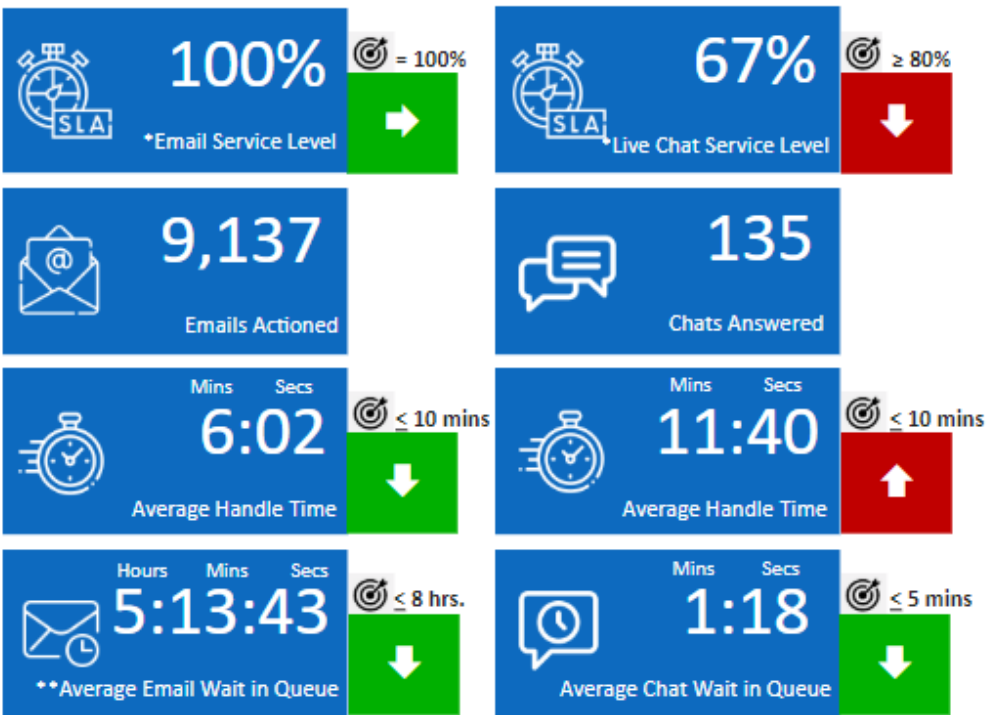
Customer Support Digital Performance

ATTACHMENT 7.5.1.2



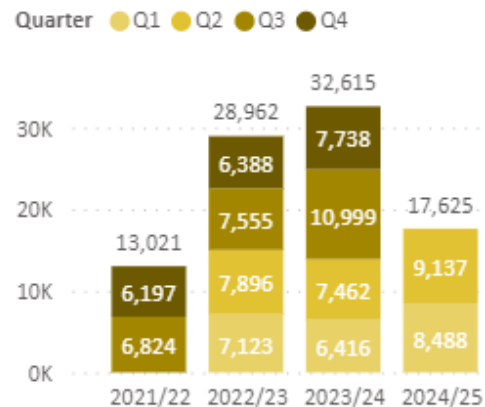
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PERFORMANCE METRICS

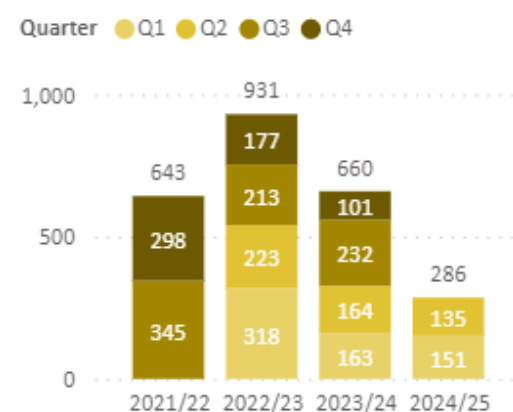


EMAIL & CHAT STATISTICS

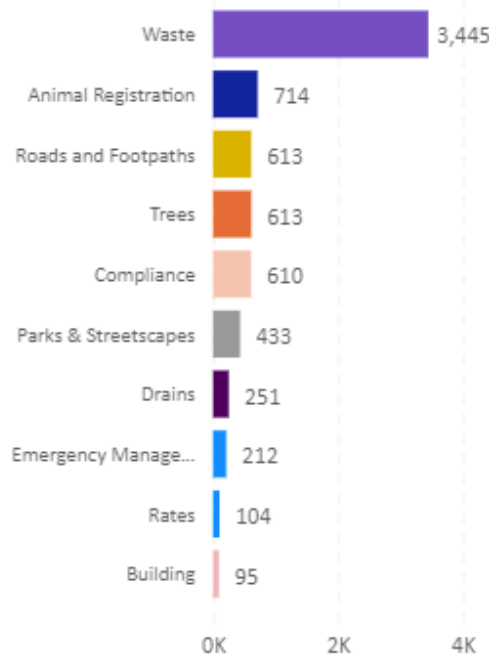
Volume of emails actioned



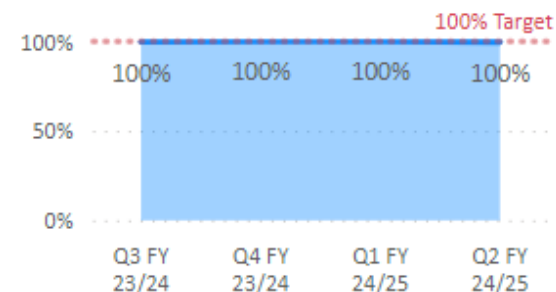
Volume of chats answered



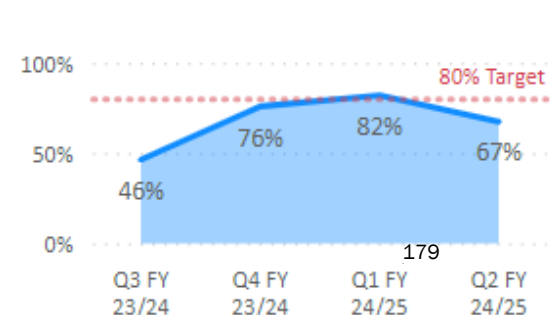
Volume of digital work by enquiry type



Email service level



Chat service level



WHAT DOES THE SERVICE LEVEL MEAN?

Service Level, or Grade of Service (GOS), is a measure which displays the percentage of emails and chats answered within a designated time period.

The Service Level displayed on this report measures the percentage of emails that were answered within one (1) business day and for chats within ninety (90) seconds.

*Percent of emails actioned within one (1) business day, and percent of chats answered within ninety (90) seconds.

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**Average time to respond to emails with target set within eight (8) business hours.

Customer Support After Hours Call Performance

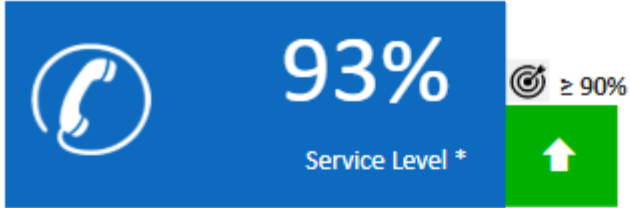
COUNCIL MEETING AGENDA - 17 MARCH 2025

ATTACHMENT 7.5.1.2



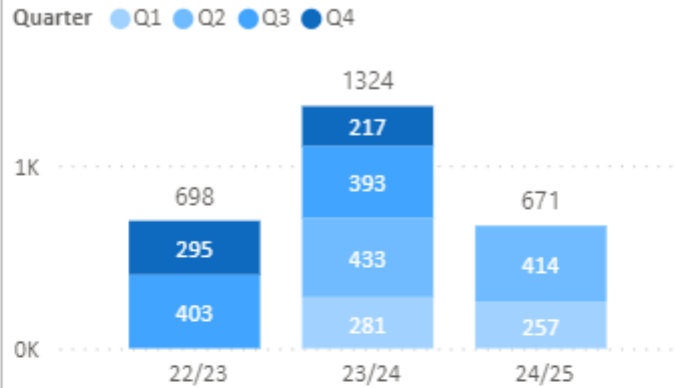
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PERFORMANCE METRICS



CALL STATISTICS

Call volumes (Answered and Abandoned)

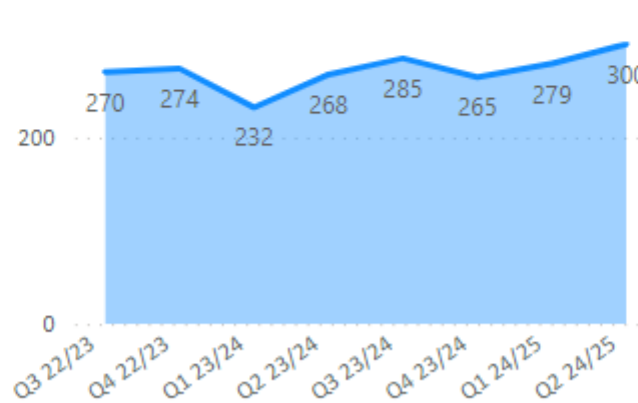


WHAT DOES SERVICE LEVEL MEAN?

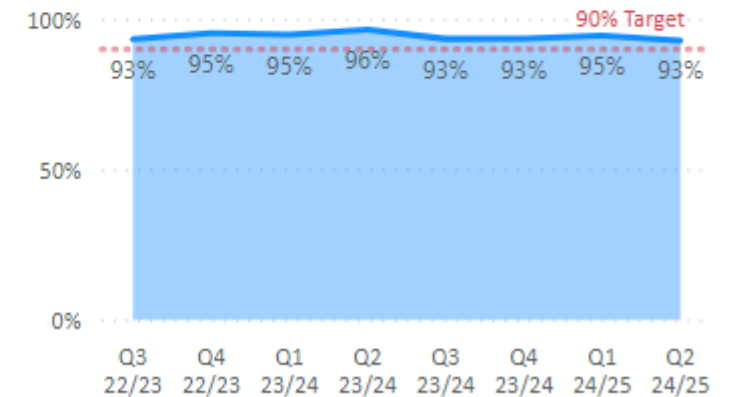
Service Level, or Grade of Service (GOS), is a measure which displays the percentage of calls answered within a designated time period.

The Service Level displayed on this report is measuring the percentage of calls that were answered within 14 seconds.

Average Handling Time (Seconds)



Service Level* Trend



*Percentage of calls answered within 14 seconds

Customer Support After Call Survey

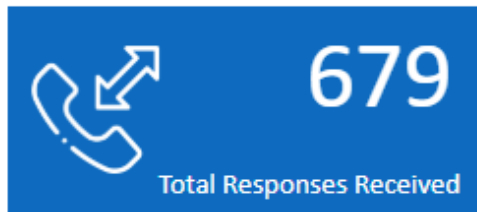
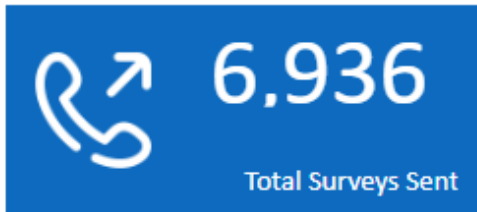
COUNCIL MEETING AGENDA - 17 MARCH 2025

ATTACHMENT 7.5.1.2

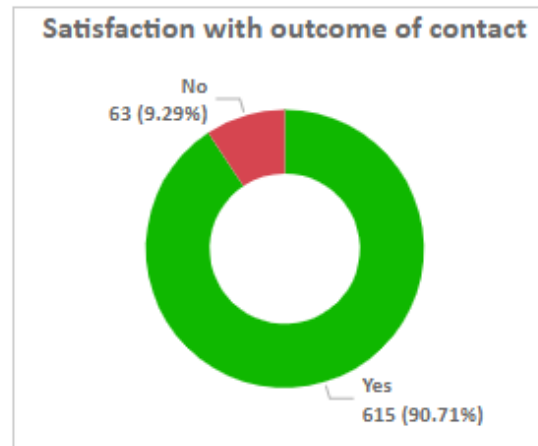
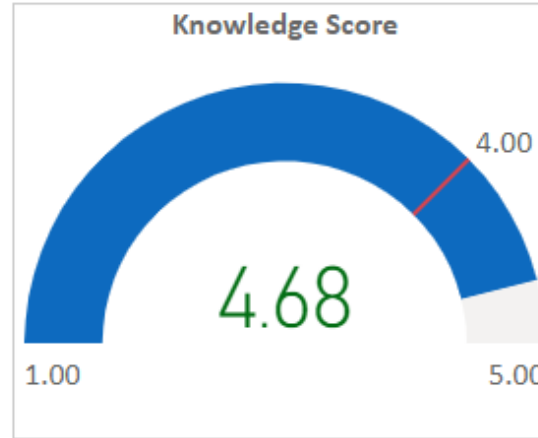
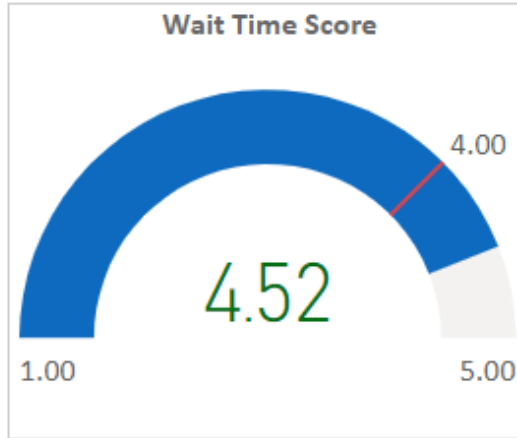


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SURVEY METRICS



SURVEY RESULTS



HOW IS THE SURVEY DONE?

Surveys are offered after calls and chats and invite customers to give feedback on how they felt the interaction went. The questions we ask are:

- Using a scale of 1 to 5 where 5 is Very Satisfied, how satisfied were you with the time you waited on hold before speaking with an officer?
- Using a scale of 1 to 5 where 5 is Very Satisfied, how satisfied were you with our officer's level of knowledge about your inquiry?
- Using a scale of 1 to 5 where 5 is Very Satisfied, how satisfied were you with our officer's professionalism and the time they took to handle your inquiry?
- Are you satisfied with the outcome of your call? Yes or No.

Youth Engagement Performance

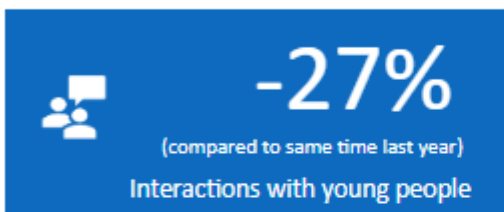
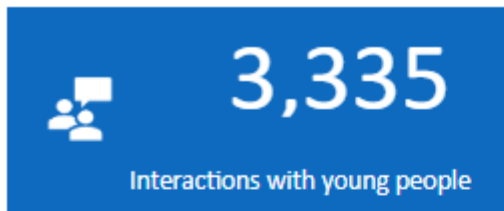
COUNCIL MEETING AGENDA - 17 MARCH 2025

ATTACHMENT 7.5.1.2

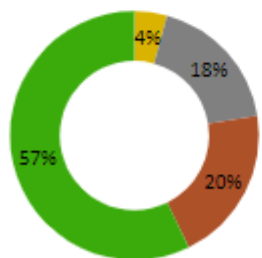


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PERFORMANCE METRICS



HOW DO OUR YOUTH INTERACT WITH US?

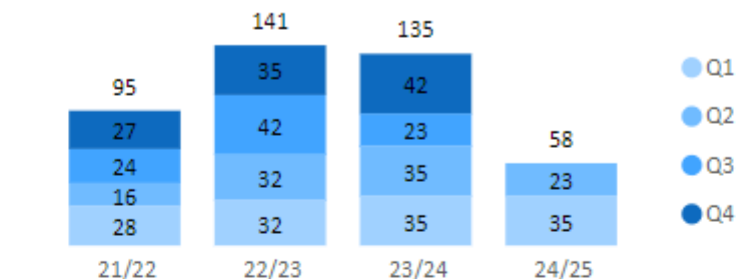


My Place In-School Programs

After School Programs Other

YOUTH PROGRAM SUPPORT STATISTICS

Number of young people offered support

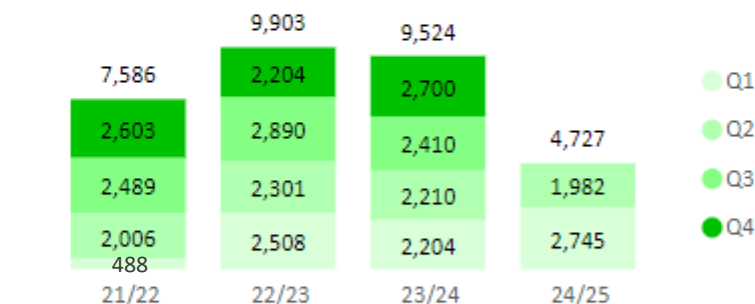


The Youth Support Program is a free and confidential service which offers young people with information, advice and practical support (short- and medium-term). The program is flexible, accessible to all young people and is respectful of race, gender, sexuality or religion.

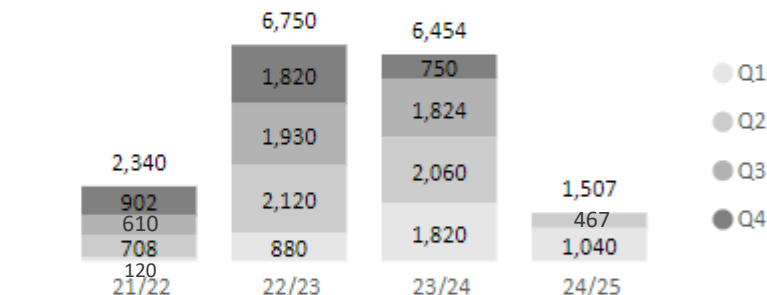
The graph illustrates the number of young people provided with more than one episode of support from a dedicated Youth Support Officer.

