



Cardinia

MINUTES OF GENERAL COUNCIL MEETING

MONDAY, 20 AUGUST 2018

MINUTES OF GENERAL COUNCIL MEETING

held in the Council Chambers, 20 Siding Avenue, Officer
on Monday, 20 August 2018
The meeting commenced at 7.01pm

PRESENT: Mayor, Collin Ross, Chairman

Councillors Michael Schilling, Jodie Owen, Graeme Moore, Ray Brown, Jeff Springfield, Leticia Wilmot, Brett Owen

Messrs Garry McQuillan (CEO), Andrew Paxton (GMPD), Jenny Scicluna (GMCWB), Doug Evans (MG) Ben Wood (AGMAS)

OPENING PRAYER

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

ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

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

APOLOGIES:

Cr Carol Ryan

Financial Review Top 100 Most Innovative Companies.

The Mayor advised that the Council had recently been recognised as one of the top 100 most innovative companies across Australia and New Zealand by the Financial Review. Cardinia Shire was ranked 77th most innovative company: this is a great credit to the organisation and the Corporate Services Team. Cardinia was the only local government body recognised in the top 100.

CONFIRMATION OF MINUTES OF MEETINGS

Moved Cr M Schilling Seconded Cr J Owen

THAT MINUTES OF THE FOLLOWING MEETINGS BE CONFIRMED-

- General Council Meeting 16 July 2018
- Special Meeting of General Council 1 23 July 2018
- Special Council Meeting 23 July 2018
- Special Council Meeting 30 July 2018
- Special Council Meeting 6 August 2018
- Town Planning Committee 6 August 2018

Cd.

DECLARATION OF PECUNIARY AND OTHER INTERESTS

Nil.

TABLE OF CONTENTS

| | |
|--|------------|
| TOWN PLANNING | 4 |
| 1. DEVELOPMENT OF THE LAND FOR TEN (10) DWELLINGS, AN OFFICE AND WAIVER OF CAR PARKING, 6-8, 10 MAIN STREET, PAKENHAM..... | 4 |
| GENERAL REPORTS | 28 |
| 2. PETITION - AGL GAS PIPELINE..... | 28 |
| 3. PROPOSAL TO SELL LAND AND REMOVE RESERVE STATUS - CUMBERLAND DRIVE RESERVE, PAKENHAM | 31 |
| 4. ENVIRONMENTAL UPGRADE FINANCING (EUF) PROGRAM | 36 |
| 5. PEET STREET SPECIAL CHARGE SCHEME CONSTRUCTION - CONTRACT 18/17 | 43 |
| 6. CONTRACT 18/10 : BRIDGE ROAD, OFFICER DUPLICATION | 50 |
| 7. CONTRACT 18/19 - JAMES BATHE RESERVE PAVILION TENDERS | 56 |
| POLICY REPORTS | 63 |
| 8. SPECIAL CHARGE SCHEME POLICY | 63 |
| 9. IMPLEMENTATION OF REVISED ROAD MANAGEMENT PLAN | 101 |
| ACTIVITY REPORTS | 154 |
| 10. QUARTERLY ENVIRONMENT REPORT..... | 154 |
| 11. QUARTERLY PERFORMANCE REPORT | 161 |
| 12. MAJOR PROJECTS AND STRATEGIES ACTIVITY REPORT | 230 |
| NOTICES OF MOTION | 246 |
| 66. NOTICE OF MOTION 1039..... | 246 |
| REPORTS OR MINUTES OF COMMITTEES | 247 |
| COUNCILLOR REPORTS | 247 |
| PRESENTATION OF PETITIONS | 248 |
| COMMUNITY QUESTION TIME | 248 |

TOWN PLANNING
1 DEVELOPMENT OF THE LAND FOR TEN (10) DWELLINGS, AN OFFICE AND WAIVER OF CAR PARKING, 6-8, 10 MAIN STREET, PAKENHAM

FILE REFERENCE INT1855636

RESPONSIBLE GENERAL MANAGER Andrew Paxton

AUTHOR Dean Haeusler

RECOMMENDATION

That a Notice of Decision to Grant Planning Permit T180360 be issued for the development of the land for ten (10) dwellings, an office and associated waiver of car parking requirements at 6-8 & 10 Main Street, Pakenham VIC 3810 subject to the conditions attached to this report.

Attachments

- 1↓ Development plans 3 Pages
 2↓ Objections received , circulated to councillors only 4 Pages

EXECUTIVE SUMMARY:

APPLICATION NO.: T180360

APPLICANT: Ms Alexandra Thorn – Sienna Homes

LAND: 6-8 & 10 Main Street, Pakenham VIC 3810

PROPOSAL: Development of the land for ten (10) dwellings, an office and associated waiver of car parking requirements

PLANNING CONTROLS: Mixed Use Zone (MUZ)
 Development Contributions Plan Overlay – Schedule 1 (DCPO1)
 Special Building Overlay (SBO)

NOTIFICATION & OBJECTIONS: Notice of the application has been given by sending notices to the owners and occupiers of adjoining land and placing two (2) signs on the site facing Main Street and Snodgrass Street

Four (4) objections have been received to date

KEY PLANNING CONSIDERATIONS: Residential intensification
 Vehicle congestion
 Visual impact
 Impact to drainage infrastructure

RECOMMENDATION: Approval

BACKGROUND:

The subject allotments are identified as vacant Council owned land.

Planning permit T040103 was issued 16 July 2004 at 6-8 Main Street for the use and development of the land for the purpose of a retail plant nursery and signage.

A single dwelling was contained at 10 Main Street and recently demolished.

SUBJECT SITE:



The site is an irregular shape comprising of three parcels of land known as lots 19, 20 and 21 of LP53965. These parcels are situated on the northeast side of Main Street with a frontage of approximately 57 metres while the site also abuts Snodgrass Street to the southeast with a frontage of approximately 55 metres. Towards the eastern end of the site, Snodgrass Street curves to a parallel direction with Main Street.

Three crossovers are located off Main Street while there is also a dual crossover positioned centrally along the frontage to Snodgrass Street. There are no easements that burden the allotments

All allotments are vacant and generally flat. A single tree is located at 10 Main Street while a street tree is located along both street frontages.

The site is a gateway area from the west to the Pakenham Activity Centre and is characterised by an evolving development pattern that includes old housing stock, contemporary unit development and a mixture of medical clinics before entering the wider commercial precinct generally bound by Main street/Rogers Street intersection eastwards.

The main characteristics of the adjacent land uses are:

- Pakenham Creek bounds the north-eastern boundary of the site with single dwelling allotments fronting Princes Highway
- Snodgrass Street lies adjacent to the southeast with a dual-unit complex opposite the site. An additional dwelling allotment has a narrow frontage to the site, with access further around the road bend.
- To the south-west of these allotments lies Main Street – a two-lane road with additional width for street parking. Across the street is 3 Main Street containing five units, a single dwelling allotment and Council owned land.
- North-west of the site is Sid Earle reserve, also in Council ownership.

PROPOSAL:

Dwellings/Office

The proposal is for the construction of ten dwellings, an office and associated reduction in car parking requirements.

The ten dwellings will comprise a mixture of single and double storey styles with an outward-facing configuration to the Main and Snodgrass Streets. A common open space area is provided to the rear of the dwellings, each with internal access to this area, while street access can also be made via Main Street.

Dwelling 1: Will be a split use containing an office and dwelling. The office will be contained to the ground floor with pedestrian access along the north-west face of the dwelling. The office space will include a meeting room, office and associated reception and ancillary areas. The first floor will include a self-contained residence with independent access from Main Street. The dwelling includes two bedrooms, one bathroom and open kitchen/living areas. The design will be modern with mixed material usage including brick veneer and weatherboard cladding along with a pitched roof. A single garage and tandem space is provided to the street. A visitor space is also contained within the frontage to this dwelling.

Dwellings 2 - 5: These four dwellings are to be single storey with two bedrooms and open kitchen living areas facing north to the common open space area. Each dwelling will include a single-car garage and tandem driveway space. Secluded private open space ranges from 32 to 33 squares with a north-eastern aspect. Dwelling design will reflect a dual-occupancy arrangement where there is a single roofline for units 2 & 3 and 4 & 5 complete with window glazing to the street, a small porch area and a brick veneer finish. The dwellings will be setback a minimum 3.54 metres from the street frontage (with the inclusion of a porch reducing this to 2.5 metres). A visitor space has also been provided within the frontage to dwelling 5.

Dwellings 6 - 10: These dwellings are to be a double storey arrangement with living areas on the ground floor and three bedrooms located on the first floor (with the exception of dwelling 10 containing four bedrooms including the main bedroom on the ground floor). All living areas face to the rear of the dwellings while 26 square metres of secluded private open space facing north-west is allocated per dwelling. The dwelling design will be consistent with that of dwelling 1 with a modern design combining mixed material use of brick veneer and weatherboard cladding. Total height across the development will be a 7.34 metres with Colorbond roof finish. Each dwelling will include a single car garage and tandem driveway space.

Vegetation removal, landscaping and fencing

One semi-mature non-indigenous tree is to be removed from the site while two street trees will also be removed as part of the proposal.

Formal landscaping plans have not been submitted with the proposal, secluded private open space areas and a common park area adjacent to the private open space will be provided.

Perimeter and internal fencing at 1.8 metres in height has been nominated around the individual back yard areas along with timber paling fencing along the internal boundaries of the development (north and west).

Utilities, Service and Amenities

The plans do not show the provision of rubbish storage areas. Given all allotments face Council roads each contain suitable road reserve access for bin collection. Mailboxes are included to each dwelling.

PLANNING SCHEME PROVISIONS:

State Planning Policy Framework (SPPF)

The relevant clauses of the SPPF are:

- 11.06-2 Housing choice;
- 11.06-5 Neighbourhoods;
- 11.06-6 Sustainability and resilience;
- 15.01-1 Urban design;
- 15.01-4 Design for safety;
- 15.01-5 Cultural identity and neighbourhood character;

- 15.01-6 Healthy neighbourhoods;
- 15.02-1 Energy and resource efficiency;
- 16.01-1 Integrated housing;
- 16.01-2 Location of residential development; and
- 16.01-4 Housing diversity.

Local Planning Policy Framework (LPPF)

The relevant clauses of the LPPF are:

- 21.03-1 Housing; and
- 21.06-1 Design and built form

Relevant Particular/ General Provisions and relevant incorporated or reference documents

The relevant provisions/ documents are:

- Pakenham Structure Plan 2017
- Cardinia Shire's Liveability Plan 2017-2029;
- Clause 55 Two or More Dwellings on a Lot and Residential Buildings;
- Clause 52.06 Car Parking;
- Clause 65 Decision Guidelines
- Clause 66 Referral and Notice Provisions

Cardinia Shire's Liveability Plan 2017-2029

This proposal has regard to Cardinia Shire's Liveability Plan 2017-2029, in particular:

- Improved Social Cohesion through the use of shared public space
- Improved safety through a strong address to the street and associated passive surveillance frontages
- Reduce obesity through the use of common park areas and decreased dependency on cars to encourage public transport use in a well serviced area of Pakenham.

Zone

The land is subject to the Mixed Use Zone (MUZ)

Overlays

The land is subject to the following overlays:

- Development Contributions Plan Overlay – Schedule 1 (DCPO1)

PLANNING PERMIT TRIGGERS

The proposal requires a planning permit under the following clauses of the Cardinia Planning Scheme:

- Pursuant to Clause 32.04-6 of the Mixed Use Zone a permit is required to construction two or more dwellings on a lot
- Pursuant to Clause 44.05 of the Special Building Overlay a permit is required to construct a building or carry out works

- Pursuant to Clause 52.06-3 of the Car Parking Particular Provisions a permit is required to reduce the number of car spaces required

PUBLIC NOTIFICATION

The application has been advertised pursuant to Section 52 of the Planning and Environment Act 1987, by:

- Sending notices to the owners and occupiers of adjoining land.
- Placing two (2) signs on the site facing each street frontage

Council has received four (4) objections to date.

The key issues raised in the objections are:

- Traffic generation and safety issues relating to Snodgrass Street
- Limited street parking availability and lack of parking provided on-site
- Amenity issues related during the construction of the proposal dwellings
- Drainage concerns relating to the overflow from Pakenham Creek
- Visual appeal of the proposal which is inconsistent with the area

REFERRALS

Melbourne Water

The application was referred to Melbourne Water as a statutory referral. Melbourne Water had no objection to the proposal subject to conditions

DISCUSSION

The proposal for the construction of ten (10) dwellings, an office and associated reduction in carparking requirements is considered consistent with the aims and objectives of the Cardinia Planning Scheme. The proposal delivers on relevant state and local policies that seek to achieve attractive and liveable neighbourhoods and support increased housing density in appropriate locations.

State and Local Policies

A number of state and local policies are relevant to this application, such as Clause 15.01 (Urban environment), Clause 16.01 (Residential development) and Clause 21.06-1 (Design and built form), which aim to encourage housing diversity, promote a high standard of design and achieve attractive, diverse, sustainable and liveable neighbourhoods.

At a local level, Clause 21.03-1 (Housing) of the Local Policy Planning Framework is also relevant to this application. This includes objectives and strategies to help deliver a range of housing types and increased densities, while being consistent with the existing and/or preferred neighbourhood character.

Clauses 11.06-2 (Housing choice) and 11.06-5 (Neighbourhoods) are also relevant to this application. These clauses aim to prevent inappropriate development and provide housing diversity close to jobs and services. More specifically, these clauses include strategies that seek to facilitate increased housing in the established areas and in areas with appropriate infrastructure and access to jobs and public transport and deliver a diverse mix of housing types.

The proposal also contributes towards a diversity of housing types and sizes, with the two-storey townhouses providing a form of housing that is currently not common to the area, making more efficient use of available land. The immediate area generally consists of single-storey detached dwellings and multi-unit properties on lot sizes generally under 700 square metres. At the same time, the proposal helps to respect the character

of the existing area, with the use of features and materials that are consistent with what is found in the wider area, such as brick cladding, pitched roofing, eaves and open areas for landscaping

Clauses 11.06-6 (Sustainability and resilience), 15.02-1 (Energy and resource efficiency) and 21.02-8 (Resource conservation) are also applicable to this application. These clauses generally seek to create a more sustainable and resilient city by encouraging development to maximise efficient use of energy and minimise greenhouse gas emissions.

The proposed development responds to these clauses as it will support the increase of housing within an established area of Pakenham, with Pakenham's commercial centre and train station located approximately 1 kilometre south east, Princes Freeway approximately 2 kilometres to the south, and selection of reserves and public open space areas within approximately 300 metres of the development site.

The proposal is also considered consistent with the sustainability and energy efficiency objectives of the Planning Scheme, with the plans maximising the northern orientation of the proposed dwellings and associated private open spaces, and including large areas for landscaping and permeability

The subject site is also identified with the Pakenham Structure Plan (2017) and forms part of the Activity Centre of Pakenham. The proposal is generally consistent with the vision of this document through a mixed-purpose proposal that facilitates greater urban density and prioritises a pedestrian focused environment.

Mixed Use Zone

The Mixed Use Zone seeks to encourage higher density land use through a mixture of residential, commercial and industrial uses that complement the functionality of an urban centre while encouraging development that is responsive to the existing precinct and reflects the preferred character of the area.

While the use of the land for 10 dwellings and an office does not require a planning permit under the zone, a permit is required to construct two or more dwellings on a lot under Clause 32.04-6.

The decision guidelines of this overlay cover a number of matters, including:

- The objectives, standards and decision guidelines of Clause 55
- The Municipal Planning Strategy and the Planning Policy Framework
- The objectives set out in a schedule to this zone
- Any other decision guidelines specified in a schedule to this zone

The proposal reinforces the predominantly residential nature of the immediate area and supports housing growth in an area that is well served by infrastructure being located in walking distance to the commercial centre of Pakenham.

A summary of the assessment against the requirements of Clause 55 was provided, with the proposal meeting all relevant objectives.

Development Contributions Plan Overlay – Schedule 1

The Development Contributions Plan Overlay identifies areas which require the preparation of a development contributions plan for the purpose of levying contributions for the provision of works, services and facilities before development can commence.

Pursuant to Clause 45.06-1, a permit granted must:

- Be consistent with the provisions of the relevant development contributions plan; and
- Include any conditions required to give effect to any contributions or levies imposed, conditions or requirements set out in the relevant schedule to this overlay.

A condition requiring the payment of this contribution will be placed on any planning permit

Special Building Overlay

The Special Building Overlay identifies land in urban areas that is prone to inundation by overland flows from the urban drainage system and ensures development maintains the free passage and temporary storage of floodwaters to avoid any significant rise in flood level or flow velocity.

As part of the application process, the proposal has been referred to the relevant floodplain management authority (Melbourne Water) who do not object to the proposal, subject to conditions.

In addition, the application has been referred to the Engineering Department who have no objection, subject to the appropriate management of storm water and creation of a Storm Water Detention System on-site to ensure the any overflows are kept to pre-development levels.

Clause 52.06 Car Parking

The purposes of Clause 52.06 include the need to ensure the provision of an appropriate number of car parking spaces having regard to the activities on the land and to ensure that car parking does not adversely affect the amenity of the locality.

The proposal consists of 5 two-bedroom dwelling, 4 three-bedroom dwellings and 1 four-bedroom dwelling. Pursuant to Clause 52.06-5, dwellings with three bedrooms are required to provide a minimum of two car parking spaces while dwellings with less than three bedrooms must provide a minimum of one. 1 visitor space is also required to be provided to every 5 dwellings.

All parking associated with the dwellings is met with single garages and tandem spaces provided for all ten dwellings. Visitor spaces are also provided on-site with one space allocated within the frontage to dwelling 1 (and Office) while the other is positioned within the frontage to dwelling 5, both off Main Street.

The application was referred to Council's traffic engineering department have no objection to the application providing the visitor spaces along Main Street are removed from the proposal and provision of two 'indented bays' along the frontage to Snodgrass Street are provided where street parking is currently not permitted.

The office measures 66.5 square metres and requires provision for two car spaces on the subject site. No parking is provided for this component, and therefore a waiver of two spaces is sought. This waiver, in addition to the removal of two visitor spaces totals a four-space reduction for the development. The following points justify the reduction:

- The development is located in close proximity to local services, amenities and public transport options (within 1000 metres of the centrally activity area)
- The Mixed Use Zoning of the land encourages greater densities and more efficient use of land
- The proposal has over 100 metres of street frontage across both streets where street parking is permitted along Main Street.
- The office is identified as an ancillary component to the dwelling development with the intention for it to be used only on an intermittent basis
- A condition will be placed on the permit to construct two indented car bays along Snodgrass Street to help offset the waived spaces

The development also complies with all relevant design standards of Clause 52.06-9, which covers matters such as access way widths and car park space sizes.

Objections

The application was advertised by sending notices to the owners and occupiers of adjoining land and placing two (2) signs on site facing Main and Snodgrass Streets. Council has received four (4) objections to date.

The key issues and themes that were raised in the objections and a response is to each is provided below:

- The traffic generation and safety issues will exacerbate existing issues around the town centre

The majority of spaces are contained within the site, the impact to road congestion through overflow parking will be managed and the likely traffic to be generated as a result of the development is modest and in line with the intensification encouraged by the Pakenham Structure Plan and Mixed Use Zone. It is noted the development site forms part of the Pakenham Activity Centre and therefore land use intensification is encouraged and to be expected, with this proposal likely to generate a very measured increase in vehicle movement to the area.

All crossovers to be created will be conditioned to meet traffic requirements and are suitably positioned away from any blind areas along Snodgrass Street.

- Limited street parking availability and lack of parking provided on-site

The application has been referred to Council's Traffic Department who have no objection to the proposal. It is recognised that most car spaces generated from this development will be provided on-site. Of the spaces that are to be waived, these are directly associated with the office on the ground level of unit #1 and removal of visitor spaces. While the office requires two car spaces, the intention of the office is for the processing and support of people living within the development and therefore will only be used on an ad-hoc basis with no ongoing car spaces required. The two further visitor spaces to be sought for a waiver will be partially offset through construction of two indented car spaces along Snodgrass Street where there is currently no on-street parking permitted. These spaces will have no impact to the flow of traffic through the street given the nature of indented bays. The creation of these spaces is considered surplus given the development is not created with a private driveway/road and therefore provides a large street frontage for visitor parking when needed.

- Amenity issues related to the unit construction

This is not a planning consideration and an unavoidable product of land development. All construction will need to comply with appropriate EPA guidelines and local laws.

- Drainage concerns relating to the overflow from Pakenham Creek

Underground drainage is available at this site and a stormwater detention system to reduce flows to pre-development levels will be a condition of the permit. This will ensure any excessive stormwater generated on the site will be suitable managed and contained.

- Visual appeal of proposal which is inconsistent with the area

The design provides a mixture of dwelling sizes and varied design that will complement the evolving character along Main Street. The design is outward facing to the street to positively contribute to the streetscape with a use of modern materials and finishes consistent with the intended revitalisation of the centre

Cardinia Shire's Liveability Plan 2017-2029

Cardinia Shire's Liveability Plan has been developed to provide a clear framework for public health planning within the Shire, and it has a number of goals and actions relating to policy domains that include active travel, education, employment and housing. The application is considered consistent with this Plan as it supports an increase of housing and alternative housing types in close proximity to employment, transport, education and services.

Clause 65 Decision Guidelines

The proposal is consistent with the SPPF and LPPF, the purpose of the zone and is consistent with the orderly planning of the area and not expected to have any unreasonable impact on the amenity of the surrounding area.

CONCLUSION

Having regard to the above, it is considered that the proposal is consistent with the Cardinia Planning Scheme. It is recommended that a Notice of Decision to grant Planning Permit T180360 be issued for the

construction of ten (10) dwellings, an office and associated reduction in car parking requirements at 6-8 and 10 Main Street, Pakenham VIC 3810 subject to the following conditions:

CONDITIONS

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale and fully dimensioned. The plans must be generally in accordance with the plans submitted with the application but modified to show:

Development Plans:

- a. Deletion of the two visitor spaces and associated crossovers shown on page 1 of the development plans and include two indented car bays within the western road reservation of Snodgrass Street
- b. Amend the plans in accordance with condition 21

Landscape Plan:

- c. A landscape plan prepared by a person suitably qualified and experienced in landscape design. The plan must be drawn to scale with dimensions and show the following:
 - i. A survey (including botanical names) of all existing vegetation (including street trees) to be retained and/or removed.
 - ii. Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary, including street trees.
 - iii. Details of surface finishes of pathways and driveways.
 - iv. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - v. Landscaping and planting within all open areas of the subject land, including front setbacks to all units, rear private open space and the common property area to the rear of the units
 - vi. Amenity trees (minimum two metres tall when planted) in the following areas:
 - Front corner setback of unit 6. Tree should be upright in form and grow to a minimum 6m tall
 - vii. Rear open space to include screening to the fence and a minimum 2 canopy trees (minimum two metres tall when planted) growing to a mature height of at least 6m to provide shade and amenity to this area.

All species selected must be to the satisfaction of the Responsible Authority and should be drought tolerant and proven hardy cultivars suitable to the local conditions. Plantings are not to impact site lines for vehicles or pedestrians

2. Before the development starts, drainage plans must be submitted to and approved by the Responsible Authority. The plans must show the provision of a stormwater detention system. The stormwater detention system will become the responsibility of the property owner or body corporate to maintain to the satisfaction of the Responsible Authority.

Note: As the development has an impervious ratio greater than 35%, the developer shall engage the services of a suitably experienced Engineer to design a stormwater detention system that will reduce the intensity of the storm water discharge entering Council's drainage system, i.e.: a detention system. The storm water detention system shall provide for the same five (5) year ARI peak discharge as that for a standard house lot with no storm water detention. A standard house lot is

assumed to have a fraction impervious area of 35%. Calculations and a plan shall be submitted to Council for approval prior to construction. The storm water detention system must be constructed prior to the occupation of the proposed development

3. Prior to a building permit being issued under the *Building Act 1993*, a cash contribution to the satisfaction of the Responsible Authority must be provided for the provision or augmentation of public infrastructure in accordance with the relevant approved Development Contribution Plan.
4. Before the development starts a fee of \$375.00 per tree must be paid to the Responsible Authority for the replacement of the existing street trees along Main St (1) and Snodgrass St (1) if they are identified to be removed or impacted by the development. This fee will be used to replace and maintain the trees by Council contractors as part of the surrounding streetscape in the next planting season. Alternatively, if trees are to be retained during construction, before development starts, Tree Protection Zones/s must be placed around existing street trees. The Tree Protection Zone/s must remain in place until the completion of any works hereby approved. No vehicular or pedestrian access, trenching or soil excavation is to occur within the Tree Protection Area without the written consent of the Responsible Authority. No storage or dumping of tools, equipment or waste is to occur within the Tree Protection Area
5. Before the development is occupied any redundant existing vehicle crossing must be removed and the nature strip and kerb and channel reinstated at the cost of the owner and to the satisfaction of the Responsible Authority
6. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
7. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
8. The development must not be occupied until the following works have been completed to the satisfaction of the Responsible Authority:
 - a. The premises are connected to a reticulated water supply, sewerage, drainage and underground electricity to the requirements of the relevant servicing authority.
 - b. Power and telephone lines to all new dwellings must be placed underground from the main point of service supplied by the relevant authority outside the boundaries of the subject land.
 - c. A bin storage area must be provided for each dwelling and must be located so as not to be detrimental to the visual amenity of the neighbourhood.
 - d. A mail box must be provided to the satisfaction of the Responsible Authority and Australia Post.
 - e. A clothesline must be provided for each dwelling and must be located so as not to be detrimental to the visual amenity of the neighbourhood.
 - f. Lighting must be provided near the front entrance of each dwelling.
 - g. The landscaping works shown on the endorsed plans must be carried out and completed.
 - h. Residential standard concrete vehicle crossing/s as shown on the approved plans must be constructed to the approval and satisfaction of the Responsible Authority
 - i. All proposed areas set aside on the approved plan/s for access, circulation and car parking must be constructed with concrete, asphalt or other approved hard surfacing material, drained and the parking areas delineated to the satisfaction of the Responsible Authority. Once constructed, these areas must be maintained to the satisfaction of the Responsible Authority
9. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.
10. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties

11. Stormwater must not be discharged from the subject land other than by means of an underground pipe drain discharged to an outlet in the street or to an underground pipe drain to the satisfaction of the Responsible Authority
12. Before the development commences, a site drainage plan must be submitted to and approved by the Responsible Authority that includes all proposed buildings, access, circulation and parking areas.
13. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the Responsible Authority.
14. Sediment control measures must be undertaken during construction to the satisfaction of the Responsible Authority to ensure that the development subject land is adequately managed in such a way that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the stormwater drainage system
15. Before the development is occupied or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority
16. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and used for no other purpose. Any dead, diseased or damaged plants are to be replaced
17. The exterior colour and cladding of the development must not result in any adverse visual impact on the environment of the area and all external cladding and trim of the building, including the roof, must be of a non-reflective nature.
18. The dimensions and layout of the proposed access and parking areas must be in accordance with the requirements of Clause 52.06 of the Cardinia Planning Scheme.
19. All residential waste must be stored within the specified bin storage area for each dwelling. Garbage bins are to be placed on the street for collection in a tidy manner on the appropriate waste collection day for the area.
20. Any external lighting must be designed, baffled and located so as to not detrimentally affect the adjoining land to the satisfaction of the Responsible Authority

Melbourne Water Conditions:

21. Prior to the endorsement of plans, amended plans must be submitted to Council and Melbourne Water addressing Melbourne Water's conditions. Plans must be submitted with surface and floor levels to Australian Height Datum (AHD) and must be modified to show:
 - j. Finished floor levels of units 1,2 and 3 must be set no lower than 37.38 metres to AHD.
 - k. b) Finished floor levels of units 4,5,6,7,8 and 9 must be set no lower than 37.2 metres to AHD.
 - l. Finished floor levels of unit 10 must be set no lower than 37.05 metres to AHD.
 - m. Finished floor levels of the garages for units 8, 9 must be set no lower than 37.05 metres to AHD.
 - n. Finished floor levels of the garage for unit 10 must be set no lower than 36.9 metres to AHD.
22. Units 1, 2 and 3 must be constructed with finished floor levels set no lower than 37.38 metres to Australian Height Datum, which is 300mm above the applicable flood level of 37.08m to AHD.
23. Units 4, 5, 6, 7, 8 and 9 must be constructed with finished floor levels set no lower than 37.2 metres to Australian Height Datum, which is 300mm above the applicable flood level of 36.9m to AHD
24. Unit 10 must be constructed with finished floor levels set no lower than 37.05 metres to Australian Height Datum, which is 300mm above the applicable flood level of 36.75m to AHD.

25. The garages for units 1, 2 and 3 must be constructed with finished floor levels set no lower than 37.23 metres to Australian Height Datum, which is 150mm above the applicable flood level of 37.08m to AHD.
26. The garages for units 4, 5, 6, 7, 8 and 9 must be constructed with finished floor levels set no lower than 37.05 metres to Australian Height Datum, which is 150mm above the applicable flood level of 36.9m to AHD.
27. The garage for unit 10 must be constructed with finished floor levels set no lower than 36.9 metres to Australian Height Datum, which is 150mm above the applicable flood level of 36.75m to AHD.
28. The building/structure including footings, eaves etc. must be set a minimum 3.0 metres laterally clear of the title boundary which borders the drainage reserve.
29. Prior to the issue of an Occupancy Permit, a certified survey plan, showing finished floor levels (as constructed) reduced to the Australian Height Datum, must be submitted to Melbourne Water to demonstrate that the floor levels have been constructed in accordance with Melbourne Water's requirements

Expiry:

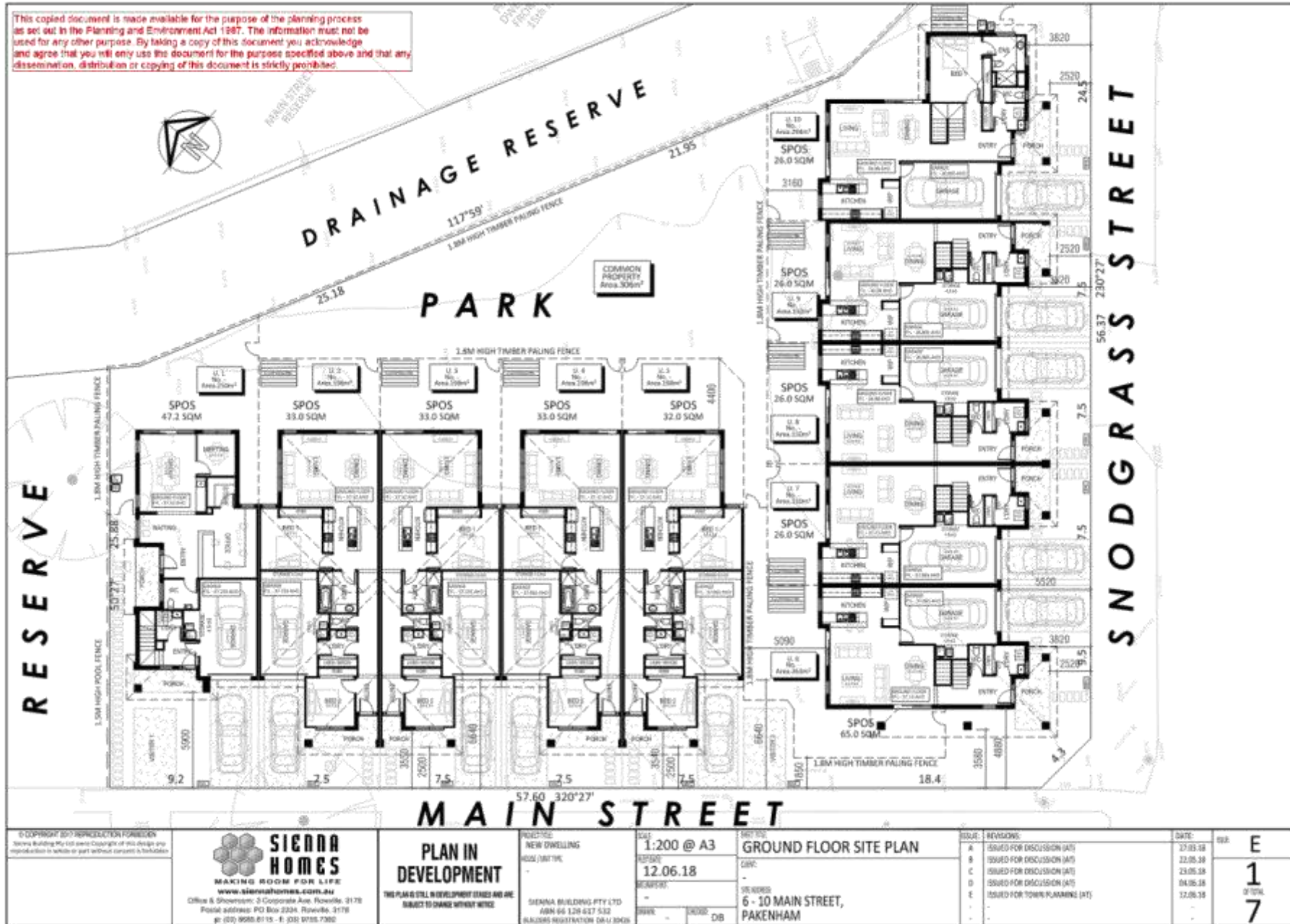
This permit for development will expire if:

- a) The development is not started within **two (2) years** of the date of this permit.
- b) The development is not completed within **four (4) years** of the date of this permit.

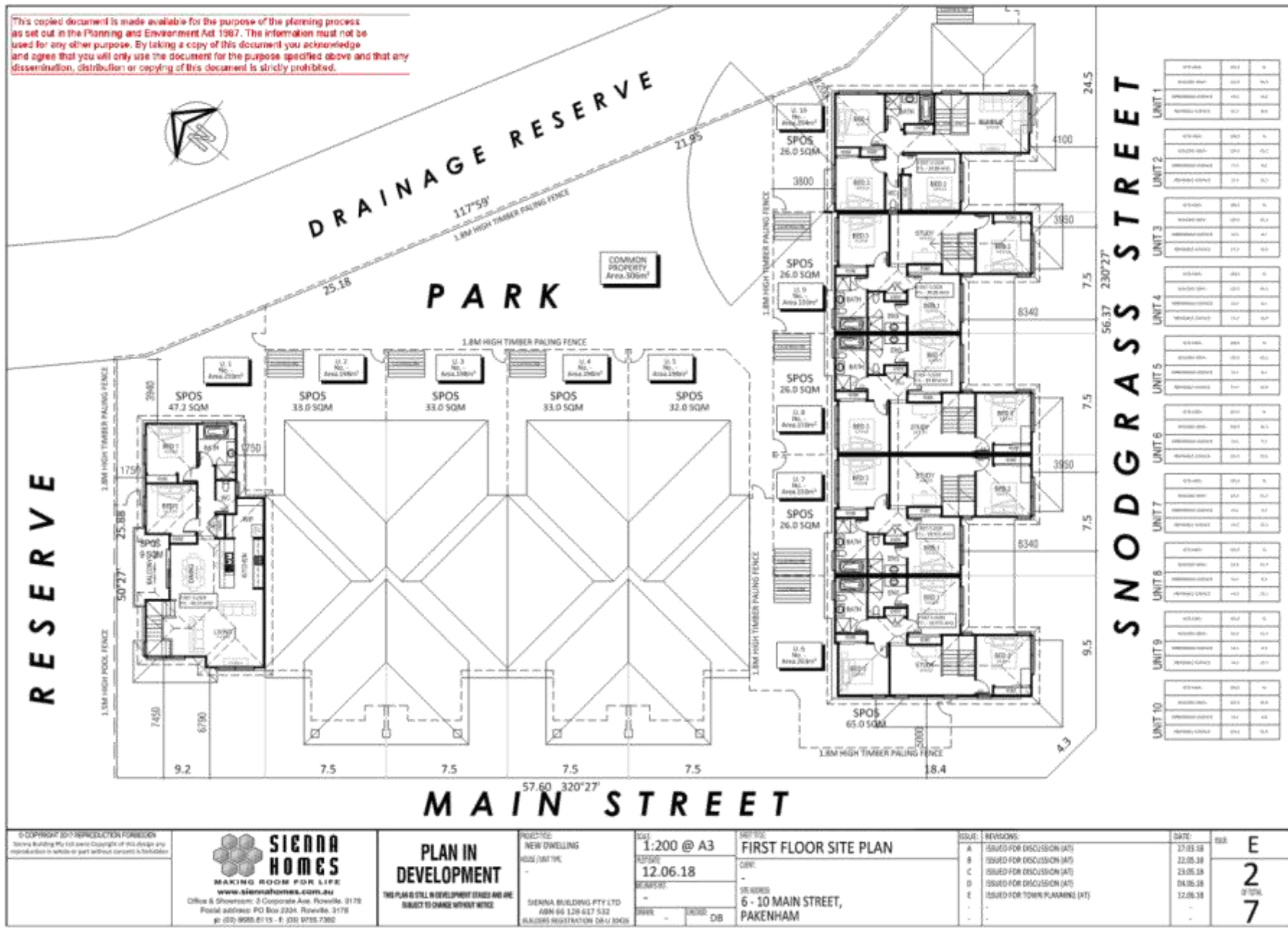
In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

Notes:

- A 'Vehicle Crossing Permit' must be obtained from Council prior to the commencement of any works associated with the proposed vehicle crossing.
- A Building Permit may be required for this development. To obtain a building permit you will need to contact a registered building surveyor.



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 p: (03) 9598 6115 - f: (03) 9185 7382

PLAN IN DEVELOPMENT
 THIS PLAN IS STILL IN DEVELOPMENT STAGES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

PROJECT: NEW DWELLING
 HOUSE/UNIT TYPE: -
 SCALE: 1:200 @ A3
 REPORT DATE: 12.06.18
 DRAWN: -
 CHECKED: DB


SHEET NO: FIRST FLOOR SITE PLAN
 SHEETS: 6 - 10 MAIN STREET, PAKENHAM

| ISSUE | REVISIONS | DATE |
|-------|-------------------------------|----------|
| A | ISSUED FOR DISCUSSION (AT) | 17.05.18 |
| B | ISSUED FOR DISCUSSION (AT) | 22.05.18 |
| C | ISSUED FOR DISCUSSION (AT) | 23.05.18 |
| D | ISSUED FOR DISCUSSION (AT) | 04.06.18 |
| E | ISSUED FOR TOWN PLANNING (AT) | 12.06.18 |
| - | - | - |
| - | - | - |

| DATE | REV |
|----------|---------|
| 17.05.18 | E |
| 22.05.18 | 2 |
| 23.05.18 | 7 |
| 04.06.18 | 0 TOTAL |
| 12.06.18 | |
| - | |

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PLAN IN DEVELOPMENT

THIS PLAN IS STILL IN DEVELOPMENT STAGES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

PROJECT: NEW DWELLING
NO.1/101/196
-
SIENNA BUILDING PTY LTD
ABN 66 128 617 532
BLANDING REGISTRATION OR-LU 1008

SCALE: 1:200 @ A3
DATE: 12.06.18
DRAWN: -
CHECKED: DB

SHEET TITLE: ELEVATIONS
DATE: 12.06.18
SCALE: 1:200
PROJECT: 6 - 10 MAIN STREET, PAKENHAM

| ISSUE | REVISIONS | DATE |
|-------|-------------------------------|----------|
| A | ISSUED FOR DISCUSSION (AT) | 17.03.18 |
| B | ISSUED FOR DISCUSSION (AT) | 22.05.18 |
| C | ISSUED FOR DISCUSSION (AT) | 04.06.18 |
| D | ISSUED FOR DISCUSSION (AT) | 12.06.18 |
| E | ISSUED FOR TOWN PLANNING (AT) | - |
| - | - | - |

E
3
OF TOTAL
7

Pamela <smileypjb@yahoo.com.au>

Cardinia Shire Council

Re: Planning Permit T180360 6-8 & 10 Main Street Pakenham.

I wish to submit my objection for building 10 Units on the above mentioned site. My one main concern is traffic congestion and traffic accidents.

For the last 5 years,(30 years in Pakenham in total) my son and I have rented the property at 12 Main Street Pakenham. Over this time, I have observed minor accidents and near misses (one as recently as last week) in the Main St and Snodgrass St area.

My understanding of the registered plans for the units, is that they will all have their own driveway, 5 on Main Street and 5 on Snodgrass Street. So many cars come from the Princes Hwy and turn left in to Main Street that having these driveways, near one of the busiest intersections in Pakenham, will cause more chaos.

The other 5 driveways will also be close to a sharp bend on Snodgrass Street, where the vision is slightly blinded. Cars can come around the corner very fast and on the wrong side of the road. Also, a lot of Learner Drivers use this street all day long. There is already The Youth Centre and Child Care Centre traffic to deal with.

It would have been much safer if the units were to have been designed with one central driveway for all units.

On a personal note, my adult son and I have been diagnosed with various health issues. Because of his different medical problems he needs sleep at all different times of the day and night. The construction noise will cause us more stress and make our problems worse. I'll have to contend coming out of my driveway watching for Main St, Snodgrass St **and** an extra 5 driveways in such a small area.

As it is now, it's so nice to see the grass and trees as you come in to the Main Street of our town. There isn't a lot of grass in the centre of Pakenham anymore.

Regards

Pamela Blundell
12 Main Street
Pakenham 3810

Mary Ann West <maryannphil@hotmail.com>

Attention-Planning Dept

I write to object to application T180360, in the twenty years since I purchased my unit I have seen a lot of changes in the area, some good some bad.

The flow of traffic in and out of Main St via McGregor Rd, has become a nightmare, not just for a person in a vehicle to join the carriageway via their driveway, a pedestrian has to take their life in their own hands just to cross the road as motorists grapple for the best position to exit Main St. During a recent door knock visit by the local member Brian Paynter I asked him if there was anything in the pipework's the State Government might do to help, he agreed that both Snodgrass St and Main St had become a nightmare, acknowledging he and many other long term locals avoid the area like the plague!-Doesn't this impact on the numbers visiting our commercial areas?

A trip around the recently built townhouses / dwellings in the area shows that there seems to be upwards of 4 not 2 cars per dwelling, the garage space is generally used for the overflow of household items, and the rest of the motor vehicles are parked in the street, this is already the case in Snodgrass St., as extra dwellings have been built with very little parking.

The parents of school children park daily in Main St, to pick up their children to avoid the congestion in The Avenue and McGregor Rd, parking is at a premium along this strip, we even have buses parked out the front of our place for extended periods.

Realistically, with twenty six bedrooms coupled with the need to sub-lease to cover costs you are looking at the potential to be trying to park up to 52 cars.

I believe the above is a small sample of the future problems we will face should this permit be approved, furthermore we already have cars parked illegally during the day making it very difficult to access my own property, this would only increase with more high density housing.

At the moment once the shops and businesses close our area is quite & peaceful -this will go by the wayside if people are still looking for car parking where minimum space is available, throughout the night.

Regards

Mary Ann West
U 1/ 3 Main St.,
Pakenham

jennifer joy day joyday3000@gmail.com

To whom it may concern,

As owner of unit 3, 3 Main street, Pakenham please consider the following concerns / objections.....

Not enough parking is provided now, let alone more parking required for the planned buildings. Occupants of dwellings often have more than one car and then there is also their 3 or more visitors vehicles to provide parking for.

Already persons from the 5 units at 3 Main street have trouble exiting from the driveway due to traffic congestion. There are too many cars parked in Main Street and this makes it dangerous for people hoping to cross the road on foot or exiting from our units.

I believe you are not transparent.....who is going to live there? How many?

Why is there an office?

With 30 years of ownership of my property I advise that flooding has nearly occurred on some occasions when the creek overflowed or nearly overflowed.

All of that surrounding area is very water saturated in wet periods. What provision is being made for extra drainage?

Jennifer Joy Day

andrew cook <cookie_sg1@hotmail.com>

T180360 6-10 main st Pakenham

Andrew Cook 8 Snodgrass st Pakenham

1. Once finish there will not enough room for car parking in both Snodgrass and main.
2. Will make Snodgrass a dangerous st
3. 10 tin box and a office does not fit in with the sounding buildings and lifestyles.
4. Four duellings will fit in.
5. This is a already established area. And its the entrance to the town centre and it make it look ugly 6.
That many home and office with no car parking it will effect the traffic flow and make it worse

1. This will affect me because it make turning into Snodgrass st even more dangerous and theres no parking on the left hand side of Snodgrass untill you go around two bends. And will make it harder to home sometimes and it will affect the traffic flow

Sent from my iPhone

1 DEVELOPMENT OF THE LAND FOR TEN (10) DWELLINGS, AN OFFICE AND WAIVER OF CAR PARKING, 6-8, 10 MAIN STREET, PAKENHAM

Moved Cr J Owen Seconded Cr G Moore

That a Notice of Decision to Grant Planning Permit T180360 be issued for the development of the land for ten (10) dwellings, an office and associated waiver of car parking requirements at 6-8 & 10 Main Street, Pakenham VIC 3810 subject to the following conditions:

CONDITIONS

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale and fully dimensioned. The plans must be generally in accordance with the plans submitted with the application but modified to show:

Development Plans:

- a. Deletion of the two visitor spaces and associated crossovers shown on page 1 of the development plans and include two indented car bays within the western road reservation of Snodgrass Street
- b. Amend the plans in accordance with condition 21

Landscape Plan:

- c. A landscape plan prepared by a person suitably qualified and experienced in landscape design. The plan must be drawn to scale with dimensions and show the following:
 - i. A survey (including botanical names) of all existing vegetation (including street trees) to be retained and/or removed.
 - ii. Buildings and trees (including botanical names) on neighbouring properties within three metres of the boundary, including street trees.
 - iii. Details of surface finishes of pathways and driveways.
 - iv. A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - v. Landscaping and planting within all open areas of the subject land, including front setbacks to all units, rear private open space and the common property area to the rear of the units
 - vi. Amenity trees (minimum two metres tall when planted) in the following areas:
 - Front corner setback of unit 6. Tree should be upright in form and grow to a minimum 6m tall
 - vii. Rear open space to include screening to the fence and a minimum 2 canopy trees (minimum two metres tall when planted) growing to a mature height of at least 6m to provide shade and amenity to this area.

All species selected must be to the satisfaction of the Responsible Authority and should be drought tolerant and proven hardy cultivars suitable to the local conditions. Plantings are not to impact site lines for vehicles or pedestrians

2. Before the development starts, drainage plans must be submitted to and approved by the Responsible Authority. The plans must show the provision of a stormwater detention system. The stormwater detention system will become the responsibility of the property owner or body corporate to maintain to the satisfaction of the Responsible Authority.

Note: As the development has an impervious ratio greater than 35%, the developer shall engage the services of a suitably experienced Engineer to design a stormwater detention system that will reduce the intensity of the storm water discharge entering Council's drainage system, i.e.: a detention system. The storm water detention system shall provide for the same five (5) year ARI peak discharge as that for a standard house lot with no storm water detention. A standard house lot is assumed to have a fraction impervious area of 35%. Calculations and a plan shall be submitted to Council for approval prior to construction. The storm water detention system must be constructed prior to the occupation of the proposed development

3. Prior to a building permit being issued under the *Building Act 1993*, a cash contribution to the satisfaction of the Responsible Authority must be provided for the provision or augmentation of public infrastructure in accordance with the relevant approved Development Contribution Plan.
4. Before the development starts a fee of \$375.00 per tree must be paid to the Responsible Authority for the replacement of the existing street trees along Main St (1) and Snodgrass St (1) if they are identified to be removed or impacted by the development. This fee will be used to replace and maintain the trees by Council contractors as part of the surrounding streetscape in the next planting season. Alternatively, if trees are to be retained during construction, before development starts, Tree Protection Zones/s must be placed around existing street trees. The Tree Protection Zone/s must remain in place until the completion of any works hereby approved. No vehicular or pedestrian access, trenching or soil excavation is to occur within the Tree Protection Area without the written consent of the Responsible Authority. No storage or dumping of tools, equipment or waste is to occur within the Tree Protection Area
5. Before the development is occupied any redundant existing vehicle crossing must be removed and the nature strip and kerb and channel reinstated at the cost of the owner and to the satisfaction of the Responsible Authority
6. The development as shown on the endorsed plans must not be altered without the written consent of the Responsible Authority.
7. Once the development has started it must be continued and completed to the satisfaction of the Responsible Authority.
8. The development must not be occupied until the following works have been completed to the satisfaction of the Responsible Authority:
 - a. The premises are connected to a reticulated water supply, sewerage, drainage and underground electricity to the requirements of the relevant servicing authority.
 - b. Power and telephone lines to all new dwellings must be placed underground from the main point of service supplied by the relevant authority outside the boundaries of the subject land.
 - c. A bin storage area must be provided for each dwelling and must be located so as not to be detrimental to the visual amenity of the neighbourhood.
 - d. A mail box must be provided to the satisfaction of the Responsible Authority and

Australia Post.

