



# Cardinia

**MINUTES OF GENERAL COUNCIL MEETING**

**MONDAY, 22 JANUARY 2018**

## MINUTES OF GENERAL COUNCIL MEETING

held in the Council Chambers, 20 Siding Avenue, Officer  
on Monday, 22 January 2018  
The meeting commenced at 7pm

**PRESENT:** Mayor, Collin Ross, Chairman

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

Messrs Garry McQuillan (CEO), Mike Ellis (GMAS), Derek Madden (GMCS), Andrew Paxton (GMPD), Doug Evans (MG)

### OPENING PRAYER

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

### ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

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

### APOLOGIES:

Crs Springfield and Moore.

### CONFIRMATION OF MINUTES OF MEETINGS

Moved Cr M Schilling Seconded Cr R Brown

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

- General Council Meeting 11 December 2017

Cd.

### DECLARATION OF PECUNIARY AND OTHER INTERESTS

Nil.

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## TOWN PLANNING

### 1 **GROUP OF COUNCILS (GC) AMENDMENT FOR PACKAGE LIQUOR POLICY**

FILE REFERENCE INT181422

RESPONSIBLE GENERAL MANAGER Andrew Paxton

AUTHOR Anita Ransom

#### RECOMMENDATION

That:

1. Authorisation be sought from the Minister for Planning under Section 9 of the Planning and Environment Act 1987 to prepare a Group of Councils Planning Scheme Amendment to introduce a Local Planning Policy into the Planning Schemes for Casey, Cardinia, Greater Dandenong, Mornington Peninsula, Bass Coast, Kingston, Knox, Frankston, and Maroondah.
2. Council officers be authorised to make minor changes to the amendment that do not change the overall intent and purpose of the amendment.

#### Attachments

1 Draft Licensed Premises (Packaged Liquor Outlets) Policy	5 Pages
2 Addressing the Cumulative Impact of Outlet Density and Alcohol-Related Harm Report Addendum 2017 - Ethos Urban	19 Pages

#### EXECUTIVE SUMMARY

The South-East Melbourne Council Group (SEMCG) have recently completed a research project which aims to better understand the relationships between packaged liquor outlet density and increases in alcohol related harms taking place, particularly focusing on family violence.

The research has aided the group in developing a suite of responses to address the increasing potential impacts of packaged liquor outlets. The responses range from advocacy strategies and reference toolkits to amendments to the planning scheme through the implementation of planning policies.

The purpose of this report is to seek authorisation to undertake a Group of Councils (GC) Planning Scheme Amendment to introduce a local policy in to each Council's Planning Scheme to address Package Liquor Outlets.

#### BACKGROUND

The South-East Melbourne (SEM) region of Melbourne has a population of 750,000 adults and represents some of the city's most socially and environmentally diverse, economically significant, and rapidly growing areas. While these are positive attributes, the region's municipalities also experience significant levels of alcohol-related harm.

The South-East Melbourne Council Group consists of the seven Chief Executive Officers and Mayors from the Shires of Bass Coast, Cardinia and Mornington Peninsula, and the Cities of Casey, Greater Dandenong, Kingston and Frankston.

Victoria Police data has highlighted that these municipalities experience some of the highest levels of alcohol-related harm in Victoria, particularly in respects of domestic violence with statistics increasing rapidly.

The SEM Councils have noted that off-premises outlets now significantly out-number on-premises venues. It is believed that packaged liquor outlet density is contributing to higher levels of alcohol consumption

In 2013 a SEM Consortia Working Group was established to investigate links between licensed venue outlet density, particularly packaged liquor outlets and alcohol-related harms, with the aim of reducing violence in the home (domestic violence), in and around licensed venues, and associated public places.

The Consortia Group is comprised of representatives from each Council and included officers from Strategic, Statutory and Social Planning, Community Development, Community Safety, and Health Promotion across these Councils. Each Council made an equal financial contribution and agreed to provide Council Officer time to work on the project.

The project involved the appointment of a number of expert consultants from a range of fields including land use and social planning, economic analysis, and spatial mapping and demography and a number of reports were produced.

Key stakeholders from Victoria Police, Ambulance Victoria, Turning Point Drug and Alcohol Research and the Department of Justice also partnered in support of the work. The SEMCG were granted access to unique and highly sensitive crime data sets through an MOU with Victoria Police. This agreement has afforded Councils with unprecedented access to data that reveals crime hot spots at a very localised level.

Upon completion of phase one it was identified that, there would be benefits in including an additional two Councils to ensure the proof of concept in applying a planning policy had broader application. As a result, the Cities of Knox and Maroondah partnered with the South-East Melbourne Council Group and have made a financial contribution to the project, which includes updating relevant data sets and having them spatially mapped alongside a range of harm indicators. Bass Coast Shire Council have decided not to continue with a planning scheme amendment, and therefore are not part of the next stage of this project.

## **POLICY IMPLICATIONS**

The project found that the policy in the Planning Schemes for all Councils is broad, and is more concerned with addressing issues around on-premises liquor outlets, that is, pubs, clubs, taverns and the like, where the amenity impacts generally occur in the immediate area around these types of premises.

The State Planning Policy Framework (SPPF) at Clause 10 provides a general policy context without specific reference to licensed premises. It aims to concentrate retail functions in activity centres, with a greater variety of uses and functions to be available in higher order activity centres.

Consistent with the objectives of Local Government under the Local Government Act 1989, municipal planning authorities are required to identify the potential for regional impacts in their

decision-making and co-ordinate strategic planning with their neighbours and other public bodies to achieve sustainable development and effective and efficient use of resources.'

Clause 52.27 (Licensed Premises) is a provision that provides policy in all Planning Schemes for licensed premises, and lists requirement regarding when a planning permit is required for a liquor licence as well as decision guidelines for consideration of these type of applications. Interestingly, a planning permit is required for a package liquor outlet, but there is very little policy guidance about how to assess the cumulative impacts from packaged liquor outlets as the decision guidelines are only applicable to on-premises liquor licences.

Practice Note 61 ,was prepared by Department of Environment, Land, Water and Planning to advise how to assess applications under Clause 52.27 but it focuses on On-premises liquor licences and provides very little guidance on Packaged Liquor.

As the State Government appears unwilling at this time to address this issue at a State Planning Policy level, the Consortia along with the two additional Councils have decided to seek a Group Planning Scheme Amendment to introduce a Local Policy into each Council's Planning Scheme, to address Package Liquor Outlets.

The creation of successful local policies relating to packaged liquor outlets is contingent upon reforms to Clause 52.27 that would broaden the statutory head of power and decision guidelines that currently confine the responsible authority's field of enquiry. In developing local policy in relation to packaged liquor, analogies with gaming machine gambling policies are obvious.

Should a policy be successfully implemented into the planning scheme it will ensure that a more detailed consideration can be given when Council receives applications for packaged liquor outlets. The current draft policy is not designed to prohibit but is designed to encourage more supporting information can be provided to Council officers, some of which includes a socioeconomic impact assessment. Through consideration of this type of supporting material officers will be able to make a more informed decision of whether an application would increase the incidence of alcohol related harms to an unacceptable level.

Clause 21.06 (Particular uses and development) in the Local Planning Policy will also be amended to provide policy support within the Municipal Strategic Statement for the Packaged Liquor local policy. The Referral and Notice Provisions at Clause 66.06 are also proposed to be updated to require a referral of applications for a Packaged Liquor Outlet to Victoria Police.

## **RELEVANCE TO COUNCIL PLAN**

The amendment supports the following objectives in the Council Plan including:

### **1. Our People**

1.4.3 Routinely investigate community health and wellbeing issues to inform Council's planning and activities.

1.6.1 Work with the Police, Victorian Government and the community to improve safety in homes, businesses, public places and roads.

It also supports Council's Liveability Plan.

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## **CONSULTATION/COMMUNICATION**

The consortia group regularly met throughout the project in order to progress the various tasks and discuss findings and ideas. During these meetings various agencies attended including VEDA Applied Credit, Medicare Locals, Department of Health and Department of Justice.

A Public Exhibition process will be undertaken as part of the Planning Scheme Amendment. This will involve direct notification of relevant stakeholders including the liquor industry, local community groups and relevant organisations. As part of this, notices will also be placed in the relevant local newspapers, and will be made available on Council's website. The amendment will also be placed on exhibition for an additional two weeks beyond the normal statutory period of 1 month.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

There will be some a financial contribution required from each Council, however, this will be acquired from the allocated amendment budget of Strategic Planning. It is noted that doing this amendment as a combined process with a number of other Councils will significantly reduce the cost of the overall amendment.

There will be some officer time required. This has previously committed to by Council.

## **CONCLUSION**

Research on the impacts of packaged liquor outlets and the role of planning has been completed. It is considered that there are legislative gaps when addressing the impacts of packaged liquor outlets in the community, and that the most appropriate way to address this issue is through the introduction of a local policy into the Planning Scheme of each of the Councils involved in this project.

**1 GROUP OF COUNCILS (GC) AMENDMENT FOR PACKAGE LIQUOR POLICY**

Moved Cr M Schilling Seconded Cr J Owen

That:

1. Authorisation be sought from the Minister for Planning under Section 9 of the Planning and Environment Act 1987 to prepare a Group of Councils Planning Scheme Amendment to introduce a Local Planning Policy into the Planning Schemes for Casey, Cardinia, Greater Dandenong, Mornington Peninsula, Bass Coast, Kingston, Knox, Frankston, and Maroondah.
2. Council officers be authorised to make minor changes to the amendment that do not change the overall intent and purpose of the amendment.

Cd.



## **2 CARDINIA PLANNING SCHEME AMENDMENT C220 IMPLEMENTATION OF THE BEACONSFIELD STRUCTURE PLAN**

FILE REFERENCE INT181438

RESPONSIBLE GENERAL MANAGER Andrew Paxton

AUTHOR Celeste Grossi

### **RECOMMENDATION**

That Council:

1. Receive and consider all submissions received during the exhibition of Planning Scheme Amendment C220.
2. In accordance with Section 23 of the Planning and Environment Act 1987, refer all submissions received for consideration to an independent planning panel to be appointed by the Minister for Planning.

### **Attachments**

- |   |  |          |
|---|--|----------|
| 1 | Planning Scheme Amendment C220 documents               | 51 Pages |
| 2 | Beaconsfield Structure Plan (December 2013)            | 47 Pages |
| 3 | Copy of all submissions circulated to councillors only | 9 Pages  |

### **EXECUTIVE SUMMARY**

The Beaconsfield Structure Plan was adopted by Council in December 2013 and implemented as an incorporated document into the Cardinia Planning Scheme through Amendment C198 (approved May 2016). The approval of this Amendment was received with the following two conditions:

1. That the built form requirements within the Beaconsfield Point, Woodlands Grove and Princes Highway Precinct be implemented via a more appropriate planning control.
2. An expiry date be placed on the structure plan to ensure that the objectives of the structure plan are achieved by implementing its requirements regarding built form through the appropriate planning tool.

