



# Cardinia

**MINUTES OF GENERAL COUNCIL MEETING**

**MONDAY, 19 NOVEMBER 2018**

## MINUTES OF GENERAL COUNCIL MEETING

held in the Council Chambers, 20 Siding Avenue, Officer  
on Monday, 19 November 2018  
The meeting commenced at 7pm

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

Councillors Michael Schilling, Ray Brown (Not present for Items 2, 3 and 4)  
Jeff Springfield, Leticia Wilmot, Brett Owen

Messrs Carol Jeffs (CEO), Mike Ellis (GMAS), Jenny Scicluna (A/GMCS),  
Andrew Paxton (GMPD), Kristen Jackson (A/GMCWB), Doug Evans (MG)

### OPENING PRAYER

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

### ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS

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

### APOLOGIES:

Carol Ryan, Jodie Owen, Collin Ross

### CONFIRMATION OF MINUTES OF MEETINGS

Moved Cr R Brown Seconded Cr L Wilmot

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

- General Council Meeting 15 October 2018
- Annual Statutory Meeting 12 November 2018

Cd.

### DECLARATION OF PECUNIARY AND OTHER INTERESTS

Nil.

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## **1 PLANNING SCHEME AMENDMENT C242 PROTECTING AND PRESERVING HERITAGE PLACES AND PRECINCTS IN PAKENHAM**

FILE REFERENCE INT1879018

RESPONSIBLE GENERAL MANAGER Andrew Paxton

AUTHOR Genna Walkley

### **RECOMMENDATION**

That Council:

1. Receive and consider all submissions received during the exhibition of Planning Scheme Amendment C242.
2. In accordance with Section 23 of the *Planning and Environment Act 1987*, refer all submissions for consideration to an independent planning panel to be appointed by the Minister for Planning.

### **Attachments**

- 1 Submission responses to proposed Amendment C242, circulated to Councillors only 38 Pages

### **EXECUTIVE SUMMARY**

The Amendment is required to implement the recommendations from the *Pakenham Structure Plan Heritage Review, February 2018 (revised July 2018)*, ensuring that the protection of the Pakenham Activity Centre's cultural, aesthetic and architectural heritage by applying heritage controls to a number of places and precincts. Protecting the municipality's heritage places will assist in understanding Cardinia Shire's past, and enrich the residents of Pakenham's present and protect places for future generations.

The Amendment includes the eight individual places, one group listing and three precincts from the Pakenham Activity Centre to the Schedule to Clause 43.01 Heritage Overlay. The Amendment inserts the *Pakenham Structure Plan Heritage Review, February 2018 (revised July 2018)* as a reference document at Clause 21.02; and updates the Cardinia Residential Heritage Precincts Incorporated Plan by varying the Schedule to Clause 81.01 Incorporated Document with the three proposed Pakenham Precincts.

The Amendment was placed on public exhibition from Thursday 9 August 2018 to Friday 7 September 2018 and during this time, 32 submissions were received. Two submissions requested clarification of the Amendment. Three Submissions support and seek no changes to the Amendment. Two submissions requested changes to the Amendment and have been resolved. 25 submissions oppose the Amendment and remain unresolved. Given this, all submissions should be referred to an independent planning panel to be appointed by the Minister for Planning.

### **BACKGROUND**

The Amendment was initiated by Action 82 from the Pakenham Structure Plan, which was implemented into the Cardinia Planning Scheme in March 2017 by Amendment C211. The heritage places and precincts identified by the Amendment, were previously identified by the *Pakenham Structure Plan inter-war and post-war heritage study, May 2013*.

A review of the 2013 study was undertaken during 2017, and completed in 2018 and analysed the recommendations and identified places and precincts of the 2013 study. This process either re-affirmed or reduced the significance of the place or precinct. The methodology used in the study was underpinned by the nationally accepted heritage guidelines, The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Heritage Significance (1999).

Amendment C242 is required to implement the recommendations from the *Pakenham Structure Plan Heritage Review, February 2018*, ensuring the protection of the Pakenham Activity Centre's cultural, aesthetic and architectural heritage by applying heritage controls to the places and precincts listed below.

The Amendment introduces permanent Heritage Overlay's for the places and precincts listed in the study and includes updating the Heritage Overlay Schedule and an Incorporated Document.