- e. A clothesline must be provided for each dwelling and must be located so as not to be detrimental to the visual amenity of the neighbourhood.
 - f. Lighting must be provided near the front entrance of each dwelling.
 - g. The landscaping works shown on the endorsed plans must be carried out and completed.
 - h. Residential standard concrete vehicle crossing/s as shown on the approved plans must be constructed to the approval and satisfaction of the Responsible Authority
 - i. All proposed areas set aside on the approved plan/s for access, circulation and car parking must be constructed with concrete, asphalt or other approved hard surfacing material, drained and the parking areas delineated to the satisfaction of the Responsible Authority. Once constructed, these areas must be maintained to the satisfaction of the Responsible Authority
9. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.
 10. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties
 11. Stormwater must not be discharged from the subject land other than by means of an underground pipe drain discharged to an outlet in the street or to an underground pipe drain to the satisfaction of the Responsible Authority
 12. Before the development commences, a site drainage plan must be submitted to and approved by the Responsible Authority that includes all proposed buildings, access, circulation and parking areas.
 13. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the Responsible Authority.
 14. Sediment control measures must be undertaken during construction to the satisfaction of the Responsible Authority to ensure that the development subject land is adequately managed in such a way that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the stormwater drainage system
 15. Before the development is occupied or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority
 16. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and used for no other purpose. Any dead, diseased or damaged plants are to be replaced
 17. The exterior colour and cladding of the development must not result in any adverse visual impact on the environment of the area and all external cladding and trim of the building, including the roof, must be of a non-reflective nature.
 18. The dimensions and layout of the proposed access and parking areas must be in accordance with the requirements of Clause 52.06 of the Cardinia Planning Scheme.
 19. All residential waste must be stored within the specified bin storage area for each dwelling. Garbage bins are to be placed on the street for collection in a tidy manner on the appropriate waste collection day for the area.
 20. Any external lighting must be designed, baffled and located so as to not detrimentally affect the adjoining land to the satisfaction of the Responsible Authority

Melbourne Water Conditions:

21. Prior to the endorsement of plans, amended plans must be submitted to Council and Melbourne Water addressing Melbourne Water's conditions. Plans must be submitted with surface and floor levels to Australian Height Datum (AHD) and must be modified to show:
 - j. Finished floor levels of units 1,2 and 3 must be set no lower than 37.38 metres to AHD.
 - k. b) Finished floor levels of units 4,5,6,7,8 and 9 must be set no lower than 37.2 metres to AHD.
 - l. Finished floor levels of unit 10 must be set no lower than 37.05 metres to AHD.
 - m. Finished floor levels of the garages for units 8, 9 must be set no lower than 37.05 metres to AHD.
 - n. Finished floor levels of the garage for unit 10 must be set no lower than 36.9 metres to AHD.
22. Units 1, 2 and 3 must be constructed with finished floor levels set no lower than 37.38 metres to Australian Height Datum, which is 300mm above the applicable flood level of 37.08m to AHD.
23. Units 4, 5, 6, 7, 8 and 9 must be constructed with finished floor levels set no lower than 37.2 metres to Australian Height Datum, which is 300mm above the applicable flood level of 36.9m to AHD
24. Unit 10 must be constructed with finished floor levels set no lower than 37.05 metres to Australian Height Datum, which is 300mm above the applicable flood level of 36.75m to AHD.
25. The garages for units 1, 2 and 3 must be constructed with finished floor levels set no lower than 37.23 metres to Australian Height Datum, which is 150mm above the applicable flood level of 37.08m to AHD.
26. The garages for units 4, 5, 6, 7, 8 and 9 must be constructed with finished floor levels set no lower than 37.05 metres to Australian Height Datum, which is 150mm above the applicable flood level of 36.9m to AHD.
27. The garage for unit 10 must be constructed with finished floor levels set no lower than 36.9 metres to Australian Height Datum, which is 150mm above the applicable flood level of 36.75m to AHD.
28. The building/structure including footings, eaves etc. must be set a minimum 3.0 metres laterally clear of the title boundary which borders the drainage reserve.
29. Prior to the issue of an Occupancy Permit, a certified survey plan, showing finished floor levels (as constructed) reduced to the Australian Height Datum, must be submitted to Melbourne Water to demonstrate that the floor levels have been constructed in accordance with Melbourne Water's requirements

Expiry:

This permit for development will expire if:

- a) The development is not started within **two (2) years** of the date of this permit.
- b) The development is not completed within **four (4) years** of the date of this permit.

In accordance with Section 69 of the *Planning and Environment Act 1987*, an application may be submitted to the Responsible Authority for an extension of the periods referred to in this condition.

Notes:

- A 'Vehicle Crossing Permit' must be obtained from Council prior to the commencement of any works associated with the proposed vehicle crossing.
- A Building Permit may be required for this development. To obtain a building permit you will need to contact a registered building surveyor.

Cd.

GENERAL REPORTS

2 PETITION - AGL GAS PIPELINE

FILE REFERENCE INT1853237

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Doug Evans

RECOMMENDATION

That Council note the petition regarding the AGL Crib Point to Pakenham High Pressure Gas Pipeline and advise the lead petitioner that it is Council's preference that the pipeline follows road reserves and existing easements to minimise the effect on farming land and communicate this to local State Members of Parliament.

Attachments

Nil.

EXECUTIVE SUMMARY

To consider a petition previously presented to the Victorian Legislative Assembly raising concern with the proposed Crib Point to Pakenham High Pressure Gas Pipeline.

The prayer of the petition reading:

We, the undersigned, call on the Legislative Assembly of Victoria to reject the pipeline alignment proposed by AGL for its Crib Point to Pakenham High Pressure Gas Pipeline and that the alternate pipeline design put forward by residents and food growers be adopted by AGL for its pipeline, for the following reasons:

- 1. The risk to valuable high production agricultural land, which forms a substantive part of Melbourne's food bowl.*
- 2. The potential risk of a significant event (leak, explosion or fire) which would compromise human and food safety.*
- 3. Negative impacts on farming enterprises and therefore local employment and other businesses dependent on the farming enterprises.*
- 4. Disruption to private landowners and the environment.*
- 5. Destruction of endangered species habitat (e.g. Southern Brown Bandicoot).*
- 6. The landowner identified route makes better use of existing linear infrastructure, takes into consideration current and future land use considerations and community needs and has the least practical impact on landowners.*

BACKGROUND

AGL are proposing to install a floating gas storage facility at Crib Point that would be resupplied with Liquid Natural Gas (LNG) by ships from interstate and overseas. This gas import jetty is proposed to be connected by a pipeline to an existing gas pipeline in Pakenham that will be approx. 55kms long. It is the alignment of this pipeline that has raised concerns with the farming communities along the proposed alignment of the pipeline.

The petitioners have proposed an alternative alignment that does not impact on farmland to the extent that the AGL proposed alignment does.

In discussions with AGL Council has suggested that the pipeline alignment should follow existing road reserves and easement to minimise any impact of productive farmland along the proposed route.

The final alignment has not been decided at this stage.

POLICY IMPLICATIONS

NII

RELEVANCE TO COUNCIL PLAN

Supporting the petitioners in this matter is in keeping with the following Council Plan goals

- Ensure the planning of rural (green wedge) areas protects and enhances important agricultural, environmental, natural resource, infrastructure and recreational values.
- Manage agricultural land use by supporting farmers to utilise sustainable farming practises.
- Support our farmers and growing agricultural industry in adapting to the changing economy and climate.
- Identify innovative ways to value-add to the region's primary production and transportation.

CONSULTATION/COMMUNICATION

AGL Have undertaken local community consultation regarding the proposed alignment of the pipeline

FINANCIAL AND RESOURCE IMPLICATIONS

NII

CONCLUSION

It is considered appropriate for the Council to support the concerns raised by the petitioners and advise them that it is Council's preference that the pipeline follows road reserves and existing easements to minimise the effect on farming land.

2 PETITION - AGL GAS PIPELINE

Moved Cr G Moore Seconded Cr R Brown

That Council note the petition regarding the AGL Crib Point to Pakenham High Pressure Gas Pipeline and advise the lead petitioner that it is Council's preference that the pipeline follows road reserves and existing easements to minimise the effect on farming land and communicate this to local State Members of Parliament.

Cd.

3 PROPOSAL TO SELL LAND AND REMOVE RESERVE STATUS - CUMBERLAND DRIVE RESERVE, PAKENHAM

FILE REFERENCE INT1855461

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Fiona Shadforth

RECOMMENDATION

1. That Council commence the statutory procedures under Sections 189 and 223 of the Local Government Act 1989 and that Council publish a Notice in the local paper circulating in the area for Pakenham advising of a proposal to sell the land known as Reserve 3 PS 638885 Cumberland Drive Pakenham.
2. In the event of submissions being received, a Committee comprising of the Central Ward Councillors be appointed and the Chief Executive Officer be authorised to set the day, time and place for the hearing of such submissions;
3. In the event of no submissions being received, a report will be presented to Council to determine whether to proceed with the sale of the land.
4. That Council lodge a subdivision application to remove the reserve status.
5. That Council commence an expression of interest to offer the land for sale subject to statutory procedures being carried out.

Attachments

[1↓](#) Locality plan 1 Page

EXECUTIVE SUMMARY

Council owns the property known as Reserve 3 Cumberland Drive, Pakenham (Land) which was transferred into Council ownership in 2015 as part of the open space contribution associated with Blue Horizons Estate, Stage 14, and subdivision of land. The Land is considered to not be required for this use and as such is excess to Council requirements. Council's Community Strengthening team has identified this parcel as a potential site for use for a Community Housing project and should the Reserve Status be removed and a decision made to sell the Land, following the statutory procedures required under the Local Government Act 1989 (LGA) then the Land would be suitable for such use

BACKGROUND

Reserve 3 Cumberland Drive, as shown on the attached locality plan has been identified by Council's Community Strengthening team as land that would be suitable for the development of a disability housing facility. Research has indicated that the Land could accommodate a mix of one and two bedroom units to accommodate people with a disability, either in a single bedroom unit or a two bedroom unit to allow for the accommodation of support staff as well. A community hub could also be developed within the site to provide further support for the residents.

The Land was transferred to Council in 2015 as part of the subdivision of the residential area. It abuts IYU Recreational Reserve which is a large reserve currently being developed for Community use and provides adequate open space for this area. The Land is vacant undeveloped land. Further details of the Land are as follows:

Property particulars: Reserve 3 on PS 638885 and is more particularly described in Certificate of Title Volume 11609 Folio 913
Land area: 2953 square metres
Zone: General Residential Zone 1
Overlays: Development Contributions Plan Overlay - Schedule 1 (DCP01)

In order to consider the suitability of the sale of the Land, Council must carry out the statutory procedures under section 189 and 223 of the Local Government Act 1989, by giving public notice and considering all submissions received, before a decision is made in relation to the suitability of selling the Land.

Furthermore as the Land is a reserve on Title is it necessary prior to the sale of the Land, to remove the reserve status from the Land under Section 24 of the Subdivision Act 1988.

POLICY IMPLICATIONS

The State Government developed guidelines for the sale of Council land, known as “Local Government Best Practice Guidelines for the Sale and Exchange of Land” (the Guidelines). This document provides guidance for the sale of Council land but Council is not bound by the Guidelines. The Guidelines provide that all sales or transfers should be in the best interest of the community. Furthermore, the Guidelines propose that all sales should be by a market tested sales campaign. It is proposed that Council will carry out an expression of interest campaign to determine a suitable proponent that could purchase the Land and develop it to achieve the best outcome to deliver the proposed community housing project.

RELEVANCE TO COUNCIL PLAN

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

CONSULTATION/COMMUNICATION

Extensive consultation has been conducted within Council Business Units to establish the suitability of a proposal to sell the Land and to accommodate the proposed use and such a proposal has been endorsed.

It is proposed that Council will give public notice of the intention to sell the Land in accordance with section 189 and 223 of the Local Government Act 1989 (the Act) in the local paper circulating in this area and a notice on Council's website.

Any submission received following such public notice will be considered by a committee of Council.

FINANCIAL AND RESOURCE IMPLICATIONS

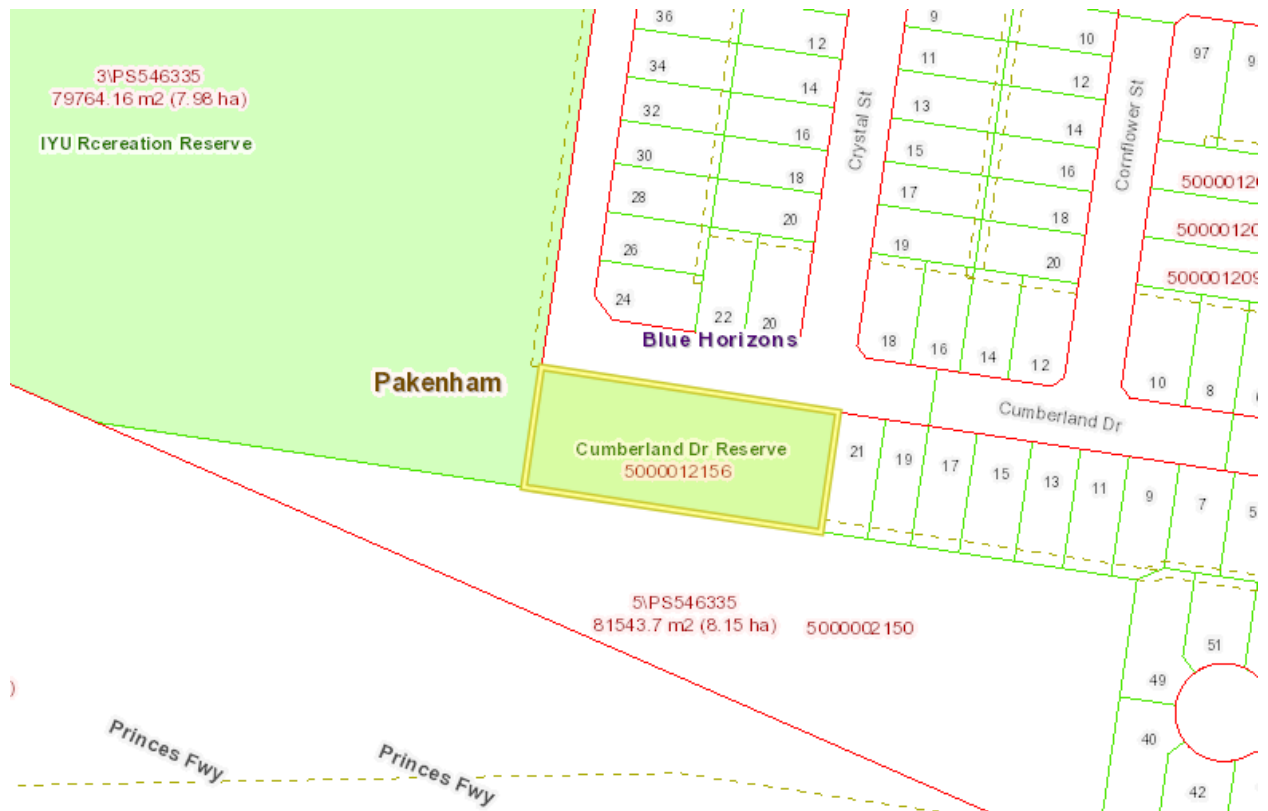
If a decision is made to proceed with the sale of the Land it is proposed that a market valuation of the Land be carried out and this will be factored into the decision making process, following an expression of interest. Council will also consider any community benefit derived by the sale of the

Land and the development of the project. All legal, marketing, valuation and survey costs will be covered as part of the sale of the Land.

CONCLUSION

Taking account of the current use of the Land and the proximity to IYU Reserve and the ongoing need for community housing within Pakenham it is recommended that Council explore the suitability of selling the Land, by commencing the statutory procedures to sell the land and proceeding with an expression of interest for the sale and development of the Land accordingly.

Cumberland Drive Reserve:



**3 PROPOSAL TO SELL LAND AND REMOVE RESERVE STATUS -
CUMBERLAND DRIVE RESERVE, PAKENHAM**

Moved Cr M Schilling Seconded Cr L Wilmot

1. That Council commence the statutory procedures under Sections 189 and 223 of the Local Government Act 1989 and that Council publish a Notice in the local paper circulating in the area for Pakenham advising of a proposal to sell the land known as Reserve 3 PS 638885 Cumberland Drive Pakenham.
2. In the event of submissions being received, a Committee comprising of the Central Ward Councillors be appointed and the Chief Executive Officer be authorised to set the day, time and place for the hearing of such submissions;
3. In the event of no submissions being received, a report will be presented to Council to determine whether to proceed with the sale of the land.
4. That Council lodge a subdivision application to remove the reserve status.
5. That Council commence an expression of interest to offer the land for sale subject to statutory procedures being carried out.

Cd.

4 ENVIRONMENTAL UPGRADE FINANCING (EUF) PROGRAM

FILE REFERENCE INT1855569

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Aruna Dias

RECOMMENDATION

That Council resolves to:

- Support participation and establish the Environmental Upgrade Financing Program,
- Appoint the Sustainable Melbourne Fund to administer and support the delivery of Environmental Upgrade Agreements.
- Delegate to the Chief Executive Officer the power to enter into an Environmental Upgrade Agreement on behalf of the Council and the power to declare and levy an environmental upgrade charge.

Attachments

- [1](#) Summary of Environmental Financing agreement 1 Page
[2](#) Instrument of Delegation to Chief Executive Officer 1 Page

EXECUTIVE SUMMARY

The Sustainable Melbourne Fund's Environmental Upgrade Financing (EUF) program offers accessible and affordable financing on environmental upgrades for the business community. An agreement between a property owner, a bank and local government is established to finance building upgrades that support direct environmental outcomes. The EUF program allows owners of commercial and industrial buildings and properties to access finance for energy, water and waste efficiency projects that will reduce operating costs and environmental impacts. The EUF agreements offer 100% project finance, very competitive interest rates and long-term financing schemes to businesses.

BACKGROUND

EUF agreement brings together a non-residential property owner, a financial institution and local government to facilitate building upgrades that improve the environmental performance of an existing building. EUF agreements address an important cash flow consideration typical in commercial property ownership. Council has received expressions of interest from Gumbuya Park, the VFF chicken meat President and a business in the Ranges ward, to participate in the EUF program. There are 18 other Councils participating in the program including Mornington Peninsula Shire and Greater Dandenong Council in the SECCCA. Participation in the Environmental Upgrade Financing program would come at no upfront cost to Council.



Where there are tenants leasing a property, EUF allows tenants to contribute to the costs of the upgrade and share in the benefits with the property owner. Unlike other alternative finance options, EUF agreements allow tenants to contribute financially to the project where it makes sense to do so and help shape the project to best suit their needs. By supporting the implementation of EUFs, Council will be taking steps towards assisting businesses in the Shire to access attractive financing towards improving their buildings and reducing the operational environmental footprint.

Key benefits of EUF Agreements include:

- Overcome structural and market barriers: Specifically the split-incentive barrier (between owners and tenants) by enabling the costs and benefits of an upgrade to be shared with the building occupiers. Building owners and tenants are able to pay back the loan while benefiting from lower operating costs of a more resource efficient building and plant. If ownership or tenancy rights change, the new owners take up the loan and repay it in addition to their rates. Without this system, businesses have a disincentive to invest in efficiency because they may move premises before paying off the loan.
- Low Cost Abatement: Upgrading buildings delivers savings on utility and/or waste disposal bills, driving down the overall cost to business while also reducing the impacts of climate change.
- Reduce Financial Risks: EUF Agreements unlock private investment in local communities. Consequently, there is negligible financial risk to Council's budget given the loan is secured on the property and repaid by the owner.
- Complementarity: EUF agreements can work with any grants/subsidies available for projects through local, state or federal government departments to enhance the business case for a building retrofit. As such, EUFs are a means of attracting further investment into local communities.

The Sustainable Melbourne Fund (SMF) designed and implemented the EUF program for the City of Melbourne, the first Australian municipality to offer EUFs. They are now the Third Party Administrator (TPA) for the EUF program, engaging actively with the finance and property sectors as a trusted intermediary for building owners.

The role of the Sustainable Melbourne Fund is to:

- Establish the EUF program for municipal government.
- Act as a trusted intermediary to implement the program on behalf of Council.
- Provide ongoing monitoring and reporting.

As of 9 September 2015 legislation passed by the State Government allowing all Victorian Councils to offer EUF agreements to their business community. EUF affords an excellent opportunity for Council to collaborate with businesses within the municipality to reduce their operating costs,

improve the asset value of commercial building stock and create more resource efficient enterprises.

POLICY IMPLICATIONS

The EUF program is directly in line with an action in the Aspirational Energy Transition Plan related to renewable energy financing, supporting energy efficiency and reducing greenhouse gas emissions amongst the business community. Furthermore, EUF provides an opportunity for Council to facilitate increased economic, employment and environmental outcomes throughout the municipality.

This program has the potential to help realise the vision of the Waste and resource recovery strategy (2017-26), which is to ".produce improved environmental benefits and amenity for our community. (Where) Council will collaborate with others in the region to advocate for and facilitate improved services and outcomes for our diverse and distinctive Shire."

RELEVANCE TO COUNCIL PLAN

3.3 Enhance 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 energy consumption and help the community to do likewise.

4.1 Increased business diversity in Cardinia Shire

- 4.1.2 Support the development of existing and new businesses within the shire.
- 4.3.3 Advocate for the delivery of small and large-scale projects that enhance and drive economic activity

CONSULTATION/COMMUNICATION

Internal consultation has taken place with the Economic Development unit and General Manager Corporate Services. All feedback received has been supportive.

Ongoing consultation has taken place with representatives from the Sustainable Melbourne Fund. Council has been seeking an interested business keen to participate in the program. Expressions of interest has been received from Gumbuya Park, the VFF chicken meat President and a business in the Ranges ward, to participate in the EUF program and invest in environmental upgrades.

FINANCIAL AND RESOURCE IMPLICATIONS

Participation in the Environmental Upgrade Financing program would come at no upfront cost to Council. The Sustainable Melbourne fund and their partner financial institutions would bare the direct cost of the environmental upgrades. Council's rates team would be involved in levying the environmental upgrade charge through rates payments to recoup the cost of the upgrades on behalf of the financial institution. General Manager Corporate Services has provided support.

CONCLUSION

Participation in the Environmental Upgrade Financing program will enable businesses in the Shire to access financing from the Sustainable Melbourne fund for environmental upgrades to improve water, energy and waste efficiency.

The EUF program presents an opportunity to support business in Cardinia to improve the operational efficiency and reduce their environmental footprint.

TABLE 1: SUMMARY OF THE EUAS SIGNED SINCE SEPTEMBER 2017.

| Year (FY) | Project Value | Project Type | Industry Sector | Solar System size |
|-----------------|------------------------|-----------------------|--------------------------------------|-------------------|
| 2017 | \$ 1,800,000.00 | Building Upgrade (EE) | Commercial Office | 30 |
| 2017 | \$ 89,701.20 | Renewable Energy | Manufacturing | 60 |
| 2017 | \$ 616,550.00 | Renewable Energy | Manufacturing | 300 |
| 2017 | \$ 561,925.04 | Renewable Energy | Manufacturing | 365 |
| 2017 | \$ 762,686.22 | Renewable Energy | Commercial Office | 192 |
| 2017 | \$ 61,551.88 | Renewable Energy | Hospitality, Leisure & Entertainment | 34 |
| 2017 | \$ 95,729.41 | Renewable Energy | Hospitality, Leisure & Entertainment | 54 |
| 2017 | \$ 119,785.67 | Renewable Energy | Agriculture, Forestry and Fishing | 100 |
| 2017 | \$ 54,505.05 | Renewable Energy | Commercial Office | 49 |
| 2017 | \$ 112,850.38 | Renewable Energy | Manufacturing | 100 |
| 2017 | \$ 49,343.00 | Renewable Energy | Agriculture, Forestry and Fishing | 28 |
| 2017 | \$ 131,691.32 | Renewable Energy | Hospitality, Leisure & Entertainment | 100 |
| 2017 | \$ 81,344.91 | Renewable Energy | Manufacturing | 49 |
| 2018 | \$ 35,519.63 | Renewable Energy | Manufacturing | 30 |
| 2018 | \$ 28,592.98 | Renewable Energy | Hospitality, Leisure & Entertainment | 14 |
| 2018 | \$ 95,902.45 | Renewable Energy | Manufacturing | 100 |
| 2018 | \$ 690,542.18 | Renewable Energy | Manufacturing | 391 |
| 2018 | \$ 772,293.93 | Renewable Energy | Manufacturing | 430 |
| 2018 | \$ 149,102.38 | Renewable Energy | Hospitality, Leisure & Entertainment | 99 |
| 2018 | \$ 167,595.31 | Renewable Energy | Manufacturing | 99 |
| 2018 | \$ 132,080.01 | Renewable Energy | Retail Trade | 65 |
| 2018 | \$ 90,268.58 | Renewable Energy | Agriculture, Forestry and Fishing | 35 |
| 2018 | \$ 4,020,652.50 | Water Efficiency | Transport, Postal and Warehousing | N/A |
| 2018 | \$ 24,283.60 | Renewable Energy | Commercial Office | 30 |
| 2018 | \$ 2,000,000.00 | Blended (EE/RE) | Commercial Office | N/A |
| 2018 | \$ 101,883.75 | Renewable Energy | Accommodation and Food Services | 8 |
| 2018 | \$ 106,911.25 | Renewable Energy | Retail Trade | 99 |
| 2018 | \$ 60,647.19 | Renewable Energy | Transport, Postal and Warehousing | 53 |
| 2018 | \$ 75,624.11 | Renewable Energy | Commercial Office | 20 |
| 2018 | \$ 21,505.85 | Renewable Energy | Commercial Office | 10 |
| 2018 | \$ 85,499.75 | Renewable Energy | Agriculture, Forestry and Fishing | 100 |
| 2018 | \$ 69,093.75 | Renewable Energy | Agriculture, Forestry and Fishing | 30 |
| 2018 | \$ 96,282.61 | Renewable Energy | Agriculture, Forestry and Fishing | 40 |
| 2018 | \$ 942,866.92 | Renewable Energy | Agriculture, Forestry and Fishing | 505 |
| Total 34 | \$14,304,812.82 | | | 3.6MW |

CARDINIA SHIRE COUNCIL
INSTRUMENT OF DELEGATION

1. This Instrument has been authorised by a resolution of the Cardinia Shire Council (“the Council”) on 20 August 2018.
2. This delegation comes into force immediately the common seal of the Council is affixed to it.

Pursuant to section 181H of the *Local Government Act 2001*, the Council delegates to the Chief Executive Officer, or the person from time to time acting in that position, the power to:

- enter into an environmental upgrade agreement on behalf of the Council; and
- declare and levy an environmental upgrade charge.

The **COMMON SEAL** of the Cardinia Shire Council was hereto affixed in the presence of)
)
)

.....
Councillor

.....
Chief Executive Officer

4 ENVIRONMENTAL UPGRADE FINANCING (EUF) PROGRAM

Moved Cr J Owen Seconded Cr G Moore

That Council resolves to:

- Support participation and establish the Environmental Upgrade Financing Program,
- Appoint the Sustainable Melbourne Fund to administer and support the delivery of Environmental Upgrade Agreements.
- Delegate to the Chief Executive Officer the power to enter into an Environmental Upgrade Agreement on behalf of the Council and the power to declare and levy an environmental upgrade charge.

Cd.

5 PEET STREET SPECIAL CHARGE SCHEME CONSTRUCTION - CONTRACT 18/17

FILE REFERENCE INT1855541

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Cathal O'Loughlin

RECOMMENDATION

That:

- The tender submitted by Streetworks Pty. Ltd. to undertake the works associated with Contract 18/17 Peet Street Special Charge Scheme Construction be accepted for the contract sum of \$6,750,318.59 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Attachments

[1](#) Confidential Memorandum Detailing Tenders received - circulated to councillors only 3 Pages

EXECUTIVE SUMMARY

At the General Council meeting of May 2017, Council resolved to declare the Peet Street industrial area Special Charge Scheme.

This project consists of the construction of Hill, O'Sullivan and Peet Streets and the Peet Street / Koo Wee Rup Road intersection and service road to industrial standards, underground drainage, underground electricity, water, sewerage and communications infrastructure to service this old partly serviced estate.

This report provides consideration for the appointment of a suitably qualified contractor to undertake construction works.

The tender for the Peet Street Special Charge Scheme Construction by Streetworks Pty. Ltd. is the most advantageous for Council, providing the best value for money and excellent service through their experience in the construction of similar projects.

It is therefore recommended that Contract 18/17 for the construction of Peet Street Special Charge Scheme be awarded accordingly.

BACKGROUND

At the General Council meeting of May 2017, Council resolved to declare the Peet Street industrial area Special Charge Scheme.

Since the declaration, the detailed design component has been completed, the land acquisition is underway and the construction works have been tendered.

Tenders were advertised on 12 May 2018 and closed on 12 June 2018 at 2.00pm, a total of nine (9) submissions were received.

The tenders were checked against a range of weighted and non-weighted selection criteria to ensure the viability of the tender submissions. These criteria include: financial viability, risk and insurance, conflict of interest, OHS, quality of previous work, pricing and value for money, current member of the Australian Federation of Civil Contractors (AFCC), Compliance with Conditions of Contract, Compliance with Specifications, Capability and Capacity, Relevant Experience and Past Performance of the Tenderer, Quality Systems & Project Plan / Program.

To provide best value for money, it is recommended that the construction of Peet Street Special Charge Scheme be awarded to Streetworks Pty. Ltd. for a sum of \$6,750,318.59 (Excl. GST).

POLICY IMPLICATIONS

The proposed scheme has been developed in accordance with the provisions of the Local Government Act 1989, Cardinia Shire Council's Special Rate and Charge Scheme Policy and 5 year Special Rate and Charge Scheme Program which is based on community benefit, health, safety, amenity and landowner support.

In particular, this scheme is premised on installation of underground electricity in accordance with Councils policy for servicing of new industrial estates and provides for the full cost of this infrastructure to be met by the benefitting landowners. This reflects the commercial nature of the developments being serviced by this infrastructure and Council's policies providing for developers to meet the full cost of servicing their developments.

RELEVANCE TO COUNCIL PLAN

Development of Special Rate and Charge Schemes directly relates to the Council Plan goal of increasing the use of these schemes to finance road and drainage improvement programs. Additionally, the proposed special charge schemes for design and construction of infrastructure to service the O'Sullivan Road, Hill Street and Peet Street industrial area in Pakenham is referred to as a specific goal.

CONSULTATION/COMMUNICATION

The scheme investigation and development involved considerable consultation with the landowners involved in the scheme. This included questionnaires, surveys and meetings of landowners over a number of years. The formal consultation process to establish the design scheme was also conducted involving notification of landowners and seeking of submissions and objections.

An update on the scheme will be provided to landowners following the consideration of this tender assessment.

FINANCIAL AND RESOURCE IMPLICATIONS

The recommended tender submitted by Streetworks Pty. Ltd. for \$6,750,318.59 (Excl. GST), is within the funding available to deliver this portion of the project.

CONCLUSION

The tender submitted by Streetworks Pty Ltd for the construction of Peet Street Special Charge Scheme is considered to be the most beneficial to Council and it is recommended that Contract 18/17 - Peet Street Special Charge Scheme Construction be awarded to Streetworks Pty. Ltd. for \$6,750,318.59 (Excl. GST).

**5 PEET STREET SPECIAL CHARGE SCHEME CONSTRUCTION -
CONTRACT 18/17**

Moved Cr J Owen Seconded Cr G Moore

That:

- The tender submitted by Streetworks Pty. Ltd. to undertake the works associated with Contract 18/17 Peet Street Special Charge Scheme Construction be accepted for the contract sum of \$6,750,318.59 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Cd.

6 CONTRACT 18/10 : BRIDGE ROAD, OFFICER DUPLICATION

FILE REFERENCE INT1855657

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Kurt Pitts

RECOMMENDATION

That:

- The tender submitted by QR Constructions (Gippsland) Pty Ltd to undertake the works associated with Contract 18/10 - Bridge Road, Officer Duplication be accepted for the contract sum of \$1,144,098.00 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Attachments

[1](#) Confidential memorandum detailing tenders received, circulated to councillors only 3 Pages

EXECUTIVE SUMMARY

The duplication of Bridge Road in Officer is being funded through the Development Contributions Fund as well as funding from the Road to Recovery program and was included in the rehabilitation tender package to attract better competition.

This report provides consideration for the appointment of a contractor to undertake works to construct an additional two-lane carriageway at Bridge Road in Officer between Niki Place and Optima Street. The proposed works involve pavement construction, electrical works, drainage improvements and associated works.

The tender for Bridge Road duplication submitted by QR Construction (Gippsland) Pty Ltd is the most advantageous for Council, providing the best value for money while providing excellent service.

It is therefore recommended that Contract 18/10 for the construction of a two-lane additional carriageway at Bridge Road, Officer (between Niki Place and Optima Street) be awarded accordingly.

BACKGROUND

The roads that form Contract 18/10 for consideration of being reconstructed were identified as a high priority for treatment under Council's asset management system and through discussions with Council's road maintenance team, as they are amongst the highest for maintenance costs for the Shire. Four roads were identified for treatment. Additionally, the duplication of Bridge Road is required to be completed, and to achieve best value for money for Council, it was included in this tender. These five roads were included in the tender documents associated with CT18/10.

This report is in relation to the duplication of Bridge Road between Niki Place and Optima Street is required to complete the full duplication of Bridge Road. To provide best value for money for

Council, the duplication of Bridge Road was included in the tender package associated with CT18/10 for rehabilitation works.

Tenders were advertised on 5 May 2018 and closed on 29 May 2018.

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

The tenders advertised contained separate schedules for each listed road, with Council having the option of awarding each of the roads by themselves or in a package to separate tenderers if this demonstrated best value for money for Council. The award of Bridge Road duplication in Officer was separated from the four other roads which were awarded at the July Council meeting and Bridge Road duplication was deferred to the August council meeting.

To provide best value for money, it is recommended that the duplication of Bridge Road in Officer be awarded to QR Constructions (Gippsland) Pty Ltd.

POLICY IMPLICATIONS

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

RELEVANCE TO COUNCIL PLAN

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

CONSULTATION/COMMUNICATION

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

FINANCIAL AND RESOURCE IMPLICATIONS

Funding for this project has been made available under the Developer Contribution Fund and through the Roads to Recovery funding.

Based on the funding available through these sources, there is adequate funding to award these works.

CONCLUSION

The tender submitted by QR Constructions (Gippsland) Pty Ltd for Bridge Road in Officer is considered to be the most beneficial to Council and it is recommended that Contract 18/10 - Bridge Road, Officer Duplication be awarded to QR Constructions (Gippsland) Pty Ltd for \$1,144,098.00 (Excl. GST);

6 CONTRACT 18/10 : BRIDGE ROAD, OFFICER DUPLICATION

Moved Cr J Owen Seconded Cr G Moore

That:

- The tender submitted by QR Constructions (Gippsland) Pty Ltd to undertake the works associated with Contract 18/10 - Bridge Road, Officer Duplication be accepted for the contract sum of \$1,144,098.00 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Cd.

7 CONTRACT 18/19 - JAMES BATHE RESERVE PAVILION TENDERS

FILE REFERENCE INT1856484

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Jo Torpey

RECOMMENDATION

That:

1. Council accept the tender sum of \$4,844,000.00 (excl. GST) from Lloyd Group Pty Ltd for Contract No. 18/19 James Bathe Reserve Pavilion,
2. The common seal of the Council be affixed to the contract documents, and
3. All tenderers be advised accordingly

Attachments

[1](#) Confidential memorandum detailing tenders - received circulated to councillors only 3 Pages

EXECUTIVE SUMMARY

This report provides consideration for the appointment of a contractor to undertake the pavilion construction works required under Contract 18/19 - James Bathe Pavilion. This project involves the construction of female friendly football/cricket/netball change rooms, female friendly/standard and universally accessible amenities, umpires rooms, gym, first aid, kitchen and canteen for the social space including a community kitchen, various meeting rooms, cleaner's store, and communications and storage spaces on an all-encompassing facility footprint of around 1500m²

BACKGROUND

The Pavilion project is located at Caversham Drive, Pakenham. This project leads on from the civil construction works, which include the provision of ovals and surrounds currently under development.

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

Further, to meet the growing needs for sports in Pakenham, the Pavilion also provides for sporting female friendly change rooms, female friendly/standard and universally accessible amenities, umpires, a gym and first aid room.

The tender for the James Bathe Pavilion was advertised on 7 July 2018 and closed on 7 August 2018.

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

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

Following a comprehensive review of the submitted tenders by the Evaluation Panel, the tender submission by Lloyd Group Pty Ltd with a tender price of \$4,844,000.00 (excl. GST) represents the best value for money outcomes to Council.

POLICY IMPLICATIONS

Nil

RELEVANCE TO COUNCIL PLAN

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

1 Our people

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

2 Our community

- 2.1 Our diverse community requirements met

CONSULTATION/COMMUNICATION

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

Council officers have consulted with DEWLP and Sport & Recreation Victoria and have sought feedback and comments from community groups, utilising the Officer Recreation Reserve and Holm Park sites to inform, in particular, the design process with reference to access, multiple user groups in delivering activities simultaneously and with the connectivity of related community spaces.

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

FINANCIAL AND RESOURCE IMPLICATIONS

The James Bathe Reserve Redevelopment budget is \$11,971,568 (excl. GST).

The recommended tenderer for the construction of the Pavilion is Lloyd Group Pty Ltd with a tender price of \$4,844,000.00 (excl. GST).

Thus, there are sufficient funds available for this project.

CONCLUSION

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

It is recommended that Council award Contract No. 18/19, for the construction of James Bathe Pavilion, to Lloyd Group Pty Ltd, for the tender sum of \$4,844,000.00 ex GST.

7 CONTRACT 18/19 - JAMES BATHE RESERVE PAVILION TENDERS

Moved Cr J Owen Seconded Cr G Moore

That:

1. Council accept the tender sum of \$4,844,000.00 (excl. GST) from Lloyd Group Pty Ltd for Contract No. 18/19 James Bathe Reserve Pavilion,
2. The common seal of the Council be affixed to the contract documents, and
3. All tenderers be advised accordingly

Cd.

POLICY REPORTS

8 SPECIAL CHARGE SCHEME POLICY

FILE REFERENCE INT1855474

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Andrew Barr

RECOMMENDATION

That Council adopt the revised Special Charge Scheme Policy.

Attachments

[1](#)  Draft Special Charge Scheme Policy 31 Pages

EXECUTIVE SUMMARY

Section 163 of the Local Government Act 1989 empowers Council to levy a special rate or special charge on rateable properties to fund or part fund works or services that are of special benefit to those properties.

The legislation regarding this process is quite detailed and specific. This policy outlines the requirements, considerations and processes related to the implementation of a Special Charge Scheme by Council.

In essence, the Policy reflects Council's obligations under the Act to implement a scheme. Consideration of the broader community benefits and Council's obligations are also addressed. The policy provides a framework that is adaptable to Council's preference to focus on future schemes and the way in which Council looks to attribute future funding. It is essential for Council to continue implementing Special Charge Schemes to address the significant infrastructure backlog.

BACKGROUND

Section 163 of the Local Government Act 1989 empowers Council to levy a special rate or special charge on rateable properties to fund or part fund works or services that are of special benefit to those properties.

The legislation regarding this process is quite detailed and specific. This policy outlines the requirements, considerations and processes related to the implementation of a Special Charge Scheme by Council.

A review of the Local Government Act by the state is currently underway. Any alterations to the current legislation relating to special rates or special charges will need to be taken into consideration at such time. At this stage a review of the proposed amendments to the Local Government Act still provide for the same elements; Benefit ratio, ability to object, council requirements and limitations...etc.

Since the previous policy review, Rate Capping has been introduced to Local Government. This has a significant impact on Council's ability to both investigate and implement a new Special Charge Scheme. Our ability to fund/contribute to a scheme is more difficult than it has in the past. Any new scheme now will need to consider the broader community benefit in comparison to other Council funded Capital works while taking into consideration the available funding. The financial consideration is not only related to Council's contribution but also its' ability to cash flow a scheme. This would be considered as part of the development of any new Capital Works Program.

Under the regulations, there is no prescribed amount council shall contribute to any particular scheme. Council's contribution is dictated by the outcomes of the benefit calculation. Previously Council has indicated a notional contribution to schemes of one third. To better detail where council contributions are relevant to any particular scheme provides specific guidelines. Items such as; design standards beyond base level design standards, roads safety infrastructure and outfall drainage would be items that attract Council contributions.

The previous policy makes reference to a 5yr program of works. to reflect the current financial environment, given Councils now reduced ability to contribute to schemes, the policy has been amended to refer to a 'future program' of works to remove any perceived notion or expectation of timing associated with any particular scheme.

The Policy reflects Council's obligations under the Act to implement a scheme. Given there has been limited legislation changes since the last review of the current policies, the focus of the review has been on the structure of schemes and contribution by benefiting landowners. Consideration of the broader community benefits and Council's obligations are also addressed. The policy provides a frameworks that is adaptable to Council's preference to focus on future schemes and the way in which Council looks to attribute future funding.

POLICY IMPLICATIONS

Cardinia Shire Council is responsible for managing provision of a range of new infrastructure as well as maintaining and eventually renewing existing infrastructure. In general, Cardinia Shire Council will fund renewal and maintenance of existing infrastructure and will not seek to recover those costs from benefiting landowners.

The objective of this policy is to provide a framework for the provision of additional necessary infrastructure via a process which enables costs to be recovered from benefiting parties in a fair and equitable manner.

This Policy is based on the following principle:

Where it can be demonstrated that properties will receive special benefits from constructing necessary infrastructure works and where other arrangements are not practical, Council will pursue through an extensive consultative framework, the philosophy of contributory schemes through implementation of the Special Rate or Special Charge Scheme process.

RELEVANCE TO COUNCIL PLAN

To contribute to Transport linkages connecting towns, development of Special Rate and Charge Schemes directly relates to the Council Plan goal of increasing the use of these schemes to finance road and drainage improvement programs

CONSULTATION/COMMUNICATION

Extensive consultation with potential participants in any proposed schemes is a key component to delivery of that scheme.

FINANCIAL AND RESOURCE IMPLICATIONS

Costs to Council are incurred at two stages for any particular scheme.

The initial investigation and consultation associated with any proposed / suggested scheme is undertaken by Council staff and may also require the assistance of external consultants for professional assistance. As indicated in the Policy, these costs are not able to be recouped.

Furthermore, the detailed investigation to prepare a scheme for consideration carries further costs. These costs can be incorporated into the scheme, provided that the scheme is successful in proceeding. If however the scheme is overturned during the notification or declaration stage, then these costs are again borne by council.

During the consideration for the declaration of a scheme, the benefit ratio and associated contributions and apportionments are produced. At this stage any costs for Council to contribute to the scheme is identified in recognition of the broader community benefit.

CONCLUSION

It is essential for council to continue implementing Special Charge Schemes to address the significant infrastructure backlog and have land owners contribute where they drive a special benefit from the works.

The revised Special Charge Scheme policy provides for council contributions based on the benefit derived from the broader community from the works, rather than an arbitrary one third contribution.

SPECIAL CHARGE SCHEME POLICY

| | | | |
|-------------------------|----------------------|------------------------|------|
| HPRM number | INT1831068 | | |
| Policy owner | Assets and Services | | |
| Adopted by | Council | | |
| Adoption date | Click to select date | Scheduled review date: | 2025 |
| Publication | CardiNet and website | | |
| Revision/version number | August 2018 | | |

Contents

| | |
|---|-----------|
| SPECIAL CHARGE SCHEME POLICY | 1 |
| 1 Background | 1 |
| 2 Policy Objective | 1 |
| 3 Policy Rationale | 1 |
| 4 Legislative Overview | 2 |
| 5 Definitions | 3 |
| 5.1 Special Benefit | 3 |
| 5.2 Benefit Ratio | 3 |
| 5.3 Scheme Total Cost | 3 |
| 5.4 Total Levy | 4 |
| 6 Scope | 5 |
| 6.1 Provision of new infrastructure | 5 |
| 6.2 Provision of services | 5 |
| 7 Future Schemes Program | 6 |
| 8 Scheme Initiation | 7 |
| 9 Extent of Works and Scheme Boundaries | 7 |
| 10 Scheme Prioritization | 9 |
| 10.1 Road and Drainage Construction | 9 |
| 10.2 Other Infrastructure and Services | 10 |
| 11 Community Consultation | 10 |
| 12 Financial | 11 |
| 12.1 Amount to be recovered | 11 |
| 12.2 Council Contributions | 12 |
| 12.2.1 Street Construction | 12 |
| 12.2.2 Footpaths & Combined Pedestrian / Cycle Paths | 13 |
| 12.2.3 Drainage Construction | 13 |
| 12.2.1 Commercial / Industrial Scheme | 14 |
| 12.3 Distribution of Costs Amongst Contributors | 14 |
| 13 Limiting Contributions | 15 |
| 13.1 Infrastructure Related Projects | 15 |
| 13.2 Services Related Projects | 15 |
| 14 Financing of Schemes | 16 |
| 15 Special Rate Schemes | 16 |
| 15.1 Payment of Monies | 16 |
| 15.2 Social Responsibility | 17 |
| 16 Infrastructure Specific Provisions - Minimum Construction Standards | 19 |

| | | |
|---|---|----|
| 16.1 | Street Construction in Township & Urban Areas | 19 |
| 16.2 | Local Road Construction in Rural Areas | 20 |
| 16.3 | Footpaths & Combined Pedestrian / Cycle Paths | 20 |
| 16.4 | Drainage Construction | 20 |
| 16.4.1 | Drainage - Public Health | 21 |
| 17 | Guidelines | 21 |
| 18 | Procedures | 21 |
| Appendix 1 – Flow chart of Scheme Process | | 1 |
| Appendix 2 - CALCULATION OF BENEFIT RATIO (R) | | 3 |
| Appendix 3 - Benefit Unit Multipliers – Zoning and Subdivisional Potential. | | 2 |

1 Background

Under Section 163 of the Local Government Act 1989 empowers Council to levy a special rate or special charge on rateable properties to fund or part fund works or services that are of special benefit to those properties.

Since the previous policy review, Rate Capping has been introduced to Local Government. This has a significant impact to Councils ability to both investigate and implement a new Special Charge Scheme. Any new scheme needs to consider the broader community benefit in comparison to other Council funded Capital works while taking into consideration the available funding.

A review of the Local Government Act by the state is currently in progress. Any alterations to the current legislation will need to be taken into consideration at such time.

The legislation regarding this process is quite detailed specific. This policy outlines the requirements, considerations and processes related to the implementation of a Special Charge Scheme by Council.

2 Policy Objective

Cardinia Shire Council is responsible for managing provision of a range of new infrastructure as well as maintaining and eventually renewing existing infrastructure. In general, Cardinia Shire Council will fund renewal and maintenance of existing infrastructure and will not seek to recover those costs from benefiting landowners.

The objective of this policy is to provide a framework for the provision of additional necessary infrastructure via a process which enables costs to be recovered from benefiting parties in a fair and equitable manner.

This Policy is based on the following principle:

Where it can be demonstrated that properties will receive special benefits from constructing necessary infrastructure works and where other arrangements are not practical, Council will pursue through an extensive consultative framework, the philosophy of contributory schemes through implementation of the Special Rate or Special Charge Scheme process.

3 Policy Rationale

Council is committed to providing its community with Infrastructure that continuously meets its needs. In the past many areas within the municipality have been developed without the provision of suitable infrastructure, which has placed increasing hardship on these local communities. In many instances unsuitable infrastructure produces conditions that are unsafe and environmentally unacceptable.

Council considers that the provision of infrastructure (for example roads and drains) that is safe, functional and meets environmental and health standards is a pivotal role to good governance.

Council applies its powers under the Planning and Environment Act 1987 and Subdivision Act 1989 to require new developments to be serviced with infrastructure by the developer. These costs are subsequently past on to purchasers of the land. However, these powers cannot be applied retrospectively to land subdivided in the past without necessary infrastructure.

Council alone does not have the necessary resources to meet all the infrastructure demands and will seek to increase the level of funds available through other means such as grant applications, public private partnership arrangements and the use of beneficiary contribution principles. Therefore, where it can be demonstrated that properties will receive special benefit from implementing necessary infrastructure works, Council will pursue, through an extensive consultative framework,

the philosophy of contributory schemes through the implementation of the Special Rates or Charge Scheme process.