In response to the above, three draft DDO's have been prepared based on the objectives and strategies as set out in the structure plan to guide built form outcomes for the following three precincts.

- Proposed DDO5 - Princes Highway Gateway Precinct (Beaconsfield Structure Plan - Pages 33-36)
- Proposed DDO6 - Beaconsfield Point Precinct (Beaconsfield Structure Plan - Pages 27-28)
- Proposed DDO7 - Woodlands Grove Precinct (Beaconsfield Structure Plan - Pages 29-30)

The proposed DDO's will be implemented through proposed Planning Scheme Amendment C220. Amendment C220 does not propose any new content, but is a direct translation of the objectives and strategies from the approved and adopted structure plan into an appropriate statutory tool.

The Amendment was on public exhibition from Thursday 9th November 2017 to Monday 11th December 2017 and during this time, six submissions were received in response to the Amendment. Five submissions are supportive and seek no changes to the amendment. One

submission opposes the amendment and remains unresolved. Given this, all submissions will be referred to an independent planning panel to be appointed by the Minister for Planning.

## BACKGROUND

The Beaconsfield Structure Plan area comprises of approximately 376 hectares of land within the Urban Growth Boundary (UGB) and is defined by:

- Holm Park Road and the major electricity transmission line easement to the north;
- Beaconhill Grange Residential Estate and Panorama Estate to the east; and
- Cardinia Creek to the south and west.

The structure plan was adopted by Council in December 2013 and was implemented into the Cardinia Planning Scheme as an incorporated document through Amendment C198 (approved May 2016).

After the public exhibition period for Amendment C198, a Panel Hearing was held at which the Panel raised concerns in relation to the submissions that were seeking a decrease in building heights in the Princes Highway Gateway Precinct. The Panel submitted that a height reduction would work against the strategic objectives of the site and the removal of references to height would allow any development to be assessed on its ability to achieve the broader planning objectives for the site. Council did not support the Panel's recommendation and was of the view that this precinct should be modified to demonstrate a preferred building height. Variations to the preferred height may be considered where it is demonstrated that the design meets the objectives and strategies of the precinct and the built form provides high quality urban design and architecture. This responds to the concerns expressed by the Panel, but places greater emphasis on design quality where an application seeks to exceed the preferred height and assists in addressing community concern.

The preferred height limits are appropriate to help guide the growth and sustainable development of the Princes Highway Gateway Precinct and will provide the local community, developers and investor's greater certainty and confidence regarding future development in Beaconsfield. It will also provide the framework and guidance for the consideration of future planning permit applications.

Post the Panel Hearing, discussions in relation to approval of the Amendment were undertaken with the Department of Environment, Land, Water and Planning (DELWP) who raised concerns with the incorporation of the document in its entirety into the Cardinia Planning Scheme. Incorporation of large documents that have within them, specific planning controls, make it difficult for those controls to be found and are effectively located in the 'back' of the Cardinia Planning Scheme. DELWP suggested that implementation should occur through a planning tool that is easily accessed, such as a Design and Development Overlay (DDO). A DDO is also the most appropriate tool to implement built form and height controls, particularly for the Princes Highway Gateway Precinct.

Given the above, approval of Amendment C198 was received with the following conditions:  
Given the above, approval of Amendment C198 was received with the following conditions:

1. *A review of the Beaconsfield Structure Plan and the Planning Practice Note 13. 'Incorporated and Reference Document (PPN13), revealed that the built form requirements within the Beaconsfield Point, Woodlands Grove and Princes Highway Precinct should be implemented via a more appropriate planning control such as the Design and Development Overlay or the Development Plan Overlay.*

2. Therefore, an expiry has been placed on the structure plan to 31 March 2019, to ensure that the objectives of the structure plan are achieved by implementing its requirements regarding built form through the use of an appropriate planning control within the Victorian Planning Provision.

The Amendment is required in order to strengthen policy control in relation to the management of the design and built form outcomes of the *Beaconsfield Structure Plan*. The DDO for the Princes Highway Gateway Precinct provides both minimum and preferred maximum height requirements, with a minimum height of two storeys and a preferred maximum height of four storeys.

The DDO's will ensure the precinct character guidelines are given due consideration when assessing planning permit applications for buildings and works, ensure consistency in the design of development within the Beaconsfield town centre and encourage Crime Prevention Through Environment Design (CPTED).

Specifically, the DDO's will inform the following:

- Minimum and preferred maximum building height enabling better sightlines of the surrounding area.
- Preferred outcomes of building facades and street frontages; creating zero metre street setbacks.
- Establishes active and safe street frontages; minimising blank walls and ensuring welcoming development.
- Improved pedestrian amenity through the provision of adequate access and connectivity.
- Safety in the form of maximising passive surveillance to the public domain, the provision of adequate lighting and sufficient activity within the precincts.
- Integrated car parking.

On the 21 August 2017, Council resolved to seek authorisation from the Minister for Planning to prepare Amendment C220 to the Cardinia Planning Scheme. Authorisation was received, and officers proceeded to place the Amendment on public exhibition from Thursday 9 November 2017 to Monday 11 December 2017.

## POLICY IMPLICATIONS

- **Plan Melbourne Metropolitan Planning Strategy 2017 -2050**

*Plan Melbourne* is the Metropolitan Planning Strategy for Melbourne and sets the vision for and guides Melbourne's growth through the year 2050. It identifies the key issues relevant to the Beaconsfield town centre including the importance of providing well-designed alternative housing in suitable locations.

The relevant directions and initiatives of Plan Melbourne are as follows:

- **Direction 1.2** - Improve access to jobs across Melbourne and closer to where people live.  
Policy 1.2.2 - Facilitate investment in Melbourne's outer areas to increase local access to employment.
- **Direction 2.1** - Manage the supply of new housing in the right locations to meet population growth and create a sustainable city.  
Policy 2.1.1 - Maintain a permanent urban growth boundary around Melbourne to create a more consolidated, sustainable city.

Policy 2.1.2 - Facilitate an increase percentage of new housing in established areas to create a city of 20-minute neighbourhoods close to existing services, jobs and public transport.

*Policy 2.1.4* - Provide certainty about the scale of growth in the suburbs.

- **Direction 2.2** - Deliver more housing closer to jobs and public transport.

*Policy 2.2.3* - Support new housing in activity centres and other places that offer good access to jobs, services and public transport.

- **Direction 2.4** - Facilitate decision-making processes for housing in the right locations

*Policy 2.4.1* - Support streamline approval processes in defined locations.

- **Direction 3.3** - Improve local travel options to support 20-minute neighbourhoods

*Policy 3.3.1* - Create pedestrian-friendly neighbourhoods

- **Direction 4.3** - Achieve and promote design excellence

*Policy 4.3.1* - Promote urban design excellence in every aspect of the built environment.

- **State Planning Policy Framework (SPPF)**

Amendment C220 has been prepared in accordance with Clauses 9 (Plan Melbourne), 11 (Settlement), 11.06 (Metropolitan Melbourne), 15 (Built Environment and Heritage), 16 (Housing) and 17 (Economic Development) of the State Planning Policy Framework (SPPF). The amendment supports the objectives of these policies for the following reasons:

- The DDO's provide a tool to ensure well-designed and alternative housing in suitable locations within the Beaconsfield town centre.
- Supports housing growth and diversity in defined housing change areas and redevelopment sites.
- Provides certainty about the scale of growth in the suburbs by prescribing appropriate height and site coverage provisions for different areas.
- Provides a guide for structure, functioning and character of settlements in order to promote sustainable growth and development.
- Establishes a Neighbourhood Character to recognise and protect cultural identity and create a sense of place.
- Provides the tool to create a safe and functional precinct.
- Locates housing in or close to activity centres and employment corridors that offer good access to services and transport.

- **Local Planning Policy Framework (LPPF)**

The Municipal Strategic Statement (MSS) and Local Planning Policy Framework (LPPF) provides the vision for land use planning and development with Cardinia Shire. Clauses 21.01 (Cardinia Shire Key Issues and Strategic Vision), 21.02 (Environment), 21.03 (Settlement and Housing), 21.04 (Economic Development), 21.05 (Infrastructure) and 21.06-2 (Community Safety) and relevant to Amendment C220. The amendment supports the objectives and strategies of the above local policies for the following reasons:

- Implements a tool into the planning scheme that encourages an attractive, functional and sustainable built form in existing and future development.
- Ensures greater housing choice and diversity.
- Creates multi-use linked open space networks.
- Facilitates the development of retail, commercial, community, residential and entertainment activities within the Beaconsfield town centre to meet the needs of the existing and future community.
- Controls the orderly expansion and management of the Beaconsfield town centre.
- Supports active street frontages and street-based community interaction.
- Maximises passive surveillance of public open space.

## RELEVANCE TO COUNCIL PLAN

The following relevant key actions within the 2017 Council Plan have been identified:

**Section 2 Our community** is relevant; the objective is *we will foster a strong sense of connection between Cardinia Shire's diverse communities.*

- Action 2.1.2 of the Council Plan seeks to promote access to and encourage, *a mix of housing types to cater for the varying needs of people in the Cardinia community.*

**Section 4 Our Economy** is relevant; the objective is *we will create and support local employment and business opportunities for our community and the wider region.*

- Action 4.1.1 of the Council Plan seeks to *plan for and support local employment opportunities.*
- Action 4.1.2 of the Council Plan seeks to *support the development of existing and new businesses within the shire.*

## CONSULTATION/COMMUNICATION

The amendment was placed on public exhibition from Thursday 9 November 2017 to Monday 11 December 2017.

All owner/occupiers, community groups within the Beaconsfield town centre and the relevant public authorities were notified of the exhibition of the Amendment and a total of 2,522 letter and emails were sent.

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

- Notice in Pakenham Gazette - Wednesday 8th November 2017
- Relevant Council departments notified
- Notice in Government Gazette - Thursday 9th November 2017
- Cardinia Shire Council website
- DELWP website
- C220 Amendment documents were made available at Cardinia Shire Council Civic Centre customer service desk.