INTERACTION STATISTICS

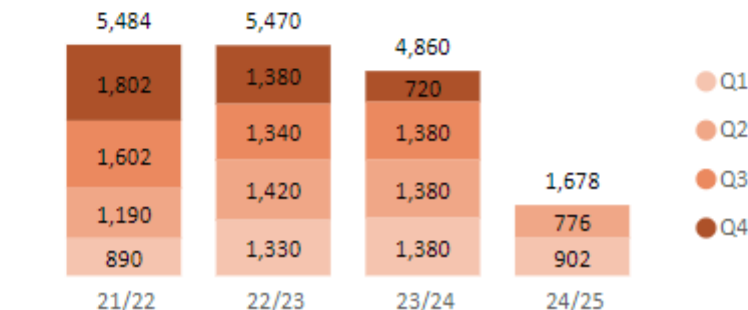
My Place volumes



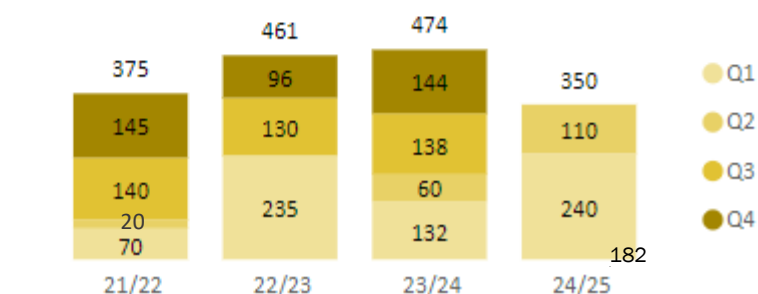
In-School program/workshops volumes



After school program volumes



School holiday program




† Compared to last quarter's result

Escalated complaints (Tier 2 and above) recorded in CRMS

COUNCIL MEETING AGENDA - 17 MARCH 2025


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PERFORMANCE METRICS




67.9%

% Escalated Complaints Closed In Time




85

Total Escalated Complaints Recorded




78

Number of TIER 2 Complaints Received



7

Number of TIER 3 Complaints Received

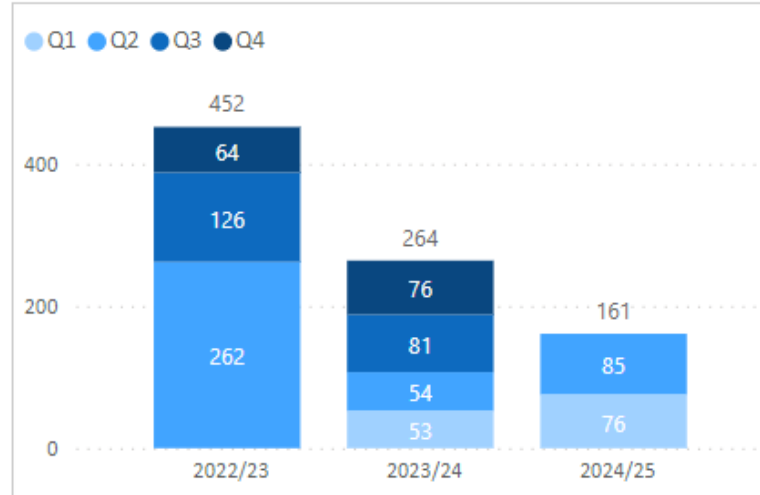


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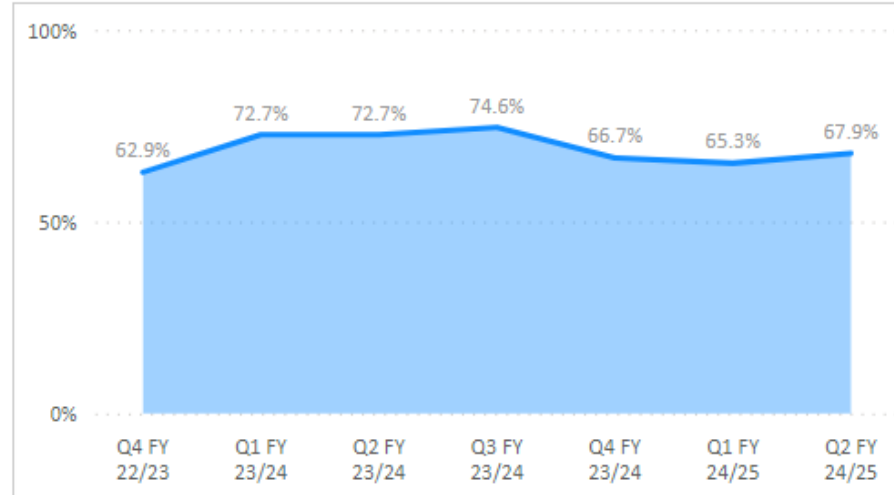
Number of TIER 4 Complaints Received

ESCALATED COMPLAINTS STATISTICS

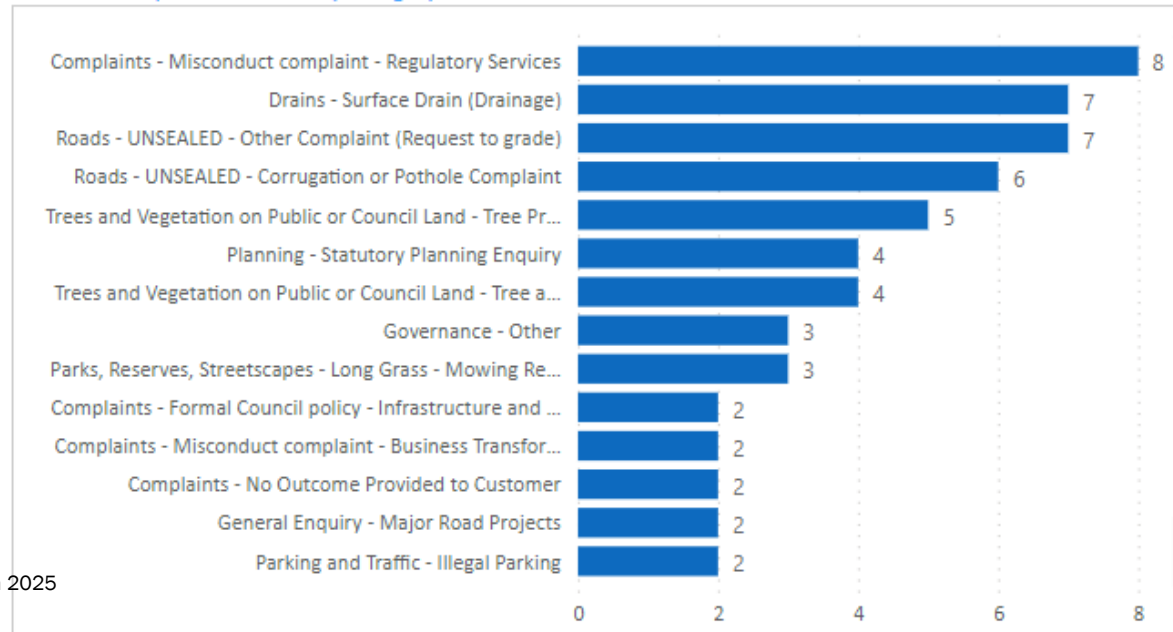
Escalated complaints received quarterly



Percent of escalated complaints closed in time by quarter



Escalated complaints received by Category



A complaint can be assigned to the relevant or approved Council Officer/Contractor tasked with managing and responding to the complaint.

All Tier 2, 3 & 4 complaints must be acknowledged within **5 business days** and an outcome letter (if a substantial investigation is required) is issued to the complainant within **20 business days** of recording the complaint.

The Local Government ACT 2020 has redefined a complaint as a written or oral expression of dissatisfaction with the;

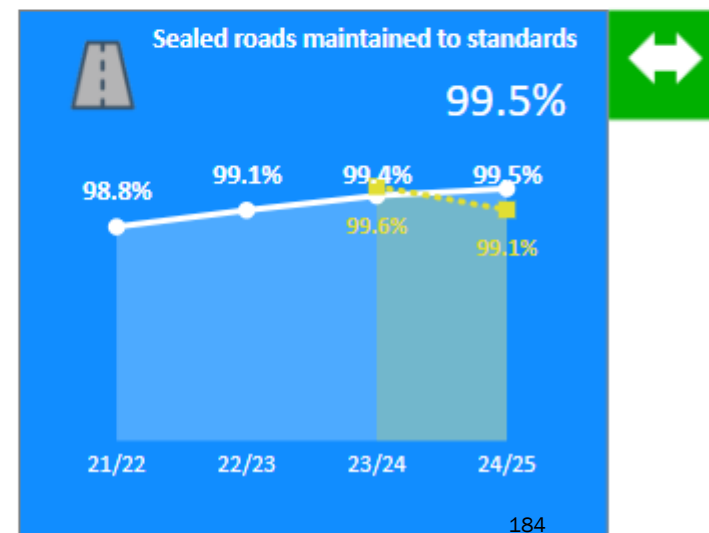
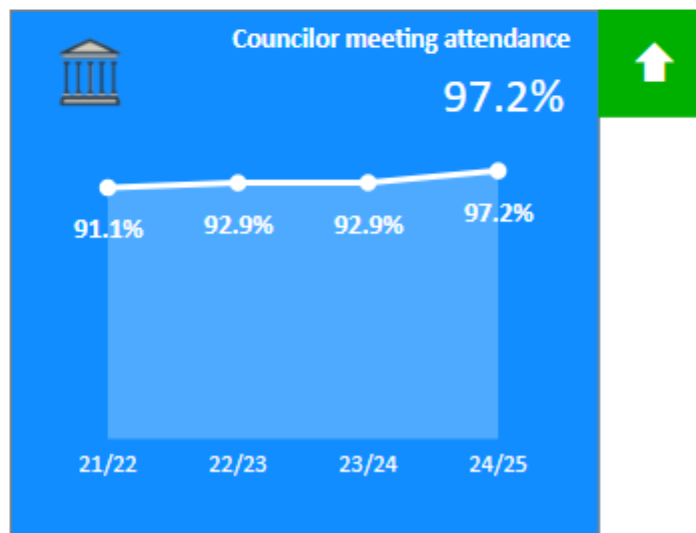
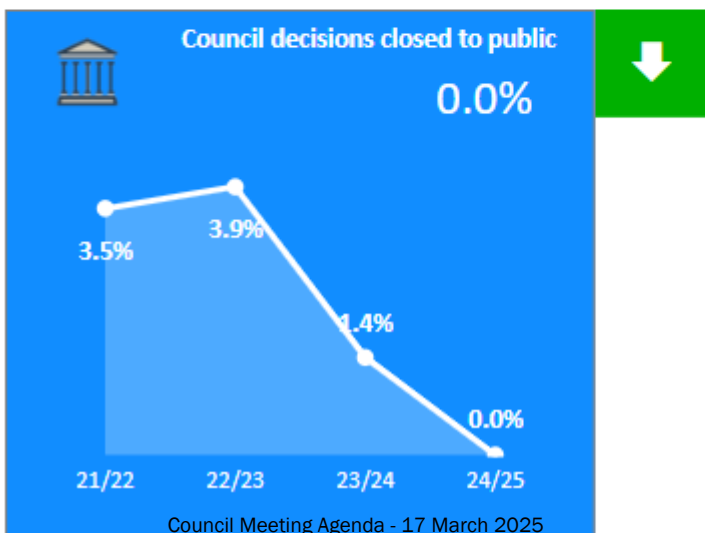
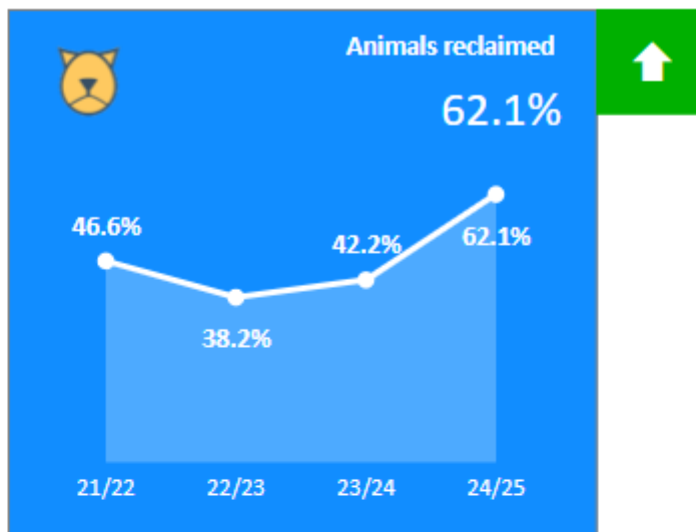
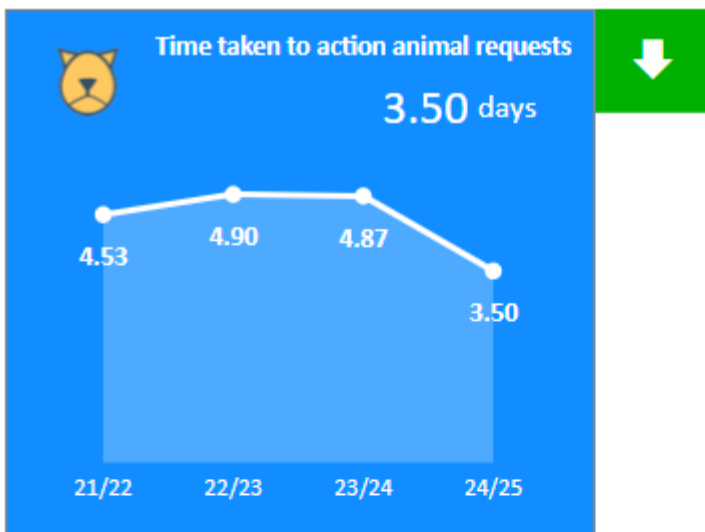
- Quality of an action taken, decision made, or service provided by a member of Council staff or contractor engaged by the Council; or
- Delay by a member of Council staff or contractor engaged by the Council in taking an action, making a decision, or providing a service; or
- Policy or decision made by a Council, member of Council staff or a contractor.

LGPRF Service Measures

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The Local Government Performance Reporting Framework (LGPRF) is a platform for key local government service and financial measures. The measures are reported annually in Council Annual Reports and published on the *Know Your Council* website. Below is a selection of LGPRF service measures that are able to be reported on a quarterly basis.



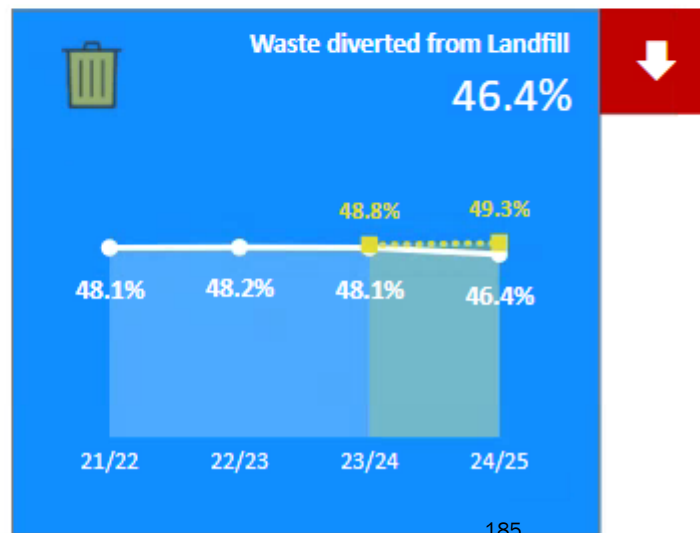
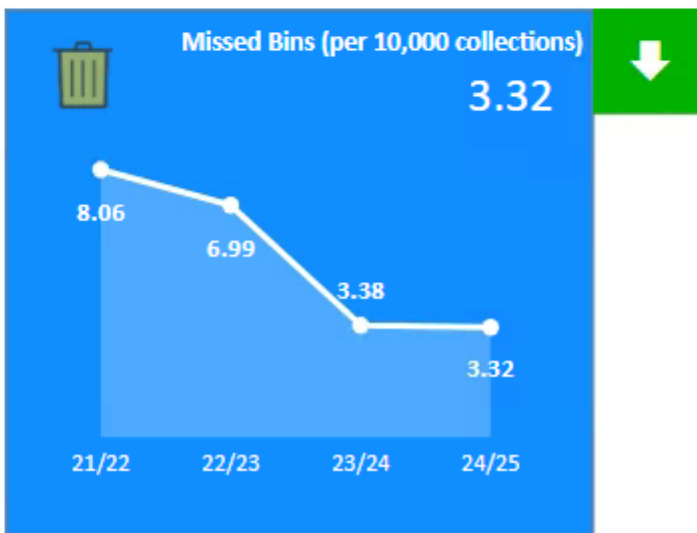
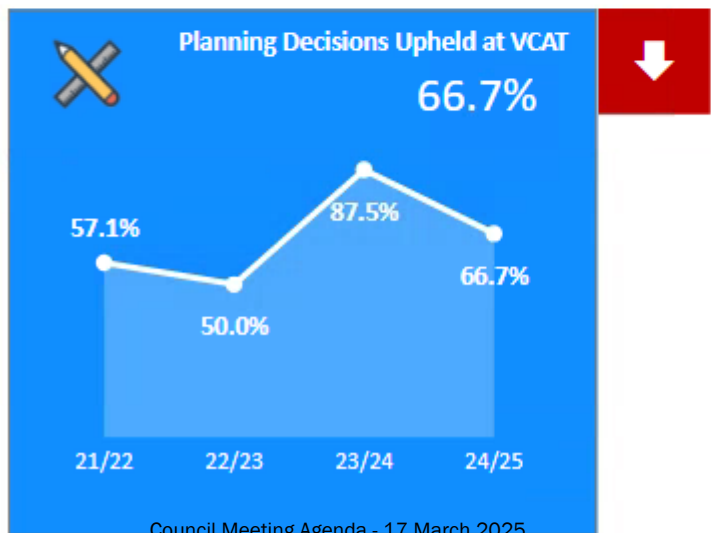
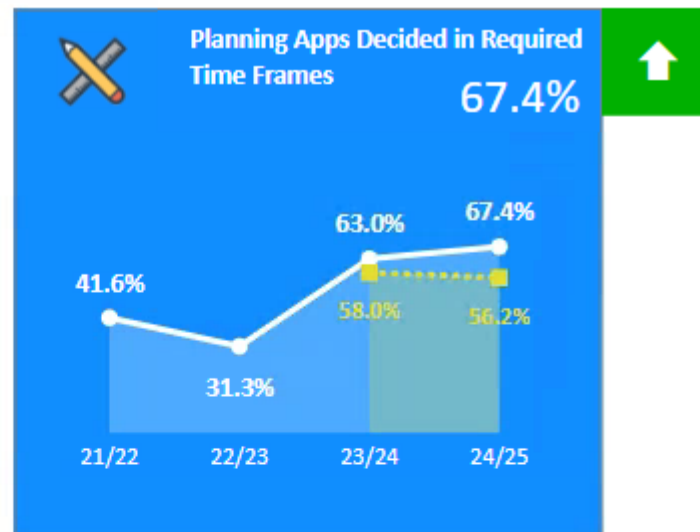
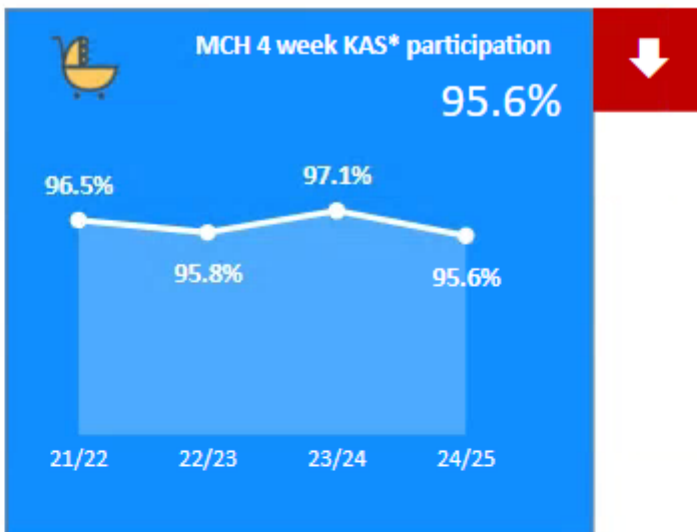
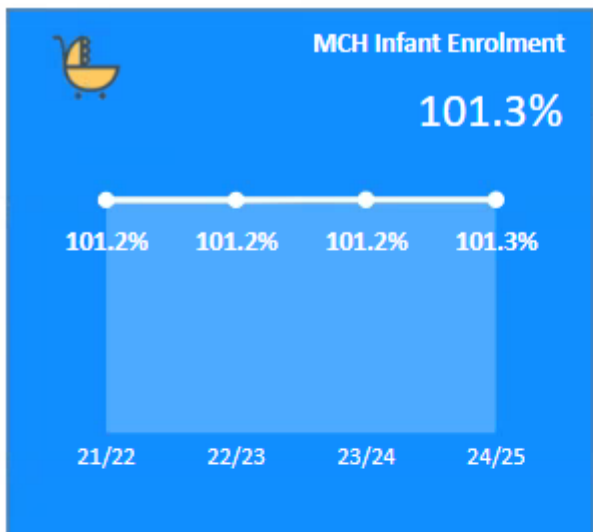
Council Meeting Agenda - 17 March 2025