Under the provisions of Section 163 of the Local Government Act, 1989, Council has the power to raise funds for works that are of special benefit to properties within the Municipality. Where Council determines that improvement to existing infrastructure is necessary in order to improve the public amenity, protect the environment from human activity associated with land occupation and ensure the safety and well being of the community, it may declare and levy special rates and charges.

4 Legislative Overview

Section 163 of the Local Government Act 1989 empowers Council to levy a special rate or special charge on ratable properties to fund or part fund works or services that are of special benefit to those properties. In addition Section 221 (3) empowers Council to levy a special rate or special charge for the purpose of street construction on non-ratable land that is not crown land.

Two major amendments occurred in 2003 that:

1. Limited the maximum proportion of the cost that could be recovered from owners to a proportion less than or equal to the Benefit Ratio; and
2. Restricted Council's ability to recover more than 2/3rds of the cost if the owners of more than 50% of the properties object.

The first of these amendments aimed at ensuring owners within the scheme area were not funding the cost of benefits provided to those outside of the scheme area or exempt from the rate or charge whilst the second would seem to be aimed at ensuring Council is not imposing works on a segment of the community that does not want and for which there is limited broader community benefit to justify a Council contribution.

Further amendments were made in 2008 that:

- a. Limit Council's ability to vary a special rate or charge so that any property's contribution is increased by 10% or more without in effect recommencing the process;
- b. Require an installment plan for schemes involving capital works with installments payable over at least 4 years; and
- c. Limit the interest component of installments to a maximum of 1% greater than the Council's borrowing rate.

This policy is to be read in conjunction with Sections 163 – 166 and Section 221 of the Local Government Act 1989.

5 Definitions

5.1 Special Benefit

A 'special benefit' test is required to be applied to enable council to implement a cost recovery scheme. Only properties receiving 'special benefit' may be levied with a special charge or a special rate.

A work or service is of Special Benefit to land and consequently the owners of that land where:

- No other portion of the municipal district derives a benefit from that work; or
- the benefit derived by the selected portion of the municipal district is in addition to or greater than that derived by other properties not included in the selected ('scheme') area.

Special benefits can be deemed to arise if the proposed works or service meet any of the following criteria:

- improve access and egress from a property;
- improve safety for vehicles and/ or pedestrians;
- improve ease of nature strip maintenance;
- protect properties from stormwater flows or provide a point of discharge for those properties;
- Improve the quality of waste water or storm water emissions from a property or road serving a property to meet environmental guidelines and the principles of Water Sensitive Urban Design;
- improve road and property drainage;
- address health and/ or amenity issues;
- improve neighbourhood amenity;
- embellish property values;
- increase opportunities for leisure;
- attract potential customers.

5.2 Benefit Ratio

The costs to be incurred are required to be fairly divided proportionately to the benefits received. Those included in the scheme and levied shall only be required to meet their fair share of the costs based on the relative proportion of special benefit they receive. The statutory Benefit Ratio is calculated to assist with this process.

The Benefit Ratio is the estimated proportion of the total benefits of the scheme including special benefits and community benefits that will accrue as special benefits to those people required to contribute to the scheme. This is defined in more detail in Sec 163(2B) of the Local Government Act 1989.

5.3 Scheme Total Cost

This is the total cost of the work or service to be funded through the special charge or special rate scheme. It is the amount to which the Benefit Ratio is applied to determine the maximum amount in aggregate that may be levied by Council.

The phases in preparing a scheme comprise:

Investigation – scoping, initial landowner consultation and assessment to enable a project to be considered. These costs are generally not to be included in the Scheme Total Cost and will be met by Council.

Development – preliminary design, resident consultation, preparation of apportionments, administration, land acquisition and legal costs (except those specifically excluded by Sec 163(9) of the Act.¹ These costs are generally to be included in the Scheme Total Cost.

Initiation – comprises the formal statutory process including preparation of detailed design, final estimates of cost and apportionment and administration. These costs are generally to be included in the Scheme Total Cost.

The Scheme Total Cost also includes the cost of project management, construction, finalization and related costs to physically implement the scheme.

Where a proposed scheme fails to proceed, the costs of the development and implementation phases shall be met by Council except that Council may recover the costs of those elements that are re-used in a future scheme.

Where works to be carried out through a scheme are adjacent to or include other works previously funded by Council and for which a contribution has not been made either through a scheme or developer contribution, Council may include those costs or portion thereof in the Scheme Total Costs and retrospectively levy the benefitting properties.²

Council may determine to undertake additional works or services within the scheme area and at the same time as the delivering the scheme works or services. In these circumstances the additional works or services and their associated costs would not form part of the scheme and will be separately recorded and accounted for. Where additional works are identified as being required during the scheme process but prior to Council declaring the special rate or special charge, Council may:

- a. Refer those works to a future works program;
- b. Amend the scheme or recommence the scheme process to include those works depending on the impact on individual contributions;³ or
- c. Implement those works under an alternative funding program having regard to Council's relevant funding policies.

Where practical, additional works identified prior to and during the scheme process shall be included as part of the scheme works and associated total costs. Council may increase its contribution to the scheme with respect to these additional works having regard to its funding policy (if any) relevant to the works.

¹ A flow chart showing the various implementation steps is contained in Appendix 1. Sec 163(2) of the Local Government Act 1989 lists the various costs that may be included in the Scheme Total Cost. Sec 163(9) of the Act prevents Council meeting legal costs associated with VCAT from the levy proceeds.

² Generally contributions would be sought to maintain fairness between neighbouring property owners and where Council has implemented works ahead of a scheme to overcome immediate safety or amenity issues. Council should generally provide notice to landowners who may benefit from these works at the time of construction that they may be subject to a retrospective levy, however, that is not absolutely necessary. Council has legal advice confirming its ability to retrospectively recover costs.

³ Section 163(3) of the local Government Act prevents Council varying a special rate or charge to increase any contribution by 10% or more without in effect recommencing the scheme process.

5.4 Total Levy

Total Levy is the amount in aggregate to be contributed by persons liable for the special rate or charge.

6 Scope

6.1 Provision of new infrastructure

The scope of this policy applies to the provision of all new infrastructure including:

- a. Road and street construction;
- b. Kerb and channel construction;
- c. Footpath construction;
- d. Drainage construction including associated water treatment in accordance with water sensitive urban design principles;
- e. Carpark construction;
- f. Local area traffic management;
- g. Streetscapes/shopping centre upgrades;
- h. Recreational and Community facilities; and
- i. Any other category of infrastructure that meets the Special Benefit criteria.⁴

6.2 Provision of services

The provision of services above and beyond those services generally provided throughout the municipal district and other than a service for which a service rate or a service charge under Section 162 of the Local Government Act 1989 may be levied including:

- a. Commercial precinct promotion and management services;
- b. Infrastructure maintenance services; and
- c. Any other category of service that needs the Special Benefit criteria.⁵

⁴ Council may also consider implementing schemes to assist in providing any infrastructure required to service an area. Infrastructure that will become the responsibility of another authority must be coordinated and installed with the written agreement of that authority. This may include infrastructure such as gas mains, underground power, or sewerage works particularly where it is opportune to provide it in conjunction with Council's infrastructure for reasons of construction, efficiency, urgency or to minimise disruption and inconvenience.

⁵ Schemes may also be considered for funding special services including promotion and management of commercial precincts or maintenance of special infrastructure (eg rural drainage systems, flood protection areas etc.).

7 Future Schemes Program

Council will maintain a future program of schemes relating to new and enhanced infrastructure works. The program will set out the relative priority of projects, a description of the works, the preliminary estimated project cost and amount to be recovered.

Projects may be referred to the Manager Infrastructure Services for investigation and consideration for inclusion on the Future Schemes Program from various sources including:

- a. Councillors;
- b. Members of the community including petitions and joint letters;
- c. Council Officers;
- d. Other public authorities including adjoining municipalities, road, water supply sewerage and drainage authorities and particularly where those authorities will also be contributing financially to the proposed project;
- e. The Five Year Capital Works Program.⁶

The Manager Infrastructure Services may investigate and assess any capital works project that creates new, upgraded or enhanced infrastructure for inclusion in the Future Schemes Program.⁷

All referred projects shall be investigated and assessed in accordance with this policy and considered for inclusion in the Future Schemes Program. The Manager Infrastructure Services will determine the priority for investigating and assessing proposed projects having regard to their likely priority when assessed under this policy. Scheduling a potential project for investigation and assessment does not guarantee its inclusion in the Future Schemes Program.

The Future Schemes Program will be periodically reviewed and submitted to SLT and Council for adoption as the preferred order for developing schemes.⁸ These schemes will be considered for funding through the development of the forward Capital Works program.

Where, in the Manager Infrastructure Services' opinion the circumstances warrant, the Manager will refer a particular proposal to 'Develop' or 'Initiate' ⁹a scheme to Council for consideration notwithstanding the fact it has not been included or has a low priority on the adopted Five Year Program.

⁶ Potential scheme projects may be identified from a range of sources. All potential schemes are to be 'Investigated' by the Manager Infrastructure Services in accordance with the Assessment Procedure and referred to the 5 Year Schemes Program for consideration. This assessment generally involves scoping of the required works and project extent and surveys of affected property owners to determine interest and relative priority for implementation.

⁷ A variety of capital works projects create new or upgraded assets. It is important these projects are assessed under this policy and contributions from those receiving special benefit from those works are considered to ensure equity and fairness in the provision of municipal infrastructure

⁸ Periodically, a revised draft Future Program is referred to Council with recommended priorities for implementation. Once adopted, this program becomes the priority order for developing schemes for implementation.

⁹ Development of these schemes generally involves preparing basic a design, estimates and apportionments of cost in consultation with owners with the objective of Council 'Initiating' a scheme by commencing the formal scheme process through resolving to give Notice of Intention to declare the special rate or charge. Refer Section 5.3 and Appendix 1

8 Scheme Initiation

A Special Rate or Charge Scheme may be “Initiated” by Council resolving to give ‘Notice of Intention’ to declare a special charge or special rate in accordance with the statutory process.¹⁰

Schemes should be considered for “Initiation” once they have been “Developed” in line with the forward Capital Works Program referred to in Section 7. However where the particular circumstances require, Council may determine at its discretion to vary that order or to initiate a scheme not listed on that schedule.¹¹

Where a potential project has not been included or has a low priority on the adopted Future Scheme Program and landowners seek to have it implemented ahead of schedule, Council may develop and initiate a scheme on the basis of property owners contributing the maximum amount permitted to be levied under the Benefit Ratio calculation provided Council’s Strategic Resource Plan and Annual Budget can provide for any Council contribution.¹²

9 Extent of Works and Scheme Boundaries

In determining the extent of works and boundaries of individual schemes Council shall:

1. Pursue provision of the full range of infrastructure required in that area and its coordination to minimize physical intrusion, disruption and subsequent re-work.¹³
2. As far as practical include all properties deriving special benefit from the proposed works or services within the scheme boundary. This “Whole of Catchment”¹⁴ based approach to schemes is to be pursued where practicable to minimize cross subsidies and maximize fairness, equity and efficiency of construction. Catchments shall be identified by reference to actual and potential usage patterns for the particular infrastructure as follows:

¹⁰ Appendix 1 contains a flow chart depicting the various stages in preparation of a scheme.

¹¹ Council maintains an adopted Future Program of Special Rate and Special Charge Schemes setting out the relative priorities for development of schemes having regard to known circumstances. Occasionally it is necessary to implement a project that is not included on the list. This may be due to a range of circumstances including the need to connect to a new private subdivisional road or other developments where the developer can only be required to fund his fair share of those works. It is very difficult to plan ahead for these types of works.

¹² The Benefit Ratio calculated pursuant Sec 163(2A) of the Local Government Act limits the amount that may be levied on contributors. Schemes may not proceed without the remaining portion of the costs being funded which generally requires a Council budget commitment.

¹³ The community requires servicing with a broad range of infrastructure including utilities such as electricity, water supply & sewerage, roads and drainage as well as community infrastructure such as preschools, recreation, cultural and health care facilities. Whilst Council is only directly responsible for a narrow range of these services, there is potential for significant administrative and construction efficiencies through coordinated and integrated approaches to their provision.

¹⁴ “Whole of Catchment” - Often the beneficiaries of infrastructure projects stretch beyond the immediate abutting properties and are located within a broader “catchment”. These catchments need to be identified and the beneficiaries located in them included as scheme contributors if a fair and equitable beneficiary-based distribution of costs is to be achieved. To ignore this situation will result in some beneficiaries being subsidized by the broader community whilst others will be required to pay. The principal works being funded via the levy should be used to determine the boundaries of the catchment. For example, if it is primarily a road construction scheme involving road drainage, it would be more appropriate to use the traffic catchment rather than the ancillary drainage catchment.

- a. Road & Footpath Construction – Road or footpath under consideration together with other lower order roads that utilize it for access.
- b. Drainage Construction – Drain under consideration and all up stream drains & properties within the catchment.

If after detailed analysis and consultation with the community a majority of the owners in the 'catchment' remain opposed to the scheme, Council may consider a lesser scheme subject to it remaining fair, administratively efficient, and not unreasonably increasing the extent of cross-subsidies.

3. Pursue administrative efficiency through larger schemes that minimize administration as a proportion of total costs.¹⁵
4. Ensure “natural coherence” of the works or services within the scheme boundary by ensuring the works or services to be provided under the proposal will:
 - a. Be physically or logically connected; or
 - b. Provide special benefits, of a related nature, to a common, or overlapping, group of properties.¹⁶

Where a road forms a boundary with an adjoining municipality, Council shall negotiate and vary this policy as necessary to achieve consistency and to ensure Cardinia Shire property owners are treated fairly.

¹⁵ Administrative costs in preparing a scheme do not increase in proportion to the number of properties involved. There are significant savings per property in larger schemes. Larger construction schemes also tend to be more efficient by generally attracting lower unit rates for works

¹⁶ Properties being apportioned costs in relation to particular works must all receive special benefit from those particular works. For example costs associated with the drainage part of a joint road and drainage scheme may only be apportioned to properties receiving special benefit from those drainage works. (The exception is where those drainage works primarily service the road and abutting properties in which case they may be included with the road costs apportionment.)

10 Scheme Prioritization

10.1 Road and Drainage Construction

Council will consider the following matters when determining the priority for development of a Special Rate or Charge Scheme for road and/or drainage construction:¹⁷

1. Support of affected landowners.
2. Proper and timely servicing of new development and the opportunity to collect contributions from the developer rather than purchasers of newly developed properties.¹⁸
3. Degradation of the Environment and local amenity arising from:
 - a. Dust generation and silt laden runoff from heavily trafficked unconstructed roads;
 - b. Erosion of open drains due to concentrated runoff from abutting properties and the roads that service them;
 - c. Contamination and degradation of waterways from untreated runoff and discharges from roads and drains servicing private properties and from the private properties.
4. Community equity, fairness and benefits.
5. Existing conditions, the standard of construction, maintenance requirements and requirements of service authorities and emergency services.
6. The need for the project taking into account matters of health, safety and amenity.
7. Preliminary estimate, apportionment of costs and required Council contributions.

In general, where a special rate or charge scheme does not proceed due to inadequate support from proposed beneficiaries during the development phase, or through objections pursuant Section 163B of the Local Government Act, the project will not be re-investigated within three years of its previous date of abandonment.¹⁹

¹⁷ The Scheme Implementation Procedures detail a prioritization method used to assess potential schemes against these criteria by reference to:

Support from contributors by reference to survey returns, petitions and correspondence.

Individual listing in the Council Plan or other strategic plans, number of properties involved, relative importance of infrastructure and degree of impact of substandard infrastructure.

Roads: Alignment, Grades, Riding surface quality and dust generation

Drainage: Severity of flooding of properties,/ roadways, pavement scouring, deep roadside table drains

Risk to the community through proximity to schools, commercial/ retail precincts & public areas, usage of infrastructure & impacted area and degree of danger/ loss of amenity community is exposed to.

Degree of equity and overall reasonableness of costs in relation to prevailing economic issues.

¹⁸ It is far more efficient to involve one or two developers in a scheme rather than multiple purchasers of newly developed property. Purchasers in new developments have an expectation their property is properly and fully serviced and their share of the cost was met by the developer. It is difficult for Council to collect cash contributions from developers without preparing a scheme and inflation reduces the value of contributions where works are deferred.

¹⁹ There is a significant demand on Council to implement schemes for new infrastructure. It is fair that all members of the community be provided with reasonable opportunity for their infrastructure needs to be met without undue delay. However, generally Council will not penalize the majority of contributors by deferring recommencement of an amended scheme where a minority successfully appeal to VCAT.

10.2 Other Infrastructure and Services

The matters to be considered when determining the relative priority of road and drainage schemes do not necessarily apply to other infrastructure or services.

Council will determine the relative priority for these works or services on a case by case basis.

11 Community Consultation

Council shall undertake appropriate consultation with owners and occupiers considered to receive a Special Benefit from the proposed project having regard to the cost and extent of proposed works and likely landowner contributions.²⁰

The costs associated with community consultation form a legitimate component of the Total Cost of a scheme to be funded through the special rate or charge.

The consultative process shall be designed to obtain essential input from the local community into the scheme concepts & details and where appropriate may incorporate an Advisory Panel consisting of representatives from property owners & occupiers considered to be affected by the proposed project.

Council shall establish protocols for each Advisory Panel. The protocols will be designed to ensure fair representation and orderly conduct of their meetings and should be endorsed by the panel at the commencement of its first meeting. Advisory Panel meetings shall be conducted in accordance with those protocols.²¹

Council will consider Advisory Panel recommendations and information gathered through community consultation process, however, that advice is not binding on Council. At all times contemporary best-practice engineering, planning and administrative standards and what Council considers to be in the best long term interests of the community shall apply.²²

²⁰ The consultation process is costly and may significantly increase scheme costs particularly where an Advisory Committee is appointed. The costs of consultation and their impact on individual levies needs to be carefully considered when designing the consultation process for a particular project.

²¹ An Advisory Panel is generally only appointed for larger projects involving many contributors and where Council considers it will provide a meaningful and cost effective channel of communication with potential contributors. Where established.

It will act as a communication link between Council and owners & occupiers. It is designed to gather input from owners & occupiers into the type of development having regard to Council's overall objectives. The Panel will commence in the 'Development' stage of a project and will continue through the construction phase to scheme finalization.

The Procedures established under this policy set out the role and objectives of Advisory Panels to assist in ensuring they provide an effective consultation forum.

The Panel may recommend design concepts & design standards to Council. It may also recommend the proposed apportionment methodology and advise on any other relevant matter. Council

Detailed standard protocols to assist in administering and managing the Panel are set out in the Procedures associated with this policy.

²² Advice provided to Council through the consultation process including that from an Advisory Panel is only advisory and not binding on Council. Council will consider that advice but at all times reserves its right to apply its own standards and requirements on any proposal.

12 Financial

12.1 Amount to be recovered

In determining the total amount to be recovered from properties to be levied in Cost Recovery Schemes, Council shall:

1. Undertake initial investigations and scoping required to determine a project's relative priority.
2. Determine the Scheme Total Cost ²³by including:
 - a. All of its directly incurred expenses relating to scheme preparation and implementation after Council resolves to Develop a scheme. This may include detailed investigations, engineering survey, preliminary and detailed design, consultation, preparation of apportionments, project management, administration, land acquisition and legal costs (except those specifically excluded by Sec 163(9) of the Act.
 - b. All expenses associated with Initiation of a scheme including engineering survey & detailed design, consultation, preparation of apportionments, project management, administration, and legal costs (except those specifically excluded by Sec 163(9) of the Act.
 - c. All expenses associated with implementation of a scheme including the costs of construction, service delivery, land acquisition, supervision and administration.²⁴
3. Determine the maximum proportion of the Scheme Total Cost that may be recovered from liable contributors and the contributions from others by calculation of the Benefit Ratio in accordance with the Ministerial Guidelines and the Benefit Calculation Principles appended to this policy as Appendices 2 & 3 respectively.
4. Ensure contributors are levied no more than their fair share of costs as calculated by applying the Benefit Ratio to the Scheme Total Cost as specified in Section 163(2B) of the Local Government Act 1989.²⁵

In determining the amount to be recovered, Council shall also:

1. Consider making a direct financial contribution where:
 - a. Council's objectives determine that the scope or standard of work or service to be provided is in excess of that normally required to service the contributors;²⁶
 - b. Council determines there are advantages to the broader community from the scheme proceeding. Advantages may include improved safety, lessened environmental impacts or reduced maintenance costs that justify a council contribution²⁷; or
 - c. Council determines it is imperative that the works proceed;²⁸

²³ Refer also to Section 5.3 - Definitions for Scheme Total Cost

²⁴ All scheme costs are to be identified and included in the Scheme Total Cost to ensure transparency of process and fairness and equity across all schemes. However, Council will meet costs up to the point where it decides whether to prepare a scheme including the costs of initial investigation and prioritization. Council may also meet some of the 'Development' costs incurred prior to Council determining to 'Develop' a scheme.

²⁵ It is inequitable for scheme contributors to fund the proportion of the cost of the work or service that is associated with beneficiaries that are not being levied. (non levied properties/ people may include crown land, Council land and people from outside the scheme area who benefit). Calculation of this ratio and determining this maximum levy is a statutory requirement.

²⁶ Council may decide to contribute to a scheme where it has raised the standard of infrastructure above normal standards in order to achieve broader community benefits. eg additional road width to provide a 'collector' road standard

²⁷ Some projects may result in longer term savings to the community (eg lessened road trauma, lowered road maintenance costs) that will accrue to council or other levels of government. It is appropriate to quantify these and for council to make a comparable contribution.

- d. Council owns land within the scheme boundary;²⁹
 - e. The merits of a particular case warrant a contribution in excess of that required by the Benefit Ratio.
2. Recognize that projects involving reconstruction of infrastructure will not be subject to a further special charge or rate scheme except where:
- a. Specific agreements have been negotiated to the contrary;
 - b. The further cost recovery relates specifically to the incremental cost of raising the standard of infrastructure above replacement to the existing standard; or
 - c. Subsequent development/ usage requires discarding of infrastructure prior to the end of its normal life, in which case Council will contribute funding equivalent to the depreciated value of the existing infrastructure.³⁰

12.2 Council Contributions

Council's contribution to this infrastructure shall be treated consistently when calculating the Benefit Ratio and Scheme Total Cost.³¹ Council's contribution is in recognition of the broader community benefit from the works.

12.2.1 Street/Road Construction

Council shall make the following contributions urban street and rural road construction schemes that are not part of a combined street and easement drainage construction scheme:

1. Construction cost for widths and pavement depths in excess of minimum standard where required to meet traffic volumes, bike lanes and road hierarchy requirements
2. Road safety infrastructure including traffic management works, islands, intersection treatments, roundabouts & chevrons where included as part of a scheme;³²
3. Outfall drainage comprising the storm water drainage system;
4. Downstream of that required to collect road drainage; and
5. Increased drainage capacity above that required to service the road and properties within the scheme boundary.³³

²⁸ Except for drainage schemes that Council determines are required for reasons of public health, Section 163B of the Local Government Act requires Council to contribute at least 1/3rd of the scheme cost where the owners of 50% or more of the properties to be levied 'object' to the scheme if Council wants to proceed regardless of contributor support.

²⁹ This contribution is generally included via the Benefit Ratio calculation. It treats Council owned land as non-leviable property within the scheme boundary for which Council must contribute proportionately to the benefit accruing to it.

³⁰ This policy recognizes that once funding has been contributed through a scheme to new infrastructure or infrastructure upgrades, eventual renewal to the same standard will be at Council's cost and no further contributions will be imposed on property owners. Where a third party requires that infrastructure to be upgraded prior to the end of its life, it is reasonable for that party to reimburse the community for the remaining life of the infrastructure that has to be discarded.

³¹ The Benefit Ratio is applied to the Total Scheme Cost to determine the amount of the maximum levy. For consistency the Benefit Ratio must be based on the benefits accruing from all of the works included in the Total Scheme Cost and only those works.

³² Traffic safety provides wider community benefit through reduced cost of trauma, reduced property damage etc and will be funded by Council either directly or through grant funds.

³³ The basic principle applying is that those levied with the charge are not required to fund works providing

12.2.2 Footpaths & Combined Pedestrian / Cycle Paths

1. Council will contribute in accordance with the proportion of total benefits accruing to others not included in the scheme as calculated consistent with the Benefit Ratio and may contribute a greater proportion of the cost where the path forms part of the strategic network.³⁴
2. Non strategic network footpaths will be contributed to in proportion to the benefit accruing to others not included in the scheme.³⁵
3. Council shall meet the cost of constructing paths to a standard greater than the minimum specified in the Cardinia Shire Development Design Specification.

12.2.3 Drainage Construction

Drainage infrastructure is deemed to provide Special Benefit where it provides:

1. A point of discharge to where the property may connect and discharge;
2. Protection from upstream flows;
3. Improvements to the water flow path downstream of the property that are not physically connected to the property by new works;³⁶ or
4. Improvement to the quality of waste water or storm water emissions from a property or road serving a property to meet environmental guidelines and the principles of Water Sensitive Urban Design.³⁷

Council Contributions

1. Council shall contribute to the cost of a particular drain (outfall drains) in proportion to the additional capacity required to service areas draining from outside of the scheme area.³⁸
2. Council may meet the full cost of outfall drains where the flow contribution from the scheme area is 30% of the total flow or less.³⁹
3. Council may also fund major outfall structures and water quality improvement works (litter traps, sediment basins etc) that provide broader environmental benefits.⁴⁰
4. Council reserves the right to seek to recoup its outfall drainage contributions to road and drainage schemes via "Outfall Drainage Schemes" that may be prepared to recoup the costs of major outfall drainage infrastructure required to service the whole catchment.⁴¹

benefit to others. Outfall drainage also services areas outside of the scheme area. Where larger pipes are required (ie >225mm diameter) as a result of drainage inflows from outside of the scheme area, the cost of the increased drain capacity will be funded by Council. Extension of drainage lines beyond the immediate road reserve to a legal point of discharge is to be treated as outfall drainage.

³⁴ Recognizes benefit to the wider community that may be in excess of that measured by reference to the Benefit Ratio calculation.

³⁵ Non strategic paths will be funded relative to the community benefit as determined by reference to the calculated Benefit Ratio.

³⁶ Protection and immediate discharge benefits are fairly obvious. However benefits from upgrading the drainage system at some distant downstream point are not as obvious. These improvements accrue benefits to all upstream properties including the potential to discharge increased flows.

³⁷ The State Environmental Protection Policies require contaminated runoff to be contained within the boundaries of the site of generation. Clearly systems that treat that water and enable it to discharge beyond the boundaries of the originating site are of special benefit to the owners of that site.

³⁸ Contributors are only required to contribute the proportion of cost attributable to draining their properties

³⁹ Council recognizes that outfall drains service a broader area and will err on the side of providing greater funding assistance where possible and where significant costs are involved.

⁴⁰ Recognises high costs and broader community benefits from increased standards.

12.2.4 Commercial / Industrial Scheme

The development of industrial areas lies solely with the land owners of these commercial / industrial properties.

Through the regulations under the Local Government act, Council has the delegated authority to enable a scheme on behalf of land owners in such an area.

In these instances Council will not make any financial contribution to such a scheme. Should a Scheme of this type be entered into, all costs incurred by Council in project managing and delivering the scheme will be borne shall be borne by the scheme.

12.3 Distribution of Costs Amongst Contributors

In determining the manner in which the amount to be levied is apportioned to those to be made liable, Council:

1. Shall ensure the method of distribution is fair and provides for:
 - a. Sharing of costs associated with each type of special benefit across the properties in receipt of that benefit; and
 - b. A logical nexus between the amount paid and the quantum of Special Benefit accruing to individual properties.⁴²
2. May utilize one of the following methods:
 - a. Frontage;
 - b. Area;
 - c. Benefit Units including subcategories such as Access and Amenity Benefit Units;
 - d. Property value; or
 - e. A combination of any or all of the above.⁴³
3. Shall have regard to the zoning and subdivisional potential in determining Benefit Units accruing to each property and have regard to the multipliers as detailed in Appendix 3 when considering other basis of apportionment.⁴⁴

⁴¹ Prior notice of this eventuality would normally be given to all potential contributors where this is likely. Such proposals would normally only involve very significant and urgent works that have precluded preparation of a broader scheme initially.

⁴² The particular special benefits need to be identified together with their costs of provision and the properties to which they accrue. The cost of providing each benefit should only be distributed over the properties to which that benefit accrues. (For example:- the cost of roads should not be distributed over properties that only receive a drainage benefit in a combined road and drainage scheme).

In general the basis of apportionment needs to be relevant to and try to reflect the way in which the magnitude of the Special Benefit varies across the properties included in the scheme.

⁴³ This policy allows for section of the most appropriate form of apportionment. Large variations in combinations of lot sizes and frontages (ie: irregularly shaped lots) may product inequities if an inappropriate basis of apportionment is selected.

⁴⁴ This policy recognizes that different properties may derive different benefits from infrastructure provision based on the usage (actual & potential) which is largely regulated by the Planning Scheme zones. This benefit may be totally independent of frontage &/or area. Likewise the benefit derived from infrastructure is substantially affected by subdivision potential of properties and this policy details a mechanism for incorporating this into the apportionment process.

4. Shall determine the apportionment method to be adopted on a scheme by scheme basis.⁴⁵

13 Limiting Contributions

13.1 Infrastructure Related Projects

Council may reduce the total amount payable in respect of any particular property to a predetermined maximum contribution in the interests of fairness and ensuring the needs of the greater community are achieved.⁴⁶ Any reduction shall be via a rebate determined on a property by property basis and taking into account factors including:

1. Number of existing lots and whether the property is capable of subdivision;
2. Whether it forms a principal place of residence;
3. Where it consists of a principal place of residence whether one of the lots or portion of the lot may be reasonably subdivided and sold without demolishing the house or causing its siting to breach the current building regulations;
4. Whether the apportioned contribution exceeds 1.5 times the average contribution applicable to the typical single lot within the scheme; and
5. The assessed impact of the apportioned cost on the affected property owner and their ability to fund the cost after taking into account items (i) to (iv) above without seriously financially affecting their lifestyle or business associated with that property.

Any rebate shall:

1. Be a separate defined amount calculated by reference to the apportioned costs set out in the declaration and the predetermined maximum desirable contribution for a single property within the scheme area forming a principal place of residence and not reasonably capable of subdivision or part sale;
2. Not form part of the special charge or special rate or be subject to adjustment as part of the scheme finalization process;
3. Be separate to consideration under the Social Responsibilities provisions of this policy.

13.2 Services Related Projects

Service related schemes will generally be levied via a special rate or a 'combination' of special rate and special charge.

In combination schemes, Council may apply a special charge sufficient to recoup what it considers to be the fixed costs of the scheme that do not vary significantly in proportion to the quantum of special benefit. These costs may include administration, advertising and management costs.

Council may also limit the maximum levy by determining a valuation, area, or frontage above which the special rate or charge will not apply in recognition of a maximum special benefit that may accrue to any particular contributor.

⁴⁵ The basis of apportionment for each scheme will be individually determined as part of the consultation/ implementation process for each scheme.

⁴⁶ Occasionally the variation in lot characteristics and / or zoning result in the best apportionment formula allocating several properties with contributions several times greater than the average thereby prejudicing the scheme. Council may decide to reduce the impact on individual property owners to achieve greater support and achieve the overall benefits of the scheme proceeding.

14 Financing of Schemes

Council may finance the cost of scheme works by any reasonable means including:

1. Making advances from its general fund;
2. Making advances from its overdraft;
3. Raising funds by borrowing; or
4. Entering into long term contracts for construction of the works whereby the constructor finances the works.

Council may also consider levying special charges or special rates on a periodic basis over an extended timeframe (eg annual payments over several years) to fund the works as an alternative to a once off amount that may be paid by instalments.⁴⁷

Council may consider partnership opportunities with the private sector for specific projects where it can be demonstrated the arrangement offers best value and meets all legislative requirements.

Any scheme to be considered shall be incorporated into the forward planning and development of the future Capital Works Program.

15 Special Rate Schemes

In determining the amount to be recovered from owners in Special Rate Schemes, Council shall:

1. Ensure the method of cost recovery is equitable and fair; and
2. Use current valuations as the basis of apportioning the amount to be recovered amongst owners.

15.1 Payment of Monies

Amounts to be recovered from owners under Special Rate and/or Charge Schemes will become due and payable at a date set by the Council regardless of the payment option chosen. The date set by Council will generally be one month after the commencement of works in-situ with the exception of projects valued at less than \$100,000 where payment in full will be sought upon completion of the works.⁴⁸

Council shall provide contributors to schemes involving the construction of capital works with the options of paying their contributions as a lump sum or by instalments of principal & interest. The instalment period shall be determined by Council having regard to the amount of individual contributions and shall not be less than four (4) years nor generally exceed seven (7) years. Should Council be able to fund the Special Charge Scheme from its own cash reserves then the interest rate

⁴⁷ A special rate or charge may be levied so it is payable as an annual amount over a period of several years. Annual contributions may be more affordable to landowners and works may be delayed until sufficient funds have been collected to construct the works without borrowing.

With larger schemes it is possible to construct the works over several years and at a rate that the outgoing cash flow matches the cash available from annual contributions and other available funds. It has the advantage of avoiding the need to borrow funds and a slight disadvantage of inflationary increases on costs due to delayed implementation.

⁴⁸ Payment one month after commencement of works matches cash flow from contributors to contractor payments thereby minimizing the need for bridging finance. Payment at completion of works for smaller schemes (eg footpaths) saves the administrative cost of adjusting contributions and providing refunds to match actual costs. This saving more than offsets the cost financing the works for this short period of time.

levied on Scheme debtors shall be 1% above the published 180-day bank bill rate as reported in the Australian Financial Review at the start of the quarter for which interest is to be calculated.

Should Council be unable to fund the Special Charge Scheme from its cash reserves then it will borrow the necessary funds to finance the Scheme. If this occurs then the interest rate levied on Scheme debtors will be the interest rate incurred by Council to fund the Scheme.⁴⁹

Council shall also assist those in necessitous circumstances based on the facts of the particular situation and the Social Responsibility section of this policy.⁵⁰

At the completion of the scheme the actual costs of the scheme (final costs) shall be determined and the amounts to be recouped shall be adjusted:

1. All contributions shall be adjusted proportionately to the amount of the estimated contribution as determined when the scheme was declared.
2. The total amount to be recouped shall not exceed the estimated amount to be recouped on which the scheme was declared by more than 10%. Any amount in excess of 10% shall be borne by Council.⁵¹
3. Council may determine to adjust its contribution to absorb any minor cost increases where it determines the circumstances warrant that action.

Where the final cost of the scheme is less than the estimate the saving shall be returned to the current property owners.

15.2 Social Responsibility

Council shall as far as practicable provide opportunity for members of the community facing personal or family circumstances that warrant special consideration to meet their obligations as property owners without prejudicing continued occupation of their principal place of residence.

Council shall establish a Financial Hardship Panel comprising the Chief Executive Officer or his/ her delegate, General Manager Corporate Services and General Manager Assets & Services.

Applications/ applicants for assistance shall:

1. require submission of relevant financial and/or circumstantial information to support the case;
2. be treated confidentially;
3. be treated with dignity & respect and in a manner that respects their privacy;
4. be treated in a manner that does not increase their emotional burden; and
5. be assessed on the merits of the individual case and having regard to treating all applicants in a fair and equitable manner.

This policy shall be applied to ensure that wherever possible, all outstanding debts will eventually be recovered and in a way that does not prematurely reduce the applicant's equity in their principal

⁴⁹ Section 167 (5) & (6) of the Local Government Act require Council to provide an installment plan over at least four years where the scheme relates to capital works. The maximum rate of interest to be applied to installments is limited to the estimated borrowing rate plus 1%

⁵⁰ Refer Section 12.6 Social Responsibilities.

⁵¹ Council is required to finalize the scheme once all costs are known so that contributors pay no more than their portion of the actual costs. Section 165 of the Act requires all contributions to be reduced proportionate to the amount of the initial contributions where costs are less than estimated. Refunds are to be returned to the current property owners. Section 166 (3) of the Act requires Council to recommence the scheme process if there is an increase in scheme costs to any contributor in excess of 10% or meet those costs from alternate sources. This requirement places an emphasis on accurate estimating at the early stage of the process.

place of residence as their sole remaining property to an unsustainable level. At all times the debt recovery will be undertaken in a professional and compassionate manner.

Council may:

1. extend the period for repayment of the debt including interest, (this can include establishment of a personal repayment plan);
2. refer the applicant to other agencies for further financial assistance;
3. allow the accumulation of the debt and interest as a charge against the land;
4. may waive part or all interest for a 12 months period (subject to annual review) whilst holding the charge against the property in circumstances where the applicant has basic or minimal assets and minimal income with no way of servicing the debt, or other special personal or family circumstances considered warranted by the Panel; and
5. waive any part of the debt (this can include part or all of any interest).⁵²

⁵² The Act enables municipalities to assist ratepayers facing financial difficulty in a number of ways including negotiating different methods of debt payment and waiver of interest and/or the whole or part of any outstanding rate or charge.

This policy also recognizes that providing financial relief for one ratepayer in effect redistributes those costs to other ratepayers within the municipality, many of whom may be in similar financial circumstances. It is therefore important that where this relief is provided that it is done so in a socially just and fair manner for all involved including the broader community.

It is important that Panel members not to know applicants personally as this may affect its ability to be objective and raise anxiety/ cause embarrassment for applicants. Potential panel members knowing applicants personally should seek to be excluded.

The principle place of residence is seen as a necessity to the applicant to which they should not be denied. However, this policy is not intended to preserve it as a nest egg for the benefit of future generations at the expense of the community

There are other sources of support including State and Federal agencies whose primary function is to assist people facing financial hardship. These avenues need to be pursued to relieve the burden on the immediate community. The objective is to assist contributors to meet their financial commitments in a supportive manner.

16 Infrastructure Specific Provisions - Minimum Construction Standards

16.1 Street Construction in Township & Urban Areas

Urban street infrastructure to be provided via schemes shall comply with the following minimum standards for which the contributors shall be liable:

1. Council's adopted road standards as specified in the Cardinia Shire Development Design Specification as amended from time to time.⁵³
2. Widths may be varied to meet special circumstances including tree preservation and for environmental reasons on the recommendation of the Advisory Panel and subject to the proposed variation preserving the suitability and functionality of the road together with its safety & structural integrity. Except at slow points, widths of less than 5.5metres inclusive of the kerb tray are not supported.⁵⁴
3. Commercial & industrial streets width to take into account the scale of the development and the general size, configuration and access requirements of the vehicles needed to service or access the abutting development including on street parking requirements.
4. Pavement construction and 30mm asphalt final seal (preferred) or two coat sprayed seal. The pavement shall be designed taking into account the subgrade conditions, projected traffic loadings and whole of lifecycle costs and particularly the future and ongoing maintenance and renewal costs to be met by Council. In general lightweight and temporary standards of construction that are not sustainable in the longer term shall not be employed.
5. Sustainable constructed drains comprising kerb & channel with underground drains or swale drains in accordance with Melbourne Water's Water Sensitive Urban Design Guidelines as approved by the General Manager Assets & Services.⁵⁵
6. Provision of driveway cross-overs constructed compliant with Council's Standard. Where the standard of an existing constructed cross-over complies with Council Standard, it will be reinstated to the previous standard within the scheme Total Cost. In general, other driveway cross-overs shall be constructed as part of the special charge scheme with the costs apportioned directly to the benefitting landowners.⁵⁶

⁵³ Council has comprehensive design standards that apply to all development within the Shire including new subdivisions.

⁵⁴ 5.5m is the general minimum trafficable width required to safely service a residential lot on a local access road.

⁵⁵ Drainage systems may present a traffic hazard if deep and an environmental and health danger through erosion, puddling of stagnant water and harboring of weeds if allowed to remain as open side-cuts. Council is in the process of developing its own Water Sensitive Urban Design Guidelines and in the interim is utilizing the "industry standard" Melbourne water Guidelines.

⁵⁶ Driveway access can be a critical element to scheme success in steep terrain. Properly graded and constructed driveway crossovers are necessary to ensure adequate vehicular access.

16.2 Local Road Construction in Rural Areas

Rural local road infrastructure to be provided via schemes shall comply with the following minimum standards for which the contributors shall be liable:

1. Council's adopted road standards as specified in the Cardinia Shire Development Design Specification as amended from time to time.⁵⁷
2. Widths may be varied to meet special circumstances including tree preservation and for environmental reasons on the recommendation of the Advisory Panel and subject to the proposed variation preserving the suitability and functionality of the road together with its safety & structural integrity. Widths of less than 7.0 metres inclusive of 2 No 1.0 metre shoulders are not supported.⁵⁸
3. Pavement construction and two coat sprayed seal, (asphalt seal is preferred). The pavement shall be designed taking into account the subgrade conditions, projected traffic loadings and whole of lifecycle costs and particularly the future and ongoing maintenance and renewal costs to be met by Council. In general lightweight and temporary standards of construction that are not sustainable in the longer term shall not be employed.
4. Formed table drains and cross drainage to service the road as specified in the Cardinia Shire Development Design Specification as amended from time to time.⁵⁹

16.3 Footpaths & Combined Pedestrian / Cycle Paths

Footpath, cycle path and shared path infrastructure to be provided via schemes shall comply with the following minimum standards for which the contributors shall be liable:

1. Council's adopted standards as specified in the Cardinia Shire Development Design Specification as amended from time to time.⁶⁰

16.4 Drainage Construction

Drainage infrastructure to be provided via schemes shall comply with the following minimum standards for which the contributors shall be liable:

1. Underground easement and roadside collection drains – Council's adopted standards as specified in the Cardinia Shire Development Design Specification as amended from time to time and required to service the properties within the scheme boundaries.⁶¹
2. Drains shall be sized in accordance with Council's Design standard applicable to the situation and as specified in the Cardinia Shire Development Design Specification as amended from time to time.⁶²

⁵⁷ Council has comprehensive design standards that apply to all development within the Shire including new subdivisions.

⁵⁸ 7.0m width inclusive of shoulders is considered to be the minimum width capable of meeting required safety standards on lightly trafficked no through rural roads. Council will contribute this additional cost to be fair to those being levied. Local access roads servicing traffic volumes up to 1000vpa generally have Design standard of 9.6m inclusive of 2 x 1.5m shoulders.

⁵⁹ Minimum drainage requirements. This will generally result in table drains and minor cross-road drainage being included in the scheme and outfall drains including larger culverts being funded by Council.

⁶⁰ Council has comprehensive design standards that apply to all development within the Shire including new subdivisions.

⁶¹ Basic drainage infrastructure to service properties & road is to be provided by contributors and to a sustainable standard.

3. Open drains in urban and township areas, particularly open earthen drains shall not be employed except where they form part of a drainage system complying with Melbourne Water's Water Sensitive Urban Design Guidelines as approved by the General Manager Assets & Services.⁶³

16.4.1 Drainage - Public Health

Section 163B of the Local Government Act empowers Council to proceed with a drainage scheme that is required for reasons of "public health" notwithstanding that there may be limited community support.

Council shall exercise this power with care and following thorough community consultation with all proposed contributors.⁶⁴

Public Health considerations include:

1. Unsewered areas where surface drainage may be contaminated with sillage or other materials that pose a hazard to the health of residents;
2. Water logging and saturation of residential areas including house yards, and areas of active community recreation that may be considered to be detrimental to the health of those residents;
3. Flooding of township and urban areas where the flow or depth of that water may pose a serious and real threat to the health of those inhabitants.

17 Guidelines

Ministerial guidelines issued to assist in calculation of the Benefit Ratio and determining the maximum amount of a levy appended to this policy as Appendix 1 are to read in conjunction with and provide guidance in the application of this policy.

18 Procedures

All activities and processes pursuant this policy shall be carried out in accordance with Quality assurance based procedures specifically develop for this purpose.⁶⁵

⁶² Drains shall be of adequate size to avoid unacceptable flooding, which is generally:

A 1 in 5 year return period (residential, industrial) or 1 in 10 year (commercial) without surcharge, and Provision of an overland flow path that does not threaten private buildings for 1 in 100 year storm events.

⁶³ Open earthen drains are subject to erosion, weed growth and unacceptably high maintenance demands. Open swale drains constructed in accordance with Water Sensitive Urban Design Guidelines offer significant environmental advantages. They generally include a component of subsurface drainage and are to be encouraged in appropriate locations.

⁶⁴ Drainage schemes may be difficult to implement as generally it is only the downstream recipients of flows that are adversely affected and these adverse affects may have serious health consequences. Section 163B of the Local Government Act waives the requirement for Council to contribute in excess of one third of the cost of the works where they are drainage works declared by Council as required for reasons of public health. This power needs to be exercised with care and where reasonable attempts have been made to explain the necessity of the works to those affected.

⁶⁵ A set of Quality Assurance formatted procedures derived from this policy and statutory requirements will ensure that Council is meeting all parameters and ensure reliability and consistency in its dealings with the public and where necessary the Victorian Civil and Administrative Tribunal.

Appendix 1 – Flow chart of Scheme Process

SPECIAL CHARGE PROJECTS – (Section 163 – Local Government Act 1989)

| <i>Stage</i> | <i>Description</i> |
|---|---|
| <i>Survey of Landowners</i> | Initial survey of property owners to assist in determining the need, associated issues and level of support for the proposed works and special rate/charge scheme. Survey based on preliminary investigations. |
| <i>Approval to prepare scheme</i> | Decision made to prepare scheme or to shelve project following consideration of surveys of property owners and feedback from the community. Council may proceed by placing the project in the budget system or commencing immediately to prepare a scheme. Scheme preparation involves survey, design, detailed estimates and preparation of an apportionment of costs. |
| <i>Intention to Declare Scheme</i> | Report to Council providing information on proposed scheme including advice of impending advertising of scheme and declaration of charge. Report seeks Council approval by resolution to proceed with process. |
| <i>Advertisement and Notification</i> | The proposed scheme is advertised in the local newspaper and all affected property owners are notified by mail of proposed works, costs and contributions. This advertisement and notification indicates Council's intention to 'declare' a scheme in a month's time and seeks submissions from affected property owners. Details of the scheme may be inspected at the Shire Offices. |
| <i>Submissions</i> | From the time of advertising, property owners have 28 days (as set down by the Act) to lodge submissions, either in support or opposing the proposed scheme. If intending to recover more than 2/3 of scheme cost from contributors, they have 28 days to object to the scheme. |
| <i>Submissions Review Panel Hearing</i> | A Submissions Review Panel is convened (may be Council Committee or whole Council) and meets to consider submissions. Some submissions are written only. Submitters may also request to be heard before the Committee. The Panel makes a recommendation to Council regarding the scheme. |
| <i>Abandonment of scheme</i> | The Panel may recommend to Council that the scheme be abandoned. After considering the Panel's report, Council may proceed to abandon the scheme following which property owners are notified and the scheme does not proceed. |
| <i>Declaration Report</i> | Alternatively, the Panel may recommend to Council that the scheme proceed. After considering the Panel's report, Council may proceed to "declare" the charges in accordance with its advertised intent. Subsequent to this the Finance Manager issues the levy notices and there is a formal charge placed on the property. This is the final step in the process for Council to make a decision on the scheme. |
| <i>Appeal</i> | Property owners may lodge an application for review of Council's decision with the Victorian Civil and Administrative Tribunal (VCAT) within one month of issue of the levy notice. An appeal is listed, heard and determined by the Tribunal and this process generally takes four to six months. Decisions made by VCAT are binding on all parties. |
| <i>Construction</i> | Council may then proceed to construction. Tenders are invited and a contractor appointed to construct the works. Invoices are issued seeking payment of the estimated cost within one month of commencement. Payment may be by instalments or lump sum. The Social Responsibility provisions of Council's Special Charge Policy provides for those facing financial difficulty. |

| | | |
|--|--------------------------|---|
| | <i>Final Cost Report</i> | At the completion of the works the scheme is “finalised” taking into account actual costs incurred and payments are adjusted accordingly. |
|--|--------------------------|---|

Appendix 2 - CALCULATION OF BENEFIT RATIO (R)

In Section 163(2A) of the Local Government Act as a result of the Local Government (Democratic Reform) Act, there is a requirement to limit the total amount which can be levied on potential Scheme contributors.

From a total estimate of Scheme cost (C), Council is to determine the total amount to be levied as a Special Charge (S) and the criteria to be used in the declaration. The maximum amount to be levied is a ratio of the relative special benefit to total benefits. In turn, total benefits are the sum of special benefits and community benefits.