At the conclusion of the public exhibition period, 5 submissions were received, with one objecting to the Amendment. A summary of the submissions and Councils response is detailed in the table below:

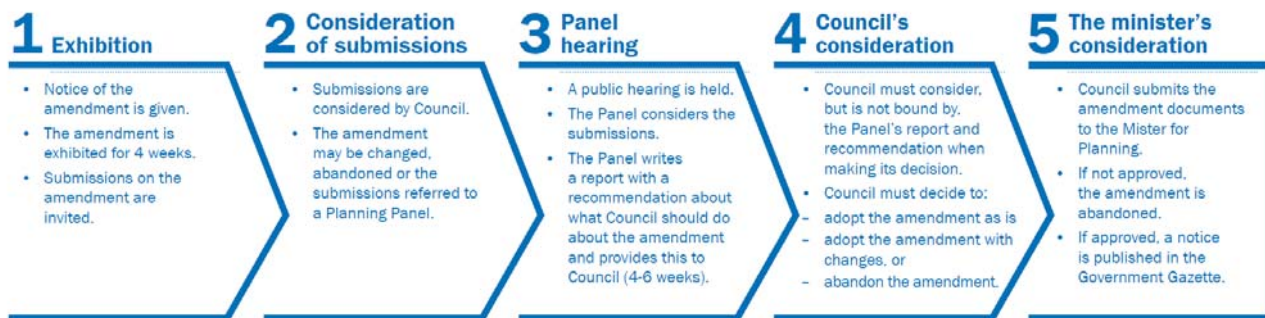
No.	Submitter	Submission	Council Response
1.	Resident	Support.  Strongly encourage the amendment and aspire for improvement for Beaconsfield to be similar to its neighbouring suburb, Berwick.	Noted.
2.	South East Water	Support.  South East Water as the Water Supply and Sewerage Authority has no objection to the proposed Amendment C220.	Noted.

No.	Submitter	Submission	Council Response
3.	Beaconsfield Traders and Owners Group	<p>3. Strongly object to the Beaconsfield Memorial Site future outcomes as described on Pg. 24 of the Beaconsfield Structure Plan being incorporate by reference in the Planning Scheme.</p> <p>4. The Beaconsfield Structure Plan and Amendment C198 cannot be incorporated or referred to in the Cardinia Planning Scheme as an approved document until the conditions noted in the executive summary of the panel report for Amendment C198 are completed.</p> <p>5. Support the maximum height requirements of the proposed DDO5, but strongly object to the minimum requirements for new building works.</p>	<p>6. The Beaconsfield Structure Plan underwent an extensive consultation process and proceeded to an independent panel to ensure all submitters concerns were heard. The Beaconsfield Structure Plan was approved and incorporated into the Cardinia Planning Scheme by the Minister for Planning on 12th May 2016. Currently, Amendments to the content of this document are not proposed as part of this amendment.</p> <p>7. The planning panel in relation to the Beaconsfield Structure Plan (C198) provided an opportunity for all parties to be heard, the panel then submitted a report to Council making recommendations, these recommendations are not binding on Council.</p> <p>8. Through the panel process, Council sought to have a preferred building height despite the panel's recommendation of having no building height, to ensure that the design objectives of the precinct were met.</p> <p>Council submitted that a minimum height was still needed to ensure that heights greater than single storey could be achieved as a reduction in height would:</p> <ul style="list-style-type: none"> <li>Undermine the potential to create a sense of arrival to Beaconsfield</li> </ul>

No.	Submitter	Submission	Council Response
			<ul style="list-style-type: none"> <li>• Decrease the possible mixed use development of this precinct</li> <li>• Create no active frontage, surveillance or access to the Cardinia Creek landscape</li> <li>• Increase surface car parking that would dominate the precinct and</li> <li>• Destroy the overall objective of strengthening the Beaconsfield town centre.</li> </ul> <p>These changes to the amendment were supported by the Minister and included in the approved amendment.</p>
4.	Transport for Victoria	<p>Support.</p> <p>Understand and support the key intent of the Planning Scheme Amendment. Specifically support elements of the proposed DDOs, which seek to consolidate car parking entrances and vehicle crossovers to improve the pedestrian realm.</p>	Noted.
5.	EPA Victoria	Support.	Noted.
6.	APA Group	Support.	Noted.

### Next Steps

We are at **Stage 3** of the Planning Scheme Amendment process as detailed below in Figure 1.



*Figure 1. Steps in the Planning Scheme Amendment process*

Once the Planning Panel has been appointed, a panel hearing is scheduled to occur in the week of 26 March 2018. Following the panel hearing, the panel will prepare a report that will be put forward to Council at a future Council Meeting outlining a recommendation as to how to proceed with the Amendment.

## FINANCIAL AND RESOURCE IMPLICATIONS

The Amendment has been funded out of the operating budget of the Strategic Planning department. The application of the DDO's provides a clear policy framework to assist Council planners when assessing and making decisions on applications in the Beaconsfield town centre.

## CONCLUSION

The Amendment was placed on exhibition from Thursday 9th November 2017 to Monday 11th December 2017. Six submissions in response to the Amendment were received:

- Submission 1, 2, 4, 5 and 6 were supportive of the amendment.
- Submission 3 opposed the amendment and the submission remains unresolved.

Therefore, in accordance with Section 23 of the Planning and Environment Act 1987, all submissions received will be referred for consideration to an independent planning panel to be appointed by the Minister for Planning.



## **2 CARDINIA PLANNING SCHEME AMENDMENT C220 IMPLEMENTATION OF THE BEACONSFIELD STRUCTURE PLAN**

Moved Cr B Owen Seconded Cr L Wilmot

That Council:

1. Receive and consider all submissions received during the exhibition of Planning Scheme Amendment C220.
2. In accordance with Section 23 of the Planning and Environment Act 1987, refer all submissions received for consideration to an independent planning panel to be appointed by the Minister for Planning.

Cd.

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**GENERAL REPORTS**

**3 APPOINTMENT OF MEMBERS TO: THE KOO WEE RUP COMMUNITY CENTRE, LANG LANG MEMORIAL HALL AND YANNATHAN PUBLIC HALL**

FILE REFERENCE INT181379

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Nicole Lucas; Helena Moloney

**RECOMMENDATION**

That the following amendments and appointments be made to the following Special Committees formed under the provisions of Sections 86 of the Local Government Act (1989).

Koo Wee Rup Community Centre Committee:

- President - Janis Fox
- Secretary - Lisa Van Dord
- Treasurer - Lyn van de Hoet
- Booking Officer - Katelyn Van Dord
- Committee members - Gus Moore, Sandra Harris, Gwenda Wolf

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

Lang Lang Memorial Hall Committee:

- President - Ken Robinson
- Vice President - Bob Taylor
- Secretary - Cynthia Gane
- Treasurer - Margaret Robinson
- Committee members - Karen Brown, Bruce Dunn, Roni Schell

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

Yannathan Public Hall Committee:

- President - Matthew Coleman
- Vice Presidents - Kevin Kitchen and Val Williams
- Secretary and Treasurer - Ian Baker
- Committee members - Ann Campbell, Noel Campbell, Melva Head, Jan Kruizinga, Rosemary Kruizinga, Brian Pitman, Bruce Thomas, Loris Milner, Stephen Kent, Eric Kent, Calvin Coghlin, Geof Gardiner, Andrew Liebe, Jenny Liebe.

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

**Attachments**

*Nil.*

**EXECUTIVE SUMMARY**

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

**BACKGROUND**

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

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

At a meeting held on Tuesday 21st November, 2017 the members detailed above were elected to be appointed by Council to the Koo Wee Rup Community Centre Committee for the current term as specified in the Instrument of Delegation (annually).

At a meeting held on Thursday 30th November, 2017 the members detailed above were elected to be appointed by Council to the Lang Lang Memorial Hall Committee for the current term as specified in the Instrument of Delegation (annually).

At a meeting held on Thursday 30th November, 2017 the members detailed above were elected to be appointed by Council to the Yannathan Public Hall Committee for the current term as specified in the Instrument of Delegation (annually).

**POLICY IMPLICATIONS**

*Nil.*

**RELEVANCE TO COUNCIL PLAN**

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

**CONSULTATION/COMMUNICATION**

The Annual General Meeting of the Committee was appropriately advertised in the local media.

**FINANCIAL AND RESOURCE IMPLICATIONS**

*Nil.*

**CONCLUSION**

It is appropriate for the Council to confirm the appointment of these new members to the Committee of Management for the Koo Wee Rup Community Centre, Lang Lang Memorial Hall and Yannathan Public Hall.

### **3 APPOINTMENT OF MEMBERS TO: THE KOO WEE RUP COMMUNITY CENTRE, LANG LANG MEMORIAL HALL AND YANNATHAN PUBLIC HALL**

Moved Cr R Brown Seconded Cr M Schilling

Before proceeding to the motion Cr Brown advised of the recent passing of two residents being Mr Col Leeson of Lang Lang who provided many years of service to all local community groups in Lang Lang and advised that his unfortunate passing will leave a big hole in the local community, also Mr Alan Armstrong, Principal Cardinia Primary School another long serving member of the Cardinia community who was recently appointed President of the Cardinia Hall Committee and involved in many local groups.

That the following amendments and appointments be made to the following Special Committees formed under the provisions of Sections 86 of the Local Government Act (1989).

Koo Wee Rup Community Centre Committee:

- President - Janis Fox
- Secretary - Lisa Van Dord
- Treasurer - Lyn van de Hoet
- Booking Officer - Katelyn Van Dord
- Committee members - Gus Moore, Sandra Harris, Gwenda Wolf

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

Lang Lang Memorial Hall Committee:

- President - Ken Robinson
- Vice President - Bob Taylor
- Secretary - Cynthia Gane
- Treasurer - Margaret Robinson
- Committee members - Karen Brown, Bruce Dunn, Roni Schell

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

Yannathan Public Hall Committee:

- President - Matthew Coleman
- Vice Presidents - Kevin Kitchen and Val Williams
- Secretary and Treasurer - Ian Baker
- Committee members - Ann Campbell, Noel Campbell, Melva Head, Jan Kruizinga, Rosemary Kruizinga, Brian Pitman, Bruce Thomas, Loris Milner, Stephen Kent, Eric Kent, Calvin Coghlin, Geof Gardiner, Andrew Liebe, Jenny Liebe.

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

Cd.

## **4 DECLARE SPECIAL RATES CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS**

FILE REFERENCE INT181411

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Aruna Dias

### **RECOMMENDATION**

1. Council in accordance with Section 163 of the Local Government Act 1989 declares a Special Charge as follows:
  - a. A special charge is declared and notice provided for the period commencing on 1 July 2018, concluding on the tenth anniversary of that day.
  - b. The special charge be declared for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver scheme, which:
    - i. Council considers is or will be a special benefit to those persons required to pay the special charge (and who are described in succeeding parts of this resolution); and
    - ii. Arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - c. The total:
    - i. Cost of performing the function described in paragraph 1(b) of this resolution be recorded as \$36,497.69; and
    - ii. Amount for the special charge to be levied be recorded as \$36,497.69, or such other amount as is lawfully levied as a consequence of this resolution.
  - d. The special charge be declared in relation to all rateable land described in the table included as Attachment 1 to this report, in the amount specified in the table as applying to each piece of rateable land.
  - e. The following be specified as the criteria which form the basis of the special charge so declared:  
Ownership of any land included in Attachment 1 of this resolution.
  - f. The following be specified as the manner in which the special charge so declared will be assessed and levied:
    - i. A special charge calculated by reference to the size of the solar energy system being installed and the particular costs of installation at each property participating in the Solar Saver scheme, in respect of which a Householder Agreement (Attachment 2) has been executed, totalling \$36,497.69, being the total cost of the scheme to Council;
    - ii. To be levied each year for a period of 10 years.
  - g. Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, it be recorded that the owners of the land described in paragraph 1(d) of this resolution will, subject to a further resolution of Council, pay the special charge in the amount set out in paragraph 1(f) of this resolution in the following manner:
    - i. Payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or
    - ii. Payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.