LGPRF Service Measures

COUNCIL MEETING AGENDA - 17 MARCH 2025



Q2 OCT – DEC 2024

The Local Government Performance Reporting Framework (LGPRF) is a platform for key local government service and financial measures. The measures are reported annually in Council Annual Reports and published on the *Know Your Council* website. Below is a selection of LGPRF service measures that are able to be reported on a quarterly basis.



Council Meeting Agenda - 17 March 2025

185

Legend:  Actual results  Target

* Key Ages and Stages (KAS)

CRMS Service Standards

COUNCIL MEETING AGENDA - 17 MARCH 2025

Q2 OCT – DEC 2024

A service request is recorded in Council's Customer Relationship Management System (CRMS) when a call is taken through the call centre or sent via web mail. Each request is assigned a **service standard** which is a target for completion within a certain timeframe. The Service Level is the in-time completion rate for requests based on it's service standard.

The table below lists the service standards for the service areas detailed in this report. A full list of request types and their service standards can be found on the Performance Report dashboard on Council's website. (cardinia.vic.gov.au/dashboard)

Request Category	Request Type	Details	Service Standard (days)
Waste - Kerbside Bin Issue	Damaged Garden 120L	Request for the replacement or repair of a 120L garden bin that has been damaged.	10
Waste - Kerbside Bin Issue	Damaged Garden 240L Damaged Recycling 240L Damaged Rubbish 120L Damaged Rubbish 80L	Request for the replacement or repair of any size waste, recycling or green bin that has been damaged.	15
Waste - Kerbside Bin Issue	Missing Garden 120L	Request for the replacement of a 120L garden bin that has gone missing.	10
Waste - Kerbside Bin Issue	Missing Garden 240L Missing Recycling 240L Missing Rubbish 120L Missing Rubbish 80L	Request for the replacement of any size waste, recycling or green bin that has gone missing.	15
Waste - Kerbside Bin Issue	Not Emptied Garden Bin Not Emptied Recycling Bin Not Emptied Rubbish Bin	Request for contractor to return to empty any size waste, recycling or green bin that was not emptied on the scheduled bin collection day by fault of contractor.	3
Waste - Kerbside Bin Information	Service Information Enquiry	Request for general bin information from the Waste Collection team.	15
Waste - Kerbside Bin Issue	Driver issues, Speeding, Damage Claims	Service performance issues related to the waste and recycling contractor, including driver issues and damage to property.	3
Waste – New Additional or Cancelled Service	Service Issue - Driver issues, Speeding, Damage Claims	Service performance issues related to the green waste contractor, including driver issues and damage to property.	15
Waste – Kerbside Bin Change	Request for free additional medical	Based on medical grounds, free bins can be provided to residents who require extra bin capacity.	5
Roads - UNSEALED	Corrugation or Pothole Complaint	Request to repair an unsealed due to corrugation or pothole(s).	8
Roads - UNSEALED	Other Complaint	Request to grade an unsealed road.	8
Roads - UNSEALED	Slippery Surface Complaint	Request to safeguard and repair unsealed road.	8
Drains	Pits	Request to investigate and rectify drainage pit issue.	15
Drains	Surface Drain	Request to investigate and rectify drainage pit issue.	15
Drains	Underground Drain	Request to investigate and rectify drainage pit issue.	15

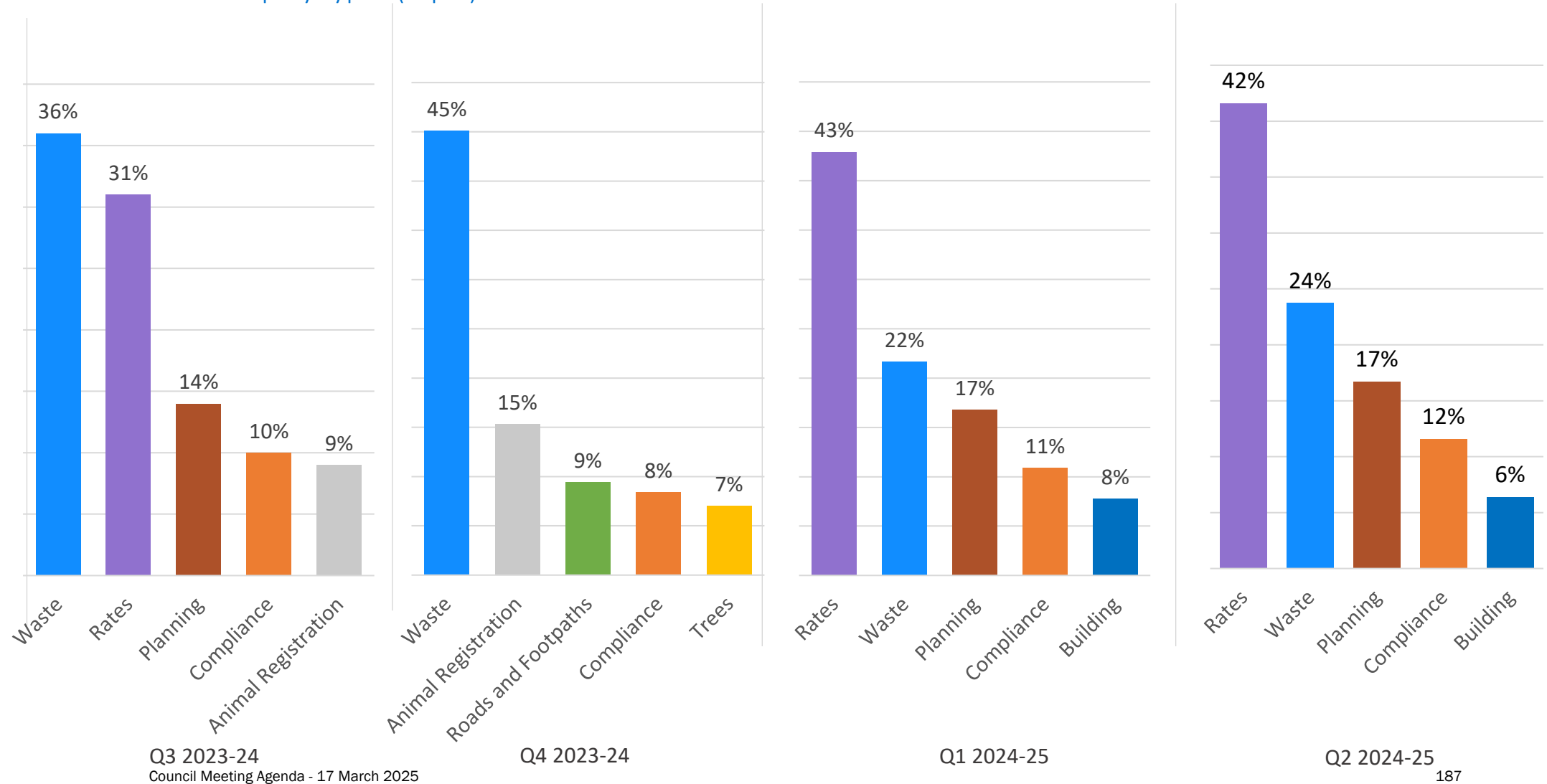
Customer Support Call Performance

COUNCIL MEETING AGENDA - 17 MARCH 2025

Q2 OCT – DEC 2024

ENQUIRY TYPE TREND OVER TIME

Distribution of enquiry types (top 5)



* Enquiry types displayed on above graphs represent 80% or more of classified incoming calls.





Cardinia Initiative Performance Report

Cardinia Shire Council

cammsstrategy

Print Date: 17-Feb-2025

Council Meeting Agenda - 17 March 2025

Applied Filters
Date Select: 01-Jul-2024 - 31-Dec-2024
Hierarchy: Planning
Hierarchy Level: Focus Area
Hierarchy Node: All
Initiative Filter: Council Plan Initiatives

INITIATIVE SUMMARY BY PERFORMANCE

1 OFF TRACK

26 ON TRACK

0 NO TARGET SET





1 Strong Communities

COUNCIL MEETING AGENDA - 17 MARCH 2025


ATTACHMENT 7.5.1.3

1.1 We empower our communities to be healthy, connected and resilient.

1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.


Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
1.1.1.76 CPI - Implement the endorsed Liveability Plan Action Agenda 2021-25	Community and Family Services	01-07-2024	30-06-2025	In Progress	75	 GREEN
<p>Progress Comments: Liveability Plan action agendas continue to be implemented through the respective action teams ToR has been reviewed. Governance and oversight are provided through the action team lead and the Liveability Partnership Steering Group. The Liveability Plan annual snapshot is published on the Council's webpage. The 4-year Liveability plan review is in progress, and internal and external partner engagement has commenced. Outcomes from the broader Council Plan deliberative and general engagement will inform components of the Liveability Plan.</p>						
1.1.1.77 CPI - Continue to drive the Services for Success initiative to attract health and social services, including mental health services	Community and Family Services	01-07-2024	30-06-2025	In Progress	75	 GREEN
<p>Progress Comments: 11/12/2025 Services for success initiatives continue with the implementation of novel methods for service attraction, including providing access to the Civic Centre for agencies to deliver services from and with the consideration of mixed usage of council assets for service provision in the design of new infrastructure.</p> <p>Council is progressing work on an Investment Attraction Plan, exploring opportunities to strengthen the local economy, including the agricultural industry.</p> <p>Preparations are underway for the 2025 jobs and skills showcase highlining local opportunities for businesses and organisation.</p>						

1.1.2 Enrich local identity and opportunities for the community to connect through art, history and cultural expression.

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
1.1.2.4 CPI - Support the delivery of an annual calendar of events and programs that celebrate our diverse community, its arts and culture	Arts, Advocacy and Economy	01-07-2024	30-06-2025	In Progress	50	 GREEN
<p>Progress Comments: In the last quarter, the Cardinia Cultural Centre has hosted a variety of events and exhibitions, including live music sessions, comedy shows, tribute performances, dance shows, and family-friendly activities. Highlights include the Christmas Sip and See show, Sunday Sounds live music sessions, the White Ribbon Exhibition, and the 20th Pakenham National Photographic Exhibition 2024. In addition, Council's Arts Grants opened with several artists being awarded grants to deliver a range of works. These events have enriched the community's cultural experience and fostered creativity and engagement.</p>						

1.1.4 Facilitate partnership approach to create safer communities
 COUNCIL MEETING AGENDA - 17 MARCH 2025

ATTACHMENT 7.5.1.3

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
1.1.4.13 CPI - Implement and monitor the Safer Communities Strategy	Community and Family Services	01-07-2024	30-06-2025	In Progress	50	 GREEN
<p>Progress Comments: The Safer Communities Partnership Committee guides the implementation of the Cardinia Safer Communities Action Plan, utilising the Community Safety Framework. The committee meet bi-monthly and comprises approximately 21 stakeholders across government and non-government sector, including Victoria Police, Crime Stoppers, Department of Justice and Community Safety and Neighbourhood Watch. The Safer Communities Partnership Committee closely monitors quarterly statistics from a range of data sources, including the Crime Statistics Agency, to formulate yearly action items based on the objectives outlined in Council's Liveability Plan.</p>						

2 Liveable Places COUNCIL MEETING AGENDA - 17 MARCH 2025


ATTACHMENT 7.5.1.3

2.1 We support the creation of liveable spaces and places.

2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community needs.

2.1.1.1 Advocate plan for and deliver accessible community infrastructure and services that address community needs.

ATTACHMENT 7.5.1.3

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
2.1.1.14 CPI - Plan and deliver accessible and inclusive recreation and community facilities	Active and Connected Communities	01-07-2024	30-06-2025	In Progress	50	 GREEN


2.1.1 Advocate plan for and deliver accessible community infrastructure and services that address community needs.

ATTACHMENT 7.5.1.3


Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
<p>Progress Comments: Several recreation and community facilities have been or are currently being delivered, with a focus on ensuring accessibility and inclusivity, these include:</p>						
<ul style="list-style-type: none"> • Garfield North Community Centre – in progress. • Jim Parkes Reserve upgrade - in progress. • Boollam Boollam Integrated Child and Family Centre – in progress. • Toun Nun Integrated Child and Family Centre – completed. • Avonsleigh Kindergarten upgrade project – in progress. • Worrell Recreation Reserve skate park and youth plaza – in progress. • Cora Lynn Recreation Reserve Pavilion – in progress. • Upper Beaconsfield Recreation Reserve Pavilion – in progress. • O'Neil Road Masterplan - in progress. • Nar Nar Goon netball pavilion upgrade - in progress. • Yarrabubba Reserve equestrian track upgrade - in progress • Officer District Park - completed. • Koo Wee Rup Bowling & Community Hub – completed. • Lang Lang Community Recreation Reserve cricket nets – completed. • Jim Parkes reserve upgrade - completed. • Alma Treloar Amphitheatre – completed. • Gembrook Recreation Reserve cricket nets – completed. • Bunyip Recreation Reserve universal facility upgrade design – in progress. • Recreation reserve lighting upgrades (Mountain Road Recreation Reserve, Upper Beaconsfield Recreation Reserve, Toomuc Recreation Reserve, Lang Lang Tennis Club, Perc Allison Recreation Reserve) – in progress. • Upper Beaconsfield Reserve Master Plan – In progress • Garfield Netball Pavilion – Completed. • Fair Access Policy Endorsed • Pakenham pool minor facility improvements – in progress. • IYU - temp facilities - in progress. • Chandler Reserve Cricket Nets – in progress. • Holm Park oval 2 resurfacing design - in progress. 						
<p>Community Capital Works Grant Program Funding is used to support community groups to upgrade and enhance facilities, improving accessibility and participation:</p>						
<ul style="list-style-type: none"> • Pakenham Cricket Club – Minor facility improvements. • Pakenham Lions Netball Club – Sports Lighting improvements. • Cockatoo and District Pony Club – Upgrade of arena. Supporting club led projects that will deliver accessible and inclusive recreation and community facilities: • Officer Tennis modular build project - in progress. • Chandler Netball court upgrade project - in progress. • Pakenham Baseball indoor batting cage project - in progress. • Toomuc Reserve upstairs upgrade project - in progress. • Officer netball court resurfacing project - in progress. 						

2.1.1 Advocate plan for and deliver accessible community infrastructure and services that address community needs.


ATTACHMENT 7.5.1.3

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
2.1.1.24 CPI - Advocate to the State and Federal Governments for increased investment for all transport modes, including road safety treatments	Community Infrastructure Delivery	01-07-2024	30-06-2025	In Progress	60	 GREEN
<p>Progress Comments: Council was successful in receiving grant funding from the Department of Transport for funding under the Safe Local Streets Program for Local Area Traffic Treatments. Several treatments to be constructed in Barrington Drive, Pakenham and Eagle Drive Pakenham. Council also received Blackspot Funding for treatments in:</p> <ul style="list-style-type: none"> • Fieldstone Blvd • Moody St & Gardner St, Koo Wee Rup • Army Rd & Army Settlement Rd, Pakenham • Leppitt Rd & Salisbury Rd, Beaconsfield, and • Livingston & Heritage Blvd, Pakenham. 						