Specifically, the Amendment:

- Amends the Schedule to Clause 43.01 Heritage Overlay to apply the Heritage Overlay to the addresses listed below.
- Amends the Cardinia Planning Scheme maps no. 14HO, 15HO and 17HO to include the proposed heritage places and precincts listed below.
- Inserts the *Pakenham Structure Plan Heritage Review, February 2018 (revised July 2018)* as a reference document at Clause 21.02-6.
- Updates the Cardinia Residential Heritage Precincts Incorporated Plan varying the Schedule to Clause 81.01 Incorporated Document with the three proposed Pakenham Precincts.

The Amendment applies to:

#### Individual places

Proposed HO Number	Address
H0279	18A Henry Street, Pakenham
H0281	49 James Street, Pakenham
H0283	39 Main Street, Pakenham
H0284	62 Main Street, Pakenham
H0285	84 Main Street, Pakenham
H0286	90-92 Main Street, Pakenham
H0288	1-7 Station Street, Pakenham
H0290	23 Rogers Street, Pakenham

#### Group listing

Proposed HO Number	Addresses included in Group Listing
H0287	11, 14, 17 & 5-19 Rogers Street, Pakenham

#### Precincts

Proposed HO Number	Precinct Name	Addresses included in Precinct
H0291	St James' Village Precinct	1-23 Dame Pattie Avenue, Pakenham 2-18 Dame Pattie Avenue, Pakenham
H0292	Henty Street Precinct	3-10 Henty Street, Pakenham H0227 6 Henty Street, Pakenham
H0293	James Street Precinct	5-21 James Street, Pakenham 6-32 James Street, Pakenham 1 Snodgrass Street, Pakenham H0228 21 James Street, Pakenham

The Amendment will protect Pakenham Activity Centre's culturally and locally significant, aesthetic and architectural heritage by applying heritage controls to properties and areas of significant value within the Pakenham. Protecting the municipality's heritage places will assist in understanding Cardinia Shire's past, and enrich the residents of Pakenham's present and protect places for future generations.

The heritage overlay applies the Victorian Government's policies and reflects our objectives to protect historically significant buildings, precincts, trees, structures and places. These places and precincts contribute to the neighbourhood character and the historical richness of the area.

A Heritage Overlay requires a planning permit to undertake improvements or works for things such as (on rare occasions, internal controls can apply - but none are proposed as part of this Amendment) external alterations, build a front fence, demolishing a property, painting the property and significant tree removal.

The Heritage Overlay does not discourage development, rather retaining heritage properties adds to the character and charm of an area. Heritage buildings can be readapted for new uses and can provide the opportunity to increase density, scale and height in developments, while maintaining the heritage character and façade.

On the 21 May 2018, Council resolved to seek authorisation from the Minister for Planning to prepare Amendment C242 to the Cardinia Planning Scheme. Authorisation was received, and on the Amendment on public exhibition from Thursday 9 August 2018 to Friday 7 September 2018.

As an extra protective measure, interim controls have been implemented via Amendment C231 which protects the properties and precincts identified in Amendment C242, as the amendment process to apply the permanent heritage controls is lengthy.

## **POLICY IMPLICATIONS**

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

Plan Melbourne is the Metropolitan Planning Strategy for Melbourne and sets the vision for and guides Melbourne's growth through the year 2050. It identifies heritage as being relevant to the Pakenham Activity Centre by preserving heritage while the next generation of growth is planned to complement existing communities and create attractive new neighbourhoods.

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

- Direction 4.4 of Plan Melbourne to 'Respect Melbourne's heritage as we build for the future'
- Policy 4.4.1. 'Recognise the value of heritage when managing growth and change' – 'with all three levels of government sharing responsibility for protecting Melbourne's post-settlement cultural heritage, decision making must be consistent and credible and be based on clear and widely accepted heritage conservation principles and practices'.

### **Planning Policy Framework**

*Clause 15.03 Heritage* of the Planning Scheme encourages the conservation of places of natural, environmental, aesthetic, historic, cultural, scientific or social significance as a means of maintaining and enhancing Victoria's image and cultural growth.

The amendment supports the objectives of these policies by including the identified heritage places and precincts into the Schedule to the Heritage Overlay and the three precincts into the Incorporated Plan, which provides various planning controls.

### Local Planning Policy Framework

Clause 21.01 identifies 'the protection and enhancement of areas and places of heritage significance' as a key issue for the municipality.