2. Council considers that there will be a special benefit to the persons required to pay the special charge because there will be a benefit to those persons that is over and above, or greater than, the benefit that is available to persons who are not subject to the proposed special charge, as a result of the expenditure proposed by the special charge, in that the properties will have the benefit of a solar energy system being installed.
3. Council, for the purposes of having determined the total amount of the special charge to be levied:
  - a. Considers and formally records that only those rateable properties included in the Solar Saver scheme as proposed will derive a special benefit from the imposition of the special charge, and there are no community benefits to be paid by Council; and
  - b. Formally determines for the purposes of section 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the special charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the special charge is 100%.
4. Council directs that notice be given to all owners and occupiers of properties included in the Scheme and all persons who have lodged a submission and/or an objection in writing of the decision of Council to declare and levy the Special Charge, and the reasons for the decision. For the purposes of this paragraph, the reasons for the decision of Council to declare the Special Rate are that:
  - a. There is no objection to the Scheme and it is otherwise considered that there is a broad level of support for the Special Charge from all property owners and occupiers;
  - b. Council considers that it is acting in accordance with the functions and powers conferred on it under the Local Government Act 1989, having regard to its role, purposes and objectives under the Act, particularly in relation to its functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - c. All persons who are liable or required to pay the Special Charge and the properties respectively owned or occupied by them will receive a special benefit of a solar energy system being installed at the property.
5. Where a Householder wishes to withdraw from the Scheme, Council agrees to such withdrawal where the Householder has given written notice of their desire to withdraw from the Scheme before Council has incurred any expenditure in relation to the Householder's solar PV system.
6. Having regard to the preceding parts of this resolution but subject to Sections 166 (1) and 167(6) of the Local Government Act 1989, it be recorded that:
  - a. Interest will not be charged for 10 years after the issue of the notice provided the person liable makes timely payment in accordance with the repayment arrangements that may be agreed on by Council.
  - b. In accordance with Sections 167(6)(b) and 172 of the Act, the rate of interest which is payable on instalments is set at the 180 day bank bill rate as published in the Australian Financial Review and reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 (2A) in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of this section).
7. There are no incentives for prompt payment associated with this special charge.

8. Council receive a further report on the Solar Saver project in 2018 following installation of solar electricity systems at the households.

### Attachments

- 1 List of properties, householder agreements and letter to householders 18 Pages

### EXECUTIVE SUMMARY

This report recommends that Council declare a Special Charge Scheme under Section 163 of the Local Government Act 1989 (Act) for the purposes of defraying expenses relating to the provision of solar energy systems on residential properties participating in the Solar Saver scheme.

The residential properties included in the proposed scheme have nominated to participate in the proposed scheme and have signed an agreement based on the quoted cost of the provision of a solar energy system at their property.

The total cost of the works is calculated at \$36,497.69 of which property owners will contribute the entirety over a 10-year period (payback period).

Formal submissions on the proposal were sought and no submissions or objections were received.

### BACKGROUND

On 16 October 2017, Council resolved to implement the Solar Saver project to install solar energy systems on homes receiving pensioner rate rebates through the establishment of a special charge scheme. Council included \$36,497.69 funding for the project in the 2017/2018 budget. Through an open tender process led by MAV Procurement, EnviroGroup was appointed to provide quotes and supply and install the solar energy systems.

The program was promoted to targeted aged services clients and pensioners in receipt of the rebate on their rate payments

To ensure that participating homes were aware of and agreed to the quoted system, price and the proposed special charge scheme, an agreement between Council and participants was developed (see Attachment 2). This agreement has been signed by the owner of each of the 11 households included in the proposed special charge scheme.

2kW and 3kW solar energy systems were available through the program and have been sized to maximise the financial benefits to participating households. It is estimated that the average participating household will save \$100 above their rate repayments in electricity bills over the first year based on current electricity pricing. After 10 years households are expected to save in the order of \$400 - \$500 per year on electricity bills (although this will vary from household to household).

Council is making solar power more accessible to low income households through the Solar Saver program. It is among the first programs in Australia enabling households to install solar PV systems and pay them off through a special charge scheme over 10 years. Council has committed through its Aspirational Energy Transition Plan (AETP) not only to reduce emissions, but to support those most vulnerable to climate change impacts and increasing energy costs.

On 16 October, Council resolved to give notice of its intention to declare a special charge for the purpose of defraying any expense incurred by Council in relation to the provision of solar energy systems on residential properties participating in the Solar Saver scheme (Attachment 1).

Council resolved to advise of its intention to declare a Special Charge, to publish a public notice and to request and to hear submissions under section 223 of the Act. Section 223 requires that Council publish a public notice specifying the date by which submissions are to be made, being a date which is not less than 28 days after the date on which the public notice is published. Section 223 also entitles any person making a submission to request a hearing by Council of their submission.

A public notice was posted in the 25 October 2017 edition of the Pakenham Gazette. The public notice advised of the proposed declaration and invited submissions under section 223 of the Act by 3pm on 23 November 2017.

- No submissions or objections were received.
- 1 call was received to clarify details of the scheme.

## **POLICY IMPLICATIONS**

This scheme is directly in line with an action in the Aspirational Energy Transition Plan related to renewable energy financing and reducing greenhouse gas emissions. It will support initiatives and issues identified in the Municipal Heat and Health Plan related to supporting the vulnerable from extreme heat by providing them with an affordable way to cool their homes.

## **RELEVANCE TO COUNCIL PLAN**

The Council Plan (adopted April 2017) includes the following actions that support this project.

### **1.4 Improved Health and Wellbeing for All**

- 1.4.4 Support children, young people, families, older adults and people of all abilities by providing a range of accessible services and facilities.

### **1.6 Increased Awareness of Safety**

- 1.6.1 Work with the Police, Victorian Government and our community to improve safety in homes, businesses, public places and roads.

### **3.3 Enhanced Natural Environment**

- 3.3.1 Adapt to the impacts of climate change by working in partnership with the South East Councils Climate Change Alliance and both Australian and Victorian governments.
- 3.3.3 Reduce Council's greenhouse gas emissions and help the community do likewise

## **CONSULTATION/COMMUNICATION**

The Solar Savers program was promoted to target pensioner households in receipt of the rebate on their rate payments. Information about the Program was made available publically and communicated Shire wide various community groups and organisations.

Inclusion in the Program was established on the basis of first in best dressed and householders fulfilling the eligibility requirements of the program. 18 expressions of interest were received and of these 11 households were selected due to the suitability of the property for solar installation. Following the successful submission of expressions of interest, the 11 eligible homes have received home visits to provide quotations for the Solar Saver program. The 11 participating households have all signed agreements to participate in the program based on the quoted price of installation (Attachment 1).



Public notice was posted in the 25 October 2017 edition of the Pakenham Gazette and advised of the proposed declaration. A period of 28 days was provided after the public notice was published to invite submissions by 3pm on 23 November 2017, under section 223 of the Act.

## FINANCIAL AND RESOURCE IMPLICATIONS

Council included \$36,497.69 funding in the 2017/2018 budget and will pay \$36,497.69 for the supply and installation of the solar PV systems on the properties listed in Attachment 1. In accordance with their respective Householder Agreements (Attachment 2), property owners will pay for the cost of the solar energy system by equal instalments apportioned over a 10-year period, commencing from 1 July 2018.

Council is expected to receive \$3,649.80 in special charge repayments annually for the scheme over the 10 year period. It should be noted that the special charge scheme is effectively an interest free loan to the households.

Payments to Council by property owners for works via special charge schemes are GST exempt.

Should the property be sold during the 10 year period in which the special charge scheme applies, the amount outstanding on the special charge scheme at the time of sale will be fully paid.

## CONCLUSION

It is recommended that Council Declare the Special Rates Charge Scheme for the installations of solar electricity systems on pensioner households participating in the Solar Savers Program. Following this the below future actions will take place.

- Installation of solar systems.
- Report to Council following installation.

#### **4 DECLARE SPECIAL RATES CHARGE SCHEME FOR SOLAR SAVERS HOUSEHOLDS**

Moved Cr B Owen Seconded Cr M Schilling

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    - ii. Arises out of Council's functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - c. The total:
    - i. Cost of performing the function described in paragraph 1(b) of this resolution be recorded as \$36,497.69; and
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  - g. Having regard to the preceding paragraphs of this resolution and subject to section 166(1) of the Act, it be recorded that the owners of the land described in paragraph 1(d) of this resolution will, subject to a further resolution of Council, pay the special charge in the amount set out in paragraph 1(f) of this resolution in the following manner:

- i. Payment annually by a lump sum on or before one month following the issue by Council of a notice levying payment under section 163(4) of the Act; or
  - ii. Payment annually by four instalments to be paid by the dates which are fixed by Council in a notice levying payment under section 163(4) of the Act.
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3. Council, for the purposes of having determined the total amount of the special charge to be levied:
  - a. Considers and formally records that only those rateable properties included in the Solar Saver scheme as proposed will derive a special benefit from the imposition of the special charge, and there are no community benefits to be paid by Council; and
  - b. Formally determines for the purposes of section 163(2)(a), (2A) and (2B) of the Act that the estimated proportion of the total benefits of the special charge to which the performance of the function or the exercise of the power relates (including all special benefits and community benefits) that will accrue as special benefits to the persons who are liable to pay the special charge is 100%.
4. Council directs that notice be given to all owners and occupiers of properties included in the Scheme and all persons who have lodged a submission and/or an objection in writing of the decision of Council to declare and levy the Special Charge, and the reasons for the decision. For the purposes of this paragraph, the reasons for the decision of Council to declare the Special Rate are that;
  - a. There is no objection to the Scheme and it is otherwise considered that there is a broad level of support for the Special Charge from all property owners and occupiers;
  - b. Council considers that it is acting in accordance with the functions and powers conferred on it under the Local Government Act 1989, having regard to its role, purposes and objectives under the Act, particularly in relation to its functions of advocating and promoting proposals which are in the best interests of the community and ensuring the peace, order and good government of Council's municipal district.
  - c. All persons who are liable or required to pay the Special Charge and the properties respectively owned or occupied by them will receive a special benefit of a solar energy system being installed at the property.
5. Where a Householder wishes to withdraw from the Scheme, Council agrees to such withdrawal where the Householder has given written notice of their desire to withdraw from the Scheme before Council has incurred any expenditure in relation to the Householder's solar PV system.