2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
2.1.2.4 CPI - Develop and upgrade shared pathways and walking tracks across the shire	Community Infrastructure Delivery	01-07-2024	30-06-2025	In Progress	60	 GREEN
<p>Progress Comments: Cardinia Shire has been working closely with the Level Crossing Removal Project on</p> <ul style="list-style-type: none"> • the Open Space in Pakenham (under railway) which was opened in Nov 2024. This open space includes a shared path that links Pakenham and East Pakenham Stations • a shared path to Officer Station from Gilbert Reserve • a proposed shared path in Officer South Road expected to be completed in 2025. 						

2.1.3 Plan for a sustainable diversity that meets community needs is affordable and delivers environmental sustainability, safety and healthy living outcomes. ATTACHMENT 7.5.1.3



Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
2.1.3.3 CPI - Work with the Victorian Government and relevant stakeholders to encourage sustainable supply of social and affordable housing across the shire	Community and Family Services	01-07-2024	30-06-2025	In Progress	75	 GREEN
<p>Progress Comments: 11/2/2025 Since the establishment of the Victorian government’s Big Housing Build program in 2021, 84 homes have been completed with 17 homes underway in Cardinia Shire. Council is regularly exploring potential social and affordable housing opportunities with the Victorian Government and relevant stakeholders including community housing organisations.</p> <p>As part of a submission to the State Government’s consultation for a Plan for Victoria, Council provided a response to the 'Affordable Housing and Choice' pillar including advocating to increase the provision of appropriate and secure affordable and social housing.</p> <p>Successful negotiation of 8% social and affordable housing target in the Draft Officer South Employment Precinct Structure Plan (PSP). Outcome of the PSP is still pending as of January 2025. Future PSPs include Cardinia Road Employment Stage 2 and Pakenham West Employment. Once commenced by the Victorian Planning Authority, Council will negotiate for 8 percent provision of social and affordable housing.</p> <p>Growth Area Planning team actively negotiating with developers in new developments including the Mount Pleasant and Essence housing estates.</p>						

2.1.4 Advocate for increased and more connected public transport options.

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
2.1.4.3 CPI - Advocate for increased public transport services, frequency and multi-modal connectivity within the shire and greater south east region	Community Infrastructure Delivery	01-07-2024	30-06-2025	In Progress	60	 GREEN
<p>Progress Comments: • Council has been working closely with State Govt (including Level Crossing Removal Project) on the opening of the new Pakenham and East Pakenham Railway Stations, both of which opened in June 2024.</p> <p>The Bus interchange has been upgraded at Pakenham station which has improved accessibility and safety for pedestrians and commuters.</p> <p>In addition to the above there has been</p> <ul style="list-style-type: none"> • There have been changes to V Line services from Gippsland Line upgrade to Pakenham Station interchange • Continued advocacy for an upgrade to Officer Station including improved parking • Increased parking and improved accessibility at Bunyip Station • Increased parking at Nar Nar Goon station • Council Officers are continuing to advocate for the conversion of the existing bus shelters to indented bus stops along Kenilworth Ave. 						

2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.

ATTACHMENT 7.5.1.3


Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
2.1.5.4 CPI - Complete Pakenham town centre streetscape upgrades	Major Projects	01-07-2024	30-06-2025	Not Started	0	 RED
Progress Comments: Delivery of the upgrades are currently being recalibrated to work in with the delivery of interfacing State infrastructure projects to facilitate a precinct approach to network access that mitigates disruptions for local businesses and community.						
2.1.5.5 CPI - Plan and deliver infrastructure upgrades to our road network to meet the needs of the current and future population	Community Infrastructure Delivery	01-07-2024	30-06-2025	In Progress	50	 GREEN
Progress Comments: Delivery of 24/25 capital works plan in progress. Major Roads Projects: Dore Road complete, Mt Lyall Road nearing completion, PH intersections nearing completion, STH Package 11 in progress, with Phases 1 and 3 at or near PC. Phase 2 to be complete by December 24. Package 19 ready for award, Package 17 ready to be tendered in late September. Projects in development: Brunt Rd/Ricks Rd, Pink Hill Blvd, PH/Arena Parade Intersection, McGregor Road/Henty intersection, Huxtable Road, STH unfunded packages, Officer South Road upgrade.						

3 Thriving Environments
COUNCIL MEETING AGENDA - 17 MARCH 2025


ATTACHMENT 7.5.1.3

3.1 We value our natural assets and support our biodiversity to thrive.

3.1.2 Actively move towards zero waste through increasing waste recovery and reuse.



Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
<p>3.1.2.12 CPI - Implement the five-year action plan for the Waste and Resource Recovery Strategy</p> <p>Progress Comments: Five year action plan covers 2022-2026 inclusive. Actions align to the current Waste and Resource Recovery Strategy (2017-2026) and covers the latter half of the strategy period. Completed actions are to schedule andTo date major achievements include; support and implementation of State Governments Recycling Victoria policy and action plan, continue to seek alternatives to landfill, provide alternative options to reduce burning off, continue to advocate and lead improvements and efficiencies in the waste sector that impact our community Engage with the community on Clean Up Australia Day, educated and engage on minimising Dumped Rubbish in the shire. Advocate for efficient and effective alternatives to a separated glass service. Begin development of the next Waste Strategy to cover the 2026-36 period Full action plan available on Council website.</p>	Infrastructure Services	01-07-2024	30-06-2025	In Progress	75	 GREEN

3.1.3 Work with community to improve and manage our natural assets, biodiversity and cultural heritage.

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
<p>3.1.3.8 CPI - Implement initiatives in the Aspirational Energy Strategy</p> <p>Progress Comments: In the second quarter of the year council has: - Continued to partner and participate in SECCCA projects - Progressed the review of the Aspirational Energy Transition Plan - Developed a carbon inventory, tracking Council’s operational carbon emissions - Delivered an Electrification Plan outlining opportunities for energy efficiency and appliance upgrades, including fully costed pathway to degasification. - Application was made for funding under the Department of Energy, Environment and Climate Action (DEECA) 100 Neighbourhood Batteries Program, to install battery back-up at Bunyip Hall and Koo Wee Rup Community Centre.</p>	Environment and Heritage	01-07-2024	30-06-2025	In Progress	50	 GREEN

3.1.3 Work with community to improve and manage our natural assets, biodiversity and cultural heritage.

ATTACHMENT 7.5.1.3


Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
<p>3.1.3.9 CPI - Implement initiatives in the Biodiversity Conservation Strategy</p> <p>Progress Comments: In the second quarter of the year council has:</p> <ul style="list-style-type: none"> - Continued the Mid-term (5-year review) of the Biodiversity Conservation Strategy. - Completed Growling Grass Frog Surveys as part of threatened species monitoring program. - Completed environmental assessments of selected Paper Roads. - Coordinated the delivery of tree protection training. - Developed interpretative signage for Gembrook Reserve. - Issued 3500 plants as part of the Annual Plant Giveaway. - Coordinated the delivery of internal Native Vegetation Assessment training. - Delivered 10 environmental education incursions to kindergartens. - Continued support for the inception of a new Landcare group with support from DEECA, community and Monash University. - Applied for grants funding to funding to support revegetation efforts around dam 1 of Pepis land, including a Capital works project to install deer exclusion fencing. - Coordinated grant funding to support Landcare activities that improve threatened species habitat. - Facilitated student placement for two Monash University students. - Commenced roadside weed control for 2024-25 as part of the state government Roadside Weed and Pests Program - Engaged a consultant to undertake a vegetation assessment report for Emerald Lake Park to help guide development of a new management plan. 	Environment and Heritage	01-07-2024	30-06-2025	In Progress	50	 GREEN
<p>3.1.3.10 CPI - Implement initiatives in the Integrated Water Management Plan</p> <p>Progress Comments: In the second quarter of the year council has:</p> <ul style="list-style-type: none"> - Continued the review of the Integrated Water Management (IWM) Plan. - In partnership with South East Water and Yarra Valley Water tracked the community use and Council’s potable water aligned to reduction targets. - Progressed the Officer South PSP that includes leading edge integrated water management measures to meet water cycle and healthy waterway targets for Cardinia Creek (a high priority waterway). - Ongoing involvement in the Westernport Integrated Water Management Forum. 	Environment and Heritage	01-07-2024	30-06-2025	In Progress	50	 GREEN

4 Prosperous Economies COUNCIL MEETING AGENDA - 17 MARCH 2025



ATTACHMENT 7.5.1.3

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

4.1.1 Facilitate better planning for our agricultural land to support industry, innovation, local food economy and local job growth.

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
4.1.1.2 CPI - Implement the Cardinia Community Food Strategy and Action Plan	Community and Family Services	01-07-2024	30-06-2025	In Progress	75	 GREEN
<p>Progress Comments: 11/2/2025 The food strategy remains active; however, is not currently resourced, and actions are captured through the Liveability Plan and Council’s VicHealth Local Government Partnership.</p> <p>In late 2024, Council developed a report benchmarking local government policies relating to community gardens. The Futureproofing Farming Project, continues to drive engagement of young people in farming careers. Through partnership with local schools and the South East Local Learning and Employment Network, three farms have held tours with local school students.</p> <p>Council has continued to advocate for funding for the development of the Southern Ranges Green Wedge and Yarra Valley and Dandenong Ranges Green Wedge Management Plans, most recently as part of a submission to the State Government’s consultation for a Plan for Victoria.</p> <p>Council is progressing work on an Investment Attraction Plan, exploring opportunities to strengthen the local economy, including the agricultural industry.</p>						

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



Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
4.1.2.11 CPI - Advocate for a South East Melbourne Airport	Arts, Advocacy and Economy	01-07-2024	30-06-2025	In Progress	50	 GREEN
<p>Progress Comments: In the last quarter, the Greater South East Melbourne group launched their Federal Election advocacy campaign. Supported by Officers, the South East Melbourne Airport has received extensive media coverage and featured in numerous radio segments. The discussions have primarily focused on the airport’s potential to become a major freight and passenger hub, which could significantly boost tourism and trade, create thousands of jobs, and secure the region’s economic future. The media has also highlighted the strategic planning efforts to ensure the airport meets the long-term needs of South East Melbourne and Gippsland, including maintaining adequate terminal capacity and planning for future expansions.</p>						
4.1.2.12 CPI - Facilitate investment in our townships to support businesses and vibrant communities	Arts, Advocacy and Economy	01-07-2024	30-06-2025	In Progress	60	 GREEN
<p>Progress Comments: Cardinia Shire's Investment Attraction Plan is almost complete, with the Draft Plan presented to Council in March 2025. The Plan will provide a clear blueprint for what investment will be best suited to the area. Investment attraction is currently focused on activating undeveloped commercial and industrial land, as well as supporting and expanding Cardinia's existing high value industries like construction and agriculture.</p>						

4.1.3 Improve local learning and employment pathways opportunities through strategic partnerships.

ATTACHMENT 7.5.1.3

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
4.1.3.3 CPI - Advocate for the growth of local education opportunities that improve skills and employment pathways	Planning and Design	01-07-2024	30-06-2025	In Progress	75	 GREEN
<p>Progress Comments: Council Executives have established a working relationship with Federal University and Gippsland Community College has established a center at Toomah Community Centre. Council has advocated to the State Government and made submissions to the Standing Advisory Committee (SAC) process for the Officer South Employment Precinct Structure Plan (OSEPSP) for the inclusion of a Centre for Excellence within the OSEPSP. The SAC commenced on 6 March 2024 and concluded on 19 April 2024. The council is awaiting the SAC report and will continue to advocate for investment in local education to improve skills and employment pathways.</p>						

4.1.5 Strengthen and promote our shire’s unique identity and visitor attractions.

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
4.1.5.4 CPI - Actively protect key heritage sites within the shire	Environment and Heritage	01-07-2024	30-06-2025	In Progress	50	 GREEN
<p>Progress Comments: In the second quarter of the year council has:</p> <ul style="list-style-type: none"> - Supported the development of a heritage conservation assessment for the Lang Lang Horse Trough covered by Heritage Overlay to support the Lang Lang District Business & Community Group. - Continued delivery of the Annual Heritage Grant program, providing support to landowners and community groups to help restore and conserve places of heritage value that are covered by a heritage overlay in the Cardinia Shire Planning Scheme - Continued to advocate for improved signage, activation and events to Nobelius Heritage Park. 						
4.1.5.4 CPI - Develop and deliver initiatives within the Economic Development Strategy, including the visitor economy and tourism	Arts, Advocacy and Economy	01-07-2024	30-06-2025	In Progress	50	 GREEN
<p>Progress Comments: In the previous quarter, Council successfully delivered three business workshops, each seeing increased participation. Council also launched the Cardinia Business Coaches Program, providing personalised mentoring to local businesses. Additionally, preparations for the 2025 Jobs and Skills Showcase are underway, aiming to connect job seekers with local employers and enhance employability. Furthermore, Council is actively supporting the development of the Cardinia Shire, Yarra Ranges, and Nillumbik Visitor Economy Partnership, a new tourism initiative established by the State Government to boost regional tourism and economic growth.</p>						


5 Responsible leaders

COUNCIL MEETING AGENDA - 17 MARCH 2025


ATTACHMENT 7.5.1.3

5.1 We practise responsible leadership.


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

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
5.1.1.6 CPI - Implement the Community Engagement Policy in a way that meets legislative requirements for community engagement. Progress Comments: Planning underway for the community engagement on the Council Plan and other key strategic documents using a deliberative engagement approach. Range of activities and methods being used to promote the deliberative engagement panel to involve community.	Communications and Engagement	01-07-2024	30-06-2025	In Progress	50	 GREEN

5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.



Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
5.1.2.30 CPI - Develop a long-term financial plan that ensures financial sustainability Progress Comments: Work commenced on the 25/26 budget and will be updated for the 10-year financial plan that will be adopted by October 2025.	Finance	01-07-2024	30-06-2025	In Progress	10	 GREEN

5.1.3 Strive to be a customer-focused organisation and be a great place to work.


Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
5.1.3.4 CPI - Publicly report the organisation’s performance on a quarterly basis, including customer service outcomes Progress Comments: Progress for 2nd quarter reporting is on track for completion	Business Transformation and Customer	01-07-2024	30-06-2025	In Progress	50	 GREEN

5.1.4 Maximise value for the community through efficient service delivery, innovation, strategic partnerships and advocacy.

ATTACHMENT 7.5.1.3

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
5.1.4.6 CPI - Implement the Cardinia Shire Advocacy Plan and work with strategic partners on shared advocacy initiatives	Arts, Advocacy and Economy	01-07-2024	30-06-2025	In Progress	50	 GREEN
<p>Progress Comments: Council’s Draft Advocacy Framework is now complete and will be presented in March 2025. This Framework is designed to help Council efficiently identify, prioritise, coordinate, and execute advocacy activities to achieve the best outcomes for the community. It provides a governance structure for developing and delivering Council's first Advocacy Plan, which is being created alongside the new Council Plan. Additionally, Council has developed a Community Toolkit to support individuals and community groups in advocating for important issues. This toolkit includes checklists, templates, and other resources to help develop and implement effective advocacy campaigns of any size, ensuring all messages are heard.</p>						
5.1.4.16 CPI - Implement the strategy aimed at alternative revenue streams	Finance	01-07-2024	30-06-2025	In Progress	30	 GREEN
<p>Progress Comments: With 25/26 budget planning currently underway, this will also include maximising current alternative revenue streams as well as identifying further opportunities.</p>						

5.1.5 Champion the collective values of the community through the councillors’ governance of the shire.

Initiative	Business Unit	Start Date	End Date	Status	% Complete	Performance
5.1.5.38 CPI - Publicly report on Council decisions made and their implementation to demonstrate transparent decision making	Governance, Safety and Property	01-07-2024	30-06-2025	In Progress	50	 GREEN
<p>Progress Comments: Council decisions are reported quarterly to Council. The report for Quarter Two is being prepared and will be reported to the next Ordinary Council Meeting on 17 February 2025. This is delayed due to Council Elections.</p>						



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GROWTH REPORT

Q2 OCT – DEC 2024

Growth Projections

COUNCIL MEETING AGENDA 17 MARCH 2025

Q2 OCT – DEC 2024

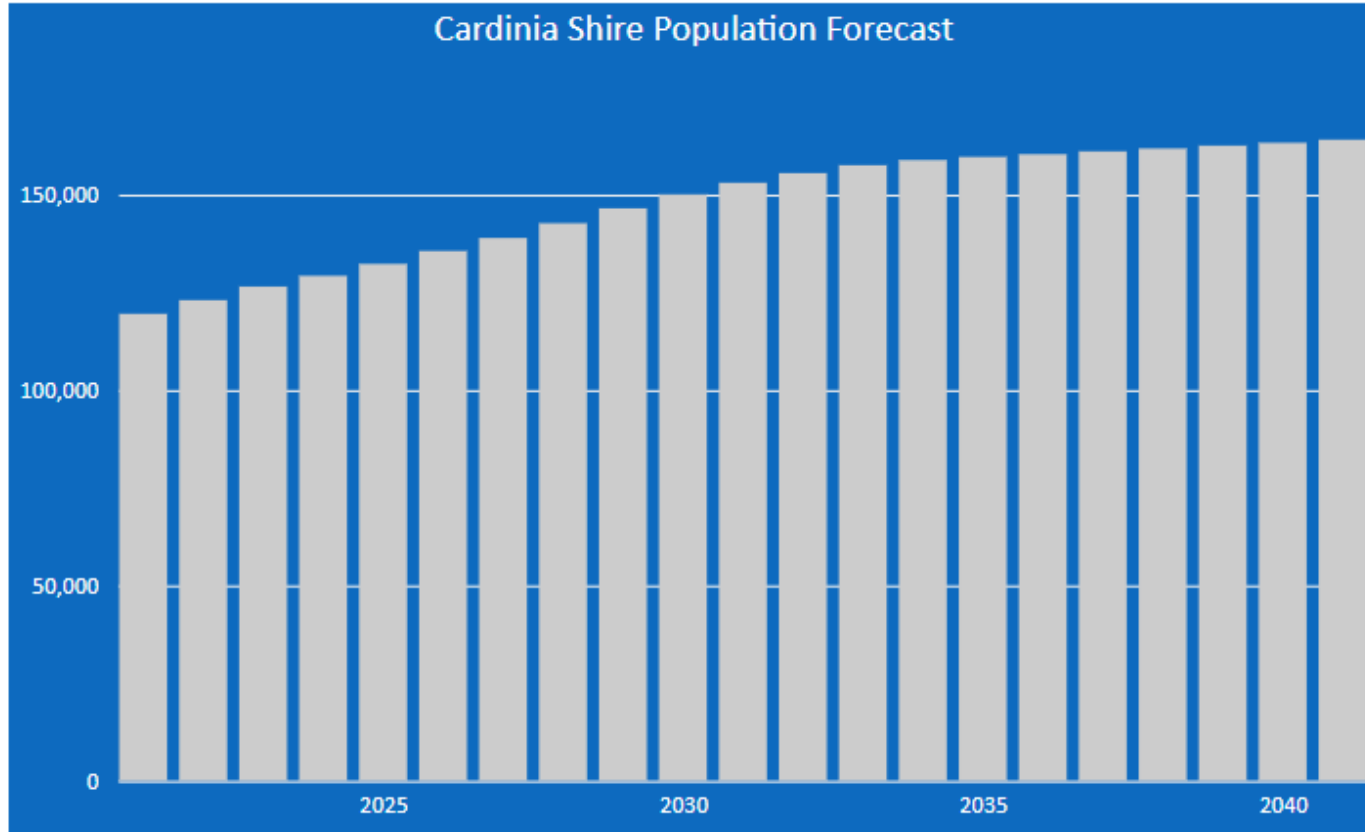
POPULATION FORECAST

Cardinia Shire is a growing community. It is important therefore that we forecast our population growth to ensure that there are adequate services and infrastructure provisions for our residence in the future.