The formula quoted in the Bill is $R \times C = S$

If $R = \frac{\text{special benefits}}{\text{special benefits} + \text{community benefits}}$.

Then the formula can be restated as

$\frac{\text{special benefits}}{\text{special benefits} + \text{community benefits}} \times \text{total cost} = \text{maximum amount which can be levied to contributors}$

Because the asset classes involved vary in consideration of benefit, it is considered most appropriate that analysis should be completed on each of the individual components of the construction estimate. These are typically as attached in the tables for Urban Roads or Rural Roads.

The mechanism to access the total benefits is to sum the special benefits and the community benefits before calculating the Benefit Ratio. In this respect, note that mathematically the following relationships exist for calculation of the overall value of S for the Scheme –

Urban Streets -

$$S_{\text{Scheme}} = R_{RP} \times \$RP + R_{RS} \times \$RS + R_{KC} \times \$K\&C + R_D \times \$UD + R_{FP} \times \$FP + 1.0 \times \$X + 1.0 \times \$ST = \frac{\text{SUM(SB)}}{\text{SUM(SB)} + \text{SUM(CB)}} \times C_{\text{Scheme}}$$

Rural Roads

$$S_{\text{Scheme}} = R_{RP} \times \$RP + R_{RS} \times \$RS + R_{KC} \times \$K\&C + R_D \times \$UD + 1.0 \times \$X + 1.0 \times \$ST = \frac{\text{SUM(SB)}}{\text{SUM(SB)} + \text{SUM(CB)}} \times C_{\text{Scheme}}$$

Urban Street cross-section

| Item No. | Description | Special Benefit (SB) | Community Benefit (CB) | Benefit Ratio ($\frac{SB}{SB + CB}$) |
|----------|---|--|--|--|
| 1 | Road Pavement (RP), including – <ul style="list-style-type: none"> Earthworks required for the road pavement Asphalt surfacing Crushed rock pavement Subgrade improvement, if underlying foundation material is weak Capping layer if underlying foundation material is moderately to highly expansive Line marking | Cost of minimum-depth pavement to accommodate – <ul style="list-style-type: none"> One parking lane on either side of the street One through lane for vehicles Sufficient property access/egress turning movement, important for service vehicles and in industrial areas | Additional cost to provide a pavement which <ul style="list-style-type: none"> Has a greater depth than the urban minimum to account for additional traffic or heavy loads Is wider than minimum standards (refer clause 16), in order to accommodate higher levels of through traffic or for bike lanes | $\frac{\$Urban\ minimum}{\$Urban\ min + \$Extra\ cost}$ |
| 2 | Road Safety (RS) installations, including – <ul style="list-style-type: none"> Splitter islands Roundabouts Platforms or humps | Cost of road safety installations required to serve the Scheme properties alone | Additional cost for road safety installations required for the Scheme, due to – <ul style="list-style-type: none"> Wider road pavements The need to provide for through traffic | $\frac{\$Minimum\ road\ safety}{\$Min\ RS + \$Extra\ cost}$ |
| 3 | Kerb and channel (KC), including – <ul style="list-style-type: none"> Kerb and channel concrete Underground agricultural pipe and backfill Vehicle crossing laybacks Pram crossing laybacks Side entry pit lintels and chutes | Cost of kerb and channel required for minimum urban pavement standard | Additional cost for the proposed Scheme due to <ul style="list-style-type: none"> Additional facilities to cater for higher traffic levels, eg. kerb returns, tree outstands | $\frac{\$Min\ kerb\ \&\ channel}{\$Min\ K\&C + \$Extra\ cost}$ |
| 4 | Drainage (D) structures, including – <ul style="list-style-type: none"> Junction pits Side entry pits Underground stormwater pits House connections to SW pipes Swale drains Water Sensitive Urban Design (WSUD) requirements of swale drains | Cost of drainage structures required for minimum urban standard, servicing or protecting the Scheme area | Additional cost for the proposed Scheme because of <ul style="list-style-type: none"> Drainage from other areas passing through or adding to Scheme flows Provision of major outfall drainage | $\frac{\$Min\ Urban\ Drainage}{\$Min\ UD + \$Extra\ cost}$ |
| 5 | Footpath (FP), including – <ul style="list-style-type: none"> Footpath construction and bedding Drainage pits and pipes where reverse fall occurs on naturestrips and requires additional drainage collection | Cost of minimum urban concrete footpath, per standard detail, servicing and abutting the Scheme | Additional cost to provide <ul style="list-style-type: none"> A wider width because of a use as a shared footway Additional length at intersections or crown land to link up with other footpaths Footpaths providing benefit to others outside the scheme | $\frac{\$Min\ Urban\ Footpath}{\$Min\ UF + \$Extra\ cost}$ |
| 6 | Driveway crossings (X), including – <ul style="list-style-type: none"> Driveway construction and bedding material between the kerb layback (if provided) and the property boundary, per standard detail | 100% to property owners | Nil | 100% |
| 7 | Street trees (ST), including – <ul style="list-style-type: none"> Provision of tree and stake Planting and establishment | 100% to property owners | Nil | 100% |
| | | \$ (SUM) TOTAL SPECIAL BENEFIT | \$ (SUM) COMMUNITY BENEFIT | BENEFIT RATIO |

| | | | | |
|--|--|--|--|-------------|
| | | | | CALCULATION |
|--|--|--|--|-------------|

Rural Road cross-section

| Item No. | Description | Special Benefit (SB) | Community Benefit (CB) | Benefit Ratio ($\frac{SB}{SB + CB}$) |
|----------|--|---|---|--|
| 1 | Road Pavement (RP), including – <ul style="list-style-type: none"> • Earthworks required for the road pavement, including establishment of table drainage • Pavement and shoulder surfacing • Crushed rock pavement and shoulders • Subgrade improvement, if underlying foundation material is weak • Capping layer if underlying foundation material is moderately to highly expansive • Line marking | Cost of minimum-depth pavement and shoulders to accommodate – <ul style="list-style-type: none"> • Two-way vehicular traffic • Sufficient property access/egress turning movement, important for service vehicles and delivery vehicles | Additional cost to provide a pavement which <ul style="list-style-type: none"> • Has a greater depth than the urban minimum to account for additional traffic or heavy loads • Is wider than minimum standards (refer to clause 16), in order to accommodate higher levels of through traffic or for bike lanes | $\frac{\$Rural\ minimum}{\$Rural\ min + extra\ cost}$ |
| 2 | Road Safety (RS) installations, including – <ul style="list-style-type: none"> • Splitter islands • Roundabouts • Platforms or humps | Cost of road safety installations required to serve the Scheme properties alone | Additional cost for road safety installations required for the Scheme, due to – <ul style="list-style-type: none"> • Wider road pavements • The need to provide for through traffic | $\frac{\$Minimum\ road\ safety}{\$Min\ RS + \$Extra\ cost}$ |
| 3 | Kerb and channel (KC) , if required for erosion control or other traffic reasons in parts of the Scheme, including – <ul style="list-style-type: none"> • Kerb and channel concrete • Underground agricultural pipe and backfill • Vehicle crossing laybacks • Pram crossing laybacks • Side entry pit lintels and chutes | Cost of kerb and channel required for minimum rural pavement standard | Additional cost for the proposed Scheme due to <ul style="list-style-type: none"> • Wider road pavements which may require kerb & channel because of additional steeper batters or longer lengths of erosion protection | $\frac{\$Min\ kerb\ \&\ channel}{\$Min\ K\&C + \$Extra\ cost}$ |
| 4 | Drainage (D) structures, including – <ul style="list-style-type: none"> • Junction pits • Side entry pits • Underground stormwater pits • End walls • Culverts • Swale drains • Water Sensitive Urban Design (WSUD) requirements of swale drains | Cost of drainage structures required for minimum rural standard, servicing or protecting the Scheme area | Additional cost for the proposed Scheme because of <ul style="list-style-type: none"> • Drainage from other areas passing through or adding to Scheme flows • Provision of major outfall drainage | $\frac{\$Min\ Rural\ Drainage}{\$Min\ RD + \$Extra\ cost}$ |
| 5 | Rural Driveway crossings (X), including – <ul style="list-style-type: none"> • Driveway construction and bedding material between the sealed road/shoulder and the property boundary • Pipe culvert with endwalls | 100% to property owners | Nil, except in special dual-access situations | 100% |
| 6 | Street trees (ST), including – <ul style="list-style-type: none"> • Provision of tree and stake • Planting and establishment | 100% to property owners | Nil | 100% |

| | | | | |
|--|--|--------------------------------|----------------------------|---------------------------|
| | | \$ (SUM) TOTAL SPECIAL BENEFIT | \$ (SUM) COMMUNITY BENEFIT | BENEFIT RATIO CALCULATION |
|--|--|--------------------------------|----------------------------|---------------------------|

Appendix 3 - Benefit Unit Multipliers – Zoning and Subdivisional Potential.

Benefit Units shall have regard to the zoning and shall be determined by applying appropriate multipliers as detailed below:

| <u>Town Planning Zone</u> | <u>Benefit Unit</u> |
|---------------------------|---------------------|
| Residential | 1 |
| Industrial | 2 |
| Commercial | 2 |
| Recreational | 1 |

Benefit Units shall have regard to the subdivisional potential and shall be determined by applying appropriate multipliers as detailed below:

| <u>Potential Allotments</u> | <u>Benefit Unit</u> |
|-----------------------------|---------------------|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| etc | etc |

The number of potential allotments shall

- a. Be determined by reference to a standard size allotment where no minimum size is specified in the Planning Scheme.

Take into account the practicality of subdivision in the near future having regard to the existing physical development of the site. Eg new dwelling spread over a double allotment may warrant discounting to 1.5 Units in view of impracticality and likelihood of subdivision in the near future

8 SPECIAL CHARGE SCHEME POLICY

Moved Cr J Springfield Seconded Cr M Schilling

That Council adopt the revised Special Charge Scheme Policy.

Cd.

9 IMPLEMENTATION OF REVISED ROAD MANAGEMENT PLAN

FILE REFERENCE INT1855599

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Andrew Barr; Ben Wood

RECOMMENDATION

That Council commences the process to replace the existing Road Management Plan, by undertaking the following actions:

- Give public notice that Council intends to revoke the existing Road Management Plan in accordance with section 41A of the Interpretation of Legislation Act 1984; and
- Give Public Notice under section 54 of the Road Management Act to make a new Road Management Plan.

Attachments

[1](#)  Road Management Plan Version 3 38 Pages

EXECUTIVE SUMMARY

A review of the existing Road Management Act was undertaken and presented at the June 2017 Council Meeting identifying opportunities to better manage the road network and associated infrastructure covered by the Road Management Plan (RMP).

A new RMP was developed, presented to the Road Focus group for feedback and has since been modified.

This report looks to enact the changes identified in the review of the existing RMP as outlined in the attached RMP Version 3 by undertaking the statutory process outlined in the Road Management Act.

BACKGROUND

The (RMP) documents the standards for performing Council's road management functions including inspection, maintenance and repair. Council's RMP (adopted 17 August 2009 - reviewed 2013) documents the principles, methods and systems used by the Council in managing the local road system. The Plan applies to road related infrastructure such as roads, footpaths, bridges and drains.

A review of Council RMP was undertaken and endorsed at the June 2017 General Council Meeting.

A number of alterations were proposed to improve efficiency and services with regards to the way council manages roads, footpaths, drains and bridges. The predominant changes to the revised plan relates to the proactive maintenance structure proposed for the unsealed road network:

Roads:

A review of the Grading Maintenance service which centred on improving productivity, reducing costs and better in forming our customers internally and externally of planned works was

undertaken. The outcome of this review is to alter the unsealed roads maintenance program to a cyclic proactive program, rather than a reactive intervention level driven program.

As such, a set cyclic maintenance program would be developed for the proactive maintenance of the road network. Interval periods would be set based on historical maintenance completed previously on the network. The maintenance crew would work to this program and rectify all defects identified

It is expected that Council officers would be able to provide our customers, internal and external, more visibility of the program, potentially on Council's website, reducing the angst currently received by many of our customers not knowing exactly when works will be completed.

This proposed process is currently used by Yarra Ranges Council and has also been endorsed by the MAV.

Footpaths:

The proactive inspections for concrete and asphalt footpaths have been amended to be carried out twice a year for high priority footpaths, annually for medium priority footpaths and once every two years for low priority footpaths.

The intervention levels for each hazard type have been revised so that the same level applies across all footpath priorities as well as in line with legal definitions of paths and that the response time are reduced.

The timeframe for proactive inspections for gravel paths be increased to bi-annually to align with the unsealed road inspections and consistent industry standards.

Bridges

The plan continues with the current Level 1, 2 & 3 inspection frequencies with the inclusion of viewing platforms. Timber boardwalks have been transferred from footpaths to bridges section to enable the inspection and maintenance of this asset to be undertaken by accredited bridge inspectors and maintenance staff.

Reference to service level activities, intervention levels, performance standards and response times have been removed, however reword to read:

- Intervention Level: Repairs identified defects as part of the approved Bridge and Major Culvert scheduled inspection program.
- Performance Standard: The bridge, major culvert or structure should be maintained to ensure that:
 - It is safe for use by vehicular traffic, including bicycles, and pedestrian traffic where applicable;
 - It is maintained generally in accordance with approved standards and works programs;
 - Inspections to be completed by a suitably qualified and experienced person.
 - Response Time: As per approved Bridge and Major Culvert works program.

As such, a revised RMP has been prepared to replace the currently adopted Road Management Plan. Feedback has been sought from a Road Focus Group, who were generally supportive of the proposed methodology.

Given the substantial changes to the methodology associated with transitioning from the existing RMP to the revised RMP, considerable work has gone into the planning required to implement the revised RMP. Council officers are now in a position to implement the changes with an ability to adhere to the requirements stipulated.

In order to implement the new RMP, the current one will be revoked in accordance with section 41A of the Interpretation of Legislation Act 1984; and a new RMP made under section 54 of the Road Management Act. This will involve the following process:

1. On acceptance by Council a Public Notice to be published to announce the intention to revoke the current RMP and adopt the new RMP.
2. A period for receiving submissions from the Public will occur in accordance with the Road Management Act and a report will be drafted, including summarisation of any submissions, recommending a final version of the new RMP to be adopted.
3. Council to formally revoke existing RMP and adopt the new version, with Public Notices published in accordance with the requirements of the Road Management Act.

POLICY IMPLICATIONS

Council's RMP is the means by which the council has enlivened the "policy defence" embodied in section 103 of the Road Management Act. Section 50 explains the purposes of a Road Management Plan to be:

1. to establish a management system for the road management functions of a road authority which is based on policy and operational objectives and available resources; and
2. to set the relevant standard in relation to the discharge of duties in the performance of those road management functions

The RMP therefore has the effect of facilitating Council's defence to negligence claims.

RELEVANCE TO COUNCIL PLAN

The Review of the RMP relates to the following objectives and outcomes of the Council plan.

3 "Our Environment",

3.1 "Provision and maintenance of assets on a life-cycle basis",

3.1.1 "Maintain all Council roads and supporting infrastructure in accordance with the Roads Management Act 2004"

and

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"

CONSULTATION/COMMUNICATION

The standards for inspection, maintenance and repair of roads, as noted in the attached revision of the RMP, were provided to the Roads Focus Group for comment as part of the Asset Management Plans development. The members of the Roads Focus Group provided their full support for the standards as noted.

Following the review of the existing RMP and preparation of a new RMP a Road Focus group was established. The new RMP was presented to this group for initial feedback who provided support for the proposed new improvements in particular the way the unsealed road network is proposing to be managed.

Council is required to give public notice that it intends to revoke the existing Road Management Plan in accordance with section 41A of the Interpretation of Legislation Act 1984 and Give Public Notice under section 54 of the Road Management Act to make a new Road Management Plan.

At such time, the community have 28 days to provide submissions relating to the proposed new RMP.

FINANCIAL AND RESOURCE IMPLICATIONS

The standards as set out in the revised RMP are not expected to affect the required maintenance funding for Council's assets

CONCLUSION

A number of alterations have been proposed to improve efficiency and services with regards to the way council manages roads, footpaths, drains and bridges. In order to implement the findings associated with this review, it is recommended that Council's Road Management Plan (adopted 17 August 2009) will be revoked in accordance with section 41A of the Interpretation of Legislation Act 1984; and make a new RMP under section 54 of the Road Management Act.

This will involve the following process.

3. On acceptance by Council a Public Notice to be published to announce the intention to revoke the current Road Management Plan and adopt the new Road Management Plan.
4. A period for receiving submissions from the Public will occur in accordance with the Road Management Act and a report will be drafted, including summarisation of any submissions, recommending a final version of the new RMP to be adopted.
5. Council to formally revoke existing RMP and adopt the new version, with Public Notices published in accordance with the requirements of the Road Management Act.

Road Management Plan

Prepared in response to Victorian Road Management Act 2004

August 2018

| Version control | Details | Date |
|-----------------|---|------------------|
| Version 1.0.0 | Adopted by Council | 13 December 2004 |
| | Published in Government Gazette on 6 January 2005 | 6 January 2005 |
| | Reviewed | June 2009 |
| | Revoked | 17 August 2009 |
| Version 2 | Adopted by Council | 17 August 2009 |
| | Reviewed | 30 June 2013 |
| | Revoked | ##### |
| Version 3 | Adopted by Council | |

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Table of Contents

| | | |
|------|---|----|
| 1 | Introduction | 3 |
| 2 | Glossary of Terms..... | 4 |
| 3 | Purpose of the plan..... | 7 |
| 4 | Roads for which this plan applies | 9 |
| 4.1 | Vehicle Crossovers/Driveways | 10 |
| 5 | Legislative basis for plan | 10 |
| 6 | Management system..... | 11 |
| 6.1 | Long-Term Decision System: | 11 |
| 6.2 | Long-Term Decision System Process | 11 |
| 6.3 | Day to Day Decision System | 11 |
| 6.4 | Day to Day Decision System Process..... | 11 |
| 7 | Asset repair standards..... | 13 |
| 8 | Hierarchical classification system..... | 14 |
| 8.1 | Road classification | 14 |
| 8.2 | Pathways classification..... | 16 |
| 8.3 | Bridge classification | 16 |
| 8.4 | Drainage classification..... | 17 |
| 9 | Standards of risk and maintenance..... | 19 |
| 10 | Inspections | 19 |
| 10.1 | Reactive Inspections | 19 |
| 10.2 | Pro-active asset inspections..... | 20 |
| 11 | Schedule A – Risk and maintenance standards | 24 |
| 11.1 | Road Service Standards | 25 |
| 11.2 | Footpath Service Standards | 37 |
| 11.3 | Bridge Service Standards | 44 |
| 11.4 | Drainage Service Standards | 45 |

1

Introduction

The Road Management Act 2004 (the Act) in conjunction with its associated Codes of Practice defines legislative principles that road authorities need to conform to in the management of their road infrastructure. The Cardinia Shire is a road authority, as defined in the Act and is responsible for approximately 1,372 km of local roads and 540 km of associated footpath assets.

This Road Management Plan (RMP) has been prepared to document the principles, methods and systems used by the Cardinia Shire in managing the local road system. The Plan has two major components:

1. Schedule of Maintenance Standards – A statement of the levels of service that the Council provides in managing the local road network.
2. Road Management System – A work flow process that provides a sound basis for traceability of inspections, work planning, scheduling and monitoring.

In addition, this RMP refers to Council's Register of Public Roads, a requirement of the Act, which lists all roads for which Council is the designated road authority and deems to be reasonably required for use by the general public.

The Council has prepared the public register on the basis of its complete and fullest knowledge of the existence of relevant road and footpath assets. Council also acknowledges that in managing this infrastructure, it has established and defined a reasonable level of service to meet the expectations of road users and the local community within available budgets and resource levels. The nature of an asset's usage drives the allocation of resources within the systems used to provide this reasonable level of service.

This Plan is a dynamic document that will be reviewed regularly in accordance with the timelines specified in the Act and associated Regulations. It will be checked against the current needs and expectations of the community. Council will review the performance of the Plan on an annual basis through the Budget preparation process.

Cardinia Shire Council is committed to ensuring that accessible, quality services and facilities are provided to our community. The Road Management Plan complements the Council's development of Asset Management Plans for Roads, Pathways, Bridges and Drainage, by addressing specific elements of the maintenance and management of the road network, as well as the legislative responsibilities under the Act.

The Assets covered by this Plan include:

- road pavements and surfaces
- pathways
- bridges
- Other infrastructure servicing roadways or pathways such as drainage and signage

Declared Arterial Roads and Freeways within the municipality are managed and maintained by VicRoads with respect to the road pavement, including signage and infrastructure relating to road drainage (kerb and channel and road pits). On some of these roads Council may be responsible for assets behind the kerb such as pathways.⁶⁶

⁶⁶ For a more detailed demarcation between VicRoads and Cardinia Shire Council see the Ministerial Code of Practice "Operational Responsibility For Public Roads"

2 Glossary of Terms

| Term | Definition |
|-------------------------------|--|
| Arterial roads | Freeways, highways & declared main roads which are managed by the State Government through VicRoads. |
| Road | Includes a street; right of way; cul de sac; by-pass; bridge or ford; footpath; bicycle path or other land or works forming part of the road. |
| Road Management Act (the Act) | Road Management Act 2004 (Vic) The Act provides a statutory framework for the management of the road network in Victoria. |
| Municipal Road | Roads for which the council is the responsible Road Authority. |
| Pathways | <p>The definition of pathway provided in the Act captures both 'footpaths', 'shared pathways' and dedicated bicycle pathways as outlined below:</p> <p>A footpath, bicycle path or other area constructed or developed by a responsible road authority for use by members of the public other than with a motor vehicle but does not include any path:</p> <p>(a) which has not been constructed by a responsible road authority;</p> <p style="text-align: center;">or</p> <p>(b) which connects to other land.</p> |

| Term | Definition |
|--------------------------|--|
| Shared Pathways | <p>The below definition of ‘shared pathways’ has been extracted from Reg. 242(2) of the Australian Road Rules:</p> <p>“An area open to the public (except a separated footpath) that is designated for, or has as one of its main uses, use by both the riders of bicycles and pedestrians, and includes a length of path for use by both bicycles and pedestrians beginning at a shared path sign or shared path road marking and ending at the nearest of the following:</p> <ul style="list-style-type: none"> (a) an end shared path sign or end shared path road marking; (b) a no bicycles sign or no bicycles road marking; (c) a bicycle path sign or bicycle path road marking; (d) a road (except a road-related area); (e) the end of the path.” |
| Road reserve | All of the area of land that is within the boundaries of a road. |
| Roadside | Any land that is within the boundaries of a road (other than the shoulders of the road) which is not a roadway or a pathway and includes the land on which any vehicle crossing or pathway which connects from a roadway or pathway on a road to other land has been constructed. |
| Register of Public Roads | List of roads within the Municipality that Council is responsible for inspecting and maintaining. Council is required to keep a register under s.19 of the Act. |

| Term | Definition |
|-----------------------------|--|
| Road Infrastructure | <p>The infrastructure which forms part of a roadway, pathway or shoulder,</p> <p>Including –</p> <ul style="list-style-type: none"> • Structures forming part of the roadway, pathway or shoulder; and the road-related infrastructure; • Materials from which a roadway, pathway or shoulder is made; such as asphalt, bitumen, gravel, lane markers and lines. |
| Road related infrastructure | <p>Infrastructure which is installed by the relevant road authority for road related purposes to–</p> <ul style="list-style-type: none"> • Facilitate the operation or use of the roadway or pathway; or • Support or protect the roadway or pathway. <p>Examples: Traffic islands, traffic management signage, traffic control sign, traffic light, kerb and channel, a bridge, culvert or ford, road drain or embankment, a noise wall, gate, post or board installed on the road reserve.</p> |
| Driveway / Crossover | <p>Constructed hard-standing access providing connection from roadway to a property. This excludes any section of a constructed Public Pathway that crosses the driveway.</p> |
| Proactive Inspections | <p>Inspections performed as part of a scheduled program, according to the classification of roads or pathways for the purpose of identifying defects above intervention and to provide a record that the road has been inspected</p> |
| Reactive inspections | <p>Inspections performed in response to a customer request or notification about the condition of the road, in order to assess whether the road contains a RMP defect that has reached the relevant intervention level.</p> |

| Term | Definition |
|----------------------|--|
| Condition Inspection | Inspections conducted to assess the life of the road and footpath network and to prioritise major works. These inspections do not include identification and measurement of individual defects against intervention levels as this is done via proactive and reactive inspections. |
| Intervention Level | The size of the defect at which the road authority has determined that the defect will be rectified. |
| Consent applications | Applications made by other road authorities, utilities companies or residents to perform works on council-managed roads. |

3 Purpose of the plan

The purpose of this Road Management Plan is to provide the following to key stakeholders:

- Detail the management systems for the road management functions under the control of Cardinia Shire Council
- Set the relevant standards in relation to the discharge of duties in the performance of those road management functions
- Base the standards on policy and operational objectives within the resources available
- Ensure the provision of a reasonably safe and efficient road network for use by road users and the community.

The key stakeholders in this Plan include:

- The community in general
- Residents and businesses abutting and using the road network
- Pedestrians
- Cyclists
- Utility agencies that use the road reserve for their infrastructure (water, sewerage, gas, electricity, telecommunications)
- Council as the responsible road authority.

Council will make every endeavour to meet all aspects of its Road Management Plan, (RMP). However, there may be situations or circumstances that affect council's business activities to the extent that it cannot deliver on the service levels of the RMP. These include but are not limited to natural disasters, such as fires, floods, or storm; or, a prolonged labour or resource shortage, due to a need to commit or redeploy council staff and/or equipment elsewhere.

In the event that the Chief Executive Officer (CEO) of council has considered the impact of such an event on the limited financial resources of council and its other conflicting priorities, and determined that the RMP cannot be met, then pursuant to Section 83 of the Wrongs Act, the CEO will write to council's officer in charge of its plan and inform them that some, or all, of the timeframes and responses in council's RMP are to be suspended.

Once the scope of the event/s have been determined, and the resources committed to the event response have been identified, then there will be an ongoing consultation between council's CEO LMI Road Management Guidance Document v3 - Commercial in Confidence 11 and council's officer responsible for the RMP, to determine which parts of council's plan are to be reactivated and when.

Council statements to residents about the suspension or reduction of the services under the RMP will include reference to how the work that will be done has been prioritised, and the period for which it is likely to be affected.

In preparing this Plan, road users are to be reminded of their obligations under the Act.⁶⁷

⁶⁷ Part 8 (Amendment of Other Acts), Division 2 (Road Safety Act 1986)

Obligation of Road Users

1. A person who drives a motor vehicle on a highway must drive in a safe manner having regard to all the relevant factors including (without limiting the generality) the:

- (a) physical characteristics of the road;
- (b) prevailing weather conditions;
- (c) level of visibility;
- (d) condition of the motor vehicle;
- (e) prevailing traffic conditions;
- (f) relevant road laws and advisory signs; and
- (g) physical and mental condition of the driver.

2. A road user other than a person driving a motor vehicle must use a highway in a safe manner having regard to all the relevant factors by keeping a proper lookout and exercising reasonable care for their own safety.

3. A road user must

- (a) have regard to the rights of other road users and take reasonable care to avoid any conduct that may endanger the safety or welfare of other road users;
- (b) have regard to the rights of the community and infrastructure managers in relation to road infrastructure and non-road infrastructure on the road reserve and take reasonable care to avoid any conduct that may damage road infrastructure and non-road infrastructure on the road reserve; and
- (c) have regard to the rights of the community in relation to the road reserve and take reasonable care to avoid conduct that may harm the environment of the road reserve.

4

Roads for which this plan applies

This Plan applies to all Public Roads for which Council is the coordinating road authority in accordance with Sections 36 and 37 of the Act. These are roads and pathways listed in Council's Register of Public Roads that Council has deemed to be:

- Managed and maintained by Council,; and
- Considered to be reasonably required for general public use.

The register provides a list of the roads for which Council is the Responsible Authority, and includes (where applicable) the following;

- Council Asset ID
- Road name
- Description of road section
- Location
- Classification
- Surface Type (Sealed or Unsealed)
- Length
- Date Road became a Public Road⁶⁸
- Date road ceased to be a Public Road
- Ancillary Areas
- Reference to arrangement relating to the transfer of road management functions to or from another road authority or service utility.
- Reference to Plan or Instrument made on or after 1 July 2004 that fixes or varies the boundary of a Public Road

The Register of Public Roads has been adopted by Council and is amended from time to time as required. The Register of Public Roads is also available for inspection at Council offices.

Where applicable, the details of agreements between the Council and other road authorities or service authorities, made pursuant to Section 15 of the Act, are also included in the Register of Public Roads. The demarcation of asset ownership has been defined by the negotiation of demarcation agreements between the Council and other road authorities in accordance with the Act⁶⁹. Agreements have been adopted with the following:

- Casey City Council
- Baw Baw Shire Council
- Yarra Ranges Council
- Bass Coast Shire Council
- South Gippsland Shire Council
- VicRoads

The agreements define the extent of boundary roads, private roads, arterial roads, other authority roads and structures.

This Plan does not apply to:

- Any driveway or pathway providing access from private property to a public road, other than the section of driveway/crossover that forms part of the public pathway (see below for further details).
- Fire Access Tracks
- Non-Road infrastructure as defined by the RMA, including, but not limited to, gas pipes, water and sewerage pipes, cables, electricity poles, bus shelters, rail infrastructure, public

⁶⁸ Noted only for roads that have been declared as a Public Road on or after 1/7/2004.

⁶⁹ Code of Practice

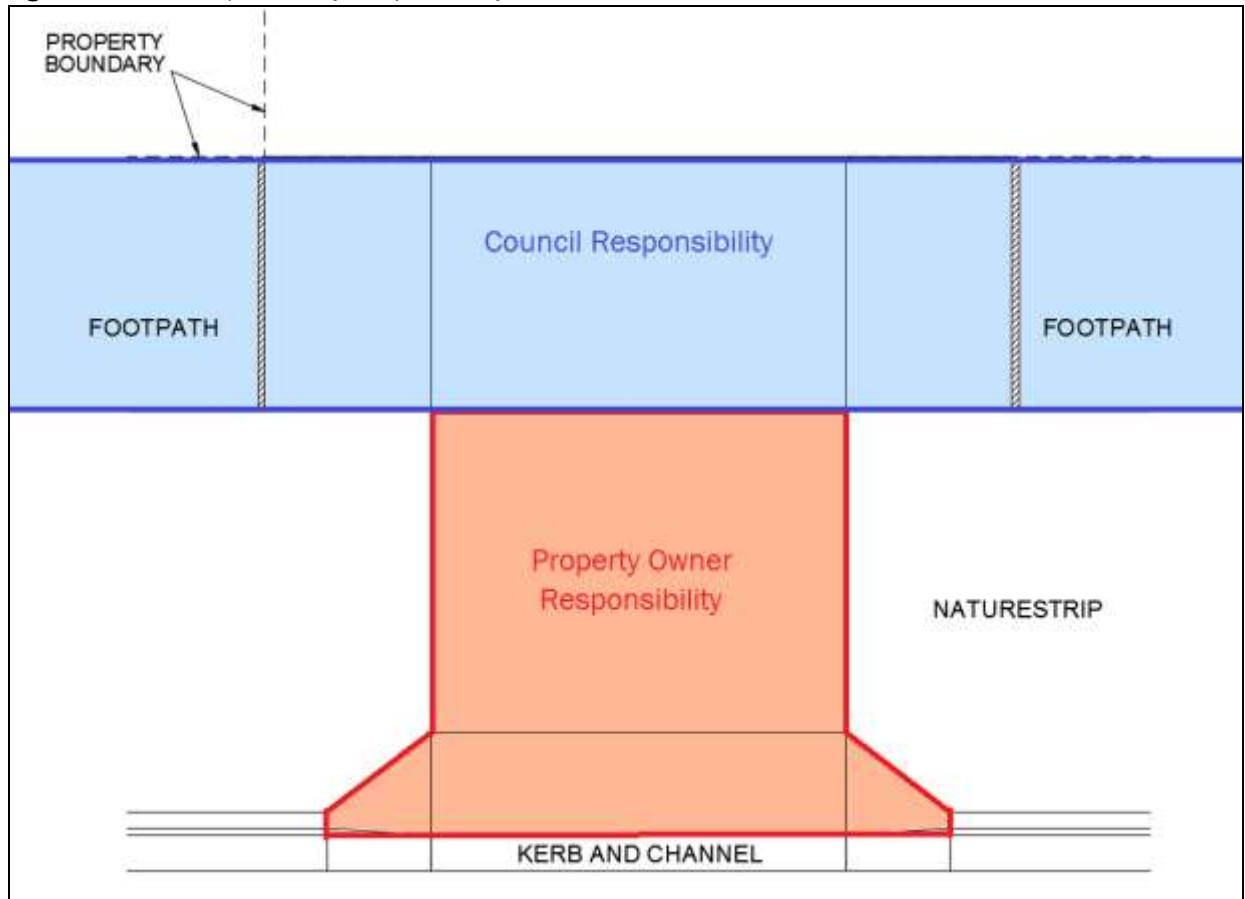
telephones, mail boxes, road side furniture and fences erected by utilities or providers of public transport

4.1 Vehicle Crossovers/Driveways

The vehicle crossover refers to the crossing which provides access from the road to the property boundary.

The following diagram illustrates the layout of a typical vehicle cross-over showing the areas of responsibility of Council and that of the Property Owner.

Figure 1 - Crossover/Driveway Responsibility



5 Legislative basis for plan

This Road Management Plan is prepared in accordance with, Division 5 of the Act, and in accordance with Ministerial Code of Practice – Road Management Plans.

In developing the relevant standards detailed in this Plan, Council has had regard to the following Best Value Principles as per the Local Government Act 1989.

All services are to be:

- measured against quality and cost standards;
- responsive to the needs of its community;
- accessible to those members of the community for whom the service is intended;
- subject to continuous improvement;
- linked to a program of regular community consultation; and
- report regularly to the community.

6 Management system

In the context of this Plan, and as per the requirements of the Act, Cardinia Shire Council defines Management System as a process based system which enables Council to make the following decisions in line with community expectations, needs and targets.

6.1 Long-Term Decision System

- Budgetary decisions in terms of funding allocations for capital, renewal and maintenance.
- Prioritisation decisions in terms of reseal programs, rehabilitation programs within provided budgets.
- Long Term Risk Management Strategies.
- Long Term Transportation Management Strategies.

6.2 Long-Term Decision System Process

Council has four Asset Management Plans for assets found in, but not limited to, the Road Reserve – Roads, Footpath, Bridges and Drainage. These are the fundamental documents in detailing the strategic guidelines and identifying maintenance, renewal and upgrade improvements for the road network. The Road Asset Management Plan takes a lifecycle approach to the management of Council's road network and identifies the elements necessary for the long term sustainability of the road asset. It provides details of the particular actions and resources required to manage the road system and provide defendable analyses using road performance models for future funding needs. Council's current funding profile for each asset group to deliver desired services is contained in each of the Asset Management Plans.

6.3 Day to Day Decision System

- Maintenance scheduling and planning in line with maintenance service levels⁷⁰, intervention levels and response time frameworks.
- Maintenance prioritisation on the basis of defect guidelines and risk.
- Pro-active inspections based on service levels as per this Road Management Plan.
- Reactive request logging and inspection scheduling.
- In addition to the inspection process for unsealed roads, a cyclic program of maintenance scheduling will be implemented based on historical data to drive regular maintenance and improve overall performance of the unsealed road network.

6.4 Day to Day Decision System Process

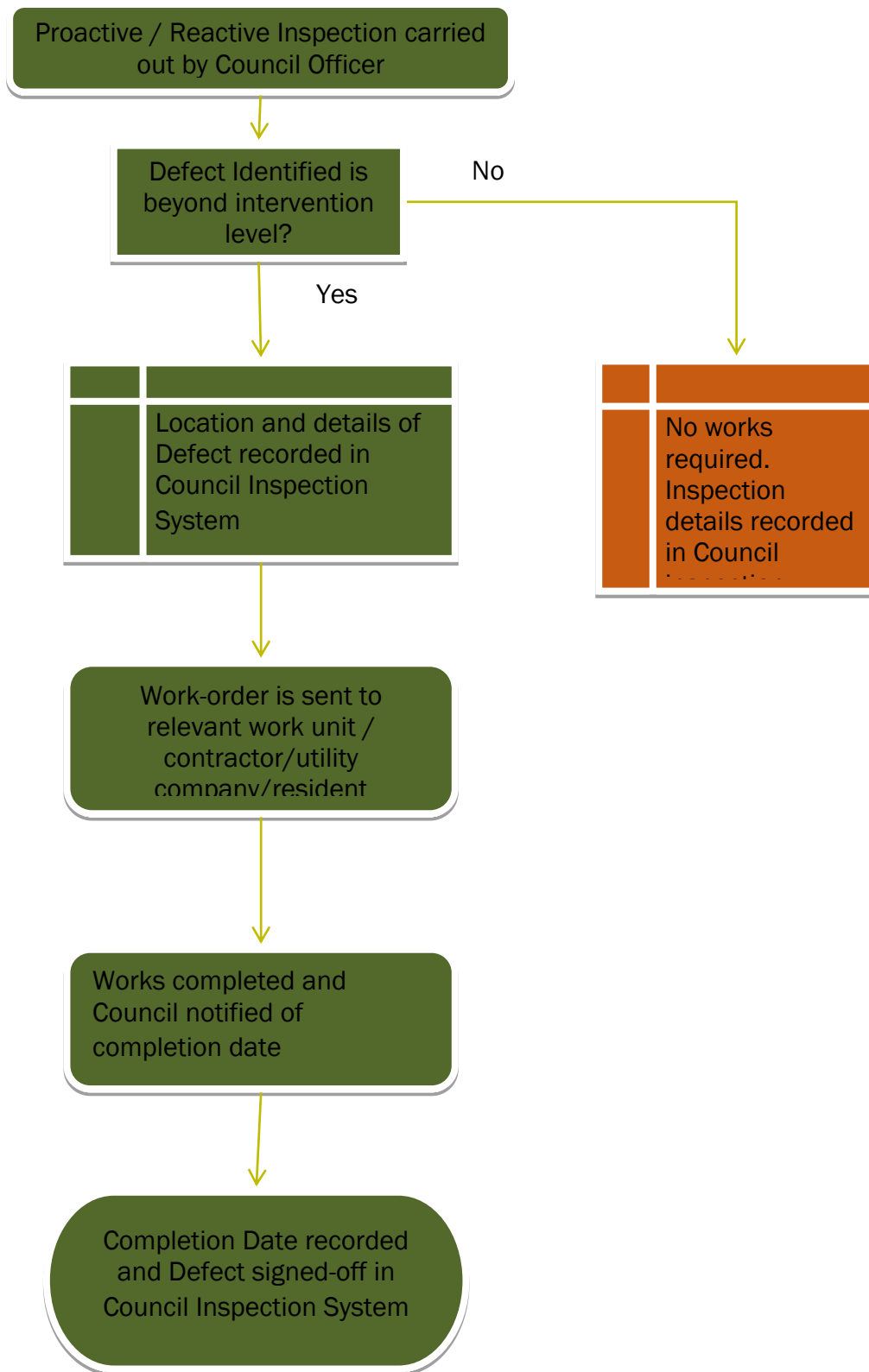
The flow chart shown below is essentially Council's day to day decision system process that incorporates the total traceability⁷¹ requirement. This process includes:

- Pro-active inspections based on this RMP.
- Reactive inspections when required.
- Work scheduling and planning as per Council service levels.
- Work prioritisation as per risk and response times.

⁷⁰ (refer Schedule A)

⁷¹ As per compliance with the Road Management Act.

Figure 2 - Maintenance process



7

Asset repair standards

Council's road management standards have been developed by taking into account historical information of risk and events, community expectations, industry standards and available resources. Council has set standards on the basis of the following:

- An intervention level which defines the size, shape or nature of an asset deficiency or hazard.
- A response time for repair, calculated in working days from the date the defect is recorded by Council.

Council emphasizes that standards will vary across the road network in line with relevant risk factors such as the nature and volume of traffic using the road, operating speed, location and vicinity, the susceptibility of assets to deterioration, the cost effectiveness of repairs and the competing priorities for funding. Roads, Footpaths, Bridges and Drainage have therefore been classified into hierarchies where each hierarchy has a different standard.

Council's standards for risk, maintenance and repair⁷² have been developed to keep current assets reasonably safe and serviceable.

8

⁷² Refer section 9

Hierarchical classification system

The classification system has been developed to ensure that appropriate management, engineering standards and planning practices are applied to a road asset based on its function.

The classification system also enables more efficient use of resources by allocating funding to those road assets that are of higher priority and the costs are better justified.

8.1 Road classification

In developing the road classification system the following guiding principles have been used:

- The classification system is based on a combination of intended functionality and existing traffic usage;
- The classification system is risk based – higher usage implies higher potential for a hazard to cause damage.

The network of Public Roads is classified into the following hierarchies (**Note:** The traffic volumes indicated are regarded as a general indication for each category and do not solely determine a road's classification.):

Table 1 - Road Classifications

| Classifications | Description | Strategic Value | Urban | | Rural | |
|------------------------------------|---|-----------------|--------------------|---|--------------------|---|
| | | | Approximate Volume | Strategic Considerations | Approximate Volume | Strategic Considerations |
| 4A - Local Arterial - Road | Caters for major vehicle movements across shire. Provides vital contribution to arterial road network may have limited alternative higher order routes available locally. May have limited direct property access provisions. | Very High | 5000+ | Focus on through traffic movements. Provides access between major activity centres. Key economic significance for the area. | 1000+ | Focus on high value strategic connections. Preferred through access routes and heavy vehicle routes. Key economic significance for the surrounding areas. |
| 4B1 - Local Major Collector - Road | Provides connection between local collector/access roads and arterials with low/medium access provisions. Makes major contribution to road network complimenting arterial network. Alternative routes may be available. | High | 2500-6000 | Provides major connection between estates, arterial network roads and activity centres. | 500-1500 | Significant strategic connections. Generally providing access between arterial network and/or activity centres. May be a heavy vehicle access route. |
| 4B2 - Local Minor Collector - Road | Provides important connection between local roads and arterials whilst also providing access. Makes minor contribution to road network, generally impacting limited area. Alternative routes will likely be available. | Medium | 1000-3000 | Provides connection between properties, arterial/collector network and/or activity generators | 100-1000 | Low volume connections with low strategic significance. May be heavy vehicle access route with limited connections |
| 4C - Local Access - Road | Provides access from properties to the higher order road network. Low strategic value and usually minor contribution to surrounding network. | Low | 50-1500 | Provides direct access to properties and the "normal" or default classification of a local road. | 0-200 | Provides access to properties. |
| 4D - Limited Access - Road | Limited to only a handful of properties. Very low use and very little impact on surrounding network. | Very Low | 0-100 | Short link to provide access to generally only a few properties | Very low volume | Limited use roads, generally no through access. |

8.2 Pathways classification

The pathway classification system has been developed based on the expected usage of the network, reflecting risk based on pedestrian traffic nature and volumes. The pathway network including shared paths, pedestrian paths and bicycle paths that fall within the RMP are classified into the following hierarchies:

| Hierarchy | Description |
|-----------|---|
| High | Areas identified as potential high risk due to the nature and volume of pedestrian traffic associated with particular properties adjacent to Council footpath. These properties may include: malls, major shopping areas, preschools, schools, community buildings (halls, library, health centres,) elderly homes precincts, medical precincts and hospitals. |
| Medium | Moderately trafficked pedestrian areas such as designated collector footpaths as well as shared bicycle/pedestrian paths. |
| Low | All other constructed paths for which Council is responsible including residential areas |

8.3 Bridge classification

The bridge hierarchy adopted by Council is based on the classification of the road or pathway that it services.

Table 2 - Vehicular Bridge and Major Culvert Hierarchy Classifications

| Vehicular Bridge Classification |
|---------------------------------|
| 4A – Local Arterial |
| 4B1 and 4B2 – Local Collector |
| 4C – Local Access |
| 4D – Limited Access |

NB: The prefix 4 is related to the Aust Roads National Functional Road Classification categories.

Table 3 - Pedestrian Bridge and Major Culvert Hierarchy Classifications

| Pedestrian Bridge Classification |
|----------------------------------|
| High |
| Medium |

Low

8.4 Drainage classification

Council’s drainage asset hierarchy is illustrated in the following diagram and table below. The asset class is the most general grouping of asset types within the asset category that allows for ease of reporting. The asset type is the lowest level of grouping for similar assets or similar assets that provide similar services.

This Road Management Plan covers only those drainage asset classes and assets specifically relating to road and pathway infrastructure.

Table 4 - Drainage Classification

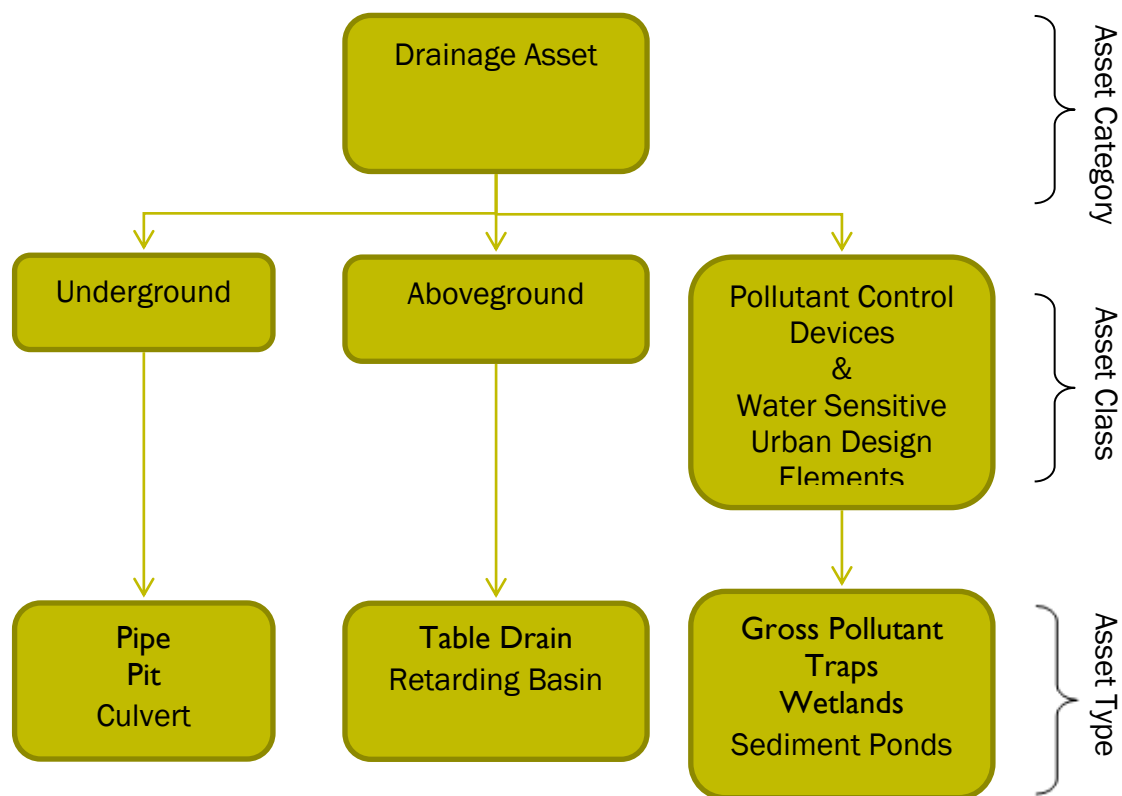


Table 5 - Drainage Classification Descriptions

| Drainage Hierarchy | Service Function Description | Brief Description |
|------------------------------|---|---|
| Underground Drainage Pipe | Pipes carry rain that falls onto roofs and streets into Melbourne Water main drains or directly to local receiving waterways. | Pipes are located underground within the roadway, nature-strip or property easement. They generally range in size from 150mm in diameter to greater than 1,200mm in diameter, dependent upon the capacity of the stormwater they have been designed to cater for underground. |
| Underground Drainage Pit | Provides points of entry for stormwater from the above ground drainage system to the underground drainage system. | Pits generally fall into two main categories being entry pits and junction pits. The entry pits are typically located as part of the kerb and channel, table drain or roadway (i.e. in the centre of the road) and are strategically constructed at the lowest point of the roadway to allow for water to take its natural course so that it may freely enter the underground drainage system on its own accord by gravity. Junction pits are constructed to provide for changes in the direction of the pipe, provide for connection of the pipe and/or to allow for a point of entry to inspect and clean the underground drainage system |
| Underground Drainage Culvert | Culverts carry rain that falls onto roofs and streets to Melbourne Water main drains or directly to local receiving waterways. | Culverts are located underground generally within the roadway. |
| Aboveground Table Drain | Table drains act as drainage channels, directing stormwater road surface flows into the underground stormwater drainage network via drainage pits or directly into local receiving waterways or Melbourne Water drains. | Table drains can also be of natural construction. |

9 Standards of risk and maintenance

Risk and Maintenance Standards have been developed in consultation with internal stakeholders, the community, an assessment of available historical data and industry standards. Standards will vary across the road network in line with relevant risk factors such as the nature and volume of traffic using the road or footpath, operating speed, the susceptibility of assets to deterioration, the cost effectiveness of repairs and the competing priorities for funding. The variation of maintenance standard across the network is reflected in Council's road classification system.

Schedule A provides details of adopted service levels, which are Council's nominated standards.

10 Inspections

10.1 Reactive Inspections

These inspections are undertaken by Council staff in response to a customer request or notification about the condition of the road or road related infrastructure, in order to assess whether it contains a RMP defect that has reached the relevant intervention level.

The following tables detail the time-frames for undertaking these inspections.

10.1.1 Roads

Table 6 - Reactive inspection timeframes for Roads

| Classification | Inspection Response Time (Working/Business Days) |
|-----------------------------|---|
| 4A – Local Arterial | Inspect within 3 days |
| 4B1 - Local Major Collector | Inspect within 3 days |
| 4B2 - Local Minor Collector | Inspect within 3 days |
| 4C – Local Access | Inspect within 3 days |
| 4D – Limited Access | Inspect within 3 days |

Table 7 - Reactive inspection timeframes for Roadside Street Furniture

| Category | Inspection Response Time (Working/Business Days) |
|---------------------------------|---|
| Delineation & Line marking | Inspect within 3 days |
| Guard fence Maintenance | Inspect within 3 days |
| Traffic Control Devices & Signs | Inspect within 3 days |
| Road Retaining Walls | Inspect within 3 days |

10.1.2 Footpaths

Table 8 - Reactive inspection timeframes for Footpaths

| Classification | Inspection Response Time (Working/Business Days) |
|----------------|---|
| High | Inspect within 3 days |
| Medium | Inspect within 5 days |
| Low | Inspect within 10 days |

10.1.3 Bridges

Table 9 - Reactive inspection timeframes for Bridges

| Category | Classifications | Inspection Response Time (Working/Business Days) |
|----------------------------|-----------------|---|
| Road related structures | All Roads | Inspect within 3 days |
| Pathway related structures | High | Inspect within 3 days |
| | Medium | Inspect within 3 days |
| | Low | Inspect within 3 days |

10.1.4 Drainage

Table 10 - Reactive inspection timeframes for Drainage

| Category | Inspection Response Time (Working/Business Days) |
|-----------------------------|---|
| Roadside Drainage Pits | Inspect within 3 days |
| Roadside Underground Drains | Inspect within 3 days |
| Roadside Surface Drains | Inspect within 3 days |
| Gross Pollutant Traps | Inspect within 3 days |
| Sediment Pits | Inspect within 3 days |

10.2 Pro-active asset inspections

Council inspects all roads, footpaths, and bridges for which it is responsible on a cyclic basis to identify potential safety hazards, and defects which exceed the stated intervention levels. The

inspection program reflects the priority identified in each asset group classification system and appropriate use of resources in accordance with the requirements of the Act. The following are the inspection cycles for each group of assets.

10.2.1 Roads

| Roads Hierarchy | Sealed Roads | Unsealed Roads |
|-----------------------------|--------------------------------|-----------------------|
| 4A – Local Arterial | Inspect once every 4 months | |
| 4B1 - Local Major Collector | Inspect once every 6 months | |
| 4B2 - Local Minor Collector | Inspect once per year | |
| 4C – Local Access | Inspect once per year | Inspect once per year |
| 4D – Limited Access | Not applicable to sealed roads | Inspect once per year |

Road inspections shall incorporate visual inspections of road related furniture including delineation and line marking, safety barriers, traffic control devices, regulatory signage and road related retaining walls.

10.2.2 Footpaths

| Footpath Hierarchy | Inspection Frequency |
|------------------------|---|
| High | All footpaths in this classification will be proactively inspected . Twice a year. |
| Medium | Each footpath in this classification will be proactively inspected at-least once a year |
| Low | Each footpath in this classification will be proactively inspected once every two years. This inspection to be combined with Council’s network condition audit. The network condition assessment will identify/select sections that are beyond the intervention level criteria as per the FAMP. |
| Gravel and Paver Paths | All footpaths in this classification will be proactively inspected twice a year. |

10.2.3

Bridges

Council has adopted three levels of inspections as recommended by the VicRoads Bridge Inspection Manual 2000 and the inspection frequencies adopted are considered to be current industry standard and therefore reasonable in the context of Council's human and financial resources. For further details about the inspection types see Council's Bridge Asset Management Plan.

| Inspection Type | REASON FOR ACTIVITY | INTERVENTION LEVEL | HIERARCHY | FREQUENCY |
|---|--|---|--------------------|---|
| Level 1 Inspections Regime (for proactive maintenance) | Carried out in conjunction with a Routine or Reactive inspection to check the general serviceability of the structure, particularly the safety of road users, and to identify any emerging problems. | N/A | Concrete Bridges | 12 months / or Within 20 working days of floods / natural disasters |
| | | | Timber Bridges | 6 months/ or Within 20 working days of floods / natural disasters |
| | | | Culverts | 12 months/ or Within 20 working days of floods / natural disasters |
| | | | Pedestrian Bridges | 6 months/ or Within 20 working days of floods / natural disasters |
| | | | Timber Boardwalks | 6 months/ or Within 20 working days of floods / natural disasters |
| Level 2 and 3 inspections | To assess the structural integrity and capacity of the bridge substructure and superstructure. Inspections will be carried out in accordance with VicRoads Bridge Inspection Manual. | Level 1 inspection report, or frequency as detailed for Level 2 inspections. | Concrete Bridges | 48 months |
| | | | Timber Bridges | 24 months |
| | | | Culverts | 48 months |
| | | | Pedestrian Bridges | 24 months |
| | | | Timber Boardwalks | 24 months |
| | | Level 3 will be triggered by a level 2 inspection if required or by a catastrophic event – fire, flood etc. | | |

10.2.4 Drainage

Council currently undertakes proactive inspections on a subset of drainage assets that have been identified by maintenance supervisors as having an increased risk of failure as shown by past records of flooding issues. These inspections are undertaken at the same time as the proactive road inspection for the adjacent roads.

Sample inspections of roadside surface drainage will occur during the proactive inspections of road assets

| Inspection Type | Inspection Frequency |
|-------------------------|---|
| Roadside Surface Drains | 4A - Local Arterial - Inspect once every 4 months, in conjunction with road inspections 4B1 - Local Major Collector - Inspect once every 6 months, in conjunction with road inspections 4B2 - Local Minor Collector - Inspect once per year, in conjunction with road inspections 4C - Local Access - Inspect once every 12 months, in conjunction with road inspections 4D - Limited Access - Inspect once every 12 months, in conjunction with road inspections |
| Gross Pollutant Traps | Inspect once every - 3 months/ or within 14 working days of floods/ natural disasters |
| Sediment Pits | Inspect once every - 3 months/ or within 14 working days of floods/ natural disasters |

11 SCHEDULE A – RISK AND MAINTENANCE STANDARDS

11.1 Road Service Standards

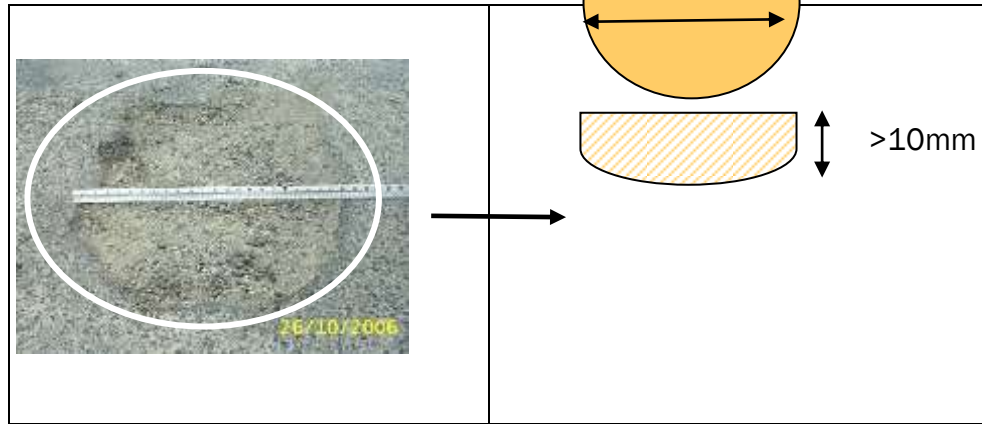
The following standards define the defect intervention points and response times for defects exceeding intervention levels.

Note: If a sealed road is listed on a funded rehabilitation program, then it would be irresponsible to undertake major repair works only to have the pavement reconstructed shortly after. Therefore in these situations warning signage may be used for defects that are outside intervention levels, until the pavement is rehabilitated.

Warning signage and barricading

While council will endeavour to meet the response times as noted in the following tables, if at any time available resources are not sufficient to ensure maintenance works are carried out within the response times then other steps will be undertaken such as warning signage and/or safety barricading will be installed until such time as the work is completed. Warning signage is not seen as a permanent solution and will be utilised for a maximum of 3 months during which time the maintenance work will be undertaken, with the exception roads on the rehabilitation program as defined in the note above.

Sealed Road Pot-hole



| Intervention Level | Hierarchy | Response Time |
|--|-----------|---------------|
| Isolated hole in sealed wearing surface and into the granular pavement underneath Excludes loss of surface on edges of sealed surface roadway – See Sealed Edge Break | 4A | 10 days |
| | 4B1 & 4B2 | 15 days |
| | 4C | 20 days |
| | 4D | 60 days |

Notes: All times noted in working days.

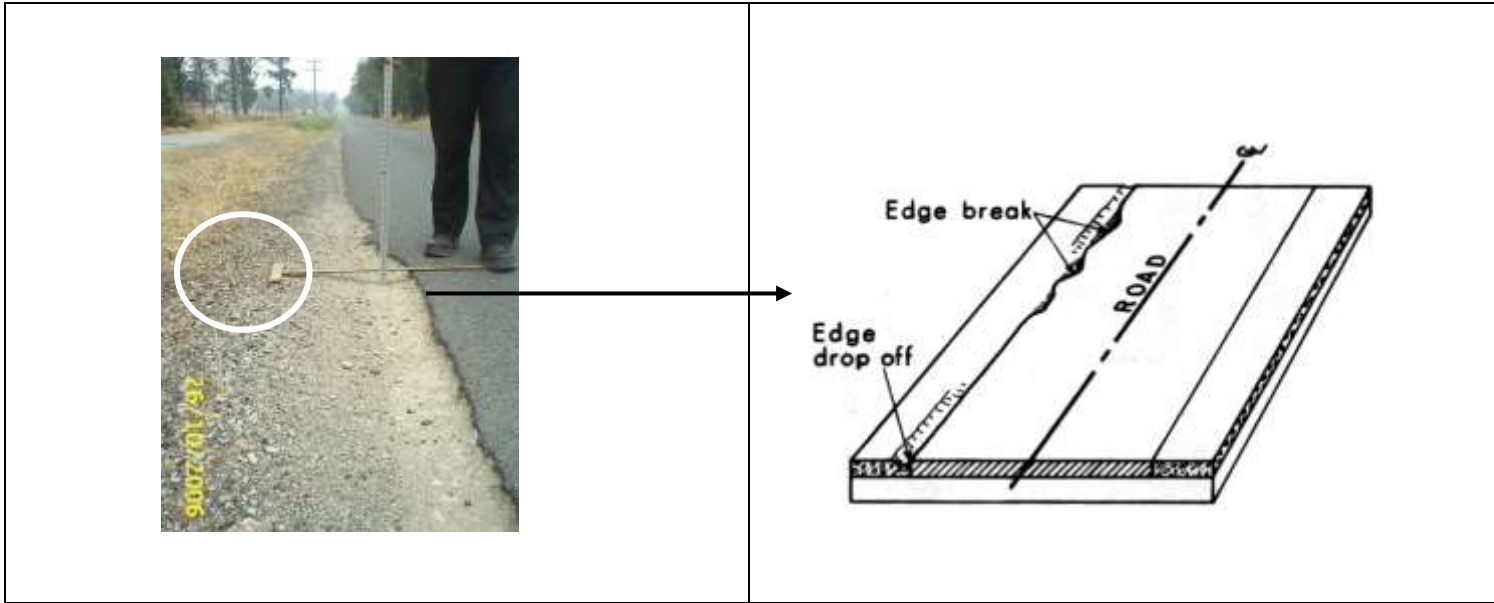
Unsealed Shoulder Pothole



| Intervention Level | Hierarchy | Response Time |
|--|-----------|---------------|
| Greater than 300mm in diameter. and depth is a minimum of 50mm. | 4A | 30 days |
| | 4B1 & B2 | 30 days |
| | 4C | 60 days |
| | 4D | 60 days |

Notes: All times noted in working days.

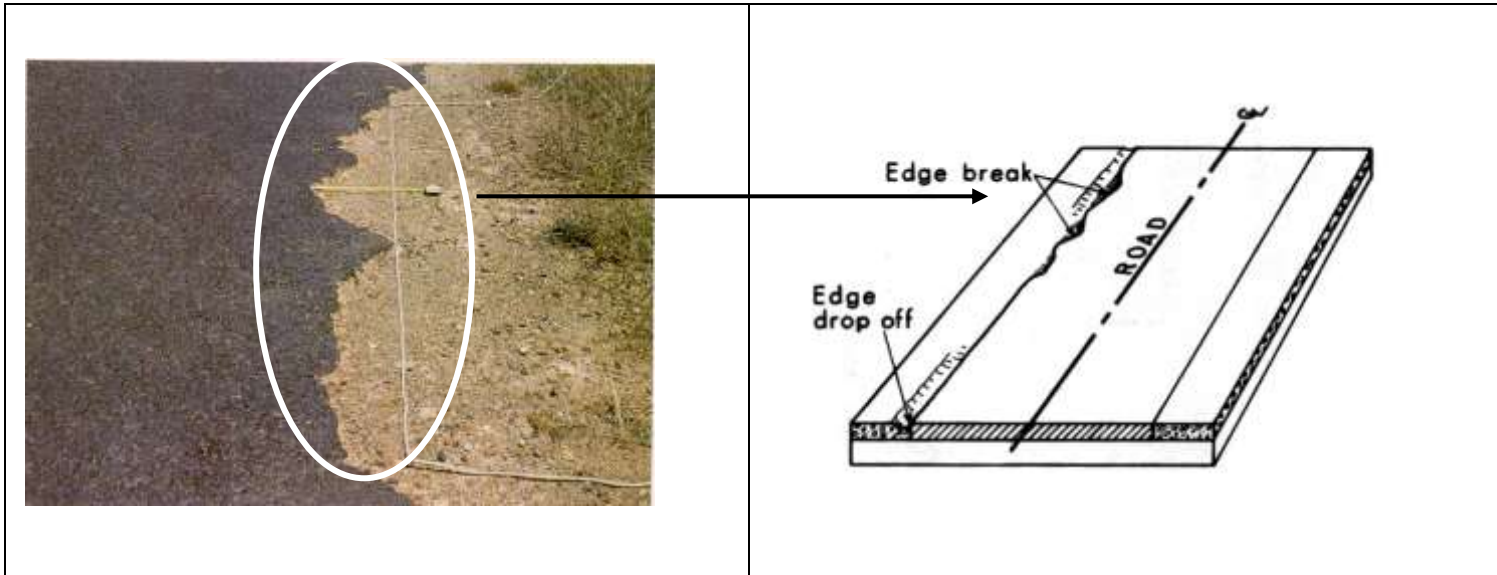
Sealed Road Edge Drop



| Intervention Level | Hierarchy | Response Time |
|--|-----------|---------------|
| Greater than 75mm drop off for a continuous length of 2m or more | 4A | 30 days |
| | 4B1 & B2 | 30 days |
| | 4C | 60 days |
| | 4D | 60 days |

Notes: All times noted in working days.

Sealed Edge Break



| Intervention Level | Hierarchy | Response Time |
|---|-----------|---------------|
| Fretting and breaking of sealed edge, greater than 75mm in depth on average within a 2 m section which also has an associated 75mm edge drop off. | 4A | 15 days |
| | 4B1 & B2 | 30 days |
| | 4C | 60 days |
| | 4D | 60 days |

Notes: All times noted in working days.

Sealed Road Pavement Deficiency



| Intervention Level | Hierarchy | Response Time |
|--|-----------|---------------|
| Isolated failed surface or pavement represented by loss of shape or structure and showing deformities. Surface area greater than 20 m ² ; and Depth greater than the following based on the minimum average dimension of length or width; | 4A | 3 months |
| | 4B1 & B2 | 6 months |
| | 4C | 12 months |
| | 4D | 12 months |

| | | | | | |
|---------------|-----|----|-----|-----|-----|
| Dimension (m) | >=1 | >2 | >3 | >4 | >5 |
| Depth (mm) | 50 | 75 | 100 | 125 | 150 |

e.g. 3 m x 2m defect must be at least 75mm deep to require treatment because 2m is it's minimum dimension

Notes: All times noted in working days.

Road Signs Deficiency



| Intervention Level | Hierarchy | Response Time |
|--|-----------|---------------|
| Regulatory sign (AS1742.1) is missing or damaged rendering it illegible. | 4A | 5 days |
| | 4B1 & B2 | 5 days |
| | 4C | 5 days |
| | 4D | 5 days |

Notes :

1. All times noted in working days.
2. Applies to regulatory signs only
3. Inspector will only identify missing signs, where it is clearly evident that a pre-existing sign is missing.
4. Inspector is not investigating or assessing the 'need' for signage at any location. The assessment of 'signage needs' is a Traffic Engineering investigation and inspection.

Gravel Road Pot-hole Defect



| Intervention Level | Hierarchy | Response Time |
|--|-----------|---------------|
| A gravel road pothole is defined as isolated depressions caused by loss of pavement from the road Any pothole with depth greater than 150mm and/or greater than 500mm lateral dimension | 4A | 40 days |
| | 4B1 & B2 | 40 days |
| | 4C | 60 days |
| | 4D | 12 mths |

Notes: All times noted in working days.

Unsealed Road Grading

Council will maintain an unsealed road grading program.

Defects such as channels scouring, corrugations, rutting, shoving, and soft spots are to be limited to less than 5% of the area directly after grading.

Gravel Road Pavement Deficiency Hazards

| Intervention Level | Hierarchy | Response Time | | | | | | | | | | | | |
|--|---------------------|---------------|----|-----|-----|-----|------------|----|----|-----|-----|-----|----|---------|
| 1. Isolated deformation style defects such as depressions, shape-loss, and soft spots. Surface area less than 60 m ² ; and Depth greater than shown in the following table based on the least dimension of the defect's length or average width; <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Least Dimension (m)</th> <th style="text-align: center;">>=1</th> <th style="text-align: center;">>2</th> <th style="text-align: center;">>3</th> <th style="text-align: center;">>4</th> <th style="text-align: center;">>5</th> </tr> </thead> <tbody> <tr> <th style="text-align: center;">Depth (mm)</th> <td style="text-align: center;">50</td> <td style="text-align: center;">75</td> <td style="text-align: center;">100</td> <td style="text-align: center;">125</td> <td style="text-align: center;">150</td> </tr> </tbody> </table> e.g. 3 m x 2m defect has a least dimension of 2m and therefore must be at least 75mm deep to require treatment ; or | Least Dimension (m) | >=1 | >2 | >3 | >4 | >5 | Depth (mm) | 50 | 75 | 100 | 125 | 150 | 4A | 30 days |
| | Least Dimension (m) | >=1 | >2 | >3 | >4 | >5 | | | | | | | | |
| | Depth (mm) | 50 | 75 | 100 | 125 | 150 | | | | | | | | |
| | 4B1 & B2 | 30 days | | | | | | | | | | | | |
| 4C | 60 days | | | | | | | | | | | | | |
| 2. Scouring with depth > 100mm | 4D | 6 mths | | | | | | | | | | | | |

Notes: All times noted in working days.

Gravel Road Slippery Surface



| Intervention Level | Hierarchy | Response Time |
|--|-----------|---------------|
| Clayey spots, bare patches, saturated material, lack of material, often after dry spell, exposed sub-grade after rain. Excess loose material on bends in particular (greater than 40mm deep) exceed 20% pavement surface area per km | 4A | 30 days |
| | 4B1 & B2 | 30 days |
| | 4C | 60 days |
| | 4D | 60 days |

Notes: All times noted in working days.

| Defect Type | Intervention Level | Response Time |
|------------------------------------|--|--------------------------------|
| Guard and Safety Fence Maintenance | Guard and safety fence with a panel or component affected so as to render ineffective. | 3 months |
| Delineation & Line marking | Line marking segments clearly missing or Pavement Marking >50% not clearly visible in daylight conditions. | 15 months all road hierarchies |
| Road and Footpath Retaining Walls | Road and footpath retaining walls with a panel or component affected so as to render ineffective. | 6 months |
| Kerb and channel | Step or misalignment in kerb and channel >50mm. | 3 months |

Emergency Response

In addition to the above, the following list of specific hazards that warrant an Emergency Response.

Note: This does not apply to road hierarchy 4E – Fire Access Track



| Hazard | Response Time |
|---|---------------|
| Hazardous material such as oil, fuel, concrete or dangerous chemicals spilt on traffic lane. | |
| Isolated section of loose stones greater than 10 m ² on a sealed road surface in roads sealed/resurfaced in the week prior to defect identification. | |
| Water flowing across at least one of the general wheel paths at a depth of 50mm or greater. | |
| Road Pavement Deficiency greater than 150mm deep within one square metre | |
| Any object obstructing ability to travel on the road. | |
| Significant erosion of road pavement due to culvert failure | |
| Pit lids missing or where obvious signs of significant loss of structural integrity | |
| | |



11.2

Footpath Service Standards



Temporary Measures refers to the installation of temporary safety measures such as Safety Barricading and/or signage.



All response times noted below are in working days.


| Concrete Footpaths Repair Treatments may include: bay replacement, grinding, ramping. | | | | |
|---|--|-------------------------|-------------------------|--|
| Defect | Response Time by Intervention and Hierarchy*** | | | Typical Photographic Example |
| | High | Medium | Low | |
| Trip Hazard Vertical displacement of 25mm or greater | Repair within 3 months | Repair within 12 months | Repair within 18 months |  |
| Cracking Crack with an average width > 20mm | Repair within 3 months | Repair within 12 months | Repair within 18 months |  |



| ASPHALT FOOTPATHS | | | | |
|---|--|-------------------------|-------------------------|--|
| Defect | Response Time by Intervention and Hierarchy*** | | | Typical Photographic Example |
| | High | Medium | Low | |
| <p>Trip Hazard Height displacement >25mm</p> | Repair within 3 months | Repair within 12 months | Repair within 18 months | |
| <p>Depression < 1.2m in length and Vertical displacement measured > 50mm</p> <p>Measurement Methodology: Place 1.2 m metre straight edge center over depression and measure greatest vertical displacement.</p> | Repair within 3 months | Repair within 12 months | Repair within 18 months |  |
| <p>Hump <1.2m in length and Vertical displacement measured > 100mm</p> <p>Measurement Methodology: Place 1.2 m metre straight edge center on hump and measure greatest vertical displacement at either end.</p> | Repair within 3 months | Repair within 12 months | Repair within 18 months |  |

| ASPHALT FOOTPATHS | | | | |
|-------------------------------|--|-------------------------|-------------------------|------------------------------|
| Defect | Response Time by Intervention and Hierarchy*** | | | Typical Photographic Example |
| | High | Medium | Low | |
| Cracking Crack width >20mm | Repair within 3 months | Repair within 12 months | Repair within 18 months | |

| GRAVEL FOOTPATHS | | | | |
|--|--|-------------------------|-------------------------|--|
| Defect | Response Time by Intervention and Hierarchy*** | | | Typical Photographic Example |
| | High | Medium | Low | |
| <p>Potholes / Erosion Vertical displacement > 50mm</p> <p>Measurement Methodology: Place 1.2 m metre straight edge center over pothole/erosion and measure greatest vertical displacement.</p> | Repair within 3 months | Repair within 12 months | Repair within 18 months |  |
| <p>Hump length < 1.2m and Vertical displacement measured >100mm</p> <p>Measurement Methodology: Place 1.2 m metre straight edge center on hump and measure greatest vertical displacement at either end.</p> | 3 months | Repair within 12 months | Repair within 18 months | |
| <p>Vegetation Encroaching >25% in width & > 20m in length</p> | Repair within 12 months | Repair within 12 months | Repair within 18 months |  |

| TIMBER FOOTPATHS | | | | |
|---|--|-------------------------|-------------------------|--|
| Defect | Response Time by Intervention and Hierarchy*** | | | Typical Photographic Example |
| | High | Medium | Low | |
| Trip Hazard Height displacement >25mm | 3 months | Repair within 12 months | Repair within 18 months |  |
| Missing Plank missing plank | 5 days | Repair within 5 days | Repair within 5 days |  |

| TIMBER FOOTPATHS | | | | |
|--|--|-------------------------|-------------------------|---|
| Defect | Response Time by Intervention and Hierarchy*** | | | Typical Photographic Example |
| | High | Medium | Low | |
| Deformation Over 1.2m and vertical displacement > 50mm | Repair within 3 months | Repair within 12 months | Repair within 18 months |  |

| PAVER FOOTPATHS | | | | |
|---|--|--------------------------------|--------------------------------|--|
| Defect | Response Time by Intervention and Hierarchy*** | | | Typical Photographic Example |
| | High | Medium | Low | |
| <p>Trip Hazard Height displacement > 25mm</p> <p>Repair activity: Re-set pavers – Option 1 Replace pavers – Option 2</p> | <p>Make Safe in 3 working days</p> <p>Repair within 3 months</p> | <p>Repair within 12 months</p> | <p>Repair within 18 months</p> | |
| <p>Hump length < 1.2m and Vertical displacement measured >100mm</p> <p>Measurement Methodology: Place 1.2 m metre straight edge center on hump and measure greatest vertical displacement at either end.</p> | <p>Repair within 3 months</p> | <p>Repair within 12 months</p> | <p>Repair within 18 months</p> |  |
| <p>Depression < 1.2m in length and Vertical displacement measured > 50mm</p> <p>Measurement Methodology: Place 1.2 m metre straight edge center over depression and measure greatest vertical displacement.</p> | <p>Make Safe in 3 working days</p> <p>Repair within 6 months</p> | <p>Repair within 12 months</p> | <p>Repair within 18 months</p> |  |

***Response time runs from time Council has recorded the defect.

11.3

Bridge Service Standards

| Defect Type | Intervention level | Response Time |
|---|--|--|
| Vehicular Bridges & Major Culverts | Visible defects on components likely to affect users or public safety identified as part of the Bridge, Major Culvert, Pedestrian Bridges, Timber Boardwalks and scheduled inspection program. | As per Bridge, Major Culvert, Pedestrian Bridges, Timber Boardwalks and scheduled maintenance program. |
| Pedestrian Bridges, Timber Boardwalks and Viewing Platforms | | |

11.4 Drainage Service Standards

1. Response times apply only after a nominated Council inspector has inspected the request or has undertaken a scheduled inspection.
2. Resident is considered responsible for the upstream side of the legal point of discharge including connections to the legal point of discharge, unless it can be proved that council's actions have in the recent past interfered with the residents drains and connections.

Pipes and Pits

Reactive Maintenance - Unplanned Maintenance of Stormwater Pipes and Pits

| Sub-Activities | Intervention Level * | Action/Response Times | |
|--|--|-----------------------|--|
| Clear Blockages General minor repairs | Blocked line reported by incident or inspected through CCTV. | If flooding roadside | Respond within 48 hours to minimise damage |

* Schedule managed by Drainage Supervisor.

* Capacity issues associated with Melbourne Water outfall drains obstructing water flow from council drains will be referred to Melbourne Water for action

9 IMPLEMENTATION OF REVISED ROAD MANAGEMENT PLAN

Moved Cr J Springfield Seconded Cr B Owen

That Council commences the process to replace the existing Road Management Plan, by undertaking the following actions:

- Give public notice that Council intends to revoke the existing Road Management Plan in accordance with section 41A of the Interpretation of Legislation Act 1984; and
- Give Public Notice under section 54 of the Road Management Act to make a new Road Management Plan.

Cd.

ACTIVITY REPORTS

10 QUARTERLY ENVIRONMENT REPORT

FILE REFERENCE INT1855469

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Desiree Lovell

RECOMMENDATION

That the report be noted

Attachments

Nil.

EXECUTIVE SUMMARY

This report provides a summary of some key environmental sustainability projects currently being undertaken by Council. Projects have been categorised according to the Sustainable Environment Strategy themes:

- Climate change and energy conservation
- Development and built environment
- Water conservation
- Waste minimisation and sustainable procurement
- Natural systems

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

BACKGROUND

There are a broad range of environmental actions taking place throughout the organisation. While many of these occur within or are led by the Environment Unit, the vast majority of the organisation is involved in environmental sustainability to some degree. Below is a highlight of some of the key projects currently being undertaken.

All actions fall within the Council Plan 2017- 2018 under the key performance area of Environment 'we will continue to plan and manage the natural and built environment for present and future generations'.

Climate change and energy conservation

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

Sustainable living workshops

The sustainable living community workshops, at the Hewitt Eco House in Koo Wee Rup are ongoing. Having begun in February the workshops are held once a month and the remaining sessions include:

- Sustainable Gardening 21 July 2018

- Food Cycle 18 August 2018

Each workshop provides the community with valuable information and recommendations towards developing sustainable living practices and resilient communities. Last year the workshops focused on sustainable homes and drew in community members from all over the Shire.

Federation University partnership project

A partnership has been formed with staff and students at Federation University. Over recent months, as part of course work, students have been developing an energy efficiency handbook. The handbook will provide the Cardinia community with information to improve household energy efficiency and reduce energy costs.

The handbook aims to support initiatives towards achieving the emissions reduction targets outlined in Council's Aspirational Energy Transition Plan; to stabilise community emissions by 2024, at 2012 emission levels.

The development of the handbook is intended to be an ongoing project between Council and Federation University. The contents will be updated yearly to include other aspects of community sustainability. The energy efficiency handbook is scheduled for completion in the coming months.

EcoDriver training

EcoDriver efficiency training has been rolled out to selected areas of Council. The two part course consisted of theory as well as practical in cab training.

Independent audits from other organisations suggest that this training has achieved up to 9% reduction in fuel consumption and an 18% reduction in brake use. In Cardinia the opportunity to participate in EcoDriver was provided to staff members whose roles require the continuous use of vehicles.

In total, 30 officers completed the training, including staff based at the Depot. The training was held over a five day period and was facilitated by trainers from the South East Councils Climate Change Alliance (SECCCA). This training builds upon similar sessions offered several years ago. Officers will review results and consider the ongoing rollout of ecodriver training into the future.

Development and built environment

Energy efficiency upgrades

Works continue at the Beaconsfield Community Complex, Pakenham library and Koo Wee Rup pool to reduce energy consumption and costs.

A 37kW solar PV system will be installed at the Beaconsfield Community Complex. This system will reduce energy related cost to the kindergarten, community hall and centre. It will also showcase the benefits of renewable energy to the wider community, and reduce energy emissions of the facility by 52 tonnes of CO₂e annually.

Works have commenced at the Koo Wee Rup pool and Pakenham Library Hall/ U3A upgrading to energy efficient lighting. The upgrades include the replacement of over 500 inefficient lights across both sites.

Water conservation

Council Plan action – Plan to manage water in an integrated manner, including the reduction of potable water consumption by Council and households.

Melbourne Water living rivers funding received

Council has been successful in three grant applications from the latest round of Melbourne Water's, 'Living Rivers' funding program. The grants total to \$92,950 and are for the following projects:

- Employment of Water Sensitive Urban Design Officer 2018-19.
- Design of water quality treatment at Telopea St Steps, Emerald.
- Construction of water quality treatment at depot (design was funded through a previous round of funding).

Waste minimisation and sustainable procurement

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

Changes to compost and worm farm rebates

To further support the community to manage their green waste, the existing compost and worm farm rebate has been increased from \$30 to up to \$50 and has been expanded to include garden mulcher's. Renamed the Waste Reduction Rebates, these rebates allow residents to purchase a system that best meets their needs from any store and redeem the rebate with proof of purchase.

The expansion of this program is an action within Council's Waste and Resource Recovery Strategy (2017-26).

Residents can apply for 1 compost rebate and/or 1 garden mulcher rebate. This program also supports schools and community groups, who are eligible for up to 3 compost rebates.

The rebates support our community to reduce the amount of organic material going to landfill, and provide an alternative to burning off green waste material. Food waste and green waste makes up approximately 30% of the waste going to landfill in Cardinia Shire, and releases methane as it decomposes.

Green waste drop off 2018-2020

Following a successful trial in November 2017, a free green waste drop off service will continue to be offered over the next two years. Contractor, Cleanaway will provide the service at their Pakenham and Lysterfield transfer stations, with events to be held in the lead up to summer (November).

To ensure residents have access, the service will be offered Friday to Monday and on different weekends at the two sites. Residents of the shire can drop off trailer loads of green waste for free during this period.

The service works towards the action, "Implement a suite of options that provide alternatives to burning off" identified in Council's Waste and Resource Recovery Strategy (2017-26). The service will work towards reducing the impacts to human and environmental health caused by burning off, provide an alternative to residents paying to dispose of garden waste and reduce organic waste in landfill.

Natural systems

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

2017- 2018 Biodiversity incentive scheme outcomes

The audit of Council's Biodiversity Incentive Scheme grant over 2017/18 to the Western Port Landcare Network has revealed fantastic opportunities for biodiversity on private land. Over the past 12 months, 4800 plants were revegetated and 1.7 kilometres of protective fencing were installed on several properties, all which had high strategic biodiversity importance for threatened species.

The grant also provided a subsidised for 22 land management courses to improve farm sustainability for 657 participants.

Schools and kinders biodiversity program

Council's 2017–18 primary school and kinder biodiversity programs were a success.

Six primary schools participated in the Leap into Nature biodiversity education program. One grade 5 or 6 class at each school received an introductory presentation about the importance of biodiversity. The students then joined the presenter for a walk around their school to discuss the plants, trees, and other habitat features such as rocks and logs in different areas of the school and the animals that could be using them. The session concluded with a classroom discussion on ways to improve the existing habitat for native animals, such as planting indigenous plants, making bug hotels, and installing nest boxes or bat tubes.

Each participating school has been notified they can apply for 100 tubestock indigenous plants through our biodiversity incentive grant scheme, to implement actions suggested by the students to improve biodiversity in their school grounds following the education session.

Five kindergartens and preschools participated in the, Animals of Oz biodiversity education program, a local provider based in Officer. Animals of Oz are licenced wildlife handlers, so each session began with a hands on demonstration of some different native animals that live in our Shire, including a wombat, ringtail possum, blue tongue lizard, grey-headed flying fox, and diamond python. The presenter told the children what the animals eat, where they live and what can harm animals. She also included a snake safety talk.

This was followed up with an interactive talk about indigenous plants explaining how they germinate, the children were given some tiny Eucalyptus seeds to hold while learning how they grow into the huge trees they could see outside their window, which really amazed them. They also handled different plants, seed pods and a hollow log to encourage children to think what benefits each could provide to animals such as food and shelter. The presenters then took the children outside and helped them plant indigenous tubestock into their kindergarten garden, talking about the importance of water, sun and mulch to help plants grow big and strong.

All participating schools, kindergartens and preschools provided outstanding evaluations for these programs.

Landholder conference: Managing your rural property

On Saturday the 19 May Yarra Ranges Shire in partnership with Cardinia Shire facilitated a 'managing your rural property' conference in Lilydale. The aim of the day was to offer a learning opportunity to landholders e.g. tree changers, hobby farmers and owners of small acreage farms. Essential property management principals such as the importance of protecting biodiversity, soils and weed control, pasture management, keeping animals on small properties, property management planning and pest animal control were discussed.

This conference was conducted as a trial to gauge landholder interest, and was funded through a grant obtained by Yarra Ranges Council. It received an overwhelming response of approx. 150 participants for the day.

Discussions will commence shortly between the two Council's in regards to running the conference annually, holding it in alternative shire areas each year.

Emerald Lake Park vegetation management project.

The Friends of Emerald Lake Park have been successful in securing a State Government Grant through the Community Volunteer Action Grants Program of \$49,325 for the continuation of the Emerald Lake Park Vegetation Management Project. This project is auspiced and managed by Council.

Projects planned for 2018–19

- Ongoing development of the Deep Creek Ecocentre and indigenous nursery
- Review and finalisation of the Pest Plant Management Strategy 2012–17
- Continued development and adoption of Council's first Biodiversity Conservation Strategy.
- Implementation of the Integrated Water Management Plan (IWMP) including:
 - upgrade works outlined in the water efficiency audits of Cardinia Life and Holm Park
 - Employment of a Water Sensitive Urban Design Officer to manage WSUD projects, provide ongoing internal training and review of proposed WSUD assets.
- Implementation of the Aspirational Energy Transition Plan (AETP) including:
 - Solar electricity system on the Beaconsfield Neighbourhood House and Pakenham Library complex.
 - Continuation of community engagement programs such as the New Home Energy Advisory Service, Energy Efficiency Community Handbook and the Sustainable Living Workshops.
 - Energy efficiency lighting upgrades at The Koo Wee Rup Pool and Pakenham Hall Library and U3A.
 - Stage 3 decorative street lighting upgrade
 - continued support and involvement in projects delivered by the South East Councils Climate Change Alliance(SECCCA)
- Continued implementation of the following biodiversity projects:
 - Peri Urban Weed Partnerships Project 2016–20 working across tenures to reduce effects of high threat weeds along Cardinia Creek Corridor
 - Emerald Lake Park Vegetation Management Project 2017–18 weed control
 - Pepis' land wetlands restoration project 2015–20 weed control and revegetation works
 - Participation in the development of the Eastern Region Pest Animal Network
- Coordination of grants:
 - Annual Weed control grants to reduce weeds on private and public land
 - Annual Heritage grants to conserve places protected under the heritage overlay
 - Biodiversity Incentive grants on private land
 - Trust For Nature rate reimbursement scheme
- Continued community collaboration and awareness programs:
 - 2018 National Tree Day at Pepi's Land.
 - Annual Trees for Weeds swap day
 - Gardens for Wildlife program
 - Schools and kinders biodiversity education program
 - Indian Myna trapping program (sale of traps)
 - Schools Recycling education program

Consultation/communication

Where internal and external consultation has taken place it is captured in the background information above.

Conclusion

The 2017–18 financial year has been very successful for Council in the environment area, with major projects being completed, partnerships forming and great outcomes for the community in energy reductions and biodiversity conservation.

We are looking forward to another successful year in 2018–19 with the adoption of a new strategy that will frame Council's direction in biodiversity conservation and the continued implementation of the Integrated water management plan (IWMP) and Aspirational Energy transition plan (AETP).

10 QUARTERLY ENVIRONMENT REPORT

Moved Cr J Owen Seconded Cr G Moore

That the report be noted

Cd.

11 QUARTERLY PERFORMANCE REPORT

FILE REFERENCE INT1855470

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Jo Battin

RECOMMENDATION

That the Quarterly Performance Report for Quarter 4 2017-18 be received and noted

Attachments

[1↓](#) Quarterly Performance Report 65 Pages

EXECUTIVE SUMMARY

To present the Quarterly Performance Report for the April to June 2017-18 period.

BACKGROUND

Cardinia Shire Council made good progress in the final quarter of 2017-18 as we continued to deliver results in alignment with the Council Plan 2017-21.

This year the shire celebrated 150 years of history. Beginning in 1968 as the Shire of Berwick, renamed as the Shire of Pakenham in 1974, and finally becoming Cardinia Shire in 1994 after council amalgamations. The following highlights demonstrate how far we've come and indicate a promising future ahead.

Transparent and effective governance

After community consultation, Council adopted the Budget and Council Plan for the 2018-19 financial year in May. More than \$55.6 million was allocated for capital works in the upcoming year, with \$21 million for new projects and \$34 million towards upgrade and renewal projects. This is the largest budgeted amount for capital works in the shire's history, and \$10 million more than the previous year's capital works program. Council's 2018-19 Budget will provide significant new infrastructure, deliver much-needed community services, and maintain our existing assets while remaining financially responsible.

This quarter, Council trialled live webcasting Council Meetings, providing further opportunities for the community to be informed of Council decisions. In another first for Cardinia Shire, councillors and Council staff competed in a debate with the shire's youth councillors. The debate aimed to develop the public speaking and debating skills of the youth councillors in a practical setting, while being exposed to Council business. In the three-topic debate, each side won one topic and the remaining one was a draw.

In other news, Cardinia Shire Council was acknowledged at the biennial Sir Rupert Hamer Records Management Awards in May for its innovative and cost-saving approach to achieving modern records management in local government. The Records Management team worked with eCloud Business Services to automate all incoming correspondence, resulting in a saving of 80 hours of work per week, a reduction in the cost to process mail, and an improved quality of data.

Fostering community participation

Councillors and staff gathered with community members at the Annual Mayor's Volunteer Reception in May to proudly recognise the value of volunteers in our shire. The event acknowledged hundreds of volunteers across 560 organisations in the shire. This year's Stan Henwood Award recipient was also announced at the event, going to Eric Bumpstead, a member of the Upper Beaconsfield Fire Brigade since 1957 and a dedicated volunteer in his community.

Also in May, Council's Emergency Management team hosted a free Community Emergency Resilience Forum for local residents and community groups to help promote resilience building and community preparation for emergencies. Over 80 people attended the forum designed to assist community leaders to support their communities plan for and recover from emergencies.

The 2018 Cardinia Community Leadership Program was launched in June with 20 participants. The program aims to develop the leadership skills of our local leaders and support them in their efforts to create change that can help better our shire.

Supporting safe and diverse communities

Cardinia Shire's collective impact initiative Together We Can received two awards this quarter. The initiative was the 2018 category winner for Prevention and Community Safety in the National Awards for Local Government. Together We Can also received the gold medal in the Municipal Association of Victoria's National Local Government Innovation Awards. In the year April 2017 to March 2018, the Crime Statistics Agency reported a 23.7 per cent decrease in the rate of serious family violence incidents in Cardinia Shire – another impressive achievement for Together We Can.

In May, Council hosted a special raising of the pride flag at the Civic Centre to celebrate the International Day Against Homophobia, Biphobia, Intersexism and Transphobia (IDAHOBIT). The event invited the community to demonstrate support for the LGBTI community and help foster an inclusive community where all residents feel safe.

Continuing its commitment to fostering an accessible and inclusive community, Council participated in Refugee Week celebrations this quarter in proud acknowledgement of our history of successfully settling refugees since post World War II. Then in a commitment to gender-equality initiatives, Council was represented at Richmond Football Club's This Girl Can event, sharing its five-year infrastructure program to transform sports facilities to become both gender neutral and accessible.

Protecting our environment

Council's commitment to protecting and enhancing the natural environment was further demonstrated this quarter. The Sustainable Environment Policy 2018–28 was finalised and published, focusing on the areas of biodiversity, climate change, waste and water. It identifies the challenges facing the municipality in these areas, outlining the plans and strategies already in place and those required to address them.

In June Council consulted with the community on two environmental strategies. The Biodiversity Conservation Strategy, which is being developed to guide long-term strategic direction and efforts to preserve the natural habitats and wide variety of plant and animal life within the shire. It identifies key opportunities for Council to work in partnership with the community. Also, the current Pest Plant Management Strategy is being reviewed and updated to reduce weed infestations across the shire.

In other initiatives, Council is developing a Significant Tree Register to protect trees believed to be significant in Cardinia Shire. These trees will be professionally assessed and placed on a list of recommendations, which will then be sent to the State Government as a Planning Scheme Amendment. Council also implemented a CCTV surveillance trial to target illegal rubbish dumping

activity across the municipality. The project involves roving CCTV cameras and signage at ten sites to record site activities, help identify offenders, and deter illegal dumping behaviour.

Cardinia Cultural Centre redevelopment

In exciting news, Council commenced construction work on the \$8.9 million project to upgrade the Cardinia Cultural Centre in Pakenham. Jointly funded by Council and the Victorian Government Growing Suburbs Fund, the first stage of redevelopment will provide a vibrant new art-space, more amenities, new dance studios, an expanded foyer, a bold new façade with a convenient second entry, and more car parking. The redeveloped centre will better serve our growing community's increasing need for cultural facilities and further enhance Cardinia Shire's liveability.

POLICY IMPLICATIONS

Nil

RELEVANCE TO COUNCIL PLAN

A major component of the attached report details progress in delivering the actions adopted to deliver the Council Plan.

CONSULTATION/COMMUNICATION

Nil

FINANCIAL AND RESOURCE IMPLICATIONS

There are no financial implications involved in receiving this quarterly performance report.

CONCLUSION

It is appropriate to receive the quarterly performance report and note the contents.



Cardinia Shire Council

Quarterly Performance Report

Quarter 4 April - June 2017-18

Contents

| | |
|---|-----------|
| CEO'S REPORT..... | 2 |
| GOVERNMENT INTERACTION | 5 |
| MAJOR CAPITAL PROJECTS | 6 |
| CARDINIA SHIRE GROWTH INDICATORS | 8 |
| Property | 9 |
| Roads and footpaths | 14 |
| CUSTOMER RESPONSIVENESS | 15 |
| Inwards correspondence – (Mail, fax, email) | 15 |
| Service requests | 16 |
| SUSTAINABLE SERVICE | 17 |
| Unsealed roads and surface drains..... | 17 |
| Community | 19 |
| BUSINESS INNOVATION..... | 21 |
| WASTE MANAGEMENT | 22 |
| Waste trends | 22 |
| Garbage to landfill..... | 23 |
| Kerbside collection | 24 |
| PROGRESS ON COUNCIL PLAN DELIVERY..... | 26 |
| Our People..... | 26 |
| Our Community | 39 |
| Our Environment..... | 45 |
| Our Economy | 57 |
| Our Governance | 62 |

CEO's Report

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Further details of the results achieved by Council in the fourth and final quarter of 2017-18 can be found in the following pages.

Garry McQuillan
Chief Executive Officer
Cardinia Shire Council

Government interaction

Government Advocacy

Council continues to actively engage with all local politicians both federal and state seeking their support for local initiatives.

In the lead up to the State Election and the forthcoming State and Federal Budgets a detailed package of 57 projects required locally in the Bass, Gembrook and Narracan electorates was prepared and is being used to advocate to local members, the government and opposition.

Seeking promises in the lead up to an election is one of the few opportunities available to influence government priorities that benefit our local communities.

Grant application

For the financial year 36 grant applications were lodged for a variety of projects across the Shire totalling over \$12.5M. Of these applications 15 have been successful totalling \$6.15M.

Legislative Program

The new Local Government Act Bill was introduced into Parliament during the quarter and passed the Legislative Assembly with minor amendments on 21 June and received its second reading in the Legislative Council on the same day.

The rewrite of the 1989 Act is long overdue and should remove many of the anomalies in the legislation that have occurred over time, due to many ad-hoc amendments being made to the legislation over the past 26 years.

Major capital projects

The following are the major projects currently underway to deliver improved transport and facilities in the Shire. These are projects that have a value over \$500,000.

| | |
|--------------------|---|
| Name | Lang Lang Sporting Facilities – Stage 1 |
| Description | Site works, services, playing field construction, lighting, etc. |
| Comment | Civil works including netball and tennis courts, drainage, ovals and car parks have been completed. A consultant has been engaged by Council to develop the design plans for the pavilion. Consultation with the user groups regarding the pavilion design is underway. |
| Start | February 2017 |
| End | June 2018 |
| Cost | \$6m |

| | |
|--------------------|---|
| Name | Emerald Netball Pavilion/Courts |
| Description | Construction of 4 netball courts. |
| Comment | Civil works have nearly been completed with the exception of final asphalt layer and road access. Detailed design of pavilion is being finalised. |
| Start | February 2017 |
| End | June 2018 |
| Cost | \$1m |

| | |
|--------------------|--|
| Name | Cardinia Cultural Centre Exhibition Space |
| Description | Stage 1 expansion of Cardinia Cultural Centre exhibition space. |
| Comment | Contractor was appointed by Council in April 2018. Construction commenced in June 2018 and is tracking well. Demolition works have been completed ahead of schedule. |
| Start | March 2018 |
| End | June 2019 |
| Cost | \$8.5m |

| | |
|--------------------|--|
| Name | Deep Creek Reserve |
| Description | Development of the Deep Creek Reserve Masterplan including All Abilities Playspace, community building, demonstration wetlands and associated civil works. |
| Comment | <p>Tenders have been awarded and works have commenced for the following stages of this development</p> <ul style="list-style-type: none"> • Construction of the building and services • Construction of the regional all-abilities playspace • Civil works package for the car park and associated drainage • Pakenham Golf Course - Construction of New Holes <p>The works associated with the Landscaping have also been awarded and will be undertaken following completion of the civil works.</p> |
| Start | July 2017 |
| End | March 2019 |
| Cost | \$10.5m |

| | |
|--------------------|--|
| Name | Emerald-Gembrook Trail |
| Description | Construction of the 6.5km section of the Emerald to Gembrook Trail from Cockatoo to Gembrook. |
| Comment | The delivery of the trail is nearing completion. There is one small section waiting for power authorities to relocate power poles to enable the final section to be completed. |
| Start | July 2017 |
| End | August 2018 |
| Cost | \$2.5m |

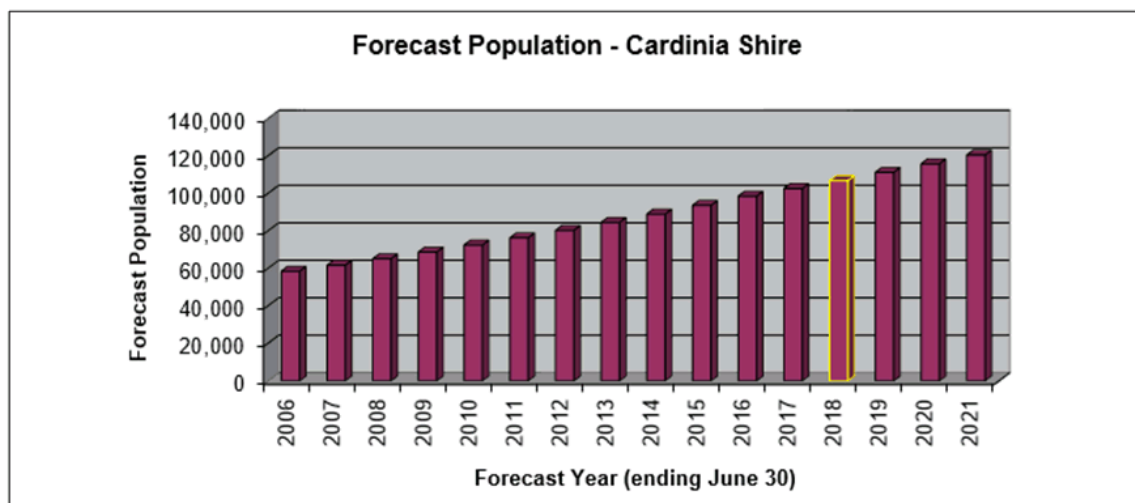
| | |
|--------------------|---|
| Name | Hills Community Hub |
| Description | Construction of new multi-purpose community facility in Emerald. |
| Comment | MelbCon awarded building contract. Funding successful under the Growing Suburbs Fund 2017 - 2019 for \$1.5 million. |
| Start | Demolition and construction commenced May 2018 |
| End | September 2019 |
| Cost | \$8.2m |

Cardinia Shire growth indicators

Cardinia Shire is a growing community. This growth places demands on both our service and infrastructure provision. This section contains key indicators of growth that are combined with population projections to plan our activities.

Figure 1 illustrates that, in 2006, the total population of Cardinia Shire was estimated at 58,540 people. It is expected to experience an increase of over 62,200 people to 120,748 by 2021, at an average annual growth rate of 4.95 per cent per annum over 15 years.

Figure 1. Forecast population – Cardinia Shire



* Data .id Consulting

Property

Subdivisions – residential lots

Residential lots data is a lead indicator and highlights residential development activity that drives much of the growth in demand for council's services and facilities.

Figure 2 illustrates that there were 286 lots in application for the certification of plans of subdivision this quarter. Results are 67% lower than the previous quarter. Applications are 0.4% lower than the same time last year.

Figure 2. Residential lots – applications

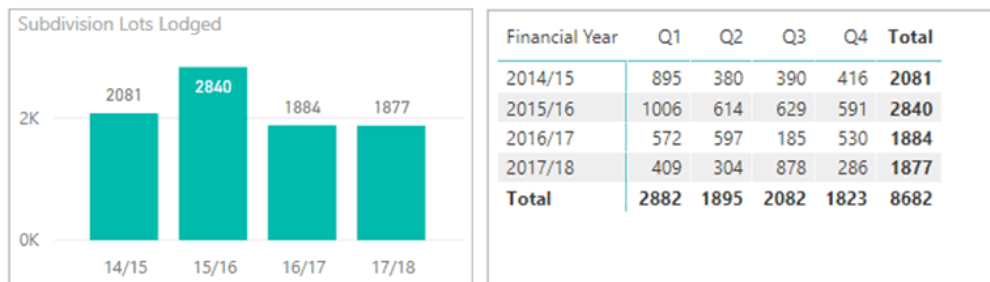
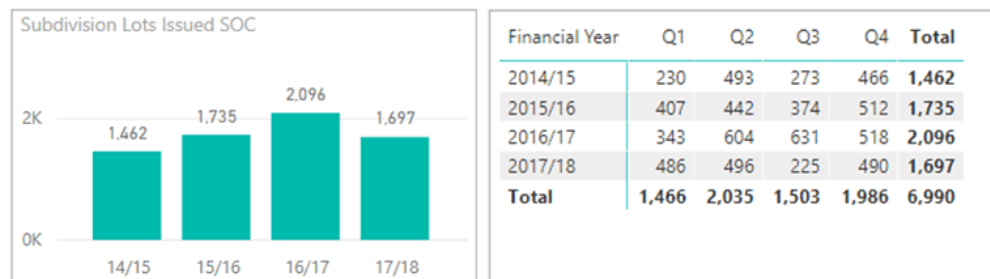


Figure 3 illustrates that there were 490 lots for which a statement of compliance was issued this quarter, allowing for the sale and development of individual lots. Results are 118% higher than the previous quarter and 19% lower than the same time last year.

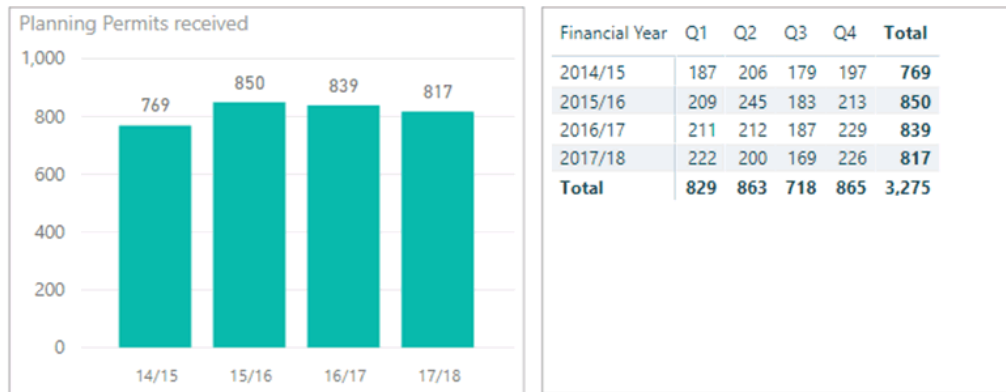
Figure 3. Residential lots – statement of compliance



Planning applications

Figure 4 highlights the level of development activity in relation to applications for planning permits. There were 226 planning applications this quarter, 34% higher than the previous quarter. The year to date figure is 3% lower than the same time last year.

Figure 4. Planning permit applications received



Building permits

Building permits are required for both new buildings and alterations to existing buildings. Figures 5 to 7 highlight the level of development activity in relation to building permits and building completions for both residential and non-residential buildings.

Figure 5 illustrates that there were 560 building permits issued this quarter. That is a decrease of 13% from the previous quarter and 1% lower than the same time last year.

Figure 5. Total building permits issued

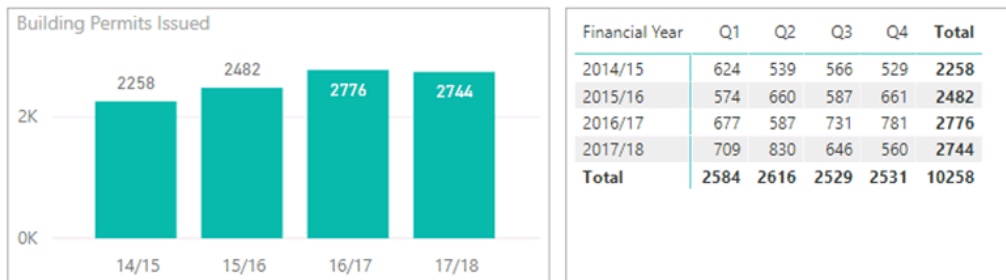


Figure 6 illustrates that there were 459 residential building completions this quarter. That is an increase of 24% from the previous quarter and 27% higher than the same time last year.

Figure 6. Residential building completions

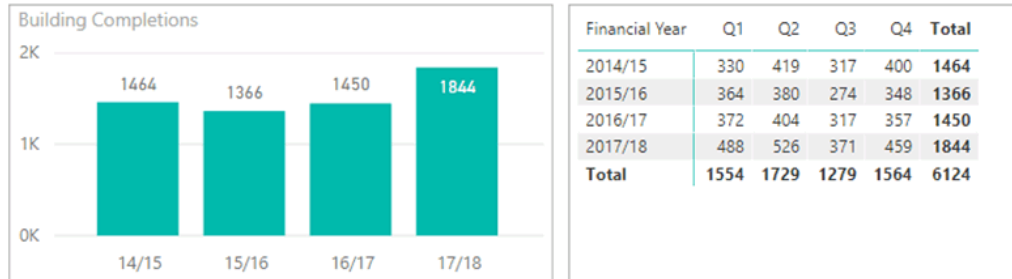
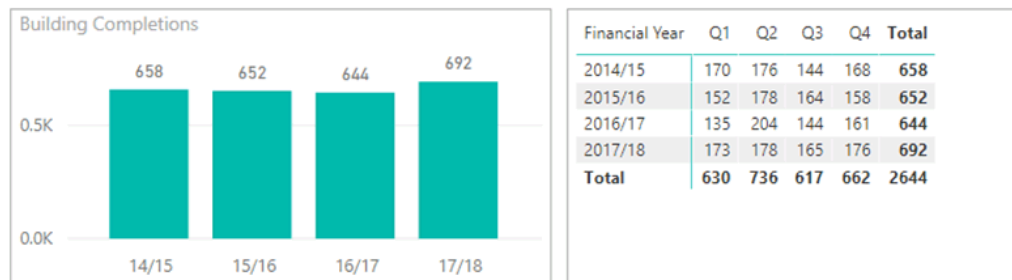


Figure 7 illustrates that there were 176 non-residential building completions this quarter. That is an increase of 7% from the previous quarter and 7% higher than the same time last year.

Figure 7. Non-residential building completions

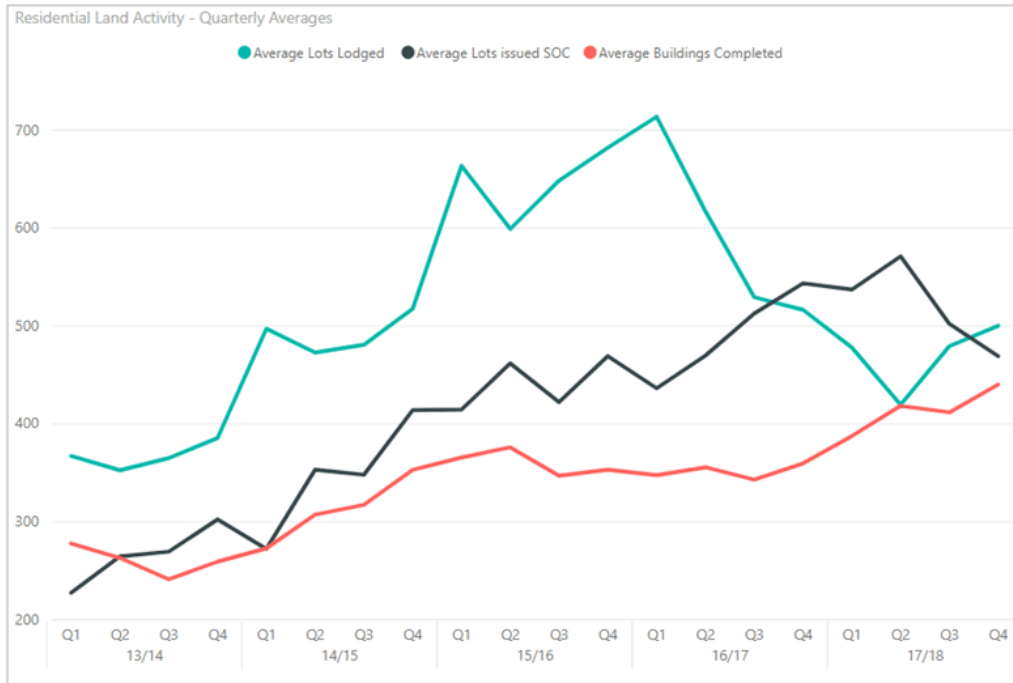


Residential land development indicators

These indicators combine the residential growth pipeline on the one trend graph. A five-quarter rolling average is used to smooth out the peaks and troughs within the quarterly data and to recognise emerging trends.

The data in Figure 8 is based on the quarter on quarter information beginning from the July quarter 2013-14.

Figure 8. Residential land development indicators



The average number of **lots lodged for subdivision** reached a record low in the 2nd quarter of 2013-14 with 353 lots. Numbers have peaked in the first quarter of each year for the last 4 years until this year. The first quarter of 2016-17 peaked at an average of 714 lots submitted for subdivision. The current average number of lots is 500 but this is expected to increase as the Officer Precinct development progresses.

The average number of **lots issued statement of compliance** and released onto the market has been steadily increasing since the 1st quarter of 2013-14. Numbers have dropped this quarter with an average of 469 lots released.

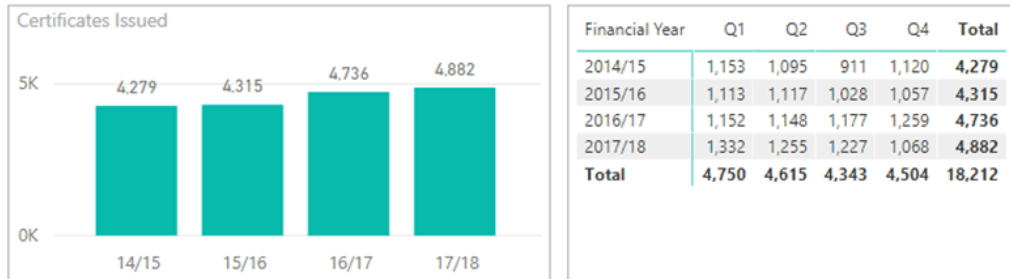
The average number of **building completions** is 440. This is a lag indicator and is expected to continue to rise within 6 to 12 months as land development progresses.

Land information certificates

Land Information Certificates are required whenever a property changes owners. This figure includes both first home buyers and subsequent owners. It shows both growth and churn in the property market.

Figure 9 illustrates that there were 1,068 certificates issued this quarter, 13% lower than the previous quarter. Year to date results are 3% higher than the same time last year, an indication of a growing property market.

Figure 9. Land information certificates



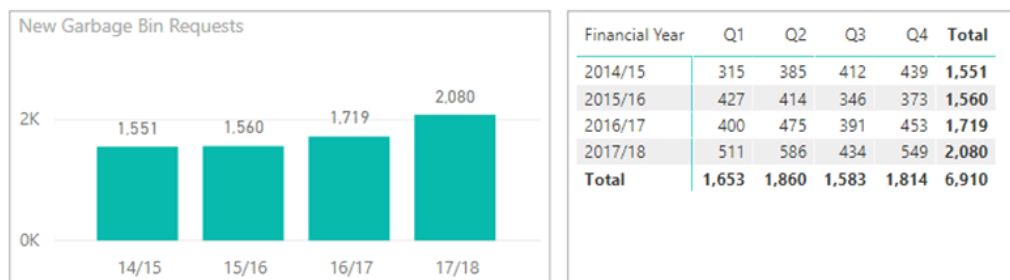
Household garbage service

A new household garbage service is requested predominantly when a new home has been completed and ready to be occupied. This indicator can therefore represent the growth of new households within the Shire.

Figure 10 illustrates that there were 549 new bins requested this quarter, 26% higher than last quarter. The year to date total is on 21% higher than last year, indicating a rise of new households.

The daily average of new households established within the Shire increases to six families per calendar day for the quarter. The year to date growth indicator remains at six new families per calendar day.

Figure 10. New household garbage service volumes



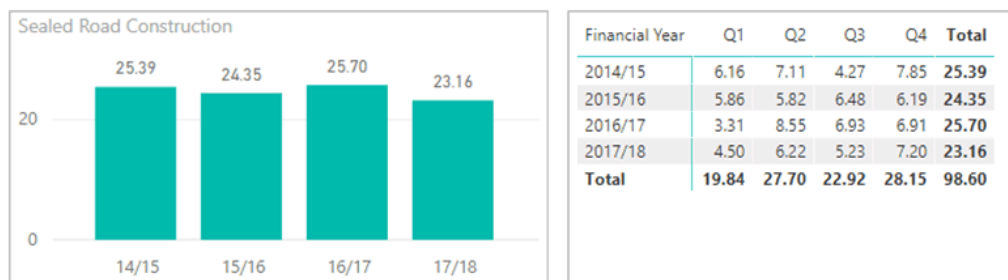
Roads and footpaths

Sealed roads

The sealed road network is approximately 691 km in length. Sealed road growth is due to a combination of subdivision development and Council's sealing of unsealed roads through special charge schemes or other external funding such as roads to recovery. The road maintenance program is conducted in accordance with Council's Road Management Plan and is supplemented by cyclic maintenance programs including annual road resealing and rehabilitation.

Figure 11 illustrates that there was an additional 7.20km of sealed roads constructed this quarter, 38% higher than the previous quarter. The year to date total is 10% lower than at the same time last year.

Figure 11. Additional kms of sealed roads constructed

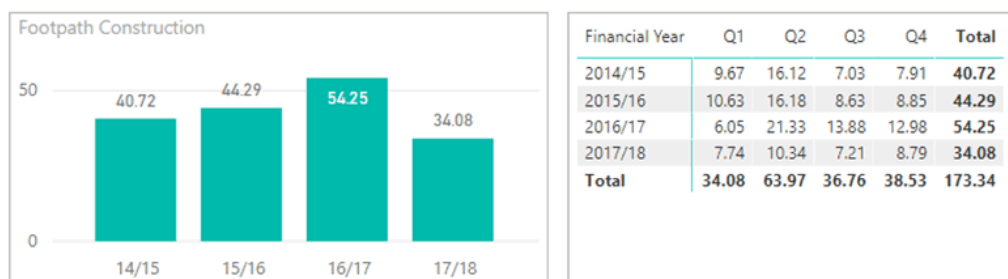


Footpaths

Footpaths are an important means of improving community cohesion by providing for pedestrian traffic around our communities. The footpath network is approximately 681 km in length, with an estimated average growth rate of 40 km per year. This growth is due to a combination of footpaths constructed from subdivision development and Council's capital works program.

Figure 12 illustrates that there was 8.79km of footpaths constructed this quarter, 22% higher than the previous quarter. The year to date total is 37% lower than at the same time last year, however, approximately 7-8km of the Eastern Dandenong Ranges Trail will be completed in July.

Figure 12. Additional km of footpaths constructed



Customer responsiveness

This section shows performance in relation to two fundamental areas of responsiveness: - actioning inwards correspondence, (mail, fax, email) and actioning service requests.

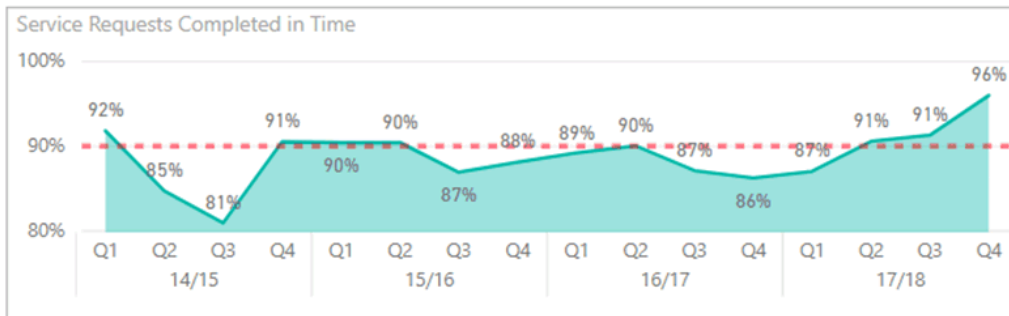
Inwards correspondence – (Mail, fax, email)

KPI target: 100 per cent of inwards correspondence requiring action, to be acknowledged within 10 days.

An Action Referral is an item of inwards correspondence received via mail, fax or email, requiring a response.

Figure 13 illustrates that an average of 96% of Action Referrals this quarter were acknowledged within 10 days, 5% higher than the previous quarter. Performance reports are distributed to all managers on a fortnightly basis and this is contributing to a higher level of consistency in relation to actioning correspondence.

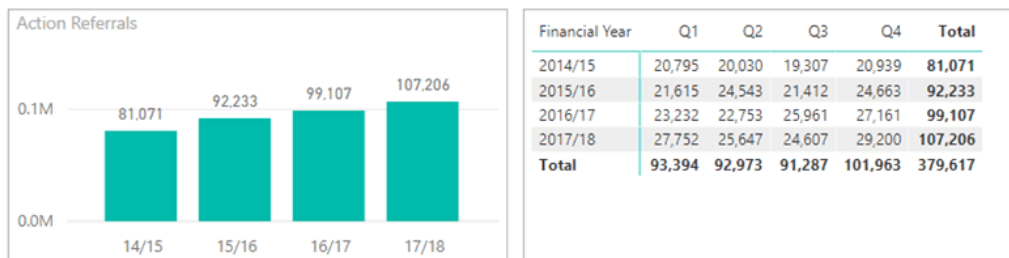
Figure 13. Inwards correspondence –action referrals in time: KPI percentage by quarter



The volume of inwards correspondence is expected to increase, due to our population growth and as Council's services are expanded and enhanced to meet the growing needs of our community.

Figure 14 illustrates that there were 29,200 action referrals this quarter, 19% higher than the previous quarter. The year to date total is 8% higher than the same time last year and trending upwards.

Figure 14. Inwards correspondence – action referrals volumes



Service requests

KPI target: 90 per cent service requests finalised in time.

Figure 15 indicates that 89% of service requests were finalised in time for the quarter, slightly below the 90% target.

Figure 15. Service request in time: KPI per cent by quarter

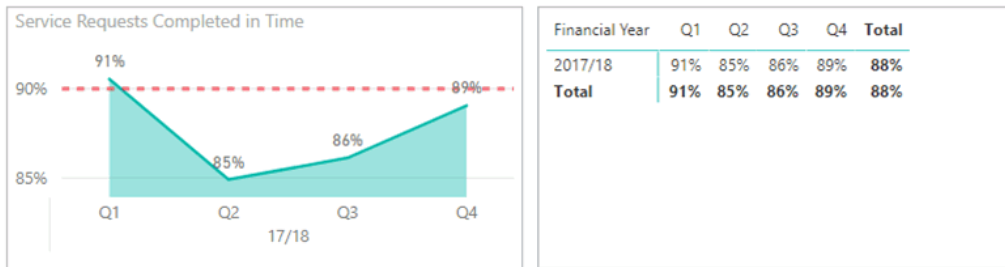
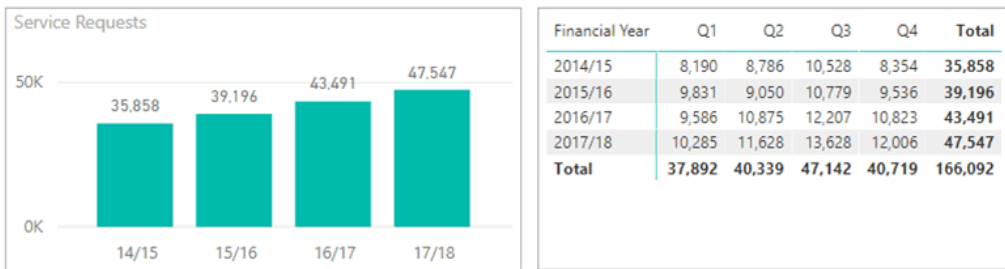


Figure 16 illustrates that there were 12,006 service requests this quarter, 12% lower than the previous quarter. The year to date total is 9% higher than the same time last year, indicating an upwards trend in requests.

Figure 16. Service request volume



Sustainable service

The sustainable service indicator set provides a variety of volume type indicators relating to a core service delivery to the community. These are not an exhaustive set, but have been chosen to reflect some of the breadth of council's obligations.

Unsealed roads and surface drains

In addition to the sealed road network, council maintains a large unsealed road network, which is 873 km in length, with an annual maintenance budget of in excess of \$3.1 million. Maintenance works consist of both grading and resheeting done on a cyclic basis, along with response to defects caused by adverse weather conditions such as storms or long dry spells. All works are conducted in accordance with council's road management plan which ensures that the network is kept in a safe and trafficable condition.

Figure 17 illustrates that there was 908km of unsealed road grading this quarter, 13% higher than last quarter and 16% lower than the same time last year.

Figure 17. Unsealed road grading (kilometres)

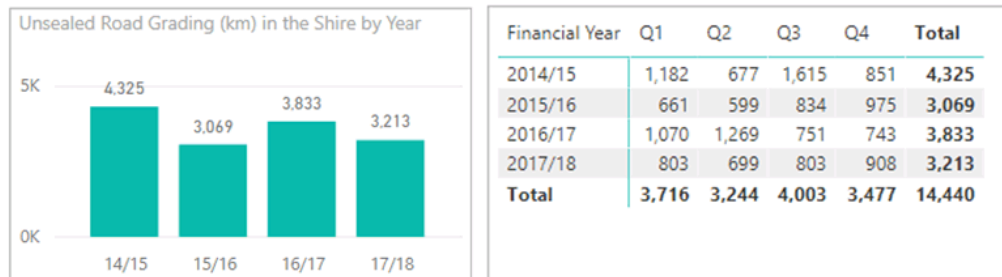
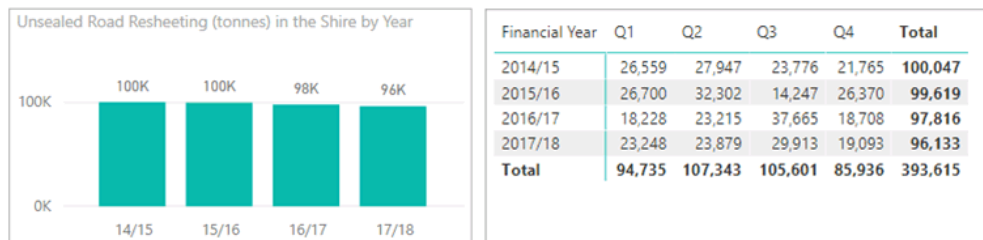


Figure 18 illustrates that there was 19,093 tonnes of unsealed road resheeting this quarter, 36% lower than last quarter and 2% lower than last year. The amount of rock has reduced this quarter due to the completion of the re-sheeting program in April.

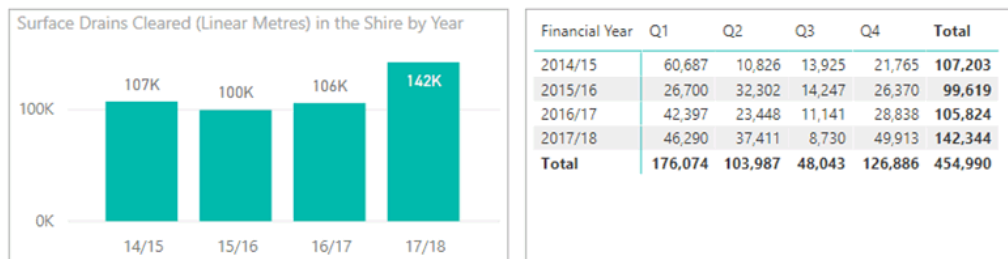
Figure 18. Unsealed road resheeting (tonnes)



Council also maintains over 3000 km of open surface drains. These drains are cleaned out using a maintenance system that is driven by proactive inspections and reactive works, and supplemented by responding to flooding issues following storms. Works are prioritised based on risk to property or person.

Figure 19 illustrates that there was 49,913 linear metres of surface drain clearing this quarter, 472% higher than last quarter and 35% higher than the same time last year. In Quarter 1 and Quarter 4 of 2017-18 a tractor mounted rotary drainer was utilised. This machine is able to complete vast distances, in a short time frame, compared to other types of machines used by Council. However, it has limitations in its ability to clean certain types of drains and its use is restricted to the wetter months of the year.

Figure 19. Surface drains cleared (linear metres)



Community

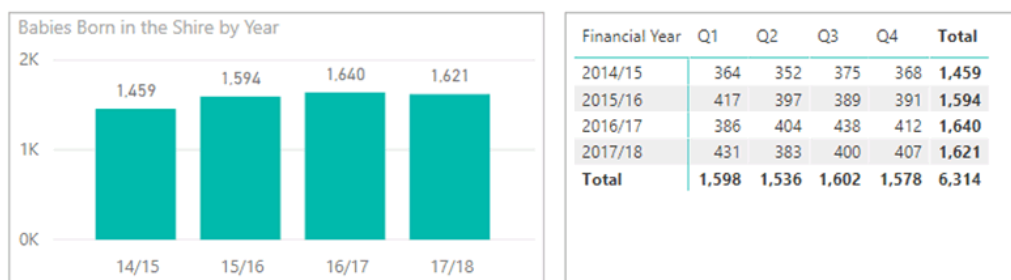
Maternal and Child Health (MCH)

The Maternal Child Health Service is a State Government and Council funded service for families who have children aged birth to school age. The service provides support to parents, offering information and advice on issues related to child health and development, parenting, maternal health and wellbeing, as well as providing groups for first time mothers.

Birth notices are the number of notifications received, from hospitals, of newborn babies in the municipality.

Figure 20 illustrates that there were 407 birth notices this quarter, 2% higher than the previous quarter. The year to date figure is 1% lower than last year.

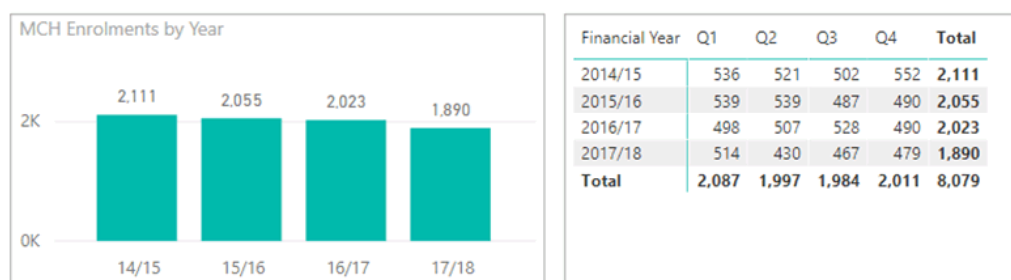
Figure 20. Maternal and Child Health birth notices



Total enrolments is the number of babies and children, from birth to school age, that visit and enrol at an MCH centre, including both new births and children of families moving to Cardinia Shire.

Figure 21 illustrates that there were 479 enrolments this quarter, 3% higher than last quarter. The year to date figure is 7% lower than last year.

Figure 21. Maternal and Child Health new enrolments



* New software introduced November 2015.

Number of youth interactions

Cardinia Shire Council Youth Services provides a range of activities, programs and services for young people aged 12 to 24 years that reside in or have a strong connection to the municipality. Services and programs are provided from My Place Youth Facility, in schools, and at community venues across the Shire.

People have been accessing services and programs from My Place since January 2013. My Place is Council’s youth facility where young people, parents, and professionals, can access information and advice on a range of topics, including health and wellbeing, education and training, and drugs and alcohol.

The number of services being permanently based or outreaching from My Place has remained consistent over the past 12 months. Marillac Disability Service and Best Chance are no longer based at My Place due to moving to their new facilities. Services that commenced/recommended at My Place over the past 12 months include Windermere, TaskForce, Skillsplus and WYASS and Centrelink. Agencies that have expanded service to young people from My Place include Oakwood School (extra staffing), YSAS (Ignite Program and Youth and Family Support) and Headspace (increase of .6EFT)

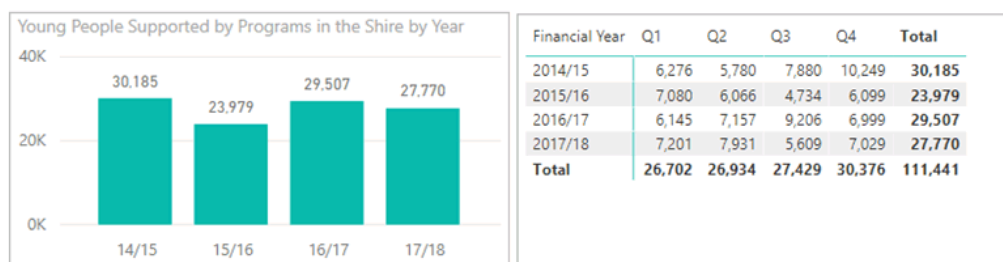
Consulting rooms are fully booked Monday-Thursday impacting on the facilities ability to attract more centre based services. Advocacy to renovate ‘The Chapel’ to establish a Youth Mental Health Hub is taking place.

Councils Youth Support Program continues to be at capacity with a waiting list of five weeks. The Youth Services application for funding from TAC (January 2018) to recruit a .6EFT Youth Support Officer so that the program can increase its outreach capacity was unsuccessful. Youth Support Officers are offering youth support to young people from rural townships in addition to those able to access My Place. Council approved the extension of Windermere’s contract to June 2019 to provide Youth and Family Outreach Support to young people 10-21 years experiencing complex issues.

Figure 22 illustrates the number of contacts with young people over a period of four years. The chart reflects the total cumulative number of young people (not individuals) that participated in activities, programs and services. This quarter there were 7,029 contacts with young people. Results are 25% higher than the previous quarter and the year to date figure is 6% lower than the same time last year.

It was anticipated and reported that the number of contacts with young people may drop as a result of increasing one to one support to young people (1 EFT moved from program/group based service delivery to individual support).

Figure 22. Engagement with young people

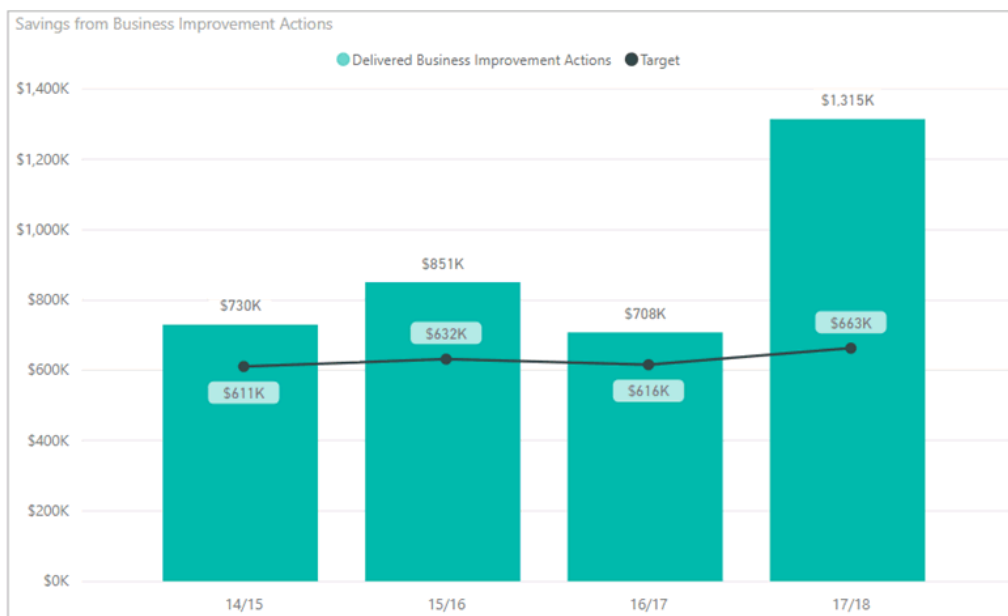


Business innovation

A key element in ensuring the sustainability of our service delivery is continuing to strive for the best utilisation of resources in delivering those services. One way we measure this is by quantifying the innovation or improvement in how we do things. We measure this in terms of the number of initiatives, and the savings (direct or opportunity) those initiatives realise.

We currently have a target of delivering 2 per cent of our salary budget in savings each year. Our target in 2017–18 for improvements is to deliver a minimum of \$662,600 in savings. There are currently 63 improvement projects that have been identified. These projects have delivered \$1,314,654 of savings, which is nearly double our target.

Figure 23. Business improvements



Waste management

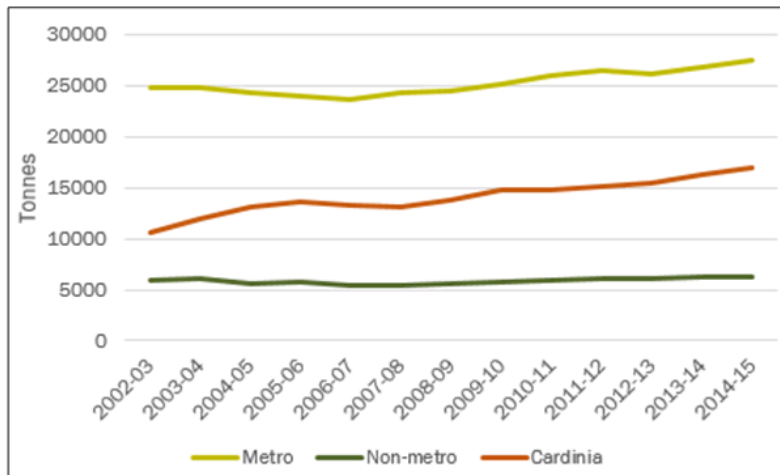
Indicators in this section relate to our behaviour with waste disposal and resource recovery. That is, how much waste we send to landfill and how much is recycled or composted. These figures are monitored on a monthly basis.

Waste trends

Waste generated in Cardinia Shire is in line with expectations from a shire of its size, population and interface location, and can inform opportunities for services, education and advocacy in the future.

Figure 24 illustrates amount of garbage generated in comparison to other councils. As the shire’s population continues to grow, the amount of waste generated is also growing. As areas of the shire become more urbanised (similar to metro areas) the tonnages collected will increase to be more in line with metro councils. This means Council will be handling more garbage in the future based on current trends

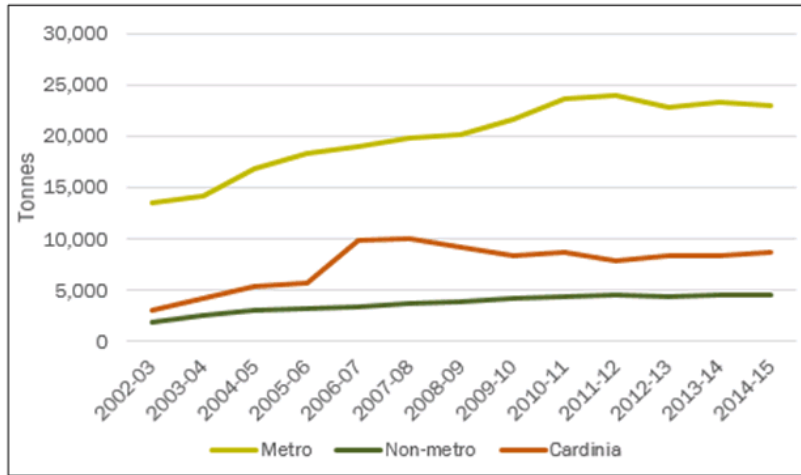
Figure 24. Cardinia Shire garbage generated compared with other metro and non-metro Victorian councils



* Annual Local Government survey - Sustainability Victoria

Figure 25 illustrates the amount of recyclable material generated (recycling and green waste streams) in comparison to other councils. Similar to the trend for amount of total waste generation is the amount of recyclable material generated, with spikes in data occurring in 2006 with the introduction of the green waste bin. Presumably the green waste bin introduction prompted properties to clear green waste which may have been stock piled and levelled off in more recent years. Moisture content in green waste from wet or dry years can vary the tonnage of recycling, with the drought experienced in some years can also have an impact.

Figure 25. Cardinia Shire recyclables (recycling and green waste streams) generated compared with other metro and non-metro Victorian councils.



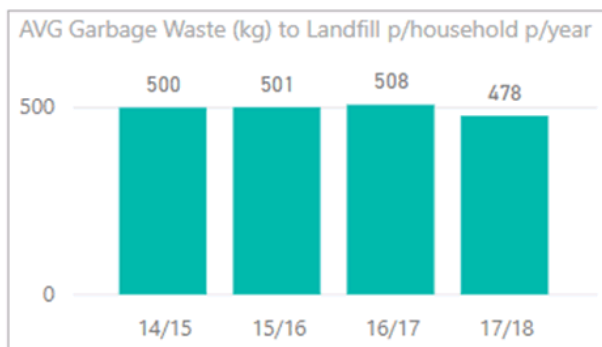
* Annual Local Government survey - Sustainability Victoria

Garbage to landfill

With urban population growth, it is expected that the amount of garbage to landfill may increase similar to that of metro Council areas. Increases are also attributed to the lack of new regional facilities and technologies to process and divert some wastes that are currently entering landfill.

Figure 26 illustrates that the average volume of garbage to landfill per household is 478kg to date this financial year. This is a decrease from last year's annual average of 508 kg.

Figure 26. Average kg of garbage to landfill per household per year



Kerbside collection

Figure 27 illustrates that there were 4,336 tonnes of garbage waste to landfill collection this quarter, 14% lower than last quarter. The year to date figure is 1% higher than last year. The tonnes collected are expected to increase due to population growth within the Shire.

Figure 27. Garbage waste to landfill – tonnes collected

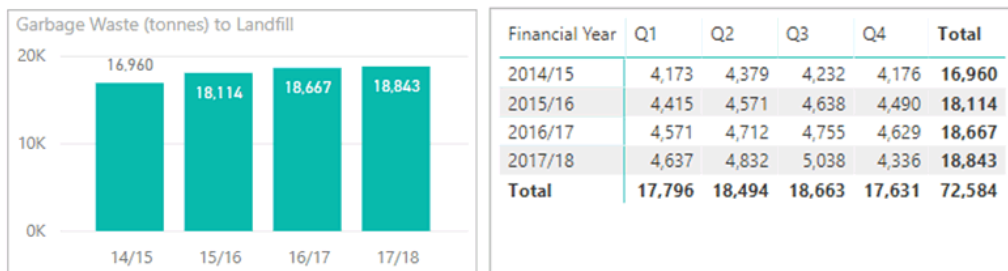


Figure 28 illustrates that there were 2,613 tonnes of recycle waste collection this quarter, 1% lower than last quarter. The year to date figure is 5% higher than last year.

Figure 28. Recycle waste – tonnes collected

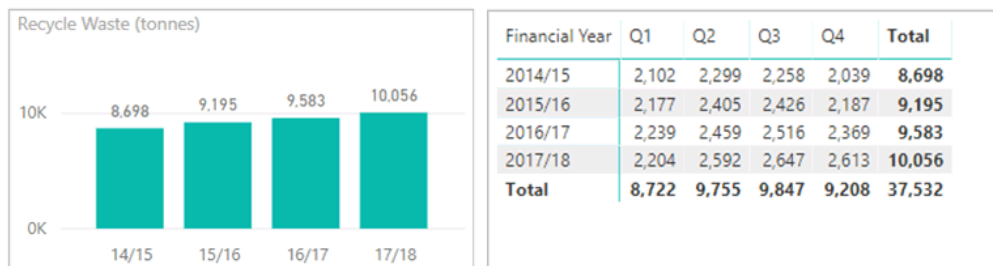
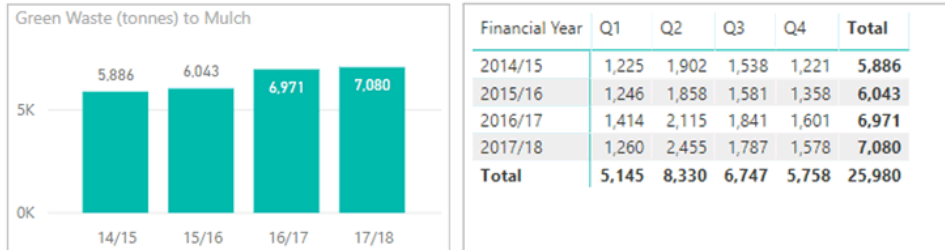



Figure 29 illustrates that there were 1,578 tonnes of green waste collection this quarter, 12% lower than last quarter. The year to date figure is 2% higher than last year. Green waste collection is seasonal and is based on weather and garden growth rates.

Figure 29. Green waste to mulching – tonnes collected



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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.

We want to Achieve: Access to a variety of services for all

To achieve this we will: Continually review services to ensure those provided by Council meet community needs.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|--------------------------|--------------------|
| Continue to identify and implement an Annual Renewal Program for all existing Council buildings, that ensures set and required building standards and condition are maintained throughout the life of the building. | The Annual Renewal Plan was identified and prioritised, and quotes were sought. A draft mobilisation plan was completed with a new contractor starting in March 2018. The new Facilities Maintenance and Management contractor was appointed and a transition plan implemented. Asset Management data was collated by UMS to assist managing the Renewal and Routine Maintenance programs. This was handed over to the Facility Maintenance and Management contractor for ongoing service compliance and service level requirements. The contractor is ensuring contract requirements are adhered to. The Minor Capital Works Program priorities have been completed as per the financial year schedule. | Buildings and Facilities | Completed |
| Commence the construction of the Integrated Children's Centre at Comely Banks (also known as Gum Scrub Creek). | Construction commenced. Defects were addressed in January 2018 and the ICC was completed to expectations in readiness for occupation in early February 2018. | Buildings and Facilities | Completed |
| Review the Services for Success attraction model to ensure appropriate coordination of organisations are being attracted into the Shire. | There will be a number of stages in the review of Council's service attraction model, which will include, service analysis, needs assessment, process establishment, facilities register and facilities booking procedures. The refreshed model will reflect the identified social and health priorities and principles of the Liveability Plan 2017-2029. The first stage of the review of Council's service attraction model has been completed. Work continues on the review of service gaps and attraction in Cardinia Shire. Recent service reviews across the shire have identified a number of priority areas for Council to focus on in the coming months. It is anticipated that a Community Summit for service agencies will be held later in 2018 to identify service gaps as recognised by local service providers. This information will provide strategic rationale to advocate for future funding needs and ensure appropriate organisations are being attracted into the shire. | Community Strengthening | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.


We want to Achieve: Access to a variety of services for all

To achieve this we will: Continually review services to ensure those provided by Council meet community needs.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------------|--------------------|
| Review Child and Family Plan and Youth Strategy in-line with the review of Municipal Public Health and Wellbeing Plan and ensure that a range of community service providers, community members, children and young people are able to shape the priority setting and that up-to-date research helps inform the local planning | The draft strategy went out for comments prior to adoption by Council. The strategy was adopted by Council in August 2017. | Community and Family Services | Completed |
| Measure the uptake and effectiveness of the 'wrap around model' of support for working parents using the Arena Child and Family Centre | The Early Years Management bestchance program has commenced. Early Childhood Management Services has surveyed families. Measurement of the wrap around model will progress in the next financial year. | Community and Family Services | Completed |

To achieve this we will: Routinely review overall community needs for services and either deliver or advocate for others to provide services to meet those needs.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|-------------------------------|--------------------|
| Develop integrated Child, Youth and Family Strategy 2017–21 which is aligned to Council's Liveability Plan to support the key priorities in order that children, young people and families are Safe; Healthy and Happy; Connected; Realising their Potential; and Achieving Economic Wellbeing. | An integrated Child, Youth and Family Strategy 2017–21 was developed and then adopted by Council in August 2017. | Community and Family Services | Completed |

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|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.

We want to Achieve: Access to a variety of services for all


To achieve this we will: Deliver Ageing Well initiatives that support older adults to live longer in their own homes and reduce social isolation.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|-------------------------------|--------------------|
| Facilitate the Aged and Disability Service Provider Partnership and support their planning to deliver against the objectives of the Commonwealth Community Support Program and the National Disability Support Scheme | A communications and marketing strategy was developed with local service providers. The partnership group met five times during the financial year. Four local service provider agencies have attended a marketing and communication strategy workshop. A dedicated Cardinia Shire Council website space has been developed for the Commonwealth Home Support Programme with links to local providers. | Community and Family Services | Completed |
| In line with the World Health Organisation Guidelines, work in partnership with older people on an annual basis to develop and implement key actions from the Age Friendly Strategy 2015-2019 for the coming year | The Age Friendly Alliance has continued to meet, operating as a reference group for work-around positive ageing initiatives. A key initiative for alliance members was to work together to submit an application for Together We Can funding. The funding application was successful, enabling the alliance to produce fridge magnets to highlight the issue of elder abuse. The magnets provided the contact details of Seniors Rights Victoria for assistance. Seniors Week events were held and were well attended. A number of actions in the Age Friendly Alliance Plan were completed throughout the year. | Community Strengthening | Completed |

We want to Achieve: Access to support services and programs for young people

To achieve this we will: Ensure Council either provides or advocates for others to provide employment, recreation and leisure opportunities for young people.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------------|--------------------|
| Assess local data and evidence with the Youth Strategic Reference Group to assess the needs of young people in securing employment in the Shire and identify gaps and opportunities for advocacy | Data and evidence has been shared with the Strategic Reference Group throughout the year. This was collated at the workshop held with the Youth Strategy Reference Group in June 2018. The workshop identified key actions for advocacy to help achieve an action within the Child, Youth and Family Strategy: 'To support strategic planning efforts to provide job opportunities for young people in the Shire'. | Community and Family Services | Completed |

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|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.

We want to Achieve: Access to support services and programs for young people

To achieve this we will: Advocate for an increase in locally based health and wellbeing services to support young people.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|-------------------------------|-------------|
| Implement priorities within the Playground Strategy and playground renewal program. Projects nominated include: O'Neal Rd (Beaconsfield), Don Jackson (Pakenham), PB Ronald (Pakenham), Lakeside (Pakenham), Alma Treloar Reserve (Cockatoo). | All playground upgrade works have been completed and the playgrounds are open for the community to use and enjoy.. | Active Communities | Completed |
| Undertake a local review of youth needs through the Youth Forum Survey in partnership with local steering committees and networks | The youth survey was distributed between March and May of 2018 and collected the voices of over 700 local young people. The final Youth Survey Report will be distributed to key stakeholders and be available on the Council website after the Council briefing in July 2018. The survey findings will help inform advocacy and service/program planning for young people, both internally and external to Council. | Community and Family Services | Completed |


We want to Achieve: Learning opportunities for all ages and abilities

To achieve this we will: Advocate to the Victorian Government to partner with Council during the development of new primary and secondary schools.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|---|-------------|
| Identify need for new schools annually and advocate to the Victorian government and local MPs for the allocation of funding in the state budget | Council continues to advocate for new schools and includes the planning for new schools in the Precinct Structure Plans. A public acquisition overlay has been put in place for Timbertop, and the Panel hearing for Pakenham has been completed. | Office of the GM - Planning and Development | Completed |

To achieve this we will: Advocate to Australian and Victorian governments for post-compulsory and vocational training that meets the needs of local employers and residents.

| Action | Progress Comments | Business Unit | Complete by |
|--|---|--|-------------|
| Work with tertiary training providers and registered training organisations to maximise opportunities for further education across the Shire | Council is working with Gippsland Community College to relocate the school and double the amount of students able to access education through this service. Plans are underway to redevelop the Lion's Den building to house the expanded school. | Office of the GM - Community Wellbeing | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.

We want to Achieve: Learning opportunities for all ages and abilities

To achieve this we will: Support the provision of learning opportunities for all ages and abilities.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|--|--|-------------------------|--------------------|
| Continue to provide advice and funding support for learning opportunities for all residents through a range of local community activities such as those provided by libraries, U3As, neighbourhood houses, senior citizens centres and others. | Funding, strategic advice and support has been provided to relevant committees of management in Cardinia shire, including the neighbourhood house cluster, the U3As and other community led activities. This was undertaken with a view to assisting the development of sustainable models and programs. | Community Strengthening | Completed |


We want to Achieve: Improved health and wellbeing for all

To achieve this we will: Source funding and deliver a range of initiatives that promote health and wellbeing.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|--|-------------------------|--------------------|
| Coordinate health and wellbeing initiatives across the shire with a focus on priorities set in the Liveability Health Plan (i.e. Establish Mental Health Working Group) | A Mental Health Alliance has been established as a working group for professional practitioners. There are approximately 20 mental health agencies represented in the alliance, providing services to Cardinia Shire residents. These organisations are either based in the shire or operate outreach to the shire. The purpose of the alliance is to understand and improve the diversity of services offered in Cardinia Shire and increase awareness within the local community regarding how and where to access these services. The Alliance meets every six to eight weeks. An action plan has been established and working groups will deliver on the actions. A strategic leadership group has been formed with representatives from key agencies to oversee and direct the work of the Mental Health Alliance. The inaugural meeting of the strategic leadership group will be held in July 2018. | Community Strengthening | Completed |

To achieve this we will: Develop the new Municipal Public Health and Wellbeing Plan and review annually

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|---|-------------------------|--------------------|
| Adopt and launch the Liveability Health Plan 2017–21 by December 2017 | The Liveability Plan was adopted by Council in September 2017. As part of our legislative requirement, the Liveability Plan was sent to Department of Health and Human Services and subsequently approved by the department. The Liveability Plan was launched at an event in February 2018, which was well attended. Two presenters, Professor Billie Giles-Corti and Professor Iain Butterworth spoke about liveability research on a global and national scale. Cardinia Shire Council was congratulated for a progressive plan that addresses global issues at the local level. | Community Strengthening | Completed |

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|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.

We want to Achieve: Improved health and wellbeing for all

To achieve this we will: Routinely investigate community health and wellbeing issues to inform Council's planning and activities.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|--------------------|
| Undertake social research and disseminate the findings within Council and the local community to inform service provision and community planning (i.e.. Housing Research Project) | Council regularly undertakes social research to establish areas of need and identify emerging social trends. In past years, Cardinia Shire has experienced a shortage of social and affordable housing for disadvantaged residents. Research was undertaken to further explore this social need and a number of recommendations to address this issue were made. One of the key recommendations of this research was for Council to develop a Social and Affordable Housing Strategy. Development of this document is underway, with a draft copy due to be available for community comment by July 2018. A summary of the findings of the social research is available on the website. | Community Strengthening | Completed |


To achieve this we will: Support children, young people, families, older adults and people of all abilities by providing a range of accessible services and facilities.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------------|--------------------|
| Plan for the implementation of Early Years 10 year State Government Compact priorities for children and families. Report to council about the implications of the Compact. | Compact governance groups have commenced with representation from Cardinia Shire, City of Casey and City of Greater Dandong councils, as well as the Department of Health and Human Services and the Department of Education and Training. A Maternal and Child Health coordinator working group is being developed to support one of the objectives of the Compact. | Community and Family Services | Completed |

We want to Achieve: Variety of recreation and leisure opportunities

To achieve this we will: Provide active and passive recreation facilities to meet the needs of residents.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|--------------------------|--------------------|
| Start the design stage of the Worrell Reserve Sports Pavilion. | The budget for the Worrell Reserve pavilion was re-evaluated in preparation for the design stage. The project scope was formalised and quotations were sought from design consultancies. The principal consultant was engaged and they are developing the schematic stage, after consultation with the club representatives has been undertaken. The consultant is working to prepare relevant documentation up to tender stage. | Buildings and Facilities | Apr-19 |
| Pepi's Land (Emerald) Master Plan – Revegetation planting along watercourse | Revegetation works at Pepi's Land in accordance with the proposed annual works have been completed. | Infrastructure Services | Completed |

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|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.


We want to Achieve: Variety of recreation and leisure opportunities

To achieve this we will: Provide active and passive recreation facilities to meet the needs of residents.

| Action | Progress Comments | Business Unit | Complete by |
|--|---|-------------------------|-------------|
| Continue to support committees to protect and maintain existing reserves of high environmental significance including grants to each of the 'friends' groups | Community grants were finalised to 13 community friends groups and wildlife shelters. Funding included refunds for insurance costs to ensure groups were comprehensively protected in their volunteer work. Friends groups were key contributors to the Environment and Heritage team's Biodiversity Conservation Strategy workshops. The Natural Reserves Bushland team have commenced working with community groups to provide advice, undertake weed control, and prepare sites for revegetation during winter and spring. | Environment | Completed |
| Undertake car park sealing and construct skate park at Holm Park Reserve. | Works have been completed and are in the defects liability period. | Infrastructure Services | Completed |
| Commence construction of netball courts, car parking and pavilion at Pepi's Land Emerald | Work has commenced and is well underway on the internal civil works. The entrance road works are awaiting VicRoads approval of the plans and service authority works. The building will be delivered separately. | Infrastructure Services | Completed |
| Deep Creek Reserve (Pakenham) - Master Plan – undertake earth works, service installation and commence building construction | Bulk earth works have been completed for the building, all-abilities play space, car park civil works, and golf course relocation. The landscape contract has been awarded. Works have commenced by the building contractor. | Infrastructure Services | Completed |
| Complete construction of the civil works and pavilion for the Pepi's Land (Emerald) netball facility | Rezoning was approved by the Minister and civil construction was commenced. A detailed design of the pavilion progressed in consultation with the netball club. Civil works are nearing completion, with road works and final sealing of the car park still pending. The pavilion design is being finalised. Civil works are expected to be completed in November 2018 and the pavilion in September 2019. This project was delayed by planning scheme approvals and the redesign of the netball pavilion. | Active Communities | Nov-18 |
| Lang Lang Community and Recreation Precinct - continue Stage 1 civil works including the ovals, car parks and roads. | This project has reached practical completion. | Infrastructure Services | Completed |
| Resurface and upgrade current Recreation Sports Ovals - Worrell | This project has been deferred until 2018-19. | Infrastructure Services | Deferred |
| James Bathe Recreation Reserve - Start civil works of Ovals and car parks | The contractor has commenced works. | Infrastructure Services | Completed |

Cardinia Shire Council

32

| | | |
|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.

We want to Achieve: Variety of recreation and leisure opportunities

To achieve this we will: Provide active and passive recreation facilities to meet the needs of residents.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|-------------------------|-------------|
| PB Ronald Reserve (Pakenham) – demolish depot buildings and construct car park | The car park construction awaits demolition works to be completed which is scheduled for September 2018. The engaged consultant is proceeding with the design of the car park and investigation into the removal of old tanks. | Infrastructure Services | Jun-19 |
| Implement actions identified in Equestrian Strategy adopted in 2013–14, including Wrights Forrest (Cockatoo) perimeter track and road crossing in Huxtable Road Reserve (Pakenham) precinct | Works to implement the 2014 Equestrian Strategy continued, including the installation of equestrian signage along Huxtable Road to identify the roadside trail, vegetation management works and the off-road trail along the Crane Road access path. Liaison with Parks Victoria continues to ensure equestrian linkages are maintained around Wrights Forest Bushland Reserve. | Active Communities | Completed |
| Prepare a master plan for Gin Gin Bin Reserve Officer | A consultant was appointed and a draft master plan was prepared and presented to Council's Senior Leadership Team. Discussions have been proposed with the Victorian Department of Education and Training regarding combined master planning for an education precinct and Gin Gin Bin Reserve. The master plan can't be finalised until consultation with the Victorian Department of Education and Training has taken place. | Active Communities | Jun-19 |
| Prepare a master plan for McMullen Recreation Reserve Officer | Preparation of the Mc Mullen Recreation Reserve master plan is on hold pending negotiations regarding the purchase of land. | Active Communities | Jun-19 |
| Work with user groups for the design and construct of the Officer Recreation Reserve Social Space | This is a club driven project and construction of the social space is dependent on club funds being available. Council has met with the club, Committee of Management and the club-appointed architect to discuss the draft design. The detailed design of the oval 2 redevelopment needs to be completed before the detailed design of the new social space can be finalised. | Active Communities | Jun-19 |
| Design Bunyip Soccer Stadium | An architect was appointed and a draft concept and schematic design was completed for the new soccer pavilion in consultation with club. The optimum location for the pavilion has been finalised in consultation with the club and detailed design of the soccer pavilion is underway. The project has been delayed due to issues with siting of the pavilion and service provision issues requiring investigation. The project will be carried forward into 2018–19. | Active Communities | Oct-18 |

| | | |
|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.


We want to Achieve: Variety of recreation and leisure opportunities

To achieve this we will: Provide active and passive recreation facilities to meet the needs of residents.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|----------------------|--------------------|
| Design redevelopment of Cora Lyn reserve Pavilion | This is a user group and Committee of Management driven project, with additional external funding required to meet user group expectations. A funding application was submitted for Building Better Regions Fund, with an outcome expected mid 2018. Initial discussions have been held with the user groups and committee of management to discuss the scope of the pavilion redevelopment. The pavilion design can't be progressed until the outcome of the funding application is known. This project will be carried forward into 2018–19. | Active Communities | Oct-18 |

To achieve this we will: Increase opportunities for our residents to participate in a range of sport, recreation and leisure activities.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|---|--------------------|
| Subject to the acquisition of the land Council commence appropriate planning scheme amendments to permit the permanent accommodation of the Pakenham Auto Club and the Koo Wee Rup Motorcycle Club | Planning scheme amendment documentation was prepared and authorisation was sought in early 2017. Advice has been received from the Minister of Planning that the amendment request is not supported. Council will continue to advocate for rezoning to accommodate the use. | Policy, Design and Growth Area Planning | Completed |
| Commence appropriate planning scheme amendments to permit the permanent accommodation of the Pakenham Auto Club and the Koo Wee Rup Motorcycle Club | Planning scheme amendment documentation was prepared and authorisation was sought in early 2017. Advice has been received from the Minister of Planning that the amendment request is not supported. Council will continue to advocate for rezoning to accommodate the use. | Policy, Design and Growth Area Planning | Completed |
| Comely Banks Reserve - undertake detailed civil design. | The project was scoped, put to tender and a consultant appointed for the detailed design of the proposed sporting facilities and associated civil works at Comely Banks Reserve. Grant funding for this project has been applied for through Sport and Recreation Victoria. This project will be carried forward into 2018–19. | Active Communities | Dec-18 |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.

We want to Achieve: Increased awareness of safety

To achieve this we will: Work with the Police, Victorian Government and the community to improve safety in homes, businesses, public places and roads.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|---|-------------|
| Incorporate Crime Prevention Through Environmental Design (CPTED) principles into the design of Precinct Structure Plans | Crime Prevention Through Environmental Design (CPTED) principles have been considered and included in the Pakenham East PSP. The police were also asked for comment on this plan. | Policy, Design and Growth Area Planning | Completed |
| Support continued implementation of family violence projects in the shire at a local, regional and state level including Together We Can initiative and White Ribbon Accreditation | A Together We Can community advisory committee (survivors group) now operates with eight members, who were identified and supported by local service providers. The group is chaired by Kristy McKellar and is working with the community solutions projects as identified at the Community Leadership summit in August 2017. Council is participating in and supporting the Family Violence Regional Strategy, including 16 days of activism. This initiative resulted in the distribution of 4,000 cups to four local cafes to raise awareness about gender equality. A social media campaign provided key messages on the prevention of violence against women during this period. As part of Council's White Ribbon Accreditation, the Listen, Learn, Lead Program rolled out with an action plan developed. Council partnered with Outlook to host a morning tea for White Ribbon Night in July, with 100 people attending. The focus was on the increased vulnerability of women with a disability. A White Ribbon Day community event was also held in November 2017, with several hundred people attending. The theme focused on Safe Kids, Safe Community. Over the financial year, nine community solutions were delivered, 14,024 people engaged directly through the community solutions, 21 articles were published in the Pakenham Gazette, transitioning of the backbone to Council was agreed and is being implemented, A gold medal was received in the National Local Government Awards for Prevention and Community Safety, monthly meetings were held with the Community Advisory Committee, monthly meetings were held with the governance group, and three Victorian Government grant applications were made, focussing on community, workplaces and Culturally and Linguistically Diverse communities. In the latest statistics (April 2017 to March 2018), a 23.7 per cent decrease was reported in the rate of serious family violence incidents as reported to police in Cardinia Shire. | Community Strengthening | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

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We want to Achieve: Increased awareness of safety

To achieve this we will: Work with the Police, Victorian Government and the community to improve safety in homes, businesses, public places and roads.


| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|---|-------------------------|--------------------|
| Lead the implementation of the Cardinia Safer Communities Framework. Work with Safer Communities Committee to develop key actions to address safety issues within the shire. Achieve designation as an International Safe Community through an accreditation process the International Certifying Centre. | The Safer Communities Strategic Committee met regularly throughout the year to provide strategic oversight for the action groups. Formal groups in place for crime, mental health, alcohol and other drugs, and emergency management. These groups have developed action plans to guide their work. Successful grant applications have increased the capacity to deliver initiatives. Cardinia Shire was designated as an International Safe Community in October 2017. | Community Strengthening | Completed |

To achieve this we will: Improve awareness of township safety in local communities.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|--|-------------------------|--------------------|
| Promote resilience building and community prep. for emergencies through Community engagement and education. Identify and train community leaders to support communities to plan for and recover from emergencies. Work with the vulnerable groups and assoc. support services within the shire on emergency mgmt planning. Deliver a bi-annual community resilience forum or series of workshops. Promote emergency safety awareness, programs and messaging, inc. the council developed emergency mgmt videos. | A number of Emergency Planning Sessions were delivered to groups across the shire with the aim to both educate residents on emergency planning and to identify vulnerable people and groups, so they can be supported to a greater level. The Emergency Management team continues to support community emergency planning groups across the shire by attending meetings, promoting resilience projects and providing expert advice. A Community Emergency Resilience Forum was held in May 2018 with approximately 85 people in attendance. The evening enabled the community to learn about and share information on community resilience to emergencies. A number of communities are engaging with Council to consider emergency planning in their townships. The Emergency Management team is also working with Outlook to support emergency safety awareness for people with disabilities. | Community Strengthening | Completed |

We want to Achieve: Minimised impact of emergencies

To achieve this we will: Implement plans that support people in times of emergency.

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.


We want to Achieve: Minimised impact of emergencies

To achieve this we will: Implement plans that support people in times of emergency.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|-------------|
| Lead the regular review and exercising of the various elements of Cardinia Shire's Municipal Emergency Management arrangements to ensure their relevance to its risk profile. Review and Develop Municipal Emergency Animal Management Plan Municipal Pandemic Plan | Municipal Emergency Management Planning Committee meetings were undertaken quarterly. Plans, arrangements and risk profile are regularly reviewed at these meetings. The Municipal Pandemic Plan was developed and endorsed in June 2017. The Municipal Emergency Animal Management Plan is currently in draft. The plan has been presented to Council's Senior Leadership Team and to Council in June 2018. This plan has been discussed with the Municipal Emergency Management Planning Committee and will put to Council for endorsement shortly. An action plan has been developed to continue identifying the capacity of supporting organisations and services for animals during emergencies in Cardinia Shire. This will be implemented in 2019. Elements of the Municipal Emergency Management Plan have been exercised, including activation of Council resources, coordination, and the flood and storm plan. The Relief and Recovery Sub Plan was exercised at Exercise Emerald in April 2018. This was a discussion-based exercise with Council, the community and supporting agencies to identify operations within the township of Emerald in the event of a fire. The Municipal Emergency Management Planning Committee and Sub Committees continue to review the risk profile of Cardinia Shire. A working group of the Municipal Emergency Management Planning Committee has been established to develop an Emergency Management Sub Plan for Emerald Lake Park. | Community Strengthening | Completed |

To achieve this we will: Implement effective plans and procedures that minimise the impact of all emergencies in the shire.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|-------------|
| Develop a long term plan for burning in Council reserves. Review -Annual CERA (Community Emergency Risk Assessment), Annual Victorian Fire Risk Register (VFRR) Risk assessment, Bushfire Risk Profile for Cardinia Shire | A consultancy service has been engaged to develop a ten-year planned burn strategy for Cardinia Shire. The strategy considers risk to the shire from fire, potential reserve sites, priority areas and fuel reduction methods. Council has reviewed the strategy and determined costings. Council's Senior Leadership Team will be presented with costing requirements in July 2018. Implementation of the strategy will commence in 2019 in conjunction with the Country Fire Authority. Two planned burns were conducted in 2018. | Community Strengthening | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our People

We support a variety of needs and lifestyles through programs and activities that promote and develop the wellbeing of Cardinia's people.

We want to Achieve: Minimised impact of emergencies

To achieve this we will: Protect against the impacts of emergencies through effective preparation and community planning and education.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|--------------------|
| Support community initiatives (i.e.. Ready to Go) and assist communities to develop community emergency management plans | Council's Emergency Management team has continued to support local community Emergency Management initiatives and planning. This includes Ready to Go, the Emerald Emergency Planning Committee, Emerald RSL, Emerald Community House, Koo Wee Rup Health Service and Upper Beaconsfield Township Association. An exercise was held to identify capacity and capability of community emergency groups, agencies and local government in the case an emergency should impact the township of Emerald. Council also worked with the townships of Cockatoo, Emerald and Gembrook to provide advice on community based emergency planning. Resilient Melbourne has provided additional support to the Emergency Management team to assist community planning. Council continues to provide ongoing support the existing groups within Cardinia Shire. | Community Strengthening | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Community

We will foster a strong sense of connection between Cardinia's diverse communities

We want to Achieve: Our diverse community requirements met

To achieve this we will: Monitor and research emerging community trends to help plan for the needs of residents.


| Action | Progress Comments | Business Unit | Complete by |
|---|--|-------------------------|-------------|
| Identify, collate and share demographic data, social and health statistics and emerging trends. Maintain the centralised research database(i.e. Factsheets, Population projection updates and Social health Profile) | A number of factsheets have been developed to compliment the Liveability Plan 2017-2029. These aim to raise community understanding and awareness about Council's commitment to the identified health and social priorities and policy domains. The Census 2016 findings were released and are available on Council's website along with recent social and community demographics, statistics, and emerging trends. Recent social research into housing and homelessness has identified a number of areas Council can focus on. A factsheet on the findings of this research is available on the website. Additional information on the recently released Australian Bureau of Statistics homeless count and the bankruptcy data is also available on the website. | Community Strengthening | Completed |

To achieve this we will: Promote access to and encourage, a mix of housing types to cater for the varying needs of people in the Cardinia community.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|-------------|
| Undertake a demonstration social housing project in partnership with a housing association, local housing providers and social support services | Council has continued to explore opportunities for social housing. Council has discussed possible options for the development of community housing with housing associations and local housing providers. Council's priority area is to provide housing options for women and children escaping family violence. Council has developed a partnership with a Women's Housing Provider to deliver Women's Community Housing in Pakenham. The location of this development is yet to be confirmed; however, it is anticipated the project will commence in 2019. | Community Strengthening | Completed |

To achieve this we will: Support opportunities for participation in a diverse range of arts, cultural and tourism activities.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|--------------------|-------------|
| Deliver public art at prominent sites across Shire - Central Ward | An artist was engaged and artwork was constructed and installed. The artwork was titled Mr Yakkerboo Meets Blue in Main St Pakenham by Julie Squires. | Active Communities | Completed |
| In conjunction with the Public Art Coordination team, plan for public artworks to be delivered in Ranges Ward | The scope and sites for this project were determined after consultation with Puffing Billy Railway and a number of stakeholders. An expression of interest was undertaken and an artist consultant appointed. This project will be delivered during the 2018-19. | Active Communities | Completed |
| Cardinia Arts Facility – Complete design and commence construction for Stage 1 redevelopment of the CCC. | An application for additional funding for the redevelopment through the Victorian Government Growing Suburbs Fund was successful. Detailed design and contract documentation of the Stage 1 redevelopment of the Cardinia Cultural Centre was completed. The project was put to tender and construction commenced in June 2018. This project will be carried forward into 2018–19 and is due for completion June 2019. | Active Communities | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Community

We will foster a strong sense of connection between Cardinia's diverse communities

We want to Achieve: Our diverse community requirements met

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------------|--------------------|
| Update the Child and Family Centre Build Plan and report on build progress and capacity to meet needs. | The Child and Family Centre Build Plan has been updated to represent new data provided by the company id. New data release meetings have taken place with id, with the release of data anticipated in July 2018. | Community and Family Services | Completed |


To achieve this we will: Work with local communities to review and implement township strategies that contribute to meeting the needs of those communities.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|---|--------------------|
| Delivery of the McBride Street (Cockatoo) laneway development -horticultural landscaping and toilet installation. | All works have been completed and the site is open for public use. | Active Communities | Completed |
| Commence an economic review of the townships to guide future planning. Support Nar Nar Goon progress association in developing their township strategy. | A draft report has been received by Council and will be used as part of the review of the Nar Nar Goon plan as prepared on behalf of the progress association | Policy, Design and Growth Area Planning | Completed |

We want to Achieve: Engaged communities

To achieve this we will: Provide a range of opportunities that encourage community participation in Council policy and strategy development.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------|--------------------|
| Coordinate a range of community engagement activities in the shire that inform development or review of Council strategies and policies. Provide opportunities for community input into Council's Liveability Health Plan. | Community engagement activities and opportunities have been planned and delivered across a range of Council policy, strategy and project developments. These include (but are not limited to) the Municipal Health and Wellbeing Plan (Liveability Plan), the Cardinia Cultural Centre redevelopment, play space renewals, the Age Friendly Strategy, and the Disability Access and Inclusion Action Plan. Data from the Community Summit will guide the support required for grants and community projects. | Community Strengthening | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Community

We will foster a strong sense of connection between Cardinia's diverse communities

We want to Achieve: Engaged communities

To achieve this we will: Communicate the activities and decisions of Council to the residents in a variety of ways.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------|--------------------|
| Undertake a review of Connect magazine and consider the introduction of ward or township-based newsletters. Continue to utilise website and social media channels. | Communications have commenced the process to identify opportunities to refine and improve Connect magazine. This will be further progressed upon appointment of the new CEO. | Customer Communications | Dec-18 |


To achieve this we will: Embrace and support community leadership.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|-------------------------|--------------------|
| Deliver a range of community leadership initiatives in the shire to meet identified local needs by providing targeted training for community groups/leaders. Partnering with Leadership Victoria to deliver a Community Leadership program in 2017. | The Cardinia Community Leadership Program was delivered to over twenty Cardinia Shire residents in partnership with Leadership Victoria through a range of scheduled programs and activities. The inaugural program was completed and a graduation ceremony was held. Evaluation and preparation is underway for the 2018 program. | Community Strengthening | Completed |

We want to Achieve: Increased levels of community participation

To achieve this we will: Promote initiatives by the community and Council that connect and strengthen our communities.

| Action | Progress Comments | Business Unit | Complete by |
|--|-----------------------------------|-------------------------|--------------------|
| Upgrade pathways and walking tracks across the shire in accordance with the footpath program and revised Pedestrian Bicycle Strategy | All projects have been completed. | Infrastructure Services | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our Community

We will foster a strong sense of connection between Cardinia's diverse communities

We want to Achieve: Increased levels of community participation

To achieve this we will: Promote initiatives by the community and Council that connect and strengthen our communities.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|--------------------|
| Implement the Diversity Action Plan including Coordination of Harmony Day event and work in partnership with community service organisations to deliver an annual Refugee Week event . Explore the initiation of a CALD Advisory Group. | A Culturally and Linguistically Diverse (CALD) advisory group was formed and is developing an action plan. A successful Harmony Day event was held at Pakenham Hall with excellent participation from diverse communities. An event was held at Living Learning Pakenham during Refugee Week, which was also well attended. | Community Strengthening | Completed |
| Review existing Access and Inclusion Policy and action plan. Develop new 2017–21 Access and Inclusion Policy and action plan in accordance with current legislation | The existing policy was reviewed and a new Disability Access and Inclusion Policy 2017–21 was endorsed by Council in August 2017. | Community Strengthening | Completed |
| Implement the Reconciliation Action Plan 2015–19 through the focus areas of relationships, respect and opportunities by increasing knowledge of Aboriginal culture across the organisation and community. Actions include to partner with local organisations to acknowledge and/or celebrate days and events of Aboriginal cultural significance | A number of meetings have been held with Aboriginal elders. Council business units are progressing through actions in the Reconciliation Action Plan 2015–19. Council officers met with Latrobe City, South Gippsland Shire and City of Casey councils to discuss the sharing of resources, networking opportunities and to explore the potential of an Aboriginal Development Collaboration. | Community Strengthening | Completed |
| Participate in programs linked to the Resilient Melbourne Initiative where appropriate. | Cardinia Shire Council facilitated a series of five educational workshops with Resilient Melbourne with both internal Council staff and external stakeholders. This included training in resilience fundamentals as well as mapping and applying Resilient Melbourne strategies into our work. This training will be applied in a pilot project in Upper Beaconsfield. Council held a Community Emergency Resilience Forum in May 2018, which promoted the benefits of resilience in communities for emergencies. Over 80 people attended with key guest speakers from Emergency Management Victoria, State Emergency Services and the Department of Environment, Land, Water and Planning. | Community Strengthening | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Community

We will foster a strong sense of connection between Cardinia's diverse communities

We want to Achieve: Increased levels of community participation

To achieve this we will: Recognise, support and promote the value of volunteerism in our communities.

| Action | Progress Comments | Business Unit | Complete by |
|--|---------------------------------|----------------------|--------------------|
| Host annual Mayoral volunteer reception to recognise and value the contribution of volunteers in our shire | Reception was held in May 2018. | Governance | Completed |


To achieve this we will: Strengthen Council's community engagement through the development, implementation and promotion of effective practices.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|--------------------|
| Provide training and support to staff across the organisation regarding the Community Engagement Framework and toolkit to enhance the community's participation | Training and project-specific support has been provided to the organisation through the Community Engagement Facilitator role and the Community Development team. This includes the provision of a policy and a handbook, and has supported thirty project and policy developments. | Community Strengthening | Completed |

We want to Achieve: Improved health and wellbeing of our residents

To achieve this we will: Increase the communities understanding of health issues and options to help them make appropriate decisions.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------|--------------------|
| Share health and social priorities with the community and support the development of local projects that align to the Liveability Health plan. Action: Plan and deliver a Community Summit | A Community Summit was held during October 2017 to share health and social priorities as identified in Council's Liveability Plan. The event also provided support for local volunteer community organisations and interested members to help initiate projects to address the plan priorities. Over 120 people attended the event, comprised of community members, councillors and representatives from community organisations. Evaluation of the Community Summit outcomes is underway. | Community Strengthening | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Community

We will foster a strong sense of connection between Cardinia's diverse communities


We want to Achieve: Improved health and wellbeing of our residents

To achieve this we will: Enhance food literacy and security within the community Support the provision of services by Council or others for people of all abilities.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|--------------------|
| Coordinate and implement the Food Circles Collective Impact project(e.g., Establish a local food network) | The Food Circles Project was launched at the Cardinia Food Forum in November 2017. More than 95 people attended to hear guest speakers, including international keynote Devita Davidson of Foodlab Detroit. Mayor Cr. Collin Ross formally launched the project and signed the Urban and Regional Food Declaration, with Cardinia Shire now joining a host of peak organisations committed to supporting a healthy, sustainable, delicious and fair local food system. Cardinia Food Network members, including representatives from Monash Health, Kooweerup Regional Health Service and Monash Health, assisted in the event planning and coordination. As a result of the Cardinia Food Forum, new partners, including Casey Cardinia Libraries, will join the Food Network in 2018. The event also commenced the Kitchen Table Talks process, which provided community engagement for developing the shire's first Community Food Plan. Ten 'community food animators' facilitated these talks from February to May 2018, directly engaging with more than 420 people in the process. Cardinia Food Movement Instagram followers have increased by 34 per cent since December to a total of 330 and Facebook followers increased by 3 per cent to a total of 479. | Community Strengthening | Completed |

To achieve this we will: Help establish partnerships and social infrastructure opportunities that improve health and wellbeing outcomes for residents.

| Action | Progress Comments | Business Unit | Complete by |
|--|---|-------------------------|--------------------|
| Evaluate and support the delivery of services through the Pakenham Health Centre | Council continues to work closely with Pakenham Health Centre to identify required health services and to support delivery of these services. Maternal and Child Health services now operate from the centre along with family, children, maternity, mental health and allied health services. Council is awaiting a decision on a recent application to the Victorian Government for additional funding in partnership with Monash Health to expand health services at this centre. While funding was not received in the May budget announcements, Council is hopeful that funding will be made available in the near future. | Community Strengthening | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Environment

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

We want to Achieve: Provision and maintenance of assets on a life cycle basis

To achieve this we will: Maintain all Council roads and supporting infrastructure in accordance with the Roads Management Act 2004


| Action | Progress Comments | Business Unit | Complete by |
|--|---|-------------------------|-------------|
| Reseal and renewal of identified roads and footpaths in accordance with the Road and Footpath Asset Management Plans | All works have been completed. | Infrastructure Services | Completed |
| Inspections and maintenance of the road network in accordance with the Road Management Plan | Inspections have been carried out in accordance with Councils Road Management Plan. Weekly reports are provided from Reflect indicating weekly performance to inspections and defects. Quarterly reports are also provided to Council's Senior Leadership Team. | Operations | Completed |

To achieve this we will: Develop new and maintain existing parks, gardens and reserves in a sustainable way.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|--------------------|-------------|
| Finalise the evaluation of open space areas to determine appropriate service standards across the shire's suite of reserves in preparation for tendering the new open space contract in 18/19. | An open space hierarchy, functions and standards review has been completed. The updated review identifies all open space areas and the appropriate service standards to meet the needs of the community. This will enable an accurate service specification to be developed for the open space maintenance contract due to commence November 2019. | Active Communities | Completed |

To achieve this we will: Provide accessible facilities to meet identified community needs

| Action | Progress Comments | Business Unit | Complete by |
|---|--|--------------------|-------------|
| Conduct a program of resurfacing of playing surfaces at recreation reserves – Worrell Reserve (Emerald) – reshaping drainage and irrigation | The project was delayed to align with the timeframes of the Emerald Community Hub and Worrell Reserve pavilion redevelopment projects. Detailed design of the oval resurfacing was completed and consultation was undertaken with the committee of management and user groups. The contract has been put out to tender and is currently being assessed. This project will be carried forward into 2018–19. | Active Communities | Dec-18 |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our Environment

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

We want to Achieve: Provision and maintenance of assets on a life cycle basis

To achieve this we will: Provide accessible facilities to meet identified community needs

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|---|--------------------------|--------------------|
| Hills Hub (Emerald) Redevelopment – finalise design for the Hub. Develop tender for release late 2017 with a view to commence construction early 2018. Coordinate with current stakeholders alternative venues to continue their operations. Work with DEWLP to clarify new management structure for the Hills Hub. | The design phase for Emerald Community Hub has been completed. The contract was awarded for construction. The management of land was transferred to Council in February 2018. Liaison with stakeholders and the contractor has been undertaken to manage the site and access during the build. Demolition and construction has commenced. | Community Strengthening | Completed |
| New fit-out to the ground level of the Officer municipal offices. | This project awaits an interested party and commitment to lease the space before works can commence. The ground level potential cafe area is not being used due to no expression of interest in the open market at present. | Buildings and Facilities | Deferred |
| Install pre-fabricated public toilets at Emerald Lake Park. | The ten-year Capital Works Program does not indicate this an item of reference. The public toilets are informed by the master plan for the park and there is no reference to a redevelopment priority for the toilets in 2017–18. This project has been postponed to 2018–19 and a review of the current master plan has been requested. | Buildings and Facilities | Deferred |

| | | |
|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our Environment

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

We want to Achieve: Provision and maintenance of assets on a life cycle basis

To achieve this we will: Provide accessible facilities to meet identified community needs

| Action | Progress Comments | Business Unit | Complete by |
|--|---|--------------------------|--------------------|
| <p>Annual prioritised works to existing buildings, which will improve access, use and engagement by our diverse Community. Our works will meet enhanced and over and above Disability Discrimination Act requirements. Typically each year anywhere between 4 to 6 or so buildings and associated grounds are prioritised for such improvements, which include ramps to entry areas of buildings, car parking for the disable, hand railing, tactile markers, toilet for the disable, etc.</p> | <p>The 2017–18 priorities were finalised in consultation with the Cardinia Access and Inclusion Advisory Committee. Approval for the 2017–18 schedule of works was received from the committee. Quotes were obtained and an implementation plan was drafted.</p> <p>A list of recommended priorities has been developed for consideration by the committee. A community feedback program was implemented to continue to support the universal access initiatives and priorities.</p> <p>All 2017–18 priorities for access and inclusion works and activities have been completed.</p> | Buildings and Facilities | Completed |
| <p>Depot Master Plan (Pakenham) – complete Stage 3 – further establishment of ground floor and construction of second floor mezzanine in former laundry building to cater for operational staff and construction of under-cover canopy between existing amenities block and new administration centre (note: this stage will be completed over 2016–17 and 2017–18).</p> | <p>A contractor was appointed and works started in 2017. Construction works progressed on target to deliver completion of the project. Stage 3 and 4 depot redevelopment works were finalised in May 2018. The budget was increased by \$50K to enable the procurement of furniture, fixtures and equipment required to complete the works. Building works have been completed and are now awaiting electrical re-connection. The internal fit-out will follow.</p> | Buildings and Facilities | Completed |

| | | |
|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Environment

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

We want to Achieve: Transport linkages connecting towns

To achieve this we will: Upgrade Council roads to improve safety while considering the traffic demand of the community.


| Action | Progress Comments | Business Unit | Complete by |
|---|--|-------------------------|-------------|
| Commence construction of the Lang Lang Bypass from Westernport Road to McDonalds Track, including Milner's Road | This project is awaiting legal proceedings and funding to proceed. Deferral of the completion date for this action has been proposed until June 2019. Tender documents and drawings for the bypass have been completed; however, developments with the adjacent quarry have resulted in some design modifications that need to be incorporated. Construction will commence after funding is secured from sand extraction operators, or alternatively, until substantial government grants are available. | Infrastructure Services | Jun-19 |
| Upgrade Jolly Road bridge | Works have commenced and are due to be completed in the coming weeks. | Infrastructure Services | Completed |

To achieve this we will: Continue the use of special charge schemes to finance road, drainage and footpath improvement programs.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------|-------------|
| Wheelers Road (Maryknoll) - Construction and finalisation of scheme costs and statutory process | The construction of Wheeler Road Special Charge Scheme has been completed. | Infrastructure Services | Completed |
| Finalise statutory process for the construction of a special charge scheme for O'Sullivan's Road, Hill Street and Peet Street (Pakenham) and commence construction | The Special Charge Scheme for O'Sullivan's Road, Hill Street and Peet Street has been declared. Pre-construction activities have been undertaken. The construction works have been tendered. A tender assessment is underway with a report expected to be presented to Council in August 2018. | Infrastructure Services | Jun-19 |

To achieve this we will: Prioritise multi-use pathways, where practicable, to create networks that connect destinations

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|-------------|
| Implementation of the footpaths identified in the Pedestrian Bicycle Strategy | All works have been completed. | Infrastructure Services | Completed |
| Cockatoo-Gembrook Trail – commence construction | Works are significantly completed, with only minor works outstanding. This includes the relocation of an Ausnet power pole, the pedestrian crossing at Pakenham Road in Cockatoo, and signage. The signage will be completed in consultation with the Eastern Dandenong's Rail Trail association. | Infrastructure Services | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Environment

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

We want to Achieve: Transport linkages connecting towns


To achieve this we will: Advocate for and facilitate improved public transport options and major arterial roads to help link employment, educational, recreational and retail activities between the shire's rural and growth areas.

| Action | Progress Comments | Business Unit | Complete by |
|--|-------------------------------------|-------------------------|--------------------|
| Provide information when required to the Interface Councils' Group and South Eastern Metro Integrated Transport Group as part of aim to enhance the frequency and coverage of public transport within Cardinia Shire and the south-east region | Ongoing consultation has continued. | Infrastructure Services | Completed |

We want to Achieve: Enhanced natural environment

To achieve this we will: 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.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|----------------------|--------------------|
| Support South East Councils Climate Change Alliance (SECCCA) through membership and participating in relevant projects (e.g.. Home Energy Advisory Service) | Council has continued to support the South East Councils Climate Change Alliance via membership and participation in projects. This year the alliance developed and submitted a grant application to the Climate Innovations Grants program, for a regional Zero Emissions Strategy. While this application was unsuccessful, the alliance has made initial steps to ensure momentum of this project continues. Council has actively participated in a number of alliance initiatives throughout the year. This includes: 30 Cardinia Shire staff members participating in EcoDriver efficiency training, resulting in increased safety and fuel savings; Residential Energy Assessments were completed for 22 homes in the shire; and ten pensioner homes were retrofitted with solar energy systems through the Solar Savers project, improving the thermal comfort and financial security of the pensioner home owners. The cost of these systems will be recovered over a ten-year period. | Environment | Completed |
| Development and adoption of new Sustainable Environment Strategy | The Sustainable Environment Policy was finalised and then adopted by council in June 2018. | Environment | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Environment

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


We want to Achieve: Enhanced natural environment

To achieve this we will: Reduce Council's energy consumption and help the community to do likewise.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|--------------------------|--------------------|
| Continue to implement the Sustainable Design improvements in new and existing Council buildings and review this tool in context of the future direction with Sustainable Design in the Buildings & Facilities Department. Prepare the Environmentally Sustainable Development (ESD) strategy (including policy) for all Council buildings, which will help to improve amenity and use of buildings, reduce energy use and associated costs, reduce waste to landfill, and work towards a carbon neutral Shire | A project meeting was held to commence upgrade of the Environmentally Sustainable Development matrix. This upgrade is in partnership with seven other councils through the South East Councils Climate Change Alliance. A revised draft matrix was issued for consideration after a process of review and feedback was undertaken. Feedback was incorporated into the revised matrix to improve the usability and application of the tool, and its ability to deliver expected outcomes. An updated and improved draft Environmentally Sustainable Development matrix was provided by the project consultant. The consultant is now finalising the matrix and developing a user guide after receiving further feedback. Discussions with other councils to inform the Environmentally Sustainable Development Strategy have taken place. The development of this strategy will carry over into 2018–19 after the matrix is completed. | Buildings and Facilities | Dec-19 |
| Implement the Aspirational Energy Transition plan including projects such as environmental upgrades at Koo Wee Rup Pool and Pakenham Library, Hall and U3A | Implementation of the Aspirational Energy Transition plan has continued. Solar PV systems continue to be installed, with Council celebrating the 1,000th solar panel installation at Emerald library. This inspired the Casey Cardinia Libraries Corporation to make the 'Take 2' climate change pledge. Council is working with the library cooperation to help identify and reduce organisational energy consumption. Council has established a partnership with Federation University where students will develop an energy efficiency handbook. The handbook will provide the Cardinia Shire community with information about improving household energy efficiency and reducing energy costs. This project continues into 2018–19. | Environment | Completed |

To achieve this we will: Promote practices that result in the reduction per household of the amount of waste going to landfill, particularly food waste.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------|--------------------|
| Liaise with and support schools in the areas of waste minimisation, litter and recycling | Our training consultant has been providing Beyond the Bin incursions to schools and early learning centres within the shire. Assistance and support is also being provided to schools and early learning centres on request to help them implement recycling programs. | Infrastructure Services | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Environment

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


We want to Achieve: Enhanced natural environment

To achieve this we will: Promote practices that result in the reduction per household of the amount of waste going to landfill, particularly food waste.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|-------------------------|--------------------|
| Review effectiveness of kerbside flexible plastics recycling initiative and further promote to the community. | Post-project audits were conducted and identified 23 per cent of residents were using the service every fortnight with low contamination. This indicates the initiative was a success. Further promotions will continue and are scheduled for inclusion in Connect magazine. | Infrastructure Services | Completed |
| Build on success of new resource recovery facilities by advocating for improved resource recovery and reuse options (such as e-waste/detox your home/SV programs/new streams/reuse opportunities/education) | A response was provided to the Victorian Government regarding the proposed e-waste ban and the requirement to support local infrastructure, including privately run infrastructure. Advocacy is ongoing. An outcome has not yet been provided. Detox your home services were delivered in April 2018, with good attendance. A Council officer also attended a Product Stewardship review forum. | Infrastructure Services | Completed |
| Commence regional project with south east councils and MWRRG to procure landfill and alternative to landfill services, including pre sort options for commencement post 2021. | Council staff continue to attend ongoing workshops and monthly regional meetings. | Infrastructure Services | Completed |

To achieve this we will: Manage water in an integrated way, including the reduction of potable water consumption by Council and households.

| Action | Progress Comments | Business Unit | Complete by |
|--|---|----------------------|--------------------|
| Implement the Integrated Water Management Plan including implementing water-efficiency measures recommended in the water audits at Cardinia Life and Holm Park Reserve | Water audits at Cardinia Life and Holm Park Reserve were completed. Additional water monitoring via the Building Management System was completed at Cardinia Life, providing real-time water consumption data. Other works included minor water efficiency upgrades at Cardinia Life, Holm Park Reserve and Cardinia Cultural Centre. | Environment | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Environment

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


We want to Achieve: Enhanced natural environment

To achieve this we will: Promote water catchment management practices that improve the quality of our waterways.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|-------------------------------------|--------------------|
| Reduce off-site septic discharges by advocating to water authorities to complete the backlog sewer program. and mandate property connection in 2017–18 | Council's Environment team advocated to authorities to complete the backlog sewer program. | Development and Compliance Services | Completed |

To achieve this we will: Protect and improve biodiversity by increasing the area of natural ecosystems across the shire.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|----------------------|--------------------|
| Enhance biodiversity across the shire via long term strategic planning and offering community participation opportunities and incentives | In the first year of the two year project to develop a Biodiversity Conservation Strategy, four consultation workshops were held with internal staff, key government agencies and the broader community to discuss issues and opportunities. Efficiencies were achieved by coordinating consultation for the review of the Pest Plant Management Strategy at the same time. A total of 14 consultation events and media articles have been made to elicit community feedback, including over 800 direct contact interactions with residents (i.e. direct email, surveys completed, workshop attendees). Drafting of the strategies continues with adoption anticipated in June 2019. | Environment | Completed |

| | | |
|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our Environment

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

We want to Achieve: Enhanced natural environment

To achieve this we will: Preserve and improve our bushland and natural environment by implementing weed management strategies and programs and continuing work on high conservation bushland reserves and roadsides.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|----------------------|--------------------|
| Preserve and improve natural environment by undertaking weed management and indigenous plantings | <ul style="list-style-type: none"> • Preparations are underway for a planting project with Landcare in the Avonsleigh Bushland Reserve to compliment planting projects previously undertaken. • Preparations for a Landcare hosted National Tree Day planting event (July 2018) at Pepi's Land have been completed. • Council's Natural Reserves Team assisted the Maryknoll Friends Group to undertake a planting day. • A weed management project has been undertaken in Pepi's Land as part of the Wetlands Restoration Program, targeting high threat weeds. • Emerald Lake Park's Vegetation Management Project has been successfully delivered for 2017/18 and the project brief has been prepared for the 2018/19 weed target program. This will be enhanced by the inclusion of follow up works by Council's Natural Reserves Rangers and enhancement plantings within the 2017/18 weed control zones. • The multi-agency Peri Urban Project has been successfully delivered for 2017/18, which includes six Council managed reserves and three roadside clusters. The project brief has been prepared for the 2018/19 weed target program. • Site auditing is underway for the 2018/19 bushland reserves maintenance program which will include a combination of Natural Reserves Ranger and Contractor works. • Works have commenced in Council's reserve offset sites as part of the Developer Contributions Fund. • Roadside weed control was successfully undertaken, targeting high threat weeds in the 2017/18 project scope areas of Lang Lang, Heath Hill and Pakenham/Officer. • Roadside Weed Mapping has been undertaken in the 2018/19 project scope area to inform the weed control works program. | Operations | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Environment

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

We want to Achieve: Enhanced natural environment

To achieve this we will: Manage agricultural land use by supporting farmers to utilise sustainable farming practises

| Action | Progress Comments | Business Unit | Complete by |
|--|--|---|-------------|
| Implement the Westernport Green wedge Management Plan into the planning scheme. Participate in DELWP advisory committee to enable contemporary agricultural activities. Advocate for Bunyip food belt project. | Completed the Implementation of the Westernport Green wedge Management Plan into the planning scheme through amendment C215. | Policy, Design and Growth Area Planning | Completed |

We want to Achieve: Natural and built environments supporting the improved health and wellbeing of our communities

To achieve this we will: Plan and develop built environments that support improved health and wellbeing of our communities through implementation of the Healthy by Design guidelines.


| Action | Progress Comments | Business Unit | Complete by |
|--|---|---------------|-------------|
| Advocate to implement sustainable design assessment in the planning process. | The Sustainable Design Assessment in the Planning Process framework continues to be rolled out on a voluntary basis for new building developments in the shire. This framework requires buildings of a particular size to address sustainability as part of the planning application. This initiative will continue into 2018–19. | Environment | Completed |

To achieve this we will: Raise awareness of our environment's impact on people's health and wellbeing by integrating the concept of liveability across all Council business units and including liveability indicators within the municipal public health and wellbeing plan

| Action | Progress Comments | Business Unit | Complete by |
|--|---|---------------|-------------|
| Develop and distribute the Down to Earth environmental eNewsletter promoting Council's environmental and sustainable initiatives | The Down to Earth newsletter increased to a bimonthly distribution, with several editions released this year. The subscription list has continued to grow as the community becomes more aware of the publication. | Environment | Completed |

To achieve this we will: Advocate for changes in the state planning scheme which support development of local policies which reduce health-detracting environments (gaming, liquor, fast food)

| Action | Progress Comments | Business Unit | Complete by |
|--|--|---|-------------|
| Commence review of Councils Municipal Strategic Statement. | A background paper has been finalised with a briefing to both Council's Senior Leadership Team and Councillors. Consultation will be undertaken in 2018/19 | Policy, Design and Growth Area Planning | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Environment

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

We want to Achieve: Balanced needs of development, the community and the environment

To achieve this we will: Review the Municipal Strategic Statement and the Cardinia Planning Scheme regularly to ensure it continues to meet Council objectives.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|---|-------------|
| Undertake a review of the Municipal Strategic Statement | A background paper has been finalised with a briefing to both Council's Senior Leadership Team and Councillors. Consultation will be undertaken in 2018/19 | Policy, Design and Growth Area Planning | Completed |

To achieve this we will: Plan for the development of the urban growth area with a mix of residential, commercial, employment, recreational and community activities to meet the needs of our growing community in a sustainable way.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|---|-------------|
| Complete Pakenham East precinct structure plan / developer contributions plan | The precinct structure plan exhibition with a panel hearing occurred in May 2018. | Policy, Design and Growth Area Planning | Completed |
| Introduce schedules for the new residential zones in Beaconsfield Upper | The work to introduce schedules for the new residential zones in Beaconsfield Upper has been delayed while Council awaits the outcome of the Victorian Government review of residential zones. | Policy, Design and Growth Area Planning | Completed |
| Ongoing review of PSP's and DCP's | Consultants have been engaged to undertake a review of best practice in the DCP process with an external grant. Officer Town Centre review is currently at a planning panel. | Policy, Design and Growth Area Planning | Completed |
| Implement approved structure plans for the growth area. | Ongoing works have been undertaken to implement structure plans through development approvals, works in kind and Council works. | Policy, Design and Growth Area Planning | Completed |

To achieve this we will: Provide for the sustainable development of rural townships while taking into account their existing character and community needs.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|---|-------------|
| Review of township strategies in line with the adopted program | A review of actions for the existing township strategies has been completed. | Policy, Design and Growth Area Planning | Completed |
| Implementation plan for the Westernport Green Wedge Management Plan and continue advocacy for Green Wedge Management Plan for the northern part of the Cardinia Shire | An implementation plan has been completed and a letter sent to the Minister seeking funding for the Northern Ranges Green Wedge Management plan. No funding announcements have been made as yet by the Minister. | Policy, Design and Growth Area Planning | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|


Our Environment

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

We want to Achieve: Balanced needs of development, the community and the environment

To achieve this we will: Ensure the planning of rural (green wedge) areas protects and enhances important agricultural, environmental, natural resource, infrastructure and recreational values.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|--|---|--------------------|
| Seek authorisation to exhibit planning controls to further enhance protecting habitat and corridors for bandicoots. | Amendment documents have been finalised. The amendment exhibition is expected in the second half of 2018 once approved by DELWP. | Policy, Design and Growth Area Planning | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Economy

We will create and support local employment and business opportunities for our community and the wider region

We want to Achieve: Increased business diversity in Cardinia Shire

To achieve this we will: Plan for and support local employment opportunities.


| Action | Progress Comments | Business Unit | Complete by |
|--|---|---|--------------------|
| Continue to advocate to protect land for employment purposes. Implement planning scheme amendments for specific employment opportunities. Complete review of Officer Town centre review with the VPA. Commence review of Cardinia Road Employment Precinct to simplify planning controls. | The Officer Town Centre review has been completed. A planning scheme amendment is being undertaken by the Victorian Planning Authority. | Policy, Design and Growth Area Planning | Completed |

To achieve this we will: Support the development of existing and new businesses within the shire.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|--|--------------------|
| Facilitate business networking opportunities through Casey Cardinia and individuals | Cardinia has taken the lead role in the business breakfasts and will continue to work alongside the City of Casey on all other networking opportunities. | Economic Development, Tourism & Major Projects | Completed |

To achieve this we will: Plan for a staged development of the Officer–Pakenham employment precinct.

| Action | Progress Comments | Business Unit | Complete by |
|--|--|---|--------------------|
| Finalise planning scheme amendment to incorporate Pakenham South Precinct Structure Plan into the Cardinia Planning Scheme | The timing of this PSP has been delayed whilst working through traffic issues. The PSP will be progressed to exhibition in the second half of 2018. | Policy, Design and Growth Area Planning | Dec-18 |
| Commence preparation of Officer South Developer Contribution Plan | Input has been provided in relation to infrastructure delivery and costing associated with the development of the plan. | Infrastructure Services | Completed |
| Work with the VPA in the preparation of Officer South Precinct Structure Plan and Development Contribution Plan | Council is waiting for the Victorian Planning Authority to commence preparation of the precinct structure plan as advised it would commence in 2018 | Policy, Design and Growth Area Planning | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Economy

We will create and support local employment and business opportunities for our community and the wider region

We want to Achieve: Increased business diversity in Cardinia Shire

To achieve this we will: Plan for a staged development of the Officer–Pakenham employment precinct.


| Action | Progress Comments | Business Unit | Complete by |
|---|--|---|-------------|
| Work with the VPA in the preparation of Pakenham South Employment Precinct Structure Plan and Development Contribution Plan | Cancelled due to duplication of this action. | Policy, Design and Growth Area Planning | Cancelled |

To achieve this we will: Plan the development of Officer and Pakenham town centres.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|---|-------------|
| Finalise car parking strategy for Pakenham Town Centre. Work with ISPT to facilitate the development of the mixed use precinct adjoining Pakenham Railway Station | A car parking strategy will be submitted to Council in 2018. | Policy, Design and Growth Area Planning | Completed |
| Facilitate development of key sites in the core commercial area in Siding Avenue (Officer) | Ongoing consultation with relevant land owners has been undertaken with Development Victoria releasing some land in 2017/18 to the market. | Policy, Design and Growth Area Planning | Completed |
| Work with the VPA in the preparation of Pakenham East Precinct Structure Plan and Development Contribution Plan | A precinct structure plan exhibition has occurred with a panel hearing in May 2018. Council has written to the Minister requesting the PSP not progress until the ICP funding is resolved. | Policy, Design and Growth Area Planning | Completed |
| Work with VPA in the review of Officer Town Centre | Exhibition of the Officer Town Centre review was undertaken in April 2018 by the VPA. Council has made a submission and is awaiting the outcome. | Policy, Design and Growth Area Planning | Completed |

To achieve this we will: Advocate to Australian and Victorian governments and industry to develop more local employment opportunities.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|--|-------------|
| Implement the actions of the Casey Cardinia Attracting Employment and Investment Strategy | Actions within the strategy are being achieved. More than one job for every household has been created in Cardinia Shire's economy over the last three years. | Economic Development, Tourism & Major Projects | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Economy

We will create and support local employment and business opportunities for our community and the wider region

We want to Achieve: Increased business diversity in Cardinia Shire

To achieve this we will: Encourage procurement of local products and services.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|--|----------------------|--------------------|
| Tender documentation and consideration includes weighting for local products and services | This has been completed and now forms part of the standard tender documentation. | Finance | Completed |

We want to Achieve: Maintained strong agricultural activities

To achieve this we will: Support our farmers and growing agricultural industry in adapting to the changing economy and climate.


| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|--|--|--------------------|
| Implement the actions of the Casey Cardinia Attracting Employment and Investment Strategy and the Green Wedge Management Plan | Cancelled due to duplication of this action. | Economic Development, Tourism & Major Projects | Cancelled |

To achieve this we will: Identify innovative ways to value-add to the region's primary production and transportation.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|--|--|--------------------|
| Advocate for easier access to markets via regional food plan and enabling infrastructure including airports, Bunyip Food Belt and Thompsons Road extension and Food Markets for Primary Producers | Successfully advocated for funding with South East Water receiving \$400,000 for investigation work in utilising recycled water for 3rd party uses, awaiting advice from South East Water regarding the full scope of this work. | Economic Development, Tourism & Major Projects | Completed |

To achieve this we will: Advocate for the development of roads and infrastructure required for primary production.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|--|---|-------------------------|--------------------|
| Identify a hierarchy of roads directly related to primary production that require advocacy | The hierarchy of roads is continuing but progress has been limited due to workload. | Infrastructure Services | Jun-19 |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Economy

We will create and support local employment and business opportunities for our community and the wider region

We want to Achieve: Diverse and resilient business community

To achieve this we will: Support small businesses to remain viable in rural townships.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|--|---|--|--------------------|
| Continue to work with individual property / business owners to support their growth and the vibrancy of towns. | The Economic Development team has continued to respond to requests from investors and owners. | Economic Development, Tourism & Major Projects | Completed |

To achieve this we will: Encourage the establishment of tourism and hospitality in appropriate areas of the shire.


| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|---|--|--------------------|
| Adopt and implement the Casey Cardinia Tourism Strategy | The strategy was adopted and the actions are being implemented. The new regional Tourism Board will now take the lead on the Strategy and actions may change substantially in the future. | Economic Development, Tourism & Major Projects | Completed |

To achieve this we will: Advocate for the delivery of small and large scale projects that enhance and drive economic activity.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|---|--|--------------------|
| Assist businesses to develop in the Casey–Cardinia region | Council has continued to provide assistance as requested. The census data released this year revealed more than one job per new household in being created in the region. | Economic Development, Tourism & Major Projects | Completed |

To achieve this we will: Work with others to grow economic activity and attract new enterprises.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|--|--|--|--------------------|
| Work with the Casey Cardinia Business Group and the Department of Economic Development, Jobs, Transport and Resources to attract new enterprises and enhance the economic activity in the region | Council has continued to work with all businesses and tourism groups as requested and has advocated to the Victorian Government for assistance. In the last 12 months Invest Assist within the state government has assisted Cardinia to help two new large businesses to establish in the region, bringing over 350 jobs. | Economic Development, Tourism & Major Projects | Completed |

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|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Economy

We will create and support local employment and business opportunities for our community and the wider region

We want to Achieve: Diverse and resilient business community


To achieve this we will: Support business and organisations to enhance their skills.

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|--|--|--|--------------------|
| Council will help facilitate training opportunities for local businesses | A new online training portal was funded through Casey Cardinia Libraries to provide a free online service accessible to greater numbers of business people as well as the general public. This has had over 1200 people per month taking up this free service. Council still continues to offer 9 training courses throughout the year, as well as access to mentoring through the Small Business Bus and Small Business Victoria. | Economic Development, Tourism & Major Projects | Completed |

We want to Achieve: A local economy supporting the improved health and wellbeing of our communities

To achieve this we will: Encourage the procurement and consumption of local food

| <i>Action</i> | <i>Progress Comments</i> | <i>Business Unit</i> | <i>Complete by</i> |
|---|--|----------------------|--------------------|
| Tender documentation and consideration includes weighting for local products and services | This has been completed and now forms part of the standard tender documentation. | Finance | Completed |

| | | |
|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Governance

To provide open transparent government, equipped with financial and human resources to service the Cardinia community.

We want to Achieve: An engaged community

To achieve this we will: Develop a policy which details how Council will inform and engage consistently with the community on important matters.

| Action | Progress Comments | Business Unit | Complete by |
|--|---|-------------------------|--------------------|
| Commence a review of the Communications Strategy and work with Community Strengthening to develop an Engagement Policy | Discussions have commenced with Community Strengthening to develop an Engagement Strategy. A detailed review of the Communications Strategy will continue following the commencement of a new team leader for Communications in April 2018. | Customer Communications | Dec-18 |

We want to Achieve: Open governance

To achieve this we will: Embrace and demonstrate effective governance and transparency, notwithstanding that on occasions, matters under consideration will be confidential.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|----------------------|--------------------|
| Monitor compliance with statutory reporting requirements | A compliance check list is in place and is being monitored. | Governance | Completed |
| Maintain and update the register of information to be available to the public | The register is regularly updated and reported in the Annual Report. | Governance | Completed |


To achieve this we will: Govern and make decisions in the best interests of the Cardinia Shire community.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|----------------------|--------------------|
| Following adoption of the Councillor Code of Conduct and Protocols monitor adherence to commitments and take appropriate action if required | A Councillor Code of Conduct was adopted and is being monitored. | Governance | Completed |

We want to Achieve: Long-term financial sustainability

To achieve this we will: Make financial decisions that achieve the objectives of Council and long-term financial sustainability.

| Action | Progress Comments | Business Unit | Complete by |
|---|---|----------------------|--------------------|
| Develop annual budget and Five-year Financial Plan which will deliver on the actions presented in the Council plan and maintain long-term financial goals | The draft budget and Strategic Resource Plan was adopted in May 2018. | Finance | Completed |

| | | |
|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Governance

To provide open transparent government, equipped with financial and human resources to service the Cardinia community.

We want to Achieve: Long-term financial sustainability

To achieve this we will: Make financial decisions that are fair and ethical and balance costs and benefits between present and future generations.

| Action | Progress Comments | Business Unit | Complete by |
|--|---|---------------|-------------|
| Ensure all contracts and procurement guidelines adhere to a full life cycle cost and are not purely driven on any one factor | This is completed as part of the budget process and the standard documentation for tenders and contracts. | Finance | Completed |

To achieve this we will: Manage the municipality's finances and assets in a responsible way.


| Action | Progress Comments | Business Unit | Complete by |
|---|---|---------------|-------------|
| Ensure that asset management and financial management are transparent via the budget and planning process and ensure the long-term viability of Council | This is completed as part of the budget process. Budget process completed and budget adopted in May 2018. | Finance | Completed |

To achieve this we will: Identify and implement programs to achieve Council's debt reduction policy.

| Action | Progress Comments | Business Unit | Complete by |
|------------------------|--|---------------|-------------|
| Debt Management Policy | This is reviewed as part of the budget process, which was adopted in May 2018. | Finance | Completed |

To achieve this we will: Identify ways to contain Council's cost base by a focus on innovation and efficiency.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|----------------------------------|-------------|
| Develop and maintain 'internal consulting' ability within Service Planning and Improvement Team, and work with internal divisions/teams to facilitate the identification and implementation of cost containment actions | Internal training and knowledge sharing on consultancy and facilitation methods was undertaken alongside on-the-job training in preparation for Quality Circle facilitation work. Furthermore, Business Intelligence skills were developed through the creation of public dashboards. Team members have become conversant in Business Intelligence technologies, and are able to build attractive and useful dashboards and reports, with limited IT support. The team's active involvement in the development of Business Intelligence Dashboards and Reports will help improve productivity, resulting in operating cost reductions and improved transparency. | Service Planning and Improvement | Completed |

| | | |
|---|-----------------------------|--------------------------------|
|  | <h2>Performance Report</h2> | <p>Quarter 4 Apr - Jun</p> |
|---|-----------------------------|--------------------------------|

Our Governance

To provide open transparent government, equipped with financial and human resources to service the Cardinia community.

We want to Achieve: Appropriate funding and support from all levels of government

To achieve this we will: Advocate on behalf of the community to ensure it receives a fair share of funding and support from the Australian and Victorian governments for infrastructure, facilities and services.

| Action | Progress Comments | Business Unit | Complete by |
|--|---|------------------------|--------------------|
| Prepare details of Council's priority projects for both State and Federal Governments. In the lead up to both Federal and State elections and budgets lobby local members and relevant Ministers for funding for the priority projects to gain a fair share of funding for the local community | A pack representing Council's priority projects for both State and Federal Governments has been completed in preparation for the Council workshop in November 2018. | Chief Executive Office | Completed |

To achieve this we will: Work with both interface and regional Councils to strengthen advocacy campaigns to Australian and Victorian governments aimed at increasing awareness and support for joint issues.

| Action | Progress Comments | Business Unit | Complete by |
|---|--|--|--------------------|
| Participate in the advocacy campaigns determined by the Interface Councils CEOs' Group and the Human Services Directors' Group and supported through SOCOM. The focus for 17/18 will be flexibility and growth in service funding arrangements. | Council is involved in an extensive advocacy campaign focussed on increasing investment in services across interface councils. Cardinia Shire has been selected as a pilot site to demonstrate localised joint commissioning. This will be presented for ministerial endorsement in June 2018. | Office of the GM - Community Wellbeing | Completed |

11 QUARTERLY PERFORMANCE REPORT

Moved Cr L Wilmot Seconded Cr J Owen

That the Quarterly Performance Report for Quarter 4 2017-18 be received and noted

Cd.

12 MAJOR PROJECTS AND STRATEGIES ACTIVITY REPORT

FILE REFERENCE INT1855581

RESPONSIBLE GENERAL MANAGER Michael Ellis

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

RECOMMENDATION

That the report be noted

Attachments

Nil.

EXECUTIVE SUMMARY

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

Capital works

Reserves

James Bathe Recreation Reserve civil works

| | |
|---------------------|--|
| Project description | Construction of two football/cricket ovals, netball courts and playspace. |
| Funding | The project is funded by Council and a contribution through Sport and Recreation Victoria. |
| Timelines | The works are expected to be complete by March 2019. |
| Update | Bulk earthworks and drainage to both ovals and the car park areas are complete. Stabilisation of the car park areas is complete and footings for the goal posts and behind goal nets are installed. Internal sewer works are underway and work is continuing on the electrical installation. |

James Bathe Recreation Reserve pavilion

| | |
|---------------------|---|
| Project description | Construction of a new pavilion servicing netball, football, cricket activities and includes provision for community use. |
| Funding | Council and the Victorian Government's Growing Suburbs Fund are jointly funding this project. |
| Timelines | Construction is expected to be complete December 2019. |
| Update | The construction tender is being evaluated with a proposal to Council to follow shortly after. The selected contractor will be required to start on site in September 2018. |

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 a 200 plus car space car park and drainage, demonstration wetland, the kick a bout area, footpaths, solar lighting and associated works. A1 Civil Pty Ltd have been appointed to undertake the civil works. |
| Funding | This part of the Deep Creek Reserve project is funded by Council. |
| Timelines | Works are expected to be complete in the second half of the year. |
| Update | The contractor has now complete all drainage works, and has complete kerb to approximately 60% of the car park. The contractor has vacated the site temporarily to allow important work to take place on the building, including, steel work, which requires the use of cranes. They will return to continue the project in September once the building frame is complete. |

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. |
| | The play items will be withheld until the overall site works are complete (early 2019), to assist in preventing unauthorised access to the site. |
| 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 complete early 2019 along with the other components of the site. |
| Update | Many of the play components are now complete. The contractor is now undertaking many of the surfacing and finishing works, with landscaping works to follow in September. |

Deep Creek Reserve – Cardinia Community and Education Centre

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|---------------------|---|
| Project description | The Cardinia Community and Education Centre is a multi-user shared facility, combining ecological values, education and sport. The building will combine the requirements of the Pakenham and District Golf Club and Cardinia Environment Coalition (CEC). The building will incorporate separate and shared spaces for the golf club and CEC users, including a multi-function room, lounge/dining/bar area, café, pro shop, environmental training areas, administration areas, and a commercial kitchen. Kirchner Constructions Pty Ltd have been appointed to |
|---------------------|---|

undertake the building works.

| | |
|-----------|--|
| Funding | This part of the Deep Creek Reserve project is funded by Council. |
| Timelines | Works expected to be complete in mid-2019. |
| Update | Building construction works undertaken to date include all in ground services, slab poured, along with the works on the timber walls and structural steel commenced. |

Deep Creek Reserve – landscape package

| | |
|---------------------|---|
| Project description | <p>The landscape works will complement the civil and building works and includes planting, furniture installation, hydro seeding, and other associated works.</p> <p>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. Australian Ecosystems Pty Ltd have been appointed to undertake the landscape works.</p> |
| 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 | The contractor is propagating plants in preparation for planting in spring. A coordination meeting has taken place between the civil and landscape contractors, as well as important stakeholders: Pakenham Golf Club and the Cardinia Environment Coalition (CEC) |

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

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|---------------------|---|
| Project description | <p>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. SJM Turf & Civil Pty Ltd have been appointed to undertake the golf course expansion works. Works are being undertaken in close contact with the golf club, to minimise any impact during construction and ensure quality greens are delivered.</p> |
| Funding | This part of the Deep Creek Reserve project is funded by Council. |
| Timelines | Works are expected to be practically complete by mid-2018, followed by a turf establishment period. |
| Update | <p>Works are now complete and have now reached practical completion with the expiration of the 4-week turf establishment period. The Pakenham Golf Club will be undertaking the 12-month maintenance period.</p> <p>Couch grass sprigging will take place in spring when the conditions are favourable.</p> |

Emerald Netball Facility

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|---------------------|---|
| Project description | <p>Construction of the new Emerald Netball Facility and associated infrastructure at Pepi's Land. The works will be undertaken in the following three stages:</p> <ul style="list-style-type: none"> • Stage 1a - External works including road widening in Beaconsfield Emerald Road adjacent to the site. • Stage 1b - Internal works including carpark, retaining walls, site services, stormwater drainage, netball courts, lighting and building platform for future pavilion. • Stage 2 - Construction of new pavilion. |
| Funding | The project is funded by Council. |
| Timelines | <p>Construction of Stage 1b works are expected to be complete in the coming weeks.</p> <p>Tendering of Stage 1a works are to occur in the coming months.</p> |
| Update | <p>Works are progressing well and nearing completion for the internal civil works. The courts are complete including lights and coaches boxes. Line marking and fencing will be complete soon. Outfall drainage is also complete, with construction of the raingarden nearing completion.</p> <p>VicRoads has approved the design of Stage 1a; however, Council offices are still pursuing service authority approvals. The construction contract is currently being prepared.</p> <p>Detailed design of the pavilion is continuing with input from stakeholders. The construction contract is due to be tendered later in the year, depending on feedback from stakeholders.</p> |

Officer Recreation Reserve no. 2 (western) oval reconstruction

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|---------------------|---|
| Project description | <p>Reconstruction of the western oval at the Officer Recreation Reserve, Starling Road Officer.</p> <p>The works include, but are not necessarily limited to reorientation, reshaping and resurfacing of the oval and the installation of subsurface drainage and irrigation. The existing floodlighting will also be upgraded.</p> |
| Funding | The project is funded by Council. |
| Timelines | Works scheduled to commence in the 2018-19 financial year. |
| Update | Detailed design of the oval has been completed & the works have gone out to tender. A tender consideration report will be presented to council at a later date. |

Worrell Recreation Reserve pavilion

| | |
|---------------------|---|
| Project description | Redevelopment of the football and cricket pavilion, which will now include an appropriate area for gym. |
| Funding | The project is fully funded by Council. |

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| Timelines | Construction is expected to be complete by end of June 2019. |
| Update | The consultation phase with the stakeholders has produced a concept design. Works towards a detailed design have commenced. |

Worrell Recreation Reserve Upgrade

| | |
|---------------------|---|
| Project description | Redevelopment of the football and cricket oval. |
| Funding | The project is fully funded by Council. |
| Timelines | Construction is expected to be completed early 2019, with a maintenance period to follow. |
| Update | The tender for the construction works has closed and was considered at the Special Council meeting of 6 August 2018. Works will progress shortly. |

Lang Lang Community and Recreation Precinct

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|---------------------|--|
| Project description | The construction of a major recreation and community precinct being undertaken in partnership with the Lang Lang Community Bank. It will include sporting facilities, multipurpose community spaces, parks and other open spaces for recreational activities. |
| Funding | Lang Lang Community Bank purchased the 36-hectare parcel of land upon which the precinct will be constructed, and have committed \$3.2 million including land purchase to the project. \$1.5 million has been received from the Australian Government's Building Better Regions Fund. Council and our partners have committed in excess of \$10 million to the project between 2015-16 and 2020-21. |
| Timelines | Stage 1 works are complete, with the ovals expected ready for the middle of the 2018-19 cricket season (weather dependent). |
| Update | The Stage 1 Civil works have reached practical completion and have been placed onto maintenance. There is now a grass establishment period for the ovals to enable them to be played on. With reference to the pavilion, Cohen Leigh have been appointed as the Architect. Currently the concept design is being developed with consultation from all stakeholders. This process has produced a lot of input from the different user groups and the design is on its way to detailed stage. |

Koo Wee Rup Primary and Secondary School oval upgrades

| | |
|---------------------|---|
| Project description | Reconstruction of the Koo Wee Rup Primary School oval and the adjacent Koo Wee Rup Secondary School oval. The primary school oval upgrade includes new sub surface drainage, |
|---------------------|---|

two new cricket nets and some portable barrier netting to protect school infrastructure.

The secondary school oval upgrade includes new sub surface drainage, irrigation, and flood lighting, installation of a bore, power upgrade, and construction of a new pavilion and extension of the synthetic hockey pitch to meet Australian standards.

Funding The primary school upgrade is funded by Sport and Recreation Victoria (\$100,000) and Council (\$50,000)

The secondary college is funded by the Victorian Government's Department of Education (\$1.6 million) of which \$500,000 is allocated for the oval upgrade works.

Timelines Works are scheduled to commence in the 2018–19 financial year.

Update Designs have been finalised by the consultant & reviewed by the VSBA.

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 were originally expected to be complete in late July, due to inclement weather this date has been revised to early September.

Update The contractor has completed the majority of the works and is expected to be complete in the coming weeks. This project has been delayed due to weather over the winter months.

Emerald Community Hub

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| Project description | The Hills Hub project has been in development since late 2014. The Hills Hub will enhance existing community activities delivered by the Emerald Mechanics Institute, establishing a long-term base for Emerald U3A, Emerald Men's Shed, 3MDR Community Radio station and other existing stakeholders. It will also provide opportunity to respond to emerging local needs, including skill development, training and employment creation. An advisory group of community stakeholders across a wide range of community organisations was established. Council has undertaken extensive consultation and negotiations to design a multipurpose facility. |
| Funding | The project is funded by Council (\$4.88 million), the Australian Government's National Stronger Regions Fund (\$1.5 million), Victorian Government Growing Suburbs Fund (\$1.5 million) and the Eastern Dandenong Ranges Group/Dandenong Ranges Community Bank Group (\$250,000). |
| Timelines | Construction is due to be complete by May 2019. |
| Update | The contractor is preparing the services for the slab to be poured, which includes bored piers and rerouting of the main water supply. |

Cochrane Park Tennis Courts

| | |
|---------------------|---|
| Project description | The construction of two new tennis courts and the refurbishment of the existing tennis courts. The works include synthetic surfacing, improved lighting and shelters. |
| Funding | The project is fully funded by Council. |
| Timelines | Detailed design is complete. |
| Update | The tender for the construction of the new courts was awarded following the July 16 Council meeting. Construction works will commence in September. |

Roads, paths, drains and bridges

Eastern Dandenong Ranges Trail

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|---------------------|---|
| Project description | <p>The Eastern Dandenong Ranges Trail is a multipurpose trail linking Emerald to Gembrook. The Emerald to Cockatoo component through Emerald Lake Park and Wrights State Forest providing a link between the two towns was complete 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 | Council (\$900,000), the Australian Government's Department of Infrastructure (\$1 million election commitment) and the Victorian |

Government's Growing Suburbs Fund (\$545,000) jointly fund the project.

| | |
|-----------|--|
| Timelines | The Cockatoo to Gembrook section expected to be complete early 2018. |
| Update | The trail has now reached practical completion with the contractor commencing their 24-month maintenance period. The section outside the primary school is also complete with AusNet shifting a power pole during the school holidays. Works around in the vicinity of the pedestrian crossing at Pakenham Road, Cockatoo have also been undertaken. |
| | Council have commenced consultation with the Eastern Dandenong Ranges Association in the development of signage along the trail. |

Emerald Lake Park

| | |
|---------------------|--|
| Project description | Replacement of outfall drainage pipe and reconstruction of Emerald Lake Park Road dam wall. |
| | The leak in the Emerald Lake Park outfall drain was discovered in March, with expert dam and hydraulic engineers attending the site on the same day. Road closure, response program and inspection regime was put in place immediately. |
| Funding | The works are fully funded by Council. |
| Timelines | Initial Emergency works have been undertaken. Final works including the road sealing and landscaping will be undertaken later in the year. |
| Update | Works at this stage are now complete with the exception of sealing of the road. Due to the nature of this part of Emerald, we are unable to achieve appropriate conditions for sealing, and will complete these works in spring. Landscape works are to occur later in 2018. |

Thirteen Mile Road/Bunyip River Road Blackspot Project

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|---------------------|--|
| 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 funded through VicRoads Blackspot Program. |
| Timelines | Works expected to be complete by December. |
| Update | Due to winter weather conditions, construction is to commence in the September school holidays and take about 8 weeks. As there will be road closures as part of traffic management, commencing in school holidays will lessen the effect on the school bus route. |

2018-19 Footpath maintenance program

| | |
|---------------------|--|
| Project description | The maintenance of Council's existing footpath network, as set out in Council's Road Management Plan (RMP). |
| Timelines | This is an ongoing program. Regular inspections are carried out on Council's footpath networks and defects outside the intervention levels as set out in the RMP are rectified. Customer notifications of footpath issues are covered as part of this program. |
| Funding | The \$189,000 program is fully funded by Council. |
| Update | Any defects outside the intervention levels that are highlighted as part of the regular inspections on Council's footpath network are currently being repaired. |

2018-19 new footpath program

| | |
|---------------------|--|
| Project description | Council's footpath program looks to extend the footpath network in and around townships. The footpaths to be constructed in 2018-2019 are: |
|---------------------|--|

| Footpath location | Construction-Dates(proposed) |
|---|----------------------------------|
| Tivendale Road , Officer | Sep/Oct |
| Station Street , Pakenham | Pedestrian Crossing-under design |
| Kennilworth Ave , Beaconsfield | Sep/Oct |
| Bald Hill Road , Pakenham | Sep/Oct |
| Anderson Road , Bunyip | Oct/Nov |
| Main Street , Bunyip | Oct/Nov |
| Gembrook Road + Redwood Road , Gembrook | Under construction |
| Pinnocks Road , Emerald | Rock path-Feb/Mar |
| Grange Crt , Koo Wee Rup | Rock path-Jan/Feb |
| O'Neil Road , Beaconsfield | Oct/Nov |
| Webster Way , Pakenham | Nov/Dec |
| Princes Hwy : Brunt Rd to Panorama Ave , Beaconsfield | Oct/Nov |

| | |
|---------|--|
| Funding | The \$680,000 program is fully funded by Council through the footpath and pedestrian and bicycle strategy programs. |
| Update | Detailed project scoping and planning is mostly complete. It should be noted that the proposed dates of construction are a guide only, and |

depend on factors such as weather, and contractor availability. It is proposed that the majority of the concrete paths will be complete by the end of December, with the gravel paths to be complete during the summer period.

2018-19 Road renewal and resurfacing program

| | |
|---------------------|---|
| Project description | The significant proactive maintenance and upgrade of Council's road network as per Council's asset management system. |
| Funding | The \$3.8 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 complete by the end of May. |
| Update | The reseal contract is currently out to tender and closes this week. Preparation for the reseal program has commenced with major patching and kerb replacement where required. Additional preparation as required will occur in the coming months. The rehabilitation program has been awarded to QR Constructions (Gippsland) & MACA Infrastructure respectively, with works scheduled to commence in Spring. The asphalt renewal program has commenced planning with programs allocated to panel contractors. Works on the reseal and asphalt overlay programs will occur in the summer months. |

2018-19 Unsealed footpath re-sheeting program

| | |
|---------------------|---|
| Project description | This program aims to replenish approximately 5 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. |
| Funding | The \$92,000 program is fully funded by Council. |
| Timelines | It is anticipated that the program will be complete by mid-June 2018. |
| Update | The 2017-2018 program is complete, with just over 5 kilometres of gravel footpaths having been re-sheeted. |

2018-19 Drainage program

| | |
|---------------------|---|
| Project description | The maintenance and upgrading of Council's drainage network. |
| Funding | The \$421,000 program is fully funded by Council. |
| Timelines | This program is complete. |
| Update | Planning for the drainage program is complete with most projects allocated and proposed to be undertaken through the spring and summer seasons. |
| | Major culvert replacement works on Ingram Rd, Nar Nar Goon North |

and Bald Hill Road, Pakenham are due to be complete in spring as the weather improves.

Kenilworth Avenue construction

| | |
|---------------------|---|
| Project description | Construction of the first stage of Kenilworth Avenue, extending from Brunt Road to the Princes Highway underpass. The works include a sealed road pavement, kerb and channel on both sides, underground drainage, a concrete path on the south side and a shared concrete pathway on north side. |
| Funding | This project is funded through the Officer Developer Contributions Plan and is being delivered by an active developer in the immediate area as works in kind against payment of their developer contributions. |
| Timelines | <p>Stage 1 (Brunt Road to Princess Highway underpass) works will recommence once the legal dispute is resolved.</p> <p>Stage 2 (extending to Coach House Lane) investigations into feasibility for delivery of Stage 2 are favourable conditional that alternate options can be put in place until the completion of Stage 1.</p> |
| Update | <p>Stage 1 Kenilworth Avenue works continue to be on hold due to circumstances beyond our control. Council Officers have been unable to facilitate a favourable outcome between the developer and the delivery contractor. The issue has escalated to Council's legal advisors to attempt to resolve as quickly as possible.</p> <p>Stage 2 design works are progressing well. Possible options are being considered to deliver Stage 2 of the project, independent of the completion of Stage 1.</p> |

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 Government's Bridges Renewal Program. |
| Timelines | Works to be complete by mid-2018. |
| Update | Construction works have been complete at the end of July; the bridge is open for traffic. |

Other capital projects

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

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| Project description | The upgrade of the CCC is stage 1 of a proposed 3-stage upgrade. Stage 1 includes the provision of an arts space, significant improvements to the foyer/crush space and the provision of flexible dance of flexible |
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dance/rehearsal rooms.

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| Funding | The project is funded by Council and a contribution through the Growing Suburbs Fund. |
| Timelines | Tenders will open on the 27 January and close on the 27 February 2018. |
| Update | Lloyd Group Pty Ltd have been awarded the contract to undertake the stage 1 upgrade works. The contractor has established on site and preliminary works have commenced. These works include demolition of the rear of the existing CCC and establishment of temporary services. |

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"> • Completion of the lower and upper level of the concrete portion of the redeveloped building. • Refurbishment of the metal shed portion providing full occupancy of the lower level and with opportunity for upper level as need may arise. • Formal toolbox and meeting space for over 100 staff. • Lift adjacent to reception and stair access to both buildings. • Lunchroom, incorporating kitchen, amenities including toilets for the disabled and showers. • Multi-purpose room and sickbay, and formal meeting rooms and informal spaces. |
| Funding | The project is funded by Council. |
| Timelines | Completion end of May 2018. |
| Update | Construction works are complete with the fit out of furniture and IT services continuing. |

Pakenham Kindergarten redevelopment

| | |
|---------------------|---|
| Project description | <p>The redevelopment includes</p> <ul style="list-style-type: none"> • New 100m2 extension accommodating a new multipurpose area, storage room, staff room, amenities and covered outdoor storage space. • Renovations throughout the remainder of the building. • Replacement of weatherboards, timber fascia and gutters. • Replacement of evaporative cooler with two new multi head air conditioning units. |
| Funding | The project is funded by Victorian Government Department of Education and Training grant (\$350,000) and Council. |
| Timelines | Works commenced late January 2018 and are due to be complete in June, with students and teachers to commence classes in term 3. Students and teachers will be accommodated in another facility during construction. |
| Update | Works are complete on site and Community Services are arranging the fit out with the stakeholders for occupancy at the start of term three. |

Defects period will continue for twelve months.

Pakenham Hall, Library and U3A Solar Electricity System

Project Description Installation of an 84kW solar electricity system at the Pakenham Library Hall and U3A.

Funding This project is funded by Council.

Timelines Works commenced in June 2018.

Update The solar electricity system installed through the completion of the project is currently awaiting AusNet to undertake works to enable its connection and operation.

Beaconsfield Community Complex Solar Electricity System

Project Description Installation of a 26kW solar electricity system at the Beaconsfield Community Complex.

Funding This project is funded by Council.

Timelines Works to commence once AusNet pre-approval is received.

Update Suntrix have been appointed as solar installer for the project and will begin works once AusNet pre-approval is received.

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

Project Description Energy efficiency lighting upgrades will involve the replacement of over 500 inefficient lights in the Pakenham Hall, Library and U3A and the Koo Wee Rup outdoor pool.

Funding This project is funded by Council.

Timelines Project is scheduled for completion in July.

Update Echo Group have been engaged to conduct the upgrades and the project is currently underway.

Decorative Street Lighting Upgrade

Project Description Stage 3 of the decorative street lighting upgrade. Approximately 280 Toorak street-lights will be retro fitted with energy efficient alternatives in this stage of the project.

Funding This project is Council funded.

Timelines Upgrades are on track to commence at the start of next financial year.

Update A network modification agreement is being created between Council and AusNet and planning is currently underway to identify remaining Toorak lights before engaging a suitable electrical installer.

Strategies

Biodiversity Conservation Strategy

Project description The development of a Biodiversity Conservation Strategy (BCS) that will provide clear long term strategic direction within the Shire to conserve biodiversity on both private and public land while working in partnership with the community.

A detailed community consultation process will be undertaken prior to drafting of the strategy, to understand how land managers and the community value biodiversity. The community consultation will assist Council to develop conservation programs and projects that will make our natural biodiversity healthier, diverse and more resilient. This means the land can be managed for environmental, economic and social outcomes.

The BCS consultation process will also be used in the Pest Plant Strategy review.

Funding The project is fully funded by Council.

Timelines The finalised strategy is due to be adopted by Council in June 2019.

Update The appointed facilitator has undertaken 4 consultation workshops during May and June 2018, including internal, industry and community workshops. Additionally 2 online surveys were conducted. A total of 14 separate consultation events and media articles have been undertaken, this has included 800 direct contact interactions with the community (via email, surveys completed and workshops attended). The results of the surveys and consultation workshops will be analysed by the facilitator, with a report for each strategy due to be complete by the end of July 2018.

Pest plant management strategy

Project description The pest plant management strategy 2012 to 2017 (PPMS) is currently undergoing review. The strategy aims to reduce pest plant infestations across Cardinia Shire through the identification and implementation of an action plan targeting community education and engagement, planning controls and enforcement, and on ground works and monitoring.

The strategy highlights the combined role of all land managers including Council, private landholders, and state and federal agencies to control weeds collaboratively. There is an emphasis on community education and extension programs to ensure private landholder participation.

Funding The project is fully funded by Council.

Timelines The finalised strategy is due to be adopted by Council in June 2019.

Update

For efficiency, community consultation has been undertaken concurrently with the Biodiversity Conservation Strategy above.

CONCLUSION

This regular activity report is provided for Councillors' information

12 MAJOR PROJECTS AND STRATEGIES ACTIVITY REPORT

Moved Cr G Moore Seconded Cr L Wilmot

That the report be noted

Cd.

NOTICES OF MOTION

13 NOTICE OF MOTION 1039

Notion of Motion 1039 Cr Schilling

In light of the data set presented as part of the Liveability Plan (2017-2029), it is clear that the council has a role in supporting local charities and organisations that work towards the health and wellbeing of our local community. The council currently donate money to various clubs and groups across the shire. To ensure these funds are allocated to organisations that work towards positive community outcomes, a report is required to provide councillors with a comprehensive list of organisations that are recipients of financial donations.

The council therefore resolves to:

1. Seek a report disclosing the donations Cardinia Shire Council make to various organisations across the shire (including amounts) by the October General Council Meeting.
2. Ensure donations from the past 2 years are included in the report.
3. Ensure future council donations are aligned with the actions of the Councils Liveability Plan (2017-2029).

NOTICE OF MOTION 1039

Moved Cr M Schilling Seconded Cr L Wilmot

The council therefore resolves to:

1. Seek a report disclosing the donations Cardinia Shire Council make to various organisations across the shire (including amounts) by the October General Council Meeting.
2. Ensure donations from the past 2 years are included in the report.
3. Ensure future council donations are aligned with the actions of the Councils Liveability Plan (2017-2029).

Cd.

REPORTS OR MINUTES OF COMMITTEES

The Mayor advised that reports from various Committees have been tabled in addition to the minutes of recent Council briefing sessions and these were available if any councillors wish to view them.

COUNCILLOR REPORTS

Vale Mrs Anna Huyskens

Cr Moore advised of the recent passing of Mrs Anna Huyskens, who was the wife of former Pakenham Shire Councillor Charlie Huyskens.

The Mayor asked for the Council condolences to the family and friends of the late Mrs Huyskens to be formally recorded in the minutes.

PB Ronald Trust Dinner

Cr Moore advised of his attendance at the recent PB Ronald Memorial Trust Dinner on 7 August noting that Council staff member Michael Casey was the recipient of one of the trust awards.

South East Climate Change Alliance

Cr Moore advised of his attendance at a meeting on 16 August of the South East Climate Change Alliance in company with staff members Aruna Diaz and Desiree Lovell held at the Woodlands Golf Club

Community Capital Works Grant announcements

Cr Owen reported on his attendance on the 25th May at the Community Capital Works grants evening noting several of the grant recipients.

Casey Cardinia Star Search

Cr Brett Owen reported on his attendance at a function held at Holm Park Reserve and thanked the organisers of the event in raising funds for Cancer research

Pick My Project

Cr Brett Owen advised that voting for the 'Pick My Project' grants was currently underway and encouraged residents to participate and vote for their favourite project.

Casey Cardinia Foundation Dinner

Cr Brett Owen reminded any interested persons of the forthcoming Casey Cardinia Foundation Dinner to be held on 12 October and encouraged them to attend.

Tourism Advisory Committee

Cr Wilmot reported on recent meetings of the Tourism Advisory Committee that were transitioning to an independent Board and that further meetings were being held to finalise the structure and incorporation of the group.

Wurundjeri Land Council

Cr Wilmot reported on her attendance at a meeting with the Wurundjeri Land Council held at Emerald Lake Park and thanked the elders for their attendance and participation.

The Mayor also advised of the meeting with Wurundjeri elders noting that they acted with respect and dignity and only asked for the same in return.

Emerald Lake Park

Cr Springfield advised of his attendance at the Emerald Lake Park precinct consultation session and congratulated staff residents involved

Cockatoo Neighbourhood House

Cr Wilmot advised of her participation in meetings to re-establish the Cockatoo Neighbourhood House and thanked those residents that attended.

White Ribbon Luncheon

Cr Moore advised of his attendance at the recent White Ribbon luncheon.

PRESENTATION OF PETITIONS

Nil

COMMUNITY QUESTION TIME

The Mayor advised of question received from Mr Henk Heeremans and asked if Mr Heeremans was present in the gallery.

Mr Heeremans was not present in the gallery, the Mayor advised that Mr Heeremans' question would be answered in writing.

The Mayor advised of a question received from Mr David Roberts and referred the question A/GMAS to read and answer.

Question

As the traffic count undertaken Windermere Boulevard Pakenham 20th February 2018 clearly shows that the location meets the requirements of VicRoads to issue a warrant for a Zebra Crossing without flashing lights, why hasn't this viable option been presented to Councillors for consideration given the community concerns on this issue?

| Item | From Traffic Counts 20 Feb 2018 (Ref Gen Council Meeting 21 May 2018 Item 8 Windermere Boulevard) | Without flashing Lights (option not offered as a solution in council item) | With flashing Lights (only solution presented in council item) |
|--|---|---|---|
| Pedestrian Volumes per Hour | 16 per hour average 28 per hour peak | >20 per hour peak | >60 per hour |
| Vehicle Volumes per hour in that hour | 7981 per day (Average 332 per hour) | >200 per hour | >500 per hour |
| Speed Limit | 50 km/hr | 50km/hr or less | Not noted |
| Max Speed of Vehicles at 85 th percentile | 51 km/hr | 60 km/hr or less | Not Noted |

Answer

Windermere Blvd as a collector road is not considered an appropriate or safe location for a non-flashing zebra crossing based on traffic count data about driver behaviour and speeding. In past discussions with VicRoads officers for potential pedestrian crossing in Station St and Henty St in Pakenham, VicRoads have insisted that flashing zebras would be required and non-flashing are not

appropriate and will not be approved. VicRoads preference is also for pedestrian operated signals in preference to flashing zebra crossings, but will still approve flashing zebra crossings on local roads. The pedestrian crossing in Station St that is being designed and installed this year, will be a flashing zebra crossing based upon this advice, even though it is in a much lower speed environment than Windermere Blvd. It is this advice and experience with VicRoads that we put into the Council report advising that the crossing would not be suitable as a non-flashing zebra crossing (event though it is not what VicRoads website says). The advice that VicRoads publish on their website does not reflect the decisions being made by VicRoads in Councils experience, in that it is not what they will approve for a pedestrian crossings on a local road.

Council's current approach in relation to advocating for the approval of pedestrian crossings in this area which comprises:

- A site across Atlantic Dr at the intersection with Adriatic Way to be installed before the new school opens, and
- Observation to be undertaken on two additional sites, one of which is Windermere Blvd, during first term of school operation to establish if the warrants for safer more appropriate crossing are met at these locations.

The Mayor advised of a series of questions received from Mrs Gloria O'Connor and referred the first question to GMPD to read and respond.

Question 1.

Can you please advise re the progress if any concerning the Infrastructure Contribution Plans relating to the VPA plans for Pakenham East development and has there been response to the Council letter forwarded to the Planning Minister ? Can you give an estimate to date of expenditure if any by Council relating to the ongoing planning process for the project and what is anticipated for the future?

Answer

Council is still waiting on a response from the Minister for Planning in relation to the Council resolution and subsequent letter from the Mayor. Council has received a letter from the Chief Executive Officer of the Victorian Planning Authority responding in part to the letter, however this provides limited certainty to Council that the issues raised will be addressed as part of the process. Council is awaiting the release of Planning Panels Victoria's report on Pakenham East then the Victorian Planning Authorities response to the report. At this stage the VPA have committed to recommending to their board and Minister greater flexibility in how the ICP can be attributed to project be allowed

At this stage there is no commitment from Council to undertake any expenditure at Pakenham East outside the planning & panel process.

At the moments Council has not incurred any costs other than legal representation at the panel hearing.

Question 2

In the recent review of Green Wedge, Clause 57 was removed against strong recommendation by the Green Wedge Coalition concerning its importance for effective management of Green Wedge policy. Was this removal supported in the questionnaire response by Cardinia Shire Council?

Answer

Cardinia Council was not consulted over the recent State wide planning scheme amendment VC148 which made many changes to the planning scheme, including moving Clause 57 to 51.02 Metropolitan Green wedge land: Core Planning provisions. The amended planning scheme was not available last week whilst the changes were being uploaded and Officers have commenced

reviewing the scheme against the announced changes. The advertised intent of VC148 was to streamline and reduce duplication. At this stage we have not seen any changes to the proposal.

Question 3.

Ongoing drainage problems are being experienced where development is happening in Koo Wee Rup and other consequent locations also. What is Council doing to assess these problems and do what is necessary to attend to them?

Answer

Mrs O'Connor thank you for your question and the additional information you provided earlier this afternoon. If you would care to pass on the contact details of the resident on Boundary Drain Road that has been in touch with you we can contact them to ascertain what their concerns are in regard to drainage.

Melbourne Water are mainly responsible for the complex drainage network throughout the former great swamp and it may be that the resident's concern relate to a Melbourne water responsibility.

It is certainly acknowledged that Koo Wee Rup and the broader former swamp area have some unique drainage issues, any developments that are occurring in the former swamp area have very detailed and stringent drainage requirements attaching to them. Perhaps you would care to catch up with me after the meeting to obtain the contact details of the concerned resident.

Meeting closed at 9.22pm

Minutes Confirmed
Chairman