6. Having regard to the preceding parts of this resolution but subject to Sections 166 (1) and 167(6) of the Local Government Act 1989, it be recorded that;
  - a. Interest will not be charged for 10 years after the issue of the notice provided the person liable makes timely payment in accordance with the repayment arrangements that may be agreed on by Council.
  - b. In accordance with Sections 167(6)(b) and 172 of the Act, the rate of interest which is payable on instalments is set at the 180 day bank bill rate as published in the Australian Financial Review and reviewed every three months (provided that it shall not exceed the rate fixed by the Governor in Council by Order for the purposes of Section 172 (2A) in which case the rate of interest shall be the maximum rate fixed by the Governor in Council by Order for the purposes of this section).
7. There are no incentives for prompt payment associated with this special charge.
8. Council receive a further report on the Solar Saver project in 2018 following installation of solar electricity systems at the households.
9. The program continue with a subsequent scheme to be funded in the 2018/19 Council budget, subject to the successful outcome of the initial trial.

Cd.

## 5 DOCUMENTS FOR SEALING

FILE REFERENCE INT181480

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Sharon Voltan

### RECOMMENDATION

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

### Attachments

*Nil.*

### EXECUTIVE SUMMARY

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

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

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

Description	Authorisation	Seal date
Casey Cardinia Regional Library Agreement	Council resolution 16 October 2017	25 October 2017
Renewal of licence agreement for car park at the rear of 10-16 Station Street Koo Wee Rup	CEO under delegation	To be signed
Transfer of land – road R1 on PS043563, Vol 11439 Folio 385	CEO under delegation	To be signed
Amended from general conditions of contract AS2124-1992. Construction contract No. 17/27	Council resolution 18 September 2017	27 November 2017
Conditions of tendering for Deep creek reserve – Regional all-abilities playspace	Council resolution 16 October 2017	27 November 2017
Form of agreement – short form CSC & Skillinvest limited supply of temporary contract labour 16/50	CEO under delegation	27 November 2017
Contract 17/39 RC Asphalt Paving P/L & CSC – Holm Park Carpark resurfacing, Beaconsfield	Council resolution 16 October 2017	13 December 2017
CSC sale to Grove Investments – Lot 55, 22 Southeast Boulevard, Pakenham (SE Business Park)	Council resolution – SE Business Park	12 December 2017
Contract 17/48 – CSC and Insight Construction Group P/L – Pakenham Main Street Kindergarten redevelopment	Council resolution 11 December 2017	22 December 2017

### CONCLUSION

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

**5 DOCUMENTS FOR SEALING**

Moved Cr J Owen Seconded Cr M Schilling

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

Cd.

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## POLICY REPORTS

### 6 **ASSET MANAGEMENT POLICY**

FILE REFERENCE INT181986

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Graeme Fletcher

#### RECOMMENDATION

That the Asset Management Policy – Version 4 be adopted.

#### Attachments

1 Asset Management Policy - Version 4 6 Pages

#### EXECUTIVE SUMMARY

This report concerns the review of Council’s Asset Management Policy. It represents the revised version of the document that has been vetted by the Asset Management Steering Committee and endorsed by SLT.

#### BACKGROUND

The Asset Management Policy outlines the principles, requirements and responsibilities for undertaking asset management across the organisation in a structured and coordinated way, with linkages to the strategic objectives in the Council Plan.

Council’s original Asset Management Policy was developed in 2003 as part of the Municipal Association of Victoria’s (MAV) “STEP” asset management improvement program. It was based on templates provided by the MAV to all STEP Program participating Councils and their development was one of the first goals for Council to achieve in the first 6 months. The Policy was adopted at the Council meeting on 21 July 2003 and has been formally reviewed in 2009 and 2014.

In January 2014 three international standards were published in relation to asset management:

- ISO 55000: Asset Management – Overview, principles and terminology
- ISO 55001: Asset Management – Management Systems - Requirements
- ISO 55002: Asset Management – Management Systems – Guidelines for the Application of ISO 55001

The revised Policy has been developed in keeping with these standards and the recommendations in the International Infrastructure Management Manual published by the Institute of Public Works Engineering Australasia.

#### POLICY IMPLICATIONS

The amendments to the Asset Management Policy detail the linkages to other strategic Council documents as well as specify the responsibilities of Councillors, management and staff with regards to asset management.

## RELEVANCE TO COUNCIL PLAN

The Council Plan includes the following strategic objective.

### 3. Our environment

We will continue to plan and manage the natural and built environment for present and future generations.

This will be achieved by:

#### 3.1. Provision and maintenance of assets on a life-cycle basis

3.1.4. Manage Council's assets like roads, drainage, footpaths and buildings, etc. in a way that ensures they are adequately maintained over their life.

The Asset Management Framework diagram noted in the Policy formalises the interrelationship between Council Plan, Asset Management Policy, Asset Management Strategy, Asset Management Plans, Long Term Financial Plan and more.

## CONSULTATION/COMMUNICATION

The Asset Management Steering Committee, made up of representatives from across all areas of service provision within the organisation, was consulted as part of this document review.

## FINANCIAL AND RESOURCE IMPLICATIONS

While the Policy does not have a direct impact on Council resources it does set in place a framework that ensures that Council's Asset Management Plans and the resource requirements noted within are integrated into Council's processes for developing the Long Term Financial Plan, Strategic Resource Plan, Annual Budget and ten-year Capital Works Program.

## CONCLUSION

This revised Policy is evidence of Council's commitment to continual improvement in its Asset Management practices.



## 6 ASSET MANAGEMENT POLICY

Moved Cr J Owen Seconded Cr M Schilling

That the Asset Management Policy – Version 4 be adopted.

Cd.

## ACTIVITY REPORTS

### 7 **MAJOR PROJECT AND STRATEGIES ACTIVITY REPORT**

FILE REFERENCE INT182471

RESPONSIBLE GENERAL MANAGER Michael Ellis

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

#### RECOMMENDATION

That the report be noted.

#### Attachments

*Nil.*

#### EXECUTIVE SUMMARY

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

#### CAPITAL WORKS

##### Reserves

##### *Deep Creek Reserve*

Deep Creek Reserve is a 48-hectare Council 'greenfield' site, bounded by the Pakenham Golf Course to the North and the railway line to the south.

The development of this site will include new paths and car park, development of infrastructure (including a sustainable environment complex, including new golf club rooms, all abilities playground, indigenous plant nursery, wetland and education facilities, kick about area, car park and associated drainage) and Melbourne Water wetlands.

##### *Deep Creek Reserve – civil works package*

Project description	The civil works package includes the construction of 200 plus car space car park and drainage, demonstration wetland, the kick-a-bout area, footpaths, solar lighting and associated works
Funding	This part of the Deep Creek Reserve project is funded by Council
Timelines	Works will commence in March 2018 and is expected to be complete by the middle of the year.
Update	Following the December Council meeting, A1 Civil Pty Ltd was appointed as the contractor to undertake the civil works package. Works will commence in March.

##### *Deep Creek Reserve – regional all abilities playspace*

Project description	The installation of play structures and equipment, shelters and barbeques including a community meeting space, landscaping and sensory gardens, sand and water play and associated works. Red Centre Nominees Pty Ltd have been appointed to undertake the playspace works.
Funding	This part of the Deep Creek Reserve project is jointly funded by Council and the Victorian Government's Growing Suburbs Fund.
Timelines	The playspace is due to be completed early 2019 along with the components of the site.
Update	Works recently commenced with services and shaping works undertaken. The play items will be withheld until the overall site works are complete (early 2019) to assist in preventing unauthorised access to the site

*Deep Creek Reserve – landscape package*

Project description	The landscape works will complement the civil and building works and includes planting, furniture installation, hydro seeding, and other associated works.  The landscape component of the project was tendered separately to ensure high environmental outcomes are achieved, with a focus on the use of indigenous plants of local providence.
Funding	This part of the Deep Creek Reserve project is jointly funded by Council and the Victorian Government's Growing Suburbs Fund.
Timelines	Works will commence following completion of the civil works package – estimated spring 2018.
Update	Following the December Council meeting, Australian Ecosystems Pty Ltd was appointed as the contractor to undertake the landscape package. Council officers and representatives from the Cardinia Environment Coalition recently undertook a tour of Australian Ecosystems Bangholme nursery.

*Deep Creek Reserve – construction of new holes at Pakenham Golf Course*

Project description	The construction of two new holes, practise areas, irrigation and associated works at the Pakenham Golf Course. The proposed works involve drainage, earthworks, landscaping, footpath and buggy path construction, irrigation, shaping and other associated works.
Funding	This part of the Deep Creek Reserve project is funded by Council
Timelines	Works are expected to be completed mid 2018.
Update	Following the December Council meeting, SJM Turf & Civil Pty Ltd was appointed as the contractor to undertake the construction of new holes at Pakenham Golf Course. Works are being completed in close contact with the golf club to ensure the utmost quality control.

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

Project description	The Cardinia Community and Education Centre is a multi-user shared facility, combining sports, ecological values and education. The building will combine the requirements of the Pakenham and District Golf Club and Cardinia Environment Coalition (CEC). The building will incorporate separate and shared spaces for the golf club and CEC users, including a multi-function room, lounge/dining/bar area, café, pro shop, environmental training areas, administration areas, and a commercial kitchen. Kirchner Constructions Pty Ltd has been appointed to undertake the building works.
Funding	This part of the Deep Creek Reserve project is funded by Council
Timelines	Works expected to be complete in early 2019
Update	The preliminary earthworks undertaken directly by Council included the pad area for the new building, which is now complete. The newly appointed building and services contractor has commenced with site establishment.