Population 2024
129,248

Population 2041
164,083

Change 2024-41
26.95 %



Council Meeting Agenda - 17 March 2025

Source: <https://forecast.id.com.au/cardinia>

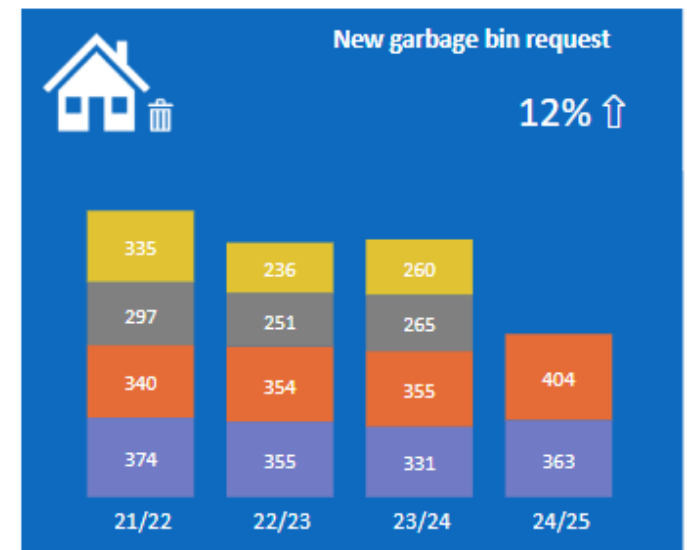
HOUSEHOLD GROWTH

YTD comparison to last year



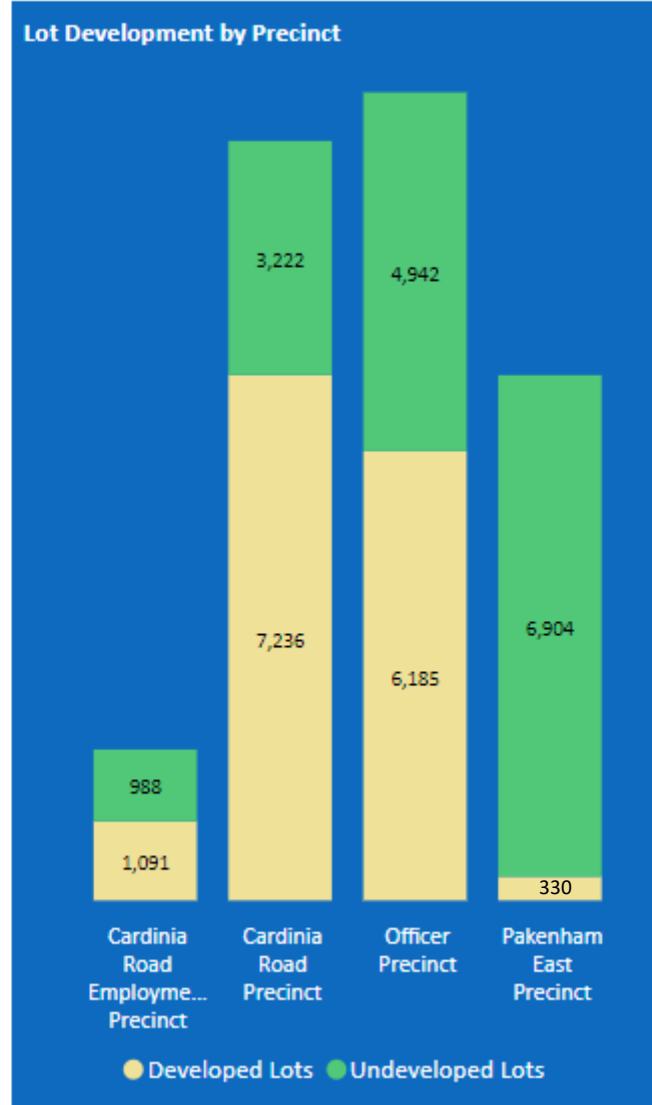
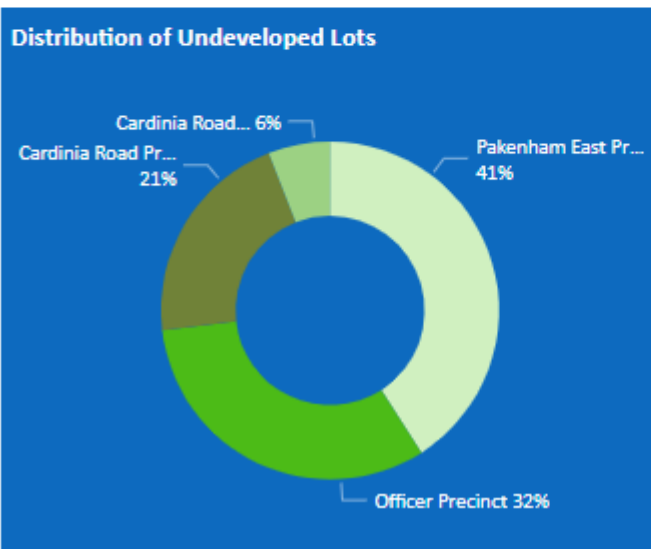
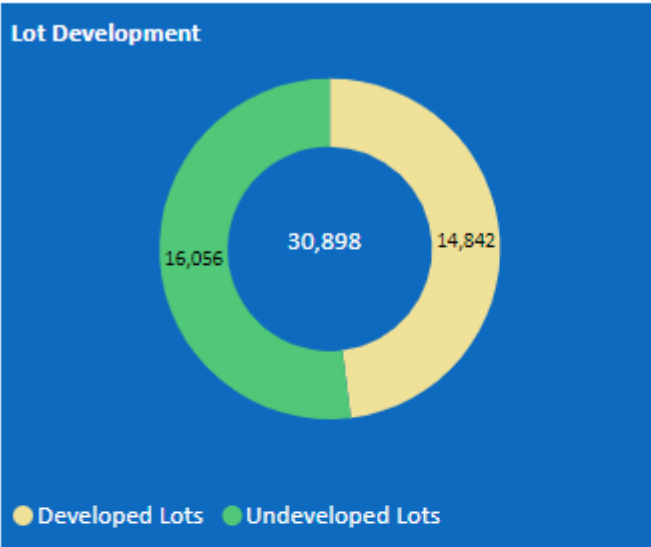
A new household garbage service is requested predominantly when a new home has been completed and ready to be occupied.

This indicator can therefore represent the growth of new households within the Shire.

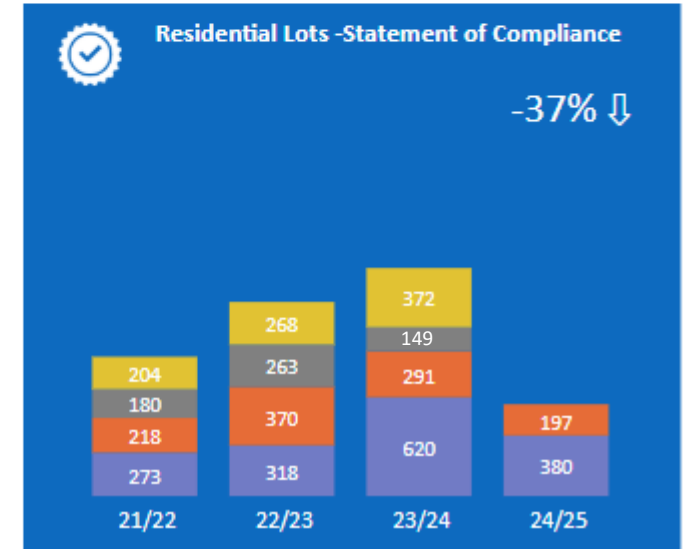
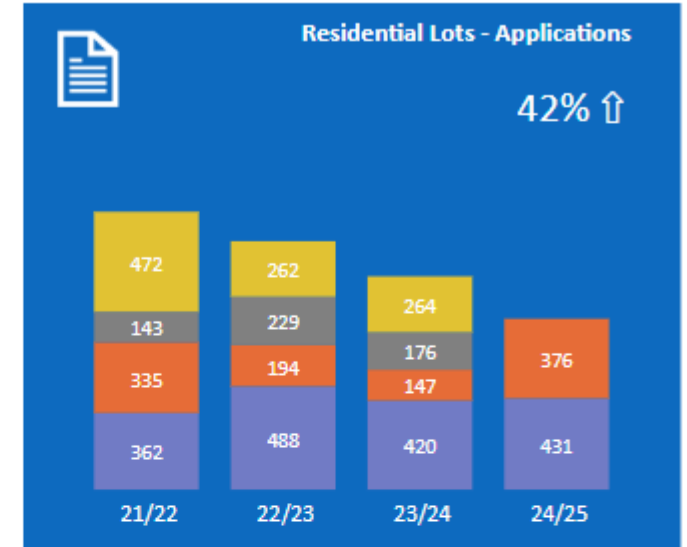


207
 Legend
 Q1 Q2 Q3 Q4

RESIDENTIAL LAND ACTIVITY METRICS *YTD comparison to last year*



SUBDIVISION METRICS *YTD comparison to last year*

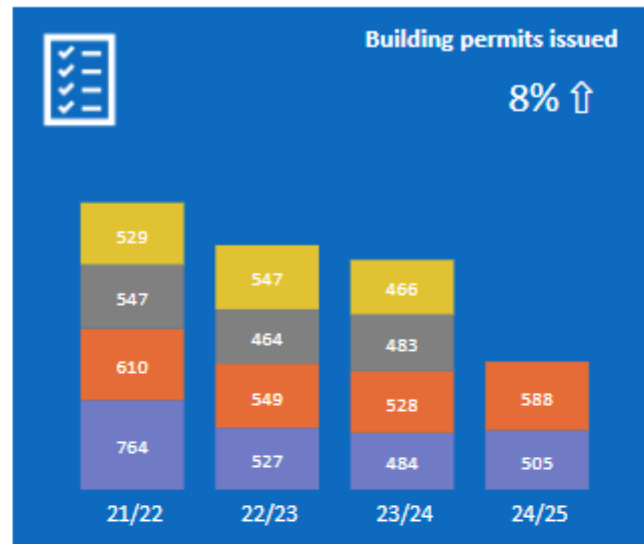
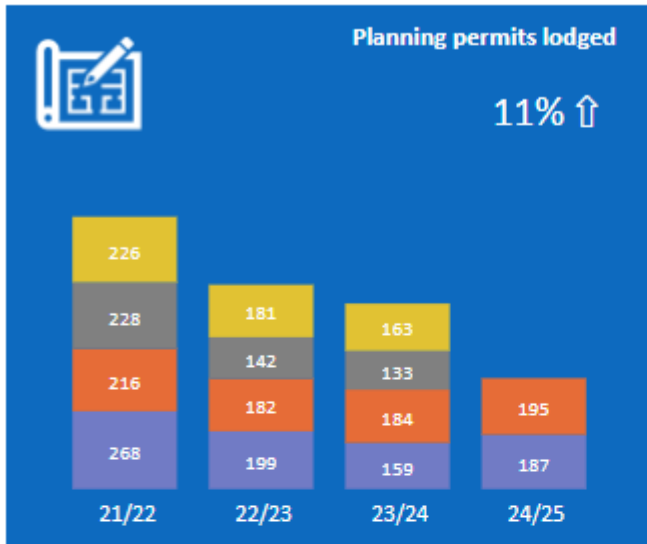


Current Activity

COUNCIL MEETING AGENDA - 17 MARCH 2025

Q2 OCT – DEC 2024

PROPERTY METRICS *YTD comparison to last year*

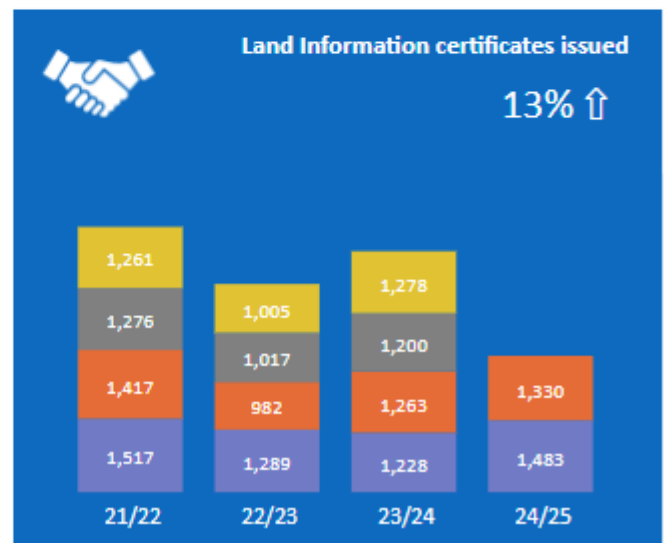
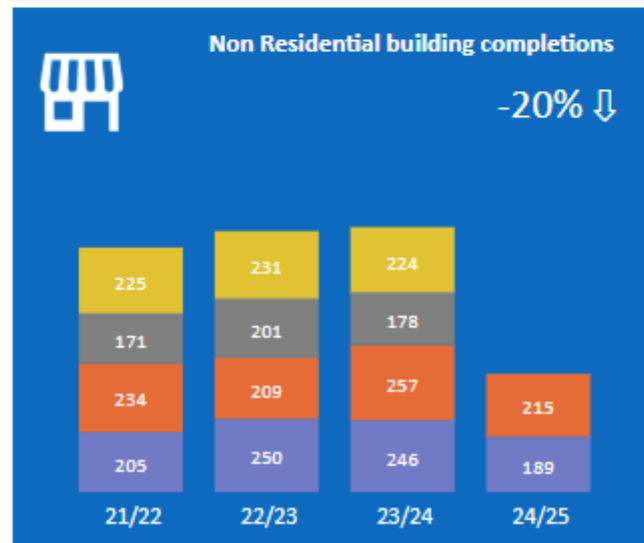
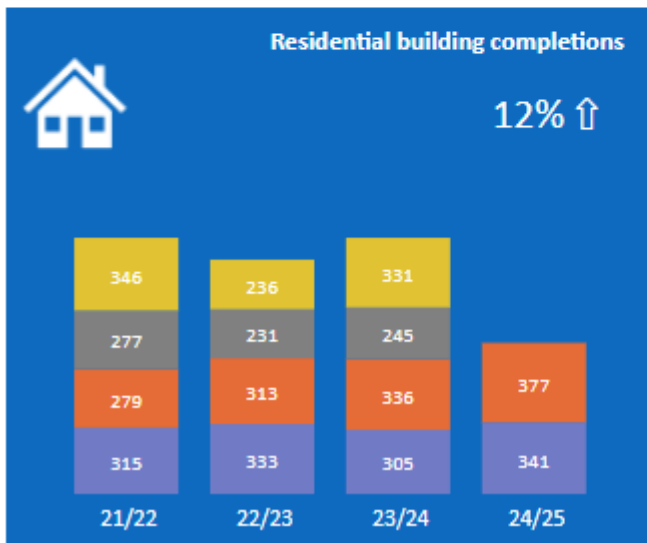


Activity within the property sector can help determine the growth rate within a municipality and therefore assist with future decision making.

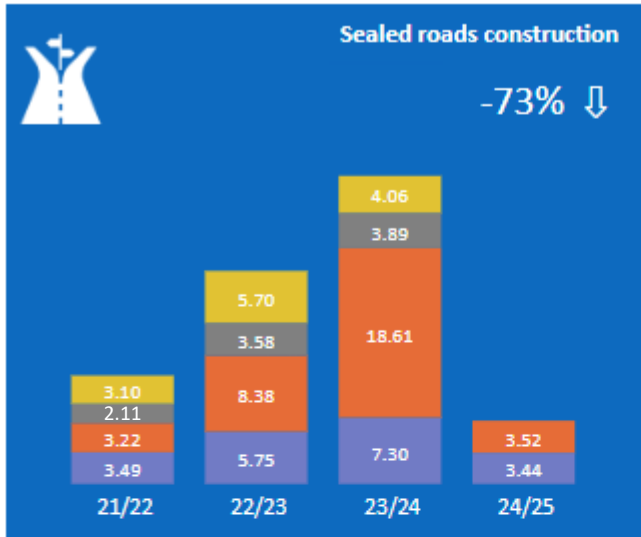
Planning permits are required to make changes to a property. Changes are dependent on location, zones, overlays and particular provisions affecting a property.