Clause 21.02-6 Post-contact heritage 'provides for the protection and appropriate management of sites of heritage significance'.

Clause 81.01 Cardinia Shire Pakenham Structure Plan 2017 is an incorporated document which guides the development in the Pakenham Town Centre and specifically mentions the protection and preservation of Heritage properties.

The implementation of this amendment will ensure Cardinia Shire's heritage places are preserved, protected and managed now and into the future.

### RELEVANCE TO COUNCIL PLAN

3.5. Balanced needs of development, the community and the environment.

- Action 3.5.1. Review the Municipal Strategic Statement and the Cardinia Planning Scheme regularly to ensure it continues to meet Council objectives.
- Action 3.5.2. Plan for the development of the urban growth area with a mix of residential, commercial, employment, recreational and community activities to meet the needs of our growing community in a sustainable way.
- Action 3.5.3. Provide for the sustainable development of rural townships while taking into account their existing character and community needs.

### CONSULTATION/COMMUNICATION

The Amendment was placed on public exhibition from Thursday 9th August 2018 to Friday 7 September 2018.

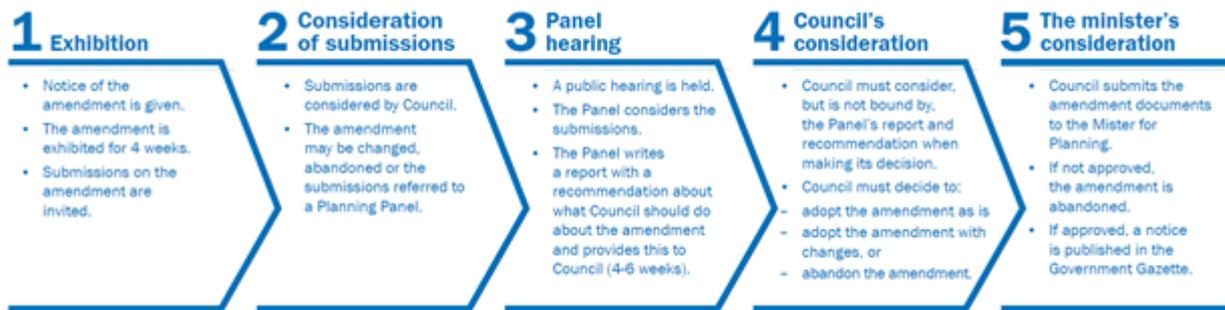
All owner/occupiers, community groups within the Pakenham Activity Centre and the relevant public authorities were notified of the exhibition of the Amendment and a total of 914 letters and 30 emails were sent.

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

- Notice in the Pakenham Gazette - Wednesday 8 August 2018
- Notice in the Government Gazette - Thursday 9 August 2018
- Relevant Council departments notified
- Cardinia Shire Council website
- Cardinia Shire Council Facebook page
- Media release
- DELWP website
- C242 Amendment documents were made available at the Cardinia Shire Council Civic Centre customer service desk and Pakenham Library
- 

At the conclusion of the public exhibition period, 32 submissions were received, with 25 objecting to the Amendment. A summary of the submissions and Council's response is detailed in Attachment 1.

### Next Steps



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

We are at **Stage 3** of the Planning Scheme Amendment process as detailed above in Figure 1. Once the Planning Panel has been appointed, a panel hearing is scheduled to occur in the week of 4 February 2019. Following the panel hearing, the panel will prepare a report that will be put forward to Council at a future Council meeting outlining a recommendation as to how to proceed with the Amendment.

## FINANCIAL AND RESOURCE IMPLICATIONS

The Amendment has been funded out of the operating budget of the Strategic Planning department 2018-2019.

The application of the Heritage Overlay and Incorporated Provisions for Heritage Precincts provides a clear policy framework to assist Council planners when assessing and making decisions on applications in the Pakenham Activity Centre.

## CONCLUSION

The Amendment was placed on exhibition from Thursday 9 August 2018 to Friday 7 September 2018. 32 submissions in response to the Amendment were received:

- Submission No. 1 & 2 sought clarification of the amendment.
- Submission No. 8, 16 & 27 were supportive of the amendment.
- Submission No. 3, 4, 5, 7, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 28, 29, 30 & 31 opposed the amendment and remains unresolved.
- Submission No. 6 & 32 requested changes and have been resolved.

It is recommended that Council in accordance with Section 23 of the *Planning and Environment Act 1987*, receive all submissions and be referred for considerations to an independent planning panel to be appointed by the Minister for Planning.



**1 PLANNING SCHEME AMENDMENT C242 PROTECTING AND PRESERVING HERITAGE PLACES AND PRECINCTS IN PAKENHAM**

Moved Cr M Schilling Seconded Cr L Wilmot

That Council:

1. Receive and consider all submissions received during the exhibition of Planning Scheme Amendment C242.
2. In accordance with Section 23 of the *Planning and Environment Act 1987*, refer all submissions for consideration to an independent planning panel to be appointed by the Minister for Planning.

Cd.

## **2 PLANNING SCHEME AMENDMENT C228 PAKENHAM STRUCTURE PLAN AND URBAN DESIGN FRAMEWORK UPDATE**

FILE REFERENCE INT1879029

RESPONSIBLE GENERAL MANAGER Andrew Paxton

AUTHOR Genna Walkley

### **RECOMMENDATION**

That Council:

1. Resolve to seek Authorisation to seek Authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C228 to the Cardinia Planning Scheme.
2. Resolve to adopt the updated draft *Pakenham Structure Plan 2018* and the draft *Pakenham Activity Centre Urban Design Framework 2018*.

### **Attachments**

1	C228 Amendment Documents	67 Pages
2	Pakenham Structure Plan	63 Pages
3	Pakenham Activity Centre Urban Design Framework	57 Pages

### **EXECUTIVE SUMMARY**

The *Pakenham Structure Plan* was adopted by Council in April 2015 and incorporated into the Cardinia Planning Scheme through Amendment C211 (approved March 2017). The approval of this Amendment was received with the following conditions:

3. The Structure Plan and its built form requirements be implemented via the appropriate planning tool the Activity Centre Zone.
4. An expiry date of 31 December 2019 be placed on the structure plan to ensure that the objectives of the structure plan are achieved by implementing its requirements regarding built form through the appropriate planning tool.
5. Council and VicTrack must determine the future of Bourke Park prior to the finalisation of the Activity Centre Zone and future amendment for the Pakenham Activity Centre.

In response to point 1 and 2 above, the *Pakenham Structure Plan 2018* has been updated to ensure it is current, succinct, and accurate. To implement the Structure Plan and provide it with statutory weight, a draft Activity Centre Zone (Attachment 1) has been prepared. The Schedule to the Activity Centre Zone implements the re-framed objectives and strategies from the *Structure Plan 2018* (Attachment 2) and new content from the draft Urban Design Framework 2018 (Attachment 3). The draft Activity Centre Zone will be implemented through proposed Planning Scheme Amendment C228 which is intended to be implemented before the 31 December 2019 expiry.

In response to point three, Council Officers have engaged with VicTrack and the relevant land authority (Department of Economic Development, Jobs, Transport and Resources) to determine the future of Bourke Park. Council Officers are awaiting a response.

It is recommended that Council resolve to seek authorisation to prepare Amendment C228 to the Cardinia Planning Scheme as it will implement the objectives and strategies through the proposed Activity Centre Zone, give statutory weight to the *Pakenham Structure Plan* and improve policy

control, land use and built form outcomes for the Pakenham Activity Centre. The Amendment is proposed to be placed on public exhibition from February 2019 to March 2019 for a period of 4 weeks.

## BACKGROUND

### The Structure Plan

The *Pakenham Structure Plan* was adopted by Council in April 2015 and implemented into the Cardinia Planning Scheme as an Incorporated Document via Planning Scheme Amendment C211 (approved March 2017).

After the public exhibition period for Amendment C211, a Panel Hearing was held. The Victorian Planning Panels (the Panel) raised concerns relating to the implementation of the Structure Plan as an Incorporated Document. The Panel acknowledged the need for the *Pakenham Structure Plan 2017* to be reduced and made succinct to be appropriately used as a statutory document. Thus the 'Incorporated Provisions' was suggested as an appropriate interim provision until 31 December 2019 pending the implementation of the Activity Centre Zone.

The structure plan has been updated to ensure its currency as it has been six years since the beginning of the structure planning process. The process of updating the document included: an analysis of the Victorian Panel Report Recommendations; the applicable Practice Notes which governs the planning framework; and re-framing the content, the actions and implementation sections of the structure plan.

The Structure Plan has been re-worked to reduce the page numbers from 