### *Lang Lang Community and Recreation Precinct*

Project description	<p>The construction of a major recreation and community precinct which is being undertaken in partnership with Lang Lang Community Bank. It will include sporting facilities, multipurpose community spaces, parks and other open spaces for recreational activities.</p> <p>Stage 1 includes the construction of:</p> <ul style="list-style-type: none"> <li>• 2 x ovals including cricket wickets, subsurface drainage, irrigation and flood lighting</li> <li>• 4 x netball court and flood lighting</li> <li>• 1 x practice cricket facility</li> <li>• sedimentation basin, wetlands and water re-use pond (for irrigation purposes)</li> <li>• internal access roads, carparks, footpaths and associated drainage</li> <li>• earthworks for the future pavilion, car parking and associated drainage</li> <li>• landscaping</li> </ul>
Funding	<p>Lang Lang Community Bank purchased the 36-hectare parcel of land upon which the precinct will be constructed and have committed \$3.2 million including land purchase to the project. \$1.5 million has been received from the Australian Government's Building Better Regions Fund.</p> <p>Council and our partners have committed in excess of \$10 million to the project between 2015-16 and 2020-21</p>
Timelines	Stage 1 works are scheduled to be complete by April 2018, with the ovals being ready by the middle of the 2018–19 cricket season (weather dependent).
Update	<p>Works have progressed on site, with the following items complete:</p> <ul style="list-style-type: none"> <li>• construction of concrete cricket practice nets</li> <li>• installation of players shelters for netball including concrete slabs</li> <li>• construction of netball courts excluding asphalt and acrylic overlay</li> </ul>

- installation of irrigation to Oval No 1

In addition to the above the following works are well advanced:

- installation of conduits for future electronic scoreboards on both ovals
- installation of subsurface drainage on Oval no 2
- construction of crushed rock base course to access roads and carparks

### *Lang Lang Community and Recreation Precinct*

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Funding	<p>Lang Lang Community Bank purchased the 36-hectare parcel of land upon which the precinct will be constructed and have committed \$3.2 million including land purchase to the project. \$1.5 million has been received from the Australian Government's Building Better Regions Fund.</p> <p>Council and our partners have committed in excess of \$10 million to the project between 2015-16 and 2020-21</p>
Timelines	<p>Stage 1 works are scheduled to be complete by April 2018, with the ovals being ready by the middle of the 2018-19 cricket season (weather dependent).</p>
Update	<p>Works have progressed on site, with the following items complete:</p> <ul style="list-style-type: none"> <li>• construction of concrete cricket practice nets</li> <li>• installation of players shelters for netball including concrete slabs</li> <li>• construction of netball courts excluding asphalt and acrylic overlay</li> <li>• installation of irrigation to Oval No 1</li> </ul> <p>In addition to the above the following works are well advanced:</p> <ul style="list-style-type: none"> <li>• installation of conduits for future electronic scoreboards on both ovals</li> <li>• installation of subsurface drainage on Oval no 2</li> <li>• construction of crushed rock base course to access roads and carparks</li> </ul>

### *Officer Recreation Reserve No 2 oval reconfiguration*

Project description	<p>Reconstruction of western oval at the Officer Recreation Reserve, Starling Road Officer.</p>
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The works include but are not necessarily limited to reorientation, reshaping and resurfacing of the oval and the installation of subsurface drainage and irrigation. The existing floodlighting will also be upgraded.

Funding	The project is funded by Council
Timelines	Works scheduled to be commence in the 2018–19 financial year.
Update	Design is well progressed and is scheduled to be completed and submitted to Council officers for review and comment in early February.

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

Project description	Reconstruction of the Koo Wee Rup Primary School oval and the adjacent Koo Wee Rup Secondary School oval.  The primary school oval upgrade includes new sub-surface drainage, two new cricket nets and some portable barrier netting to protect school infrastructure.  The secondary school oval upgrade includes new sub-surface drainage and irrigation and flood lighting, installation of a bore, power upgrade, construction of a new pavilion and extension of the synthetic hockey pitch to meet Australian standards.
Funding	The primary school upgrade is funded by Sport and Recreation Victoria (\$100, 000) and Council  The secondary college is funded by the Victorian Government’s Department of Education (\$1.6 million), of which a portion is for the oval upgrade works.
Timelines	Works are scheduled to commence in the 2018–19 financial year.
Update	Design is well progressed and is scheduled to be completed and submitted to Council officers for review and comment in early February.

#### *Shared trail and pedestrian crossing of Puffing Billy Railway*

Project description	Construction of a shared trail from Como Street to Pinnocks Road and a pedestrian crossing of Puffing Billy railway at Pinnocks Road Emerald. The works include the construction of concrete sleeper walls and associated fencing, asphalt and crushed rock pathways.
Funding	The project is funded by Council
Timelines	Works scheduled to be completed by the end of April 2018.
Update	Design for the path works and associated civil works has been completed, including a review by Puffing Billy. Quotes are currently being sought for construction to commence in 2018.

#### *Holm Park Recreation Reserve Skate Park*

Project description	Construction of a concrete skate park at Holm Park Recreation Reserve, Beaconsfield.
Funding	The project is funded by the Australian Government's Department of Infrastructure and Regional Development
Timelines	Works scheduled to commence March / April 2018.
Update	Tenders closed in December and are currently being assessed with a recommendation for the award of contract to be considered by Council at the February 2018 Council meeting.

#### *Holm Park Recreation Reserve Carpark Resurfacing*

Project description	Construction and sealing of the northern carpark and associated access roads
Funding	The project is funded by the Australian Government's Department of Infrastructure and Regional Development
Timelines	Works scheduled to be completed by the end of February 2018.
Update	The successful contractor has been notified. The works are scheduled to commence in January 2018 and be completed within 4 to 6 weeks.

#### *IYU Recreation Reserve carpark resurfacing*

Project description	Construction and sealing of the entrance road, carpark and associated access roads. The works include pavement and drainage works.
Funding	The project is funded by Council
Timelines	The works are expected to be completed by May 2018.
Update	Tenders closed in December and are currently being assessed with a recommendation being prepared.

#### *James Bathe Recreation Reserve civil works*

Project description	Construction of two football/cricket ovals, netball courts and playspace.
Funding	The project is funded by Council and a contribution through
Timelines	The works are scheduled to commence in January 2018 and be completed by February 2019.
Update	Following the December Council Meeting, McMahan Pty Ltd was appointed as the contractor to undertake the construction of the civil works and works are to commence in January 2018.

#### *Emerald Netball Facility*

Project description	<p>Construction of new Emerald Netball Facility and associated infrastructure at Pepi's Land. The works will be undertaken in the following three stages:</p> <ul style="list-style-type: none"> <li>• Stage 1 - Internal works including carpark, retaining walls, site services, stormwater drainage, netball courts, lighting and building platform for future pavilion</li> <li>• Stage 2 - External works including road widening in Beaconsfield Emerald Road adjacent to the site.</li> <li>• Stage 3 – Construction of new pavilion</li> </ul>
Funding	The project is funded by Council
Timelines	Construction of stage 1 to be completed mid 2018
Update	<p>The contract for the construction of Stage 1 was awarded to A1 Civil Pty Ltd with works commencing in January 2018 and scheduled to be completed by mid 2108</p> <p>Design of stage 2 is awaiting VicRoads approval.</p> <p>Stage 3 design has been completed and is with Council officers for review and comment in readiness to tender prior to June 2018</p>

### *Eastern Dandenong Ranges Trail*

Project description	<p>The Eastern Dandenong Ranges Trail is a multipurpose trail linking Emerald to Gembrook. The Emerald-Cockatoo component through Emerald Lake Park and Wrights State Forest providing a link between the two towns was completed some time ago.</p> <p>Council has been successful in securing funds to construct the final 6.5km length from McBride Street, Cockatoo to Gembrook Station. The trail follows existing road reserves and the Puffing Billy train line between the towns to create a unique and scenic trail.</p>
Funding	The project is jointly funded by Council (\$900,000), the Australian Government's Department of Infrastructure (\$1 million election commitment) and the Victorian Government's Growing Suburbs Fund (\$545,000).
Timelines	The Cockatoo to Gembrook section is expected to be complete early 2018.
Update	<p>The works from Gembrook Station to the western end of Old Gembrook Road Cockatoo are complete. The concrete upgrade sections along Belgrave-Gembrook Road and through Cockatoo are also complete. Works on intersection upgrades recently commenced are expected to be completed by the end of February.</p> <p>An official opening will be scheduled once works are officially completed. Residents are already utilising the completed sections.</p>

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

### *Bridge Road Duplication*



Project description	Duplication of Bridge Road between Viridian Avenue and Cardinia Road
Funding	The project is funded by Council through the Cardinia Road Development Contribution Plan
Timelines	It is expected works to be completed mid 2018.
Update	Tenders closed in December and are currently being assessed with a report to be presented to Council at the February 2018 Council meeting

#### *Thirteen Mile Road/Bunyip River Road Blackspot Project*

Project description	This intersection has been identified as a high risk intersection. The offsetting of the western leg of the Bunyip River Road to the north at this intersection will improve safety at this location.
Funding	The project is being funded through VicRoads Blackspot Program
Timelines	Work to commence in early 2018.
Update	Council officers are currently working with the Department of Education and Training and the Department of Treasury and Finance regarding acquisition of the former Iona State School site, which is required for the road realignment. The tender for this project was awarded to A1 Civil Pty Ltd, subject to purchase of the land.  Commencement of works on site are subject to a licence agreement currently being prepared, works are expected to commence by April.

#### *Wheeler Road Special Charge Scheme*

Project description	Construction of 270m of Wheeler Road west of Bundilla Road, Maryknoll, includes seal, pavement, kerb & channel (north side only), underground drainage and associated engineering survey, design and administration.
Funding	This project is jointly funded by Council and benefiting property owners through a special charge scheme.
Timelines	Works are expected to be complete by February.
Update	Works on Wheeler Road are well underway and are expected to be complete by early February.

#### *Kenilworth Avenue construction*

Project description	Construction of the first stage of Kenilworth Avenue, extending from Brunt Road to the Princes Highway underpass. The works include a sealed road pavement, kerb and channel on both sides, underground drainage, a concrete path on the south side and a shared concrete pathway on north side.
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Funding	This project is funded through the Officer Developer Contributions Plan and is being delivered by an active developer in the immediate area as works in kind against payment of their developer contributions.
Timelines	<p>Stage 1 (Brunt Road to Princess Highway underpass) expected to be completed in March 2018.</p> <p>Stage 2 (extending to Coach House Lane) will proceed following the completion of stage one and will be undertaken by Council.</p>
Update	Works on Kenilworth Avenue have commenced with the drainage and pavement works underway.

*2017-18 New footpath program*

Project description Council's footpath program looks to extend the footpath network in and around townships. The following footpaths have been selected to be constructed in the 2017-18 new footpath program:

<i>Footpath location</i>	<i>Status</i>	<i>Timing (estimate)</i>
Carnarvon Street, Lang Lang	Complete	
Railway Avenue, Bunyip	Complete	
Bald Hill Road, Pakenham	Complete	
Macclesfield Road, Avonsleigh	Complete	
Fourteen Mile Road/Beswick Street Garfield	Complete	
Pinnocks Road, Emerald	Complete	
Rossiter Road, Kooweerup	Underway	January
Fairbridge Lane, Cockatoo	To commence	February
Belgrave Gembrook Road, Gembrook	To commence	February
Belgrave Gembrook Road/Puffing Billy Rail	To commence	March/April

Funding	The \$850,000 program is fully funded by Council through the footpath and pedestrian and bicycle strategy programs
Update	Works have commenced on the Rossiter Road, Koo Wee Rup footpath.

*2017-18 Footpath maintenance program*

Project description The maintenance of Council's existing footpath network, as set out in Council's Road Management Plan (RMP).

Timelines	This is an ongoing program. Regular inspections are carried out on Council's footpath networks and defects outside the intervention levels as set out in the RMP are rectified. Customer notifications of footpath issues are also covered as part of this program.
Funding	The \$563,000 program is fully funded by Council
Update	The new software management system is working well. Any defects outside the intervention levels that were highlighted as part of these inspections are currently being repaired.