Building permits are required for both new buildings and alterations to existing buildings.

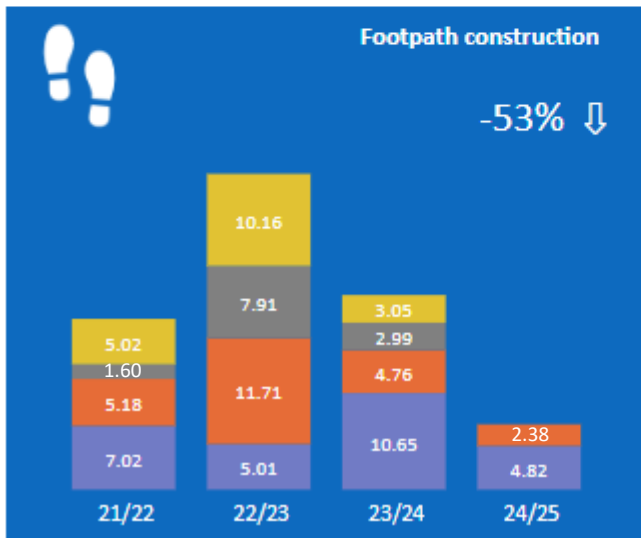
Land Information Certificates are required whenever a property changes owners. This figure includes both first home buyers and subsequent owners. It shows both growth and churn in the property market.



INFRASTRUCTURE METRICS *YTD comparison to last year*

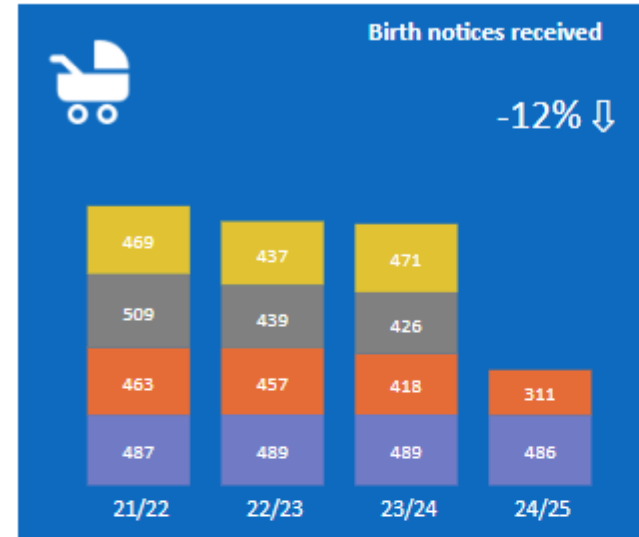


Sealed road growth is due to a combination of subdivision development and Council's sealing of unsealed roads through special charge schemes or other external funding such as Roads to Recovery.

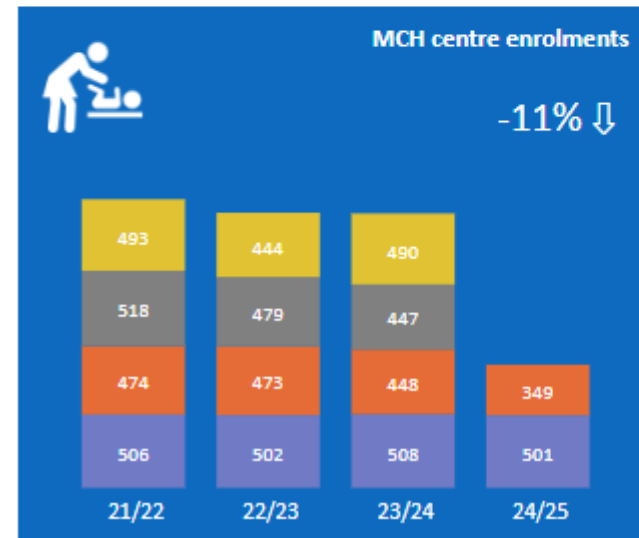


Footpath growth is due to a combination of footpaths constructed from subdivision development and Council's capital works program.

MATERNAL AND CHILD HEALTH METRICS *YTD comparison to last year*



Birth notices are the number of notifications received from hospitals, for newborn babies in the municipality .



Total enrolments is the number of babies and children, from birth to school age, that visit and enrol at an MCH centre, including both new born babies and children of families moving to Cardinia Shire.



Council report – Q2 2024-25

The following outlines progress against the actions outlined in the key focus areas of the Cardinia Shire Gender Equality Action Plan (GEAP) 2021 – 2025.

Unconscious Bias

- No further updates since last quarter:
The September 2024 Our Voice engagement survey had positive results regarding **Diversity & Inclusion** including:
“I’m satisfied with Cardinia Shire Council efforts to support diversity and inclusion (for example, in terms of gender, ethnicity, disability, socio-economic status)” - resulted in an organisation wide score of 8.2 (out of 10) meeting industry benchmark.

Sexual Harassment at Cardinia

- The first quarterly meeting with Contact Officers occurred in Oct 2024. These quarterly meetings enable HR to provide any updates on internal processes & reporting or changes in legislation. The next meeting is scheduled for January 2025.
- **Respectful Workplace Behaviours** and **Managing Underperformance** refresher training continues to be developed. Update to include sexual harassment as “serious misconduct” and roll out to include casual workforce in the upcoming quarter.
- **People Matter survey** occurs biannually (next round approx. May 2025). The 2024 Our Voice engagement survey occurred in September. There was a 68% participation rate. The survey results presented no findings of sexual harassment in the workplace via sensitive comments or written feedback.

Gender pay gap

- No further update since last quarter. HR continue to use benchmarking tools and job briefs to ensure pay equity.
Council’s **Gender Equality Progress Report** shows in 2023 the mean base salary pay gap decreased to -1.7% and the mean total remuneration pay gap -0.2%. The current -1.7% mean base salary pay gap for women means for every \$100 paid to a man, \$102 is paid to a woman. The current -0.2% mean total remuneration pay gap for women means for every \$100 paid to a man, \$100 is paid to a woman.

Business Intelligence & Data Gaps

- The opportunity to develop new ways of **collecting intersectional data** and formal flexible leave arrangements via our payroll systems continues to be explored.
- Meeting scheduled January 2025 with Payroll and HR team to understand HRIS capabilities to gather more data to improve the next workplace gender audit included in the GEAP reporting to CGEPs.

Other

- **GIA resources** on the Gender Equality cardinet page continues to be updated with additional resources to support GIA champions and council officers. An export of all GIAs completed by all councils in CGEPS last reporting period has been added to the GIA toolkit.
- **GIA app** currently in development. The app will enable a more streamlined approach to completing GIAs and improvements in effective reporting.

- Cardinia Shire Council's **2023 progress report and audit data** is now available on the CGEPs Insights Portal.

Gender Impact Assessments (GIAs) completed

No GIAs were completed in the quarter.

7.5.2 COMMUNITY ENGAGEMENT UPDATE

Responsible GM:	Wayne Mack
Author:	Emma Wilkinson
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	5.1 We practise responsible leadership 5.1.1 Build trust through meaningful community engagement and transparent decision-making.

Recommendation

That Council notes the community engagement activities being undertaken during March 2025.

Executive Summary

This report provides a monthly update on Council's community engagement opportunities commencing or continuing in March 2025.

Background

Community engagement is a process whereby Council uses a variety of methods to proactively seek out information and feedback from the community, including their values, concerns, ideas and aspirations. Where possible and when required by legislation, Council will include the community in the development and delivery of identified initiatives and projects. This practice establishes an ongoing partnership, ensuring that community members continue to shape Council's decision making and implementation process.

Council's *Community Engagement Policy* (the Policy) sets out Council's accountability for community engagement practices. The Policy meets the requirements of the *Local Government Act 2020* and Council's commitment to undertaking best practice, high quality community engagement activities to receive input. Feedback and ideas from the community on Council projects, services, plans, policies, strategies and other Council decisions.

Council uses the IAP2 Spectrum of Public Participation (see below) as the model for its community engagement activities depending on the nature of the project, legislative requirements affecting the project and level of influence the community can have on the project, the risk and level of complexity of the project and available resources.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus building • Participatory • Decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated • Decisions

Discussion

N/A

Policy Implications

Community engagement is undertaken in line with Council's Community Engagement Policy.

Financial and Resource Implications

The activities undertaken fall within Council's existing budget and resourcing.

Climate Emergency Consideration

There are no climate emergency considerations as part of this report.

Consultation/Communication

This month, the following Engagement Plans are being implemented:

Project	Project description	Details of Engagement	Responsible Business Unit
Playground upgrade at Lauriston Estate Park, Koo Wee Rup.	Council will invite feedback to inform the design of the play space as part of the renewal program 2024/2025.	Engagement Period: 24 March – 28 April through: <ul style="list-style-type: none"> • Mailout to residents within 500m of the site inviting residents to participate online or attend a pop up. • Promotion via social media and media release linked to the 	Parks Planning.

		<p>Creating Cardinia website</p> <ul style="list-style-type: none"> • Community engagement pop ups in Koo Wee Rup on 8 April at Cochrane Park from 10 am to 12 • Posters provided to local pre-school, kindergarten, primary school with an article in the local community e-news. 	
Phase 1 Community Engagement on Council priorities.	To invite feedback on Councils draft priorities to inform the Council Plan 2025-2029 and associated strategic documents.	<p>Engagement Period: 27 Mar – 11 May through:</p> <ul style="list-style-type: none"> • Community Engagement pop ups across the Shire in each ward. • Promotion through Council’s monthly electronic direct mail (EDM), a media release and social media posts. • Postcards delivered to 900 residents approached to participate in the Customer Satisfaction Survey directing readers to Creating Cardinia webpage. • Posters and postcards in all Council owned facilities. Alternative formats available at libraries and on request. 	Business Transformation and Customer.

Conclusion

This report outlines projects for engagement that can be promoted to the community this month to support its awareness and involvement and will assist Council in the delivery of the Council Plan Action.

Attachments

Nil

7.5.3 CAPITAL WORKS REPORT - PERIOD 8 (FEBRUARY 2025)

Responsible GM:	Peter Benazic
Author:	Maria Fletcher, James Kelly and Jarrad Unsworth
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<p>2.1 We support the creation of liveable spaces and places</p> <p>2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.</p> <p>2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.</p> <p>2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.</p> <p>5.1 We practise responsible leadership</p> <p>5.1.1 Build trust through meaningful community engagement and transparent decision-making.</p> <p>5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.</p>

Recommendation

That Council note the Capital Works Report for the Period 8 (February 2025).

Executive Summary

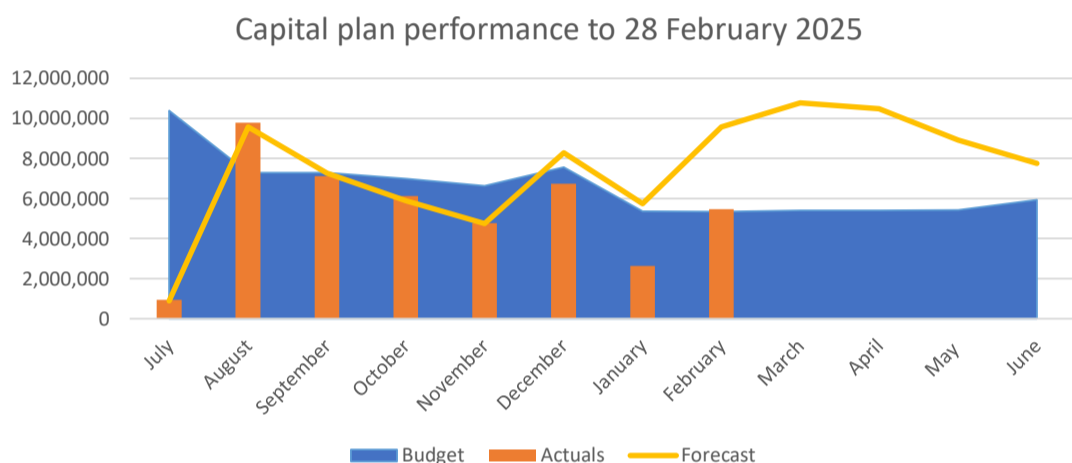
As part of the reporting process to Council the Capital Works Quarterly Report provides data and information to inform Councillors and the community on the progress of the Capital Works Program as at the end of February 2025.

Attachments

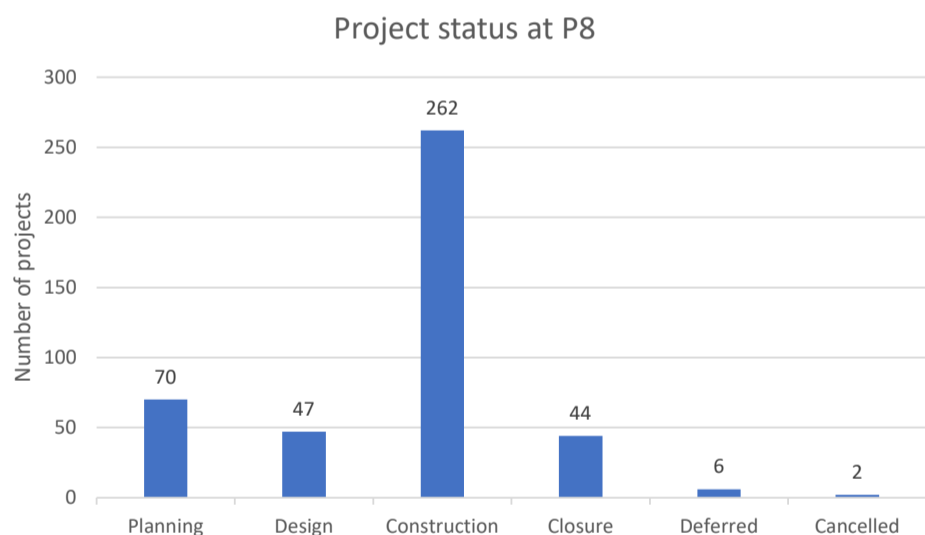
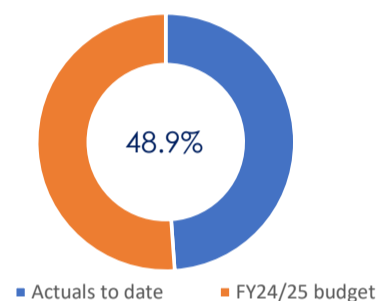
1. Attachment 1 - Capital Works Report P 8 [7.5.3.1 - 11 pages]

Capital Works Report - Period 8
(February 2025)

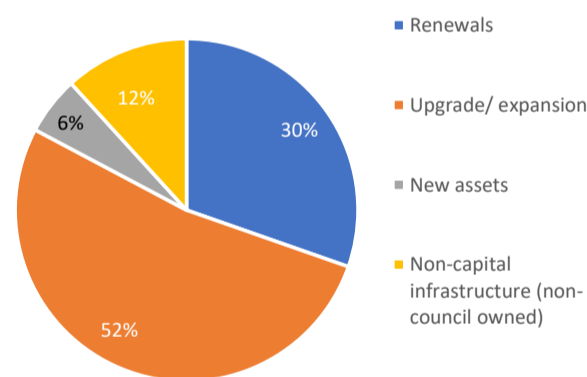
	Number of projects	Council cash/ borrowing	Value
Adopted budget	286	\$ 41,603,000	\$ 61,528,000
Approved carry forwards from FY23/24	44	\$ 26,221,098	\$ 27,683,098
Approved in-year adjustments	31		
<i>External funding</i>	24	\$	\$ 7,212,941
<i>Change requests</i>	7	\$ 2,828,194	\$ 2,828,194
Capital Plan as at end of P8	392	\$ 70,652,292	\$ 99,252,233
Forecast carry forward to FY25/26	4	\$	\$ 880,498
Projects deferred to future years (phased into the FY25/26 draft capital plan)	6	\$	\$ 10,669,246
Forecast underspend	36	\$	\$ 4,587,299
Forecast capital delivery as at end of P8	346	\$	\$ 83,115,190



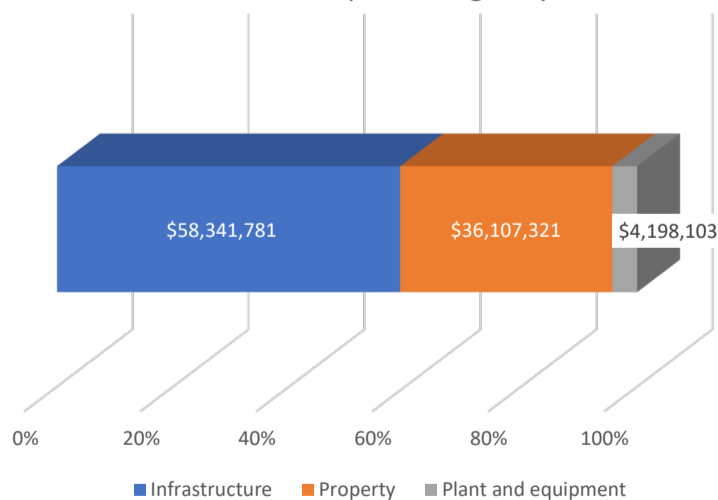
Capital Works spend at P8 (February 2025)



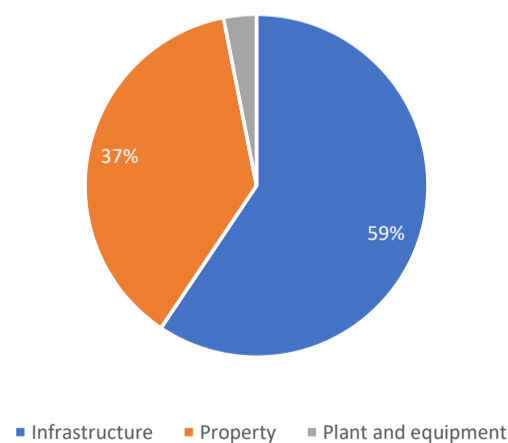
Type of capital



Total FY24/25 capital budget by asset class



Capital expenditure at P8 by asset class

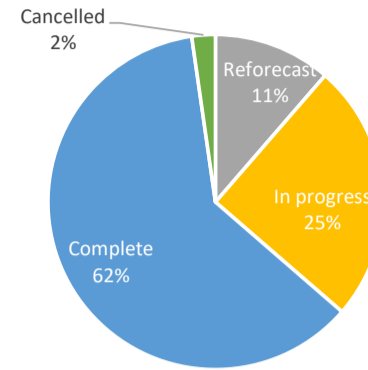


Projects carried forward from FY23/24

44 projects were carried forward from FY23/24. Of these, 27 have been completed as at Q2. One project was no longer required and has been cancelled.