#### *2017-18 Road renewal and resurfacing program*

Project description	The significant proactive maintenance and upgrade of Councils road network as per Council's asset management system.
Funding	The \$4.76 million program is jointly funded by Council and the Australian Government's Roads To Recovery Program.
Timelines	It is anticipated that the program will be completed by the end of April
Update	Road rehabilitation works on stage 1 of Manks Road, Dalmore were completed in December, with stage 2 now underway. Works on Hall Road, Pakenham South and Seven Mile Road, Nar Nar Goon will follow the completion of Manks Road.  Works on the asphalt overlay program recently commenced with the majority of overlay works expected to be completed during the summer months.  Works on the spray seal program also recently commenced with a program of approximately three weeks of sealing covering over 75 different roads.

#### *2017-18 Unsealed road re-sheeting program*

Project description	The unsealed roads re-sheeting program is aimed to replenish approximately 45 kilometres of unsealed roads throughout the shire with new crushed rock that has been lost due to storms and general wear and tear.
Funding	The \$960,000 program is fully funded by Council
Timelines	It is anticipated that the program will be completed by March 2018
Update	The 2017-18 program is progressing well with approximately 15 kilometres of roads completed to date.

#### *2017-18 Unsealed footpath re-sheeting program*

Project description	This program aims to replenish approximately 8 kilometres of unsealed gravel footpaths with new crushed rock material that has been lost due to varied weather conditions and general wear and tear, resulting in an improved and safer surface for users of these footpaths.
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Funding	The \$92,000 program is fully funded by Council
Timelines	It is anticipated that the program will be completed by March 2018
Update	The unsealed gravel footpath re-sheeting program for 2017-18 has been sent out for quotations with works planned to commence in February 2018.

#### *2017-18 Drainage program*

Project description	The maintenance and upgrading of Council's drainage network.
Funding	The \$400,000 program is fully funded by Council
Timelines	It is anticipated that the program will be completed by the end of April
Update	Detailed designs for A'Beckett Road, Bunyip have been completed with works recently commencing on site.  Major culvert replacement on Ingram Road, Nar Nar Goon North is awaiting Melbourne Water permits and approvals.  Works on Sutherland Road in Upper Beaconsfield will also commence in February 2018.

#### *Jolley Road Bridge Replacement*

Project description	Replacement of existing timber bridge with a contemporary reinforced concrete structure. The existing bridge was constructed in the 1930's and has a 10 tonne load limit which severely restricts the bridge being able to be used by large agricultural machinery and CFA fire fighting vehicles.
Funding	The project is funded by Council and the Australian Governments Bridges Renewal Programme.
Timelines	Works to be completed mid-2018.
Update	Tenders closed in December and are currently being assessed with a report to be presented to Council at the February 2018 Council meeting recommending a contractor.

## Other capital projects

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

Project description	The Upgrade of the CCC is Stage 1 of a proposed 3-stage upgrade. Stage 1 includes the provision of an Arts Space, significant improvements to the Foyer/Crush Space and the provision of flexible dance or flexible dance/rehearsal rooms.
Funding	The project is funded by Council and a contribution through the Growing Suburbs Fund
Timelines	Tenders are planned to be out to market late January.
Update	Tender documentation is currently being finalised along with site detail requirements.

### *Pakenham Depot construction of stages 3 and 4 for the administrative building*

Project description	<p>Stages 3 and 4 include:</p> <ul style="list-style-type: none"> <li>• completion of the lower and upper level of the concrete portion of the redeveloped building</li> <li>• refurbishment of the metal shed portion providing full occupancy of the lower level and with opportunity for upper level as need may arise</li> <li>• formal toolbox and meeting space for over 100 staff</li> <li>• lift adjacent to reception and stair access to both buildings</li> <li>• lunchroom incorporating kitchen, amenities including toilets for the disabled and showers</li> <li>• multi-purpose room and sick bay, and</li> <li>• formal meeting rooms and informal spaces</li> </ul>
Funding	The project is funded by Council
Timelines	Completion end of May 2018
Update	Works are progressing well with installation of mezzanine floor and sub-contractor rough ins underway (mechanical, electrical and hydraulic)

### *Pakenham Kindergarten redevelopment*

Project description	<p>The redevelopment includes</p> <ul style="list-style-type: none"> <li>• new 100m<sup>2</sup> extension accommodating a new multipurpose area, storage room, staff room, amenities and covered outdoor storage space</li> <li>• renovations throughout the remainder of the building</li> <li>• replacement of weatherboards, timber fascia and gutters</li> <li>• replacement of evaporative cooler with two new multi-head air conditioning units</li> </ul> <p>Students and teachers will be accommodated in another facility during construction</p>
Funding	The project is funded by Victorian Government Department of Education and Training grant (\$350,000) and Council.

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Timelines	Works are due to commence late January 2018 and are due to be finished in June, with students and teachers to commence classes in Term 3.
Update	Insight Construction Group has been appointed as contractor and site establishment will commence January 2018.

## CONCLUSION

This regular activity report is provided for councillors information only.

**7 MAJOR PROJECT AND STRATEGIES ACTIVITY REPORT**

Moved Cr J Owen Seconded Cr M Schilling

That the report be noted.

Cd.

## REPORTS OR MINUTES OF COMMITTEES

The Mayor advised of various minutes received from various committees and briefing sessions that were available for any interested councillors.

## REPORTS BY DELEGATES

### Youth Council

Cr Schilling advised of the young persons that will serve as the Youth Council during 2018.

### Peter Maloney – Emerald RSL.

Cr Brett Owen advised that Mr Peter Maloney had stood down as President of the Emerald RSL and acknowledged his service in the role and congratulated him on the work he had done over the past few years.

### Australia Day Award nominees

Cr Brett Owen recognised the local residents nominated for the forthcoming Australia Day Awards

### Lang Lang Show

Cr Brown advised of his attendance at the Lang Lang Show and congratulated the organisers of the event.

### Kids Night Out

Cr Brown advised of his attendance at the 'Kids Night Out' held at the Pakenham Racing Club and congratulated all those involved in the event.

### Dawn Service Emerald RSL

The Mayor advised of his attendance at a dawn memorial service held at the Emerald RSL.

Recent Dawn Service at Emerald RSL, celebrating

### Pakenham Racing Club

The Mayor noted the recent award of grants conducted by the Pakenham Racing Club.

## PRESENTATION OF PETITIONS

Cr Schilling tabled the following petitions:

- Petition organised by from Mr David Roberts signed by over 600 persons regarding pedestrian safety in Windermere Boulevard.
- Petition regarding objections to Planning Application T170462 regarding the development of a single men's emergency accommodation facility in Savage Street, Pakenham.

In accordance with the Meeting Procedure Local Law these petitions are to lay on the table for consideration at the next Council Meeting.

## NOTICES OF MOTION

Notice of Motion 1036, Cr Brown



Moved Cr Brown seconded by Cr Carol Ryan.

That a report regarding the provision of a grants program to assist community groups in decorating Townships for Christmas be prepared for Council consideration at the March Council meeting.

Cd

## COMMUNITY QUESTION TIME

Questions received from Tania Dineen referred to General Manager Assets and Services

### Question 1

What is happening with the reserve (Earthworks) in Oaktree Drive Pakenham?

#### Answer

The works are designed to meet the objectives stated in the Pakenham Golf Club Security Plan, primarily to reduce the opportunity of vehicle entering the golf course from the western boundary, and secondly to reduce the risk of golf balls exiting the course towards the road. The earth works are the first stage of proposed activities, revegetation; including trees, shrubs and turf will occur once weather conditions allow plant establishment.

### Question 2

Why was the Golf club allowed to undertake the works without a current engineering permit?

#### Answer

The area subject to the placement of the fill is part of the land leased by the Golf Course, and is not designated as road reserve, however, the golf course requested and received a nature strip modification permit approval in late 2016.

### Question 3

Have the issues with trucks and machinery operating outside of works safe guidelines been addressed?

#### Answer

Worksafe visited the site on Friday 8 December and no direction was received from Worksafe to cease or modify the earthworks. The plant operator on site was requested to have a spotter in place when machinery was undertaking works adjacent to the road and this was subsequently implemented.

### Question 4

Where is the environment scan plan for revegetation of the dirt that has been dumped along the road that is causing dust and ongoing health issues?

#### Answer

Revegetation including trees and turf establishment will commence as soon as the weather conditions permit (March 2018). The golf club with Council support will organise site meetings to fully explain details of the revegetation and what the final landscape outcome will look like. In preparation for the revegetation, the golf club have been working with the Cardinia Environment Coalition to arrange for supply of suitable planting species.

### Question 5

What is happening to the trees that have had their bases now covered with dirt and are dying, also the ones that are along the edge of the golf course that are also likely to die as their bases have

also had dirt piled up?

Answer

Council arborists have visited the site and believe that the increased levels around the base of the trees will have no impact on the health of the trees.

Question 6.

Has the issue of the dirt height under the power lines been checked?

Answer

Yes, there is adequate clearance between the top of the mounds and the powerlines, in accordance with the *Electricity Safety (Installations) Regulations 2009. S.R. No. 164/2009*

Question 7.

Has the engineering department addressed the height of the dirt mounds and the fact that the drains along the reserve are now covered with dirt?

Answer

Yes, the engineering department has assessed the height of the dirt mounds and drainage. Prior to the filling, a substantial cross-fall existed from the golf course to the eastern road curb, draining stormwater into pits crossing Oaktree Drive to an outfall running behind the western curb. Council engineers have checked the cross falls since the placement of fill and advised that no change has occurred to the drainage course with the placement of fill.

Question 8.

Has the engineering department inspected the site?

Answer

Yes, an experienced construction engineer has assessed the site where the fill has been placed.

Question 9

Further after interaction with Hayden Thompson from the Golf club he advised that in about 3 years when the golf club move to the new venue, the building will be vacant and that the council does not have a plan for the building as it has asbestos in it. Can you advise the residence the plans for the building and the site. The residence would like to be informed early. It is all very well to keep building new buildings but plans need to be put in place for ones that a vacated as we do not want squatters in the street.

Answer

The building will be demolished once the club has relocated and it is Council's intention to sell the land

Question received from Gloria O'Connor responded to by General Manager Planning and Development

Question

Would you please give a summary of the current planning issues relating to residential and Green Wedge issues in Nar Nar Goon, including the interaction between community and developer representatives ?

Also, regarding Nar Nar Goon and Tynong where no Township Strategy has been forthcoming? Has there been any consultation with Tynong residents?

**Answer**

Successive State Governments have held firm on the importance of protecting the Green Wedge from urban encroachment and have held a firm line on a fixed Urban Growth Boundary. Nar Nar Goon whilst having residential zoned land (Neighbourhood Residential zone 1 & Low Density Residential 2), does not have an Urban Growth Boundary around it like other rural towns and the Greater Melbourne. This has been brought to the attention of the Minister.

A local developer has engaged a Planning Consulting firm to work with the Nar Nar Goon Progress Association, to develop a plan for Nar Nar Goon, reflecting the communities aspirations for their town and how it may develop into the future.

Cardinia Council has not been provided with a copy of a final plan endorsed by the Progress Association and as such is yet to form a view on any plans for Nar Nar Goon.

Council Officers are looking at the options available for Council to plan for the railway towns, with the planning well progressed for Pakenham East Precinct Structure plan nearby.

There has been no discussions with the Tynong residents about any planning for Tynong at this time.

Question received from Gloria O'Connor responded to by General Manager Assets and Services

**Question**

Could you please give a current update regarding the progress of works at Deep Creek Reserve?

**Answer**

I refer you to the details included in the Agenda regarding the progress of the activities at Deep Creek Reserve, in summary

The major projects and strategies activity report included in the Council agenda has comprehensive details on the Deep Creek Reserve Project however in summary:

- Bulk Earthworks – Contractor is continuing work on the excavation of the demonstration wetlands
- Building and services – Kirchner Constructions to start on the site this week
- Regional all-abilities play space – Red Centre Nominees to start on site the week of the 29<sup>th</sup> January
- Civil works package for the car park and associated drainage – A1 Civil to do some initial works early February with main construction in March
- Pakenham Golf Course - Construction of New Holes – Contractor to start on site this week
- Landscaping package of works – Australian Ecosystems will commence works in Spring after the civil package is completed

Question received from Rosa Santos referred to Manager Governance to answer

**Question**

Why does Cardinia Shire Council not participate in the annual business community effort in central Pakenham whereby more than thirty raffle prizes are contributed by shops and businesses to a Christmas raffle while a horse and cart provided by Mill Valley Ranch travels through the town with Father Christmas on board and sweets are offered to children during the town parade and festivities. After any relevant costs are met and prizes distributed, the money raised is donated to the Mill Valley Ranch towards supporting their programs for school groups and disadvantaged children? Cardinia Shire Council makes no effort to bring Christmas spirit and festive

atmosphere into the commercial town centre of Pakenham despite the increasing population coming through the town.

Answer

In previous years, Council has provided funds to assist with this event held in Pakenham and these funds were provided through a councillor ward funds program. Unfortunately, following changes to the Local Government Act ward funds were prohibited and this funding is no longer available.

Council does have a Festivals and Events Grants program and the organisers of this event in Pakenham may care to seek funding through this grants program for the event in future years.

I note that earlier in the evening, Cr Brown moved a notice of motion seeking a report regarding the provision of a grants program to assist community groups in decorating Townships, this may be a potential avenue for the provision of Christmas decorations in Pakenham if a local community or traders group was of the mind to do this.

Question received from Rosa Santos referred to General Manager Assets and Services

Question

Complaints are coming by shoppers and visitors to the Pakenham township about the absence of public toilet facilities. Although there is one in the large shopping plaza and another located between Target and Coles at the other side of town, these are not adequate to service the central business area of the town and including the increasing number of senior citizens and families with young children visiting the shopping and business location.

Answer

The issue of public toilets in the Pakenham Town Centre was identified during the community consultation phase undertaken for the development of the Pakenham Structure Plan.

This led to the provision of a new toilet block in Bourke Park.

In addition to the Bourke Park public toilet there are toilets in the Pakenham Library/Hall/U3A, CFA running track, Services Central.

As you state there are also toilets located in the Market Place Complex and Pakenham Place Complex.

An urban design framework is being developed for the Town Centre which will include the consideration of Way Finding Signage to direct people to the toilets.

Ms Santos commented that further facilities were required in Pakenham

Question received from Mr Rodney McIvor referred to General Manager Planning and Development to answer.

Question

Regarding the Planning permit application for a men's boarding house at 1-3 Savage Street, Pakenham.

Background: The applicant has stated 'The proposed development is respectful of the neighbourhood in which it is located' 55.02.1

A preliminary meeting with Debbie Tyson prior to the application gave the go ahead.

The same developer built and operates 25 Dunbarton Drive, Pakenham with a permit for 28 residents. There are at least 30 currently living there.

Question: If the developer is respectful of the neighbourhood why is he treating us with contempt? With no community consultation and the permit being advertised during the 'down time' period. We have been treated in an impertinent fashion. I would appreciate the chance to speak.

**Answer**

Council Officers regularly meet with potential applicants in pre application meetings as we believe that this approach ensures that the proposal aligns with the Cardinia Planning scheme, it improves the quality of applications and saves everyone time. This approach has seen many proposed developments relocated or modified to improve the outcomes for all parties. No Go ahead is given in this process, just a level of comfort on alignment with the planning scheme and that the use is not prohibited and is an allowable use.

I am not able to talk to the applicants intent or willingness to consult the community.

I can assure Council that the application has been advertised in line with the Planning and Environment act with the advertising period extended. Council continues to receive objections to the planning permit and will continue to until a decision is made at the March Town Planning Committee meeting.

Mr McIvor spoke further of his objection to the application.

Questions received from Mr Thai Nguyen referred to Manager Governance to respond.

Preamble: I'm a soccer parent and a fan of the game of soccer. After moving to Pakenham I registered my son at the Pakenham United Football Club to introduce him into the game. I even volunteered at the club to help with coaching, but found the administration of this club lacking in many aspects and its culture not to my liking. Upon further investigation, I concluded that things won't change easily at this club and started looking for another soccer club around the area. I then realised that this is a problem because the other nearest club to us in Cardinia Shire is Bunyip or Lang Lang. Upon further investigation, I connected with a big group of residents from Cardinia Shire who have chosen to join Berwick City Soccer Club (in Casey) for this very same reason. Many of these people have felt strongly enough about the situation to give me written statements about the Pakenham United Football Club in the hope that something can be done in our shire to change things. This is when I realised that a soccer club in Officer would be the answer. The statistics point to soccer being the most popular sport in terms of participation by children in clubs. If the population of our shire continue to grow at this rate, families moving into the area will be looking for somewhere to participate in this game and will be limited in their choice, this means they will have to spend more time travelling to another club outside the shire and spend their money outside of the shire, when they should be provided with the convenience of doing that here. We've now incorporated the Officer City Soccer Club and I've been working with council officers since October 2017 to try and secure a ground for our first season, but to date we've received very little support. By this I mean that responses to our emails have taken up to 10 days or more, and they're mostly to tell us that grounds are not available.

**Question 1.**

Given that there's a club for Australian Rules football in just about every suburb in the shire (19 clubs), is the council doing anything in the short term to increase the number of soccer clubs in the shire from just 3 (Pakenham, Bunyip & Lang Lang)?

**Answer**

Council has plans to build further soccer facilities within the Shire, until such time as these facilities are available Council is not in a position to establish new Clubs until they have somewhere for them to play. Council worked closely with the fledgling Pakenham Soccer Club over several years in the planning and construction of the IYU reserve

**Question 2**

When enquired about sharing Heatherbrae Recreation Reserve I'm told by council officers that it's fully allocated for summer and they "anticipate it will be fully allocated for the winter season". This

is despite my regularly having afternoon practice with my son at this reserve over the summer period and encountering no club activities on neither of these ovals. Can you please tell us which clubs are "anticipated" to be allocated the reserve in winter on which of these 2 ovals and on which days of the week?

Answer

Allocations for use of facilities are undertaken on a seasonal basis, having already established users of these facilities the allocation policy criteria gives priority to these existing groups using the facility ahead of any new users.

In 2018 Officer Kangaroos, South East Juniors Umpires and as an interim Pakenham Junior Football Club will using Heatherbrae Reserve, in 2019 the entire reserve will be required by Officer Football Club due to redevelopment of Officer Rec Reserve No2.

Question 3:

When enquired about sharing Lakeside Recreation Reserve, I'm told by council officers that: 'although there is some minor availability up until February, unfortunately there won't be availability for the following winter season. Council is planning to upgrade a number of football ovals during this time and we will need to use Lakeside as an alternative venue for these clubs while these works are undertaken. Can you please tell us what works are planned for the winter on which ovals and which clubs are affected and will be expected to share Lakeside Recreation Reserve on which days of the week?

Answer

Planning for the delivery of Council's capital works program requires existing users to be moved to other venues in particular when playing surfaces are being renewed or improved, for the Lakeside Reserve this will be required for use of the Pakenham Gridiron Club.

Question 4:

What proportion of the annual maintenance costs of recreation reserves are user groups meant to be paying? Eg: in Casey, it's 15%.

What is the current costs to a club to share the use of one oval for 2 evenings and a Saturday or Sunday morning at:

- a) Lakeside Recreation Reserve
- b) Heatherbrae Recreation Reserve
- c) IYU Recreation Reserve

Answer

Costs for use of sporting facilities is based on a seasonal rate and divided by the number of users and any additional utilities charges. This rate is not based on a portion of maintenance costs

Question 5

As a start up club, all we would need is some council support and a temporary home until better and more dedicated facilities can be built in the future, is council able to provide more administrative support and a temporary home for a soccer club anywhere in Officer, Beaconsfield or in the Cardinia Road precinct.

Answer

Council officers have already advised the newly formed Officer City Soccer Club that Council does not have a venue available and have suggested that the Club approach local schools to gain access to under utilised school facilities as an interim until a new facility becomes available to them.. Council officers have also advised that we do not provide administrative support to Clubs within the Shire however once Council's new Sport Development Officer has commenced that person can

provide advice to clubs on their operations.

## COUNCILLOR QUESTION TIME

Cr Brett Owen asked the CEO two questions. The questions and answers were as follows

### Question 1

Can the CEO please update council on the current status of obtaining a permanent home for our two local motor sports clubs – The Pakenham Auto Club and the Koo Wee Rup Motorcycle Club?

### Answer

CEO advised that following the letter Cr Owen had sent as Mayor in September last year to the Minister for Planning seeking approval in principle to having land proposed for use by the Pakenham Auto Club and Koo wee Rup Motorcycle Club approved for such use Council had received advice from the Ministers Office that a response to the letter dated 15 January had been sent, however the letter had not yet been received. Once the letter has been received the Council will be advised of its contents.

### Question 2

Can the CEO please provide an update on the current council review of the Off Leash Dog Parks in Cardinia Shire?

### Answer

Council's Passive Reserves Team have been active in discussions with local communities and reserve committees in regard to dog off leash areas. This feedback will be presented to the Council early March for the Council to consider what locations are appropriate and what form these areas will take.

### Bereavement

Cr Jodie Owen advised of the recent passing of Ms Jennifer Baird a long serving President and Secretary of the Casey Neighbourhood Watch Group.

Meeting closed at 8.47pm

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Minutes Confirmed  
Chairman