3 projects were carried forward at the parent project level, but the individual projects were not ready for delivery. In future, these projects will be rephased into the appropriate future year of the capital plan of being identified as carried forward.

Projects carried forward from FY23/24



Carried forward projects

Status

Plant Replace #98 - PV Van	cancelled
Alma Treloar Car Park Sealing	construction complete
Bayview Road Intersection	construction complete
Beaconsfield Streetscape	construction complete
Brunt Rd Integrated Children's Centre	construction complete
Construction of Oxford St Lang Lang	construction complete
Dick Jones Park Lighting upgrade	construction complete
Dore Road, Pakenham: whole length	construction complete
Jim Parkes Playground	construction complete
Koo Wee Rup Bowling Club Pavilion	construction complete
Mt Lyall Rd, Heath Hill	construction complete
Sports Lighting Mountain Rd Rec Reserve	construction complete
Tivendale Rd/Station St Intersection	construction complete
Toomuc Reserve Lighting upgrade	construction complete
Tynong Depot Upgrade (Shed and Toilet)	construction complete
Upper Beaconsfield Rec Res - Lighting Up	construction complete
Worrell Reserve skate park	construction complete
New Plant #19 - Township Maintenance Tru	complete
New Plant #460 - Utility	complete
Plant Replace #348 - Heavy Duty Trailer	complete
Plant Replace #413 - PV Utility	complete
Plant Replace #447 - PV Utility	complete
Plant Replace #448 - PV Utility	complete
Plant Replace #53 - Heavy Vehicle Truck	complete
Plant Replace #6 - PV Utility	complete
Plant Replace #62 - PV Utility	complete
Plant Replace #70 - PV Utility	complete
Plant Replace #97 - PV Utility	complete
Plant Replace #443 - PV Utility	underway
Business improvement Program	underway
Cora Lynn Reserve Pavilion	underway
Garfield Nth Cannibal Creek Comm Hub	underway
Emerald Lake Park	underway; three projects
IYU Temporary Facilities	underway
Officer District Park MP implement Civil	underway
O'Neil Rd Reserve car park	underway
PB Ronald Solar Lights Replacement	underway
Pink Hill Blvd - Whiteside to O'Neil	underway; design only
Public Art Program	underway
Arena Parade Intersection	should have been reforecast, not c/f - funded through FY24/25, FY25/26 and FY26/27
Better Local Roads - Connect Cardinia	should have been reforecast as individual roads, not c/f - funded through FY24/25, FY25/26 and FY26/27
Main Street Central, Pakenham	should have been reforecast, not c/f - funded through FY24/25, FY25/26 and FY26/27
McGregor-Henty-Rogers Intersection	should have been reforecast, not c/f - funded through FY24/25, FY25/26 and FY26/27
Sealing of the Hills Program	should have been reforecast as individual roads, not c/f - funded through FY24/25, FY25/26 and FY26/27

Name	Scope of Works	FY24/25 budget	Actual spend to P8	% of planned works completed	Performance indicator	Comment
					In progress within time and budget / not started	
					Completed within budget	
					Over budget by <10% and/or time delay of <3 months	
					In-year addition to the capital plan	
Infrastructure						
Bridges						
Bridge Renewal Program	Repairing or replacing aging bridges, enhancing structural integrity, improving safety features, and ensuring durability	\$1,271,120	\$452,044	30%	In progress	Simpson Road, Road Vervale Bridge - Works start late February, expected project completion May 2025 Cardinia Creek Pedestrian Bridge Design- Flood modelling investigation is underway for presentation to Melbourne Water by the end of February 2025. Lakeside seawall stabilization - Investigation and design work are expected to be completed by March 2025.
Drainage						
Drainage Renewal and Upgrade Program	Assessing, repairing, and improving existing drainage systems to enhance capacity, reduce flooding, ensure efficient water flow, and maintain the long-term integrity of surrounding infrastructure	\$643,000	\$26,208	20%	In progress	Ambrose Street works have been designed and are being tendered. Additional projects are being assessed and prioritised.
WSUD Assets Renewal Program	Upgrading WSUD infrastructure, including bio-retention basins, swales, and rain gardens, to improve stormwater management, water quality, and environmental sustainability	\$577,000	\$298,916	70%	In progress	Ron Andrews Wetland and Henry Lawson Bioretention projects are under design. Nobelius Heritage Park WSUD is under planning permit application. The desilting works at Lake Nobelius will be finished in April 2025
Footpaths and cycleways						
Eastern Dandenong Rail Trail - Menzies Creek	Delivering the final 800m extension to the Eastern Dandenong Ranges Trail connecting the shared use trail from Edenmont Road to Belgrave Gembrook Road (Main Rd), in Clematis and the final 40 meters of the EDRT in Yarra Ranges.	\$10,757		100%	Complete	Path is open and fencing was completed in February 2024
Footpath network expansion program	Extending pedestrian pathways or constructing new paths, to improve connectivity, accessibility, and safety.	\$300,000	\$295,666	100%	Complete	Civil construction works completed at Pedestrian crossing - Village way Pakenham. Lighting and zebra crossing energisation by AusNet now complete and operational.
Gravel pathway resheeting Program	Maintaining and improving pathway surfaces, ensuring safety, accessibility, and longevity by replenishing gravel layers and addressing wear and erosion.	\$95,000	\$30,300	20%	In progress	Pathways identified and prioritised. Resheeting in Maryknoll due to commence during February 2025
LXRP Officer & Beaconsfield Fund Partnership	LXRP Funding agreement including 4 separate Council delivered sub-projects.	\$1,583,000	\$1,163,526	75%	In progress	Gilbert Reserve Shared Use path is completed. Officer Sth Rd Shared use path - Design is completed tender being prepared for construction to commence April 2025
Sealed Pathway Renewal Program	Footpath maintenance works as part of the footpath maintenance program 24-25. assessment of footpaths within Cardinia Shire Council, for defects and risk and repair or replace according to the road management plan intervention levels.	\$1,016,000	\$392,307	45%	In progress	Works are underway in Pakenham and Officer, which are expected to be completed in April 2025. Works in Beaconsfield starting in February 2025.
Parks, open spaces and streetscapes						
Alma Treloar Master Plan	Implementing projects identified in the masterplan such as delivery of an amphitheatre and stage, dog off-leash area, carpark resealing and new public toilet	\$830,452	\$499,888	80%	In progress	Alma Treloar amphitheatre & stage is open and available for use. Car park sealing is complete. Dog Park is progressing through the project planning phase, community consultation is expected to occur in late April 2025. but construction works are deferred until summer 2025.
Beaconsfield Streetscape	Landscaping upgrade around war memorial in Bonette Reserve including paving, new flag poles, provision of accessible parking bay and improvements to zebra crossing	\$66,000	\$59,401	95%	In progress	Reserve is open for public use. Installation of interpretative signage to be completed during February 2025.
Emerald Lake Park	Implementing projects identified in Stage 1 of the masterplan for the Emerald Lake Park Precinct	\$439,000	\$12,830	5%	In progress	Developing design briefs to engage consultants to commence surveys and investigation works to determine service requirements and validate site constraints.
Officer District Park MP implement Civil	Publicly accessible, purpose-built mountain boarding facility; Multi-level adventure play space; Parkour Zone; Fitness stairs & equipment; Lookout; Central plaza with public toilets; Wetland; Dog off leash area; Walking paths; Picnic Facilities	\$4,583,519	\$4,145,621	90%	In progress	The park is open to the public. Works on the toilet block are continuing and due to be completed by April 2025.
PB Ronald Reserve Masterplan	Developing a detailed design for the 'active precinct' to include a skate park and ninja warrior circuit, events lawn access and drainage, access and parking for pool drop off and future men's shed	\$97,000	\$100,108	75%	In progress	Masterplan - Final design to be completed March 2025 Solar lights - Installation due to occur in February 2025

Playspace and supporting infra renewal	Revitalising or upgrading outdoor playspaces, including upgrading equipment, improving landscaping, incorporating inclusive features, and fostering community involvement to create vibrant play environments	\$820,510	\$389,158	20%	In progress	Jim Parkes Playground - completed and official opening occurred 23 January 2025. WB Ronald Reserve and Greenland Court Reserve playground designs are being finalised. Toomuc Rec Reserve equipment has been ordered. Lauriston Estate Park - Community Consultation (Stage 1) on the playground renewal is due to occur by March 2025
Puffing Billy Place Reserve Masterplan	Developing the vision and future planning for the Puffing Billy Place Reserve	\$35,683	\$9,725	20%	In progress	Draft masterplan under development. Community consultation on the draft masterplan to occur in May/June 2025.
Worrell Reserve skate park	Constructing a street circuit skate park and youth plaza and preparing a design for future growth opportunities	\$1,178,046	\$1,197,968	85%	In progress	Skate Park has been completed and open to the public.
Sport and recreation						
Basketball court renewal	Renewing or upgrading existing basketball courts, including resurfacing, enhancing markings, improving lighting, and ensuring safety features	\$18,331	\$894	10%	In progress	Sites have been identified and scoped. Works scheduled for February /March 2025.
BMX Facility asset renewal	Renewing or upgrading existing BMX facilities and infrastructure, including resurfacing, upgrading obstacles, enhancing safety features, and improving accessibility	\$49,000	\$0		In progress	Site investigations underway at Bunyip BMX and planning underway for community consultation to commence by May 2025.
Cricket Practice Net Renewal Program	Renewing or upgrading existing cricket nets by resurfacing, enhancing netting, improving drainage, and ensuring safety	\$238,000	\$460		In progress	Works due to commence at Chandler Reserve Cricket Nets in April 2025.
Netball/Tennis Court Resurfacing Program	Renovating and upgrading existing netball and tennis court surfaces to improve playability, safety and durability	\$72,000	\$4,176		In progress	Maryknoll tennis court redevelopment project design on track and planned to be completed by June 2025.
Rec Reserve lighting and power upgrade	Enhancing outdoor sportfield facilities by installing energy-efficient lighting, improving power supply systems, and ensuring safety and accessibility, fostering a better environment for community sports and events	\$1,495,904	\$835,135	70%	In progress	Mountain, Upper Beaconsfield, Beaconsfield, Toomuc and Dick Jones Reserves have all been completed. Nar Nar Goon Reserve lighting construction is expected to commence in March 2025.
Rec reserve turf resurfacing program	Replacing damaged turf, improving drainage, and enhancing surface quality, ensuring safer, more durable grounds for sports, events, and community activities	\$154,185	\$25,750	60%	In progress	Holm Park Oval design development continues. Minor works at NNG planned for January 2025.
Swimming Facilities Renewal Program	Refurbishing or upgrading outdoor swimming pools, equipment, and infrastructure, improving water quality, safety features, accessibility, and energy efficiency	\$544,000	\$119,951	40%	In progress	The Pakenham Pool Repair/Refurb is currently at consultant detailed design in preparation for upcoming tender process for completion of work October 2025.
Roads						
Arena Intersection		\$401,235			In progress	Council has received formal approval of the Functional layout plan from the Department of Transport and are currently working on the detailed design. Construction expected commence in early FY25/26
Better Local Roads - Connect Cardinia	Road sealing of identified link roads	\$6,270,460	\$2,993,488	40%	In progress	Construction works completed at Mt Lyall Rd and Dore Rd, with some minor works to be completed by end of February 2025. Huxtable Rd - assessing regulatory requirements and delivery options. Bessie Creek Rd - design underway with construction expected to commence in April 2025.
Blackspot Road/Intersection Program	Federally-funded program targeting high-risk intersections, improving safety through design upgrades, traffic control enhancements, better signage, and infrastructure changes	\$1,704,584	\$18,248	25%	In progress	Army Rd/Army Settlement Rd and Leppitt Rd/ Salsbury Rd works expected to begin in March 2025 Lighting design for Livingstone/Heritage Blvd and Moody St/Gardner St is complete and construction due to commence in April 2025.
Brunt Rd-Rix Rd - Road Component	Construction of roads, intersection and roundabout, including associated drainage works and public lighting works	\$226,000	\$41,929	20%	In progress	Design underway. External authority approval received for traffic control devices. Design works expected to be finalised by June 2025.
Carpark resurfacing program	Resurfacing, improving drainage, upgrading lighting, enhancing safety features, and optimizing layout to create safer, more accessible, and durable off-street car parking facilities	\$152,000	\$1,203		In progress	The Cardinia Life car park (East of Indoor Pool) has been identified for the 2024-25 Car Park Resurfacing Program. The renewal works are expected to commence and be completed by April 2025.
Drake Place, Pakenham (Pakenham Revitalisation)		\$440,000	\$5,319		In progress	Design, investigations and utility relocation assessment are underway.
Guard Rail & Safety Fence Renewal Prog	Inspecting, replacing, and upgrading road safety barriers to ensure compliance with safety standards, improve durability, and enhance road user protection across designated areas	\$161,000			In progress	Repair works to commence in March 2025.
John Street extension Pakenham (Pakenham Revitalisation)		\$1,200,000	\$7,013		In progress	Design and investigations ongoing. Construction anticipated for late 2026.

Local Area Traffic Improvements Program	Enhancing traffic flow and safety through measures such as intersection upgrades, traffic calming, improved signage, and pedestrian facilities	\$272,000	\$18,669	10%	In progress	Eagle Drive: Construction expected to commence in May 2025. Barrington Dr: Construction expected to commence in April 2025. Livingstone Blvd: funding agreement has been signed and lighting design is underway.
Main Street Central , Pakenham (Pakenham Revitalisation)		\$100,000	\$17,838		In progress	Design and investigations ongoing. Construction anticipated for late 2026.
Main St Gateway (Pakenham Revitalisation)		\$110,000	\$5,319		In progress	Design and investigations ongoing for project review. Construction expected to commence August 2025.
McGregor-Henty-Rogers Intersection	Upgrade of McGregor Rd-Henty St and Rogers St intersection to be fully signalised, including additional lanes, drainage, pedestrian/cyclist facilities.	\$1,097,000	\$103,927	35%	In progress	Design underway. Construction to commence in financial year 25/26.
O'Neil Rd Reserve Car Park	Construction of fully sealed 9-10 space car park on the north side of playground at O'Neil Road Reserve including drainage work, concrete footpath link to playground and sheltered area. Chain to be provided in between bollards along frontage.	\$358,000	\$26,103	10%	In progress	Quotes have come in over allocated budget, project scope is being reassessed.
Oxford St, Lang Lang	Constructing an unmade section of Oxford St to provide access to construct a state-funded kindergarten facility in Lang Lang	\$553,880	\$523,185	100%	Complete	All civil works completed. Road is open to the public and public lighting is energised.
Pink Hill Blvd - Whiteside to O'Neil	Construction of road and signalised intersection to accord with the Precinct Structure Plan	\$230,090	\$57,000	10%	In progress	Detailed design has commenced and is due to be completed by June 2025.
Princes Hwy Intersection Upgrade Program	Program to upgrade identified Princes Highway intersections to accord with the Precinct Structure Plan	\$5,183,536	\$3,917,646	85%	In progress	Bayview Rd and Tivendale /Station St intersections are operational. Contracted works are being finalised. Bergun way finding - Directional signs and story boards have been installed.
Road Reserve Lighting Program	Installing energy-efficient streetlights along road reserves, improving visibility, safety, and security	\$137,000	\$124,940	60%	In progress	60% of the program has been completed.
Road Pavement Renewal Program	Road renewal or rehabilitation involves fully rebuilding the road pavement. A combination of new and recycled material is then used to build a new road pavement, starting with the layers under the surface and finishing with the blacktop surface.	\$2,209,802	\$1,853,837	85%	In progress	Practical completion has been achieved for 4 roads: 7 Mile Rd, Officer Rd, Bunyip-Modella Rd, & Dalmore Rd. The final seals for the 2023-24 Pavement Renewal Program were completed in February 2025.
Sealed Road Prep & Resurfacing Program	We put a fresh layer over the top layer of the road, using either: asphalt: a bitumen-based concrete-like mixture of stone and bitumen laid at 30mm thickness or greater. spray seal: a layer of bitumen sprayed on the road and covered with stones.	\$5,094,000	\$1,337,112	30%	In progress	The reseal contractor has started works with completion due end of March 2024. The tender assessment report for the asphalt overlaying works to be presented to February 2025 Council meeting.
Sealing of the Hills Program	Federally-funded program to seal unsealed roads across Dandenong Ranges and surrounding townships.	\$7,812,923	\$2,751,999	60%	In progress	First-Grenville constructions works ongoing expected completion in July 2025. Old Gembrook catchment and Stoney Creek catchment are due to commence construction works in March 2025.
Unsealed Road Resheeting Program	The Unsealed Roads Resheeting Program aims to restore the wearing course on unsealed roads, enhancing durability and safety for all users. This project will involve grading, resheeting and compacting the road surface.	\$2,069,000	\$1,052,605	25%	In progress	25% of the program is complete. Drainage works have been completed at Wright Rd block in Avonseigh and the road wearing course will be laid during February 2025.
Total - Infrastructure		\$51,900,017	\$24,917,411			
Plant and equipment						
Technology and equipment						
Business improvement Program	Improving business systems and digital platforms to enhance operational efficiency and customer experience. In FY24/25, the primary projects are the website transformation and booking/ticketing system replacement.	\$680,626	\$182,460	10%	In progress	Council facility booking software replacement project commenced with vendor in January 2025. Website replacement project has finished the planning phase and is preparing for a tender in April/May 2025.
CCC Minor Equipment	Procuring, upgrading, or replacing small-scale equipment for the Cardinia Cultural Centre	\$101,000	\$56,175	40%	In progress	All equipment has been ordered and expected to be delivered by May 2025.
Furniture and Equipment Renewal Program	Acquisition, replacement, or improvement of furniture and equipment for Council facilities	\$211,000	\$24,766	10%	In progress	Replacement of non-functional chairs in meeting rooms has been completed. Sit/stand desks have been installed in the Civic Centre.
IT Strategy	Investing in, upgrading, or expanding technology infrastructure, including hardware, software, and network systems, to enhance operational efficiency, cybersecurity, data management, and overall digital capabilities.	\$459,000	\$13,500	65%	In progress	The program of work is at 65% completion.
Plant						
New Plant Program	Procuring new light and heavy vehicles, heavy plant, equipment and machinery	\$215,814	\$168,311	57%	In progress	57% of the new fleet program has been delivered, the remainder has been ordered and is awaiting delivery.

Plant Replacement Program	Replacing or upgrading aging or inefficient equipment and machinery to improve operational efficiency, reduce downtime, ensure safety, and support long-term sustainability of operations	\$2,546,863	\$993,631	55%	In progress	55% of the fleet replacement program has been delivered, with the remaining 45% having been ordered.
Total -Plant and equipment		\$4,214,303	\$1,438,843			
Property						
Buildings						
Brunt Road Intergrated childrens centre	Building a Child and Family Centre with three Maternal Child Health rooms, two kinder rooms, office space, large entry foyer, storage space and amenities for children and adults and play spaces	\$250,000	\$245,532	100%	Complete	Project is complete
Building Minor Renewal Program Reactive	Addressing unforeseen building issues by providing timely repairs and essential upkeep to buildings and facilities, ensuring safety, functionality, and compliance	\$1,505,300	\$304,086	25%	In progress	Building Minor Renewal Program Reactive. We have spent 25% of the total budget to-date.
Building Minor Renewal Program Strategic	Delivering minor building projects, including renovations, upgrades, and structural improvements, to enhance functionality, safety, and usability of facilities across various Cardinia Shire Council buildings and facilities	\$1,767,665	\$571,306	60%	In progress	Program is on track and progressing within budget. We have completed 60% of the program for 24/25 financial year. Koo Wee Rup Public Pool Roof Extension Works, Avonsleigh Kindergarten & Bayles Kindergarten have now been completed.
CCC Minor Building Works Program	Replacement of foyer lighting and installation of usher seats at CCC	\$157,100	\$0	0%	In progress	Works due to commence in April 2025
Cardinia Youth Hub (Parent)	Building a new youth facility to provide community and youth services in the Cardinia Shire	\$1,000,000	\$137,830	1%	In progress	Demolition is underway and due to be completed by March 2025. Construction deferred until FY25/26
Community Capital Works Grants Program	The Community Capital Works Grants Program assists community groups to upgrade Council owned and Crown Land facilities. The grant program is used to strengthen local community networks, activities and support the wellbeing of our residents.	\$364,430	\$118,219	30%	In progress	30% of projects have been completed. The Pakenham Bowls club HVAC upgrade was successfully completed this month. We are closely monitoring projects that are part of larger scale initiatives.
Depot Upgrades	Modernising and expanding existing facilities, including infrastructure enhancement, technology integration or sustainability measures, to improve operational efficiency, safety and capacity	\$350,000	\$242,537	60%	In progress	Minor works for the Shed Fit Out and Toilet Fit Out have been completed including the upgrade works to the access gate. Minor items to be completed in February - March 2025.
Disability Access Upgrade Program	Delivering a prioritised program of adjustments and improvements to buildings, facilities, infrastructure, communications, or connections to support an inclusive community where all people have an equal ability to access Cardinia Shire's services.	\$240,000	\$130,589	50%	In progress	Koo Wee Rup outdoor pool works are completed (pool pod access to main pool, bathroom hoist & 2 aquatic wheelchairs). Accessible toilets for Lilypond House are underway.
EAC & MK System Upgrade Program	Upgrading existing facilities to Electronic Access Control and rekeying to new Master Key system	\$228,000	\$78,486	45%	In progress	Program is on track and progressing within budget. We have completed 58% of projects for 24/25 financial year.
Energy & Water Strategies Program	Implementing energy saving retrofits and solar power for Council buildings and integrated water management plan to delivering water efficiency and alternative water sources upgrades to council facilities	\$202,928	\$58,387	50%	In progress	Program is on track at 50% completion. Design is complete for Pakenham Upper Hall HVAC.
Furniture and Equipment Renewal Program	Replacing or upgrading furniture or equipment to maintain functionality, ensure safety, and support efficient operations at Cardinia Shire Council facilities	\$211,000	\$26,836	43%	In progress	43% of the program has been completed and is on track for delivery within budget.
Garfield Netball Pavilion - Upgrade	Replacing and upgrading the Garfield Netball pavilion to improve functionality, accessibility and long-term viability	\$154,741	\$154,741	100%	Complete	Project completed
Garfield Nth Cannibal Creek Comm Hub	Community Centre comprising of large open community space, verandahs all around, kitchen, office, accessible toilet and amenities and gravel car park	\$1,327,064	\$28,895	35%	In progress	Planning permit obtained in October 2024. Detailed design is nearing completion, expecting to commence construction in April 2025
IYU Temporary Facilities	Installing temporary facilities to support community use of the IYU Recreation Reserve	\$544,139	\$253,736	50%	In progress	Temporary Facilities are progressing and expected to be operational by April 2025.
Living Learning Refresh		\$ 182,000.00	\$ 3,642.98	5%	In progress	Scope of work has been prepared for an asset condition assessment and to review compliance against regulations and standards. External consultants are expected to be engaged in March 2025
Koo Wee Rup Bowling Club Pavilion	Demolishing the existing building and constructing a new pavilion and car park	\$3,029,475	\$2,770,374	98%	In progress	The building was handed over to the Bowls Club on 17 December 2024. Defect rectification and remaining work are being carried out
Public Art Program	Commissioning and installing site-specific, community-driven artworks to enhance cultural vibrancy, foster civic engagement and promote artistic innovation.	\$140,000	\$7,000	20%	In progress	Artist appointed. Design due to completed March 2025. Installation of Art due June 2025.
Thewlis Rd Integrated Children's Centre	Building a Child and Family Centre with three Maternal Child Health rooms, two kinder rooms, office space, large entry foyer, storage space and amenities for children and adults and play spaces	\$8,191,000	\$5,338,848	85%	In progress	Building nearing completion and external works underway. Project to be completed March 2025.

Universal Design (Incl Rec Pav Renewal)	Upgrading facilities to be accessible and reduce barriers that might prevent members of the community from participating in sport and active recreation, particular women, girls and gender diverse people	\$157,000	\$25,592	50%	In progress	Concept designs received by the Bunyip Showgrounds Committee have been reviewed by Council and feedback provided.
Land						
Land Acquisition	Strategically purchasing properties for public use, urban development, community expansion and enhancing local infrastructure and services	\$4,299,000	\$3,896,037		In progress	Acquisitions are progressing. 28 May Road acquisition is complete.
Total - Property		\$24,300,842	\$14,392,674			
Non-capital projects						
Total - Non-capital projects						
Cora Lynn Reserve Pavilion	Constructing new, upgraded change rooms at Cora Lynn Recreation Reserve	\$4,019,000	\$95,483	28%	In progress	Detailed design is being finalised. Project will carry forward slightly into FY25/26, with completion due by September 2025
Landscape renewal program	Planting and maintaining trees across designated areas to enhance environmental sustainability, improve air quality, increase biodiversity, provide shade, and create aesthetically pleasing landscapes for communities	\$210,000	\$171	50%	In progress	Planning underway for planting to commence in April 2025
Remediation works - 24/25	Processing and disposing of materials generated through various maintenance activities (street sweeping, drainage, unsealed shoulders)	\$311,000		20%	In progress	Engagement is underway for the recycling and disposal of material generated from maintenance tasks. Works to commence late January - early February.
Shade tree program	Increasing tree cover to provide shade in parks and open space	\$71,000		50%	In progress	Determining planting sites and species to be planted, with planting due to commence in April 2025
Significant Reserve Program	Land management of significant reserves	\$78,000	\$3,145	15%	In progress	Finalising print ready signage for Gembrook Park nature trails. Seeking pricing for deer exclusion fencing Pepis Land as part of wetland restoration project.
Traffic management devices program	Reactive program of minor roads safety improvements (signage, line marking, concreting school crossings etc)	\$317,000	\$127,547	55%	In progress	Reactive works continuing to deal with minor road safety improvements. 55% of budget has been completed.
Tree planting program	Planting and maintaining trees across designated areas to enhance environmental sustainability, improve air quality, increase biodiversity, provide shade, and create aesthetically pleasing landscapes for communities	\$55,000		50%	In progress	Determining planting sites and species to be planted, with planting due to commence in April 2025
Upper Beaconsfield Recreation Reserve	Developing the vision and future planning for the Upper Beaconsfield Recreation Reserve	\$3,359,000	\$150,463	30%	In progress	Masterplan is complete and will be presented to Councillors in March 2025. Detailed design and authority approvals for construction of the Upper Beaconsfield pavilion is in progress.
Total - Non-capital projects		\$8,420,000	\$376,809			

HIGHLIGHT PROJECTS - P8

Project Name	Officer District Park	Scope	Multi-level adventure playspace, including a parkour zone, fitness stairs and equipment, walking paths, wetland, central plaza with public amenities and picnic facilities and a dog off-leash zone.
Life Budget	\$9,022,000	Project update	Official opening of the site took place on December 17th 2024. Construction of the toilet facility continues and is expected to be completed by April 2025.
Start date	30/10/2023		
Finish date	28/02/2025		
Ward	Toomuc		



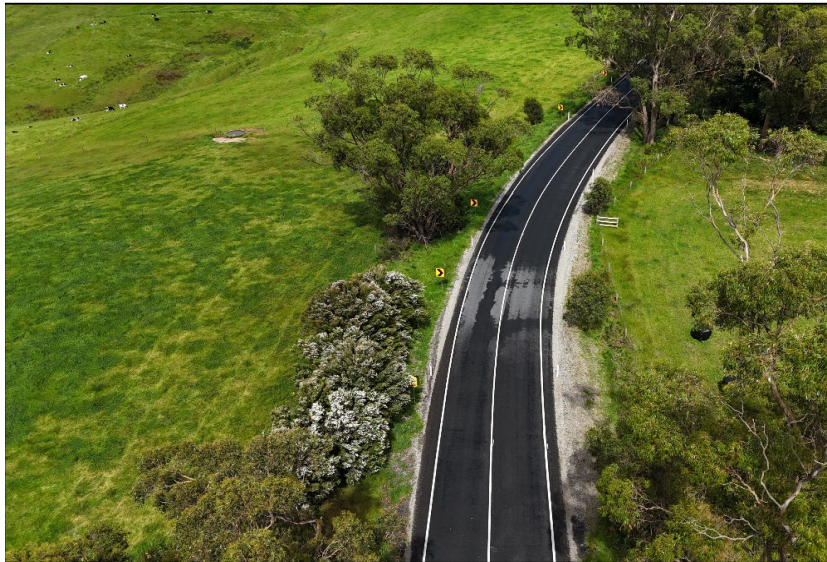
Project Name	Thewlis Rd Integrated Children's Centre	Scope	Design and build of Child and Family Centre comprising three maternal and child health rooms, two kinder rooms, office space, amenities, storage space and play spaces
Life Budget	\$9,022,000	Project update	Building nearing completion and external works underway.
Start date	30/11/2022		Project on track to be completed by March 2025.
Finish date	28/02/2025		
Ward	Toomuc		



Project Name	Koo Wee Rup Pool Pod	Scope	Delivery and installation of Contenda 3.0 pool pod into ramp platform to the KWR outdoor main pool
Life Budget	\$110,225	Project update	Pool Pod installation completed on schedule and operational for 2024 summer swimming season
Start date	16/07/2024		
Finish date	11/11/2024		
Ward	Westernport		



Project Name	Mt Lyall Road, Heath Hill	Scope	Road reconstruction works including pavements, bituminous surfacing, drainage, kerb & channel and lane marking
Life Budget	\$4,219,756	Project update	Construction complete and road operational. Some minor additional works to be completed by March 2025.
Start date	30/06/2023		
Finish date	6/11/2025		
Ward	Westernport		



8 Reports By Councillors

9 Presentation Of Petitions

10 Notices of Motion

10.1 NOTICE OF MOTION 1109 - CR COLLIN ROSS

Motion

I, Councillor Collin Ross hereby give notice of my intention to move the following motion at the Council Meeting to be held at 7.00pm on Monday 17 March 2025:

That Council Officers report to a future Council meeting on the implementation of the Gender Equality Action Plan with respect to Gender Impact Assessments.

10.2 NOTICE OF MOTION 1110 - CR LIZ ROBERTS

Motion

I, Councillor Liz Roberts hereby give notice of my intention to move the following motion at the Council Meeting to be held at 7.00pm on Monday 17 March 2025:

That Council:

1. resolve to undertake a review of the Cardinia Shire Council Pedestrian and Bicycle Strategy commencing in the 2025-26 financial year and provides a report back to Council by its February 2026 Meeting.
2. requests the review include an audit of progress to date since the strategy was adopted and outstanding actions
3. requests the review considers, but is not limited to, the following factors;
 - a. Changes in walking and cycling behaviours Post – Covid pandemic
 - b. Pedestrian and cyclist safety, incorporating accessibility
 - c. The economic case for investment in walking
4. requires the Report include a review of the current actions within the strategy with the intent to prioritise actions to be linked to Council's advocacy program and Council's Capital works program.

10.3 NOTICE OF MOTION 1111 - CR SAMANTHA-JANE POTTER

Motion

I, Councillor Samantha-Jane Potter hereby give notice of my intention to move the following motion at the Council Meeting to be held at 7.00pm on Monday 17 March 2025:

That Council:

1. Requests the preparation of a report to be tabled within three Council Meetings providing an update on the development of the Officer Town Centre. The report is to include:
 - a. information that is not deemed confidential in relation to any current planning applications or permits for both residential and commercial developments and
 - b. any actions taken by council to facilitate development in the Officer Town Centre and
 - c. what is holding up development and when can residents expect to see development commence?

10.4 NOTICE OF MOTION 1112 - CR DAVID NICKELL

Motion

I, Councillor David Nickell hereby give notice of my intention to move the following motion at the Council Meeting to be held at 7.00pm on Monday 17 March 2025:

That Council:

1. pause the demolition of the cafe and tea rooms building at Emerald Lake Park.
2. request the relevant Officers commence discuss with Emerald Arts Society, Hills Photographic Society and Cardinia Arts Society, opportunities for a pop-up arts display in the Emerald Lake Park buildings which are currently vacant in time for the 2025 PAVE festival.
3. requests a review of the Emerald Lake Master Plan to be completed and presented to Council within 6 months. The review should also consider Emerald Lake Park in the context of it being an important node of the wider Eastern Dandenong Ranges Trail corridor.
4. requests officers present Councillors a briefing report in April with details of works proposed to occur this financial year and how they fit into the current budget allocation. This is to include justification for demolition of the café and tea rooms building at Emerald Lake Park and what options would be available if the café and tea rooms remain.

10.5 NOTICE OF MOTION 1113 - CR DAVID NICKELL

Motion

I, Councillor David Nickell hereby give notice of my intention to move the following motion at the Council Meeting to be held at 7.00pm on Monday 17 March 2025:

That Council officers undertake a review of existing rural vacant lots that are below the minimum lot size specified in each zone (and/or overlays) within Cardinia's three Green Wedge Areas and that a report, including a map-based view and a list of property details (such as land size), is to be presented to the Council within three months.

11 Urgent Business

12 Councillor Questions

13 Mayoral Minute

14. Confidential Business

The *Local Government Act 2020* (the Act), section 66 provides that if a council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection:

- a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of ***confidential information*** in section 3(1); and
- b) an explanation of why the specified ground or grounds applied.

The Act defines ***confidential information*** in s.3(1)(a)-(l), and includes information that may prejudice or impact; commercial negotiations, the security of Council, land use planning, law enforcement, legal privilege, personal information, private commercial information, confidential meeting information, internal arbitration, Councilor conduct panel information and information specified under s.77 of the previous *Local Government Act 1989*.

Once confidential information has been considered and decided in a closed session of a Council Meeting, a further resolution to resume open Council is required.

Recommendation

That Council pursuant to section 66(5)(a) and (b) of the *Local Government Act 2020* close the Council Meeting to the public to consider the following confidential information:

1. Agenda Item 14.1 – Award Contract CT000577 - Major Recreation Facilities Contract is designated confidential on the grounds that it relates to s.3(1)(g) - private commercial information,
 - a. being information provided by a business, commercial or financial undertaking that:
 - (i) relates to trade secrets; or
 - (ii) if released would unreasonably expose the business, commercial or financial undertaking to disadvantage.
 - b. The grounds for designation have been made as the information is deemed commercial-in-confidence to protect the privacy of the contractors tender information submitted for consideration.
2. Agenda Item 14.2 – Land Acquisition - Part of 2 Ryan Road Pakenham is designated confidential on the grounds that it relates to:
 - c. s.3(1)(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released; and
 - d. s.3(1)(h) Confidential meeting information, being the records of meetings closed to the public under section 66(2)(a).
 - e. The grounds for designation have been made as the information is deemed commercial-in-confidence.
3. Adjourn the meeting for 10 minutes in order to clear the Chambers.

15 Meeting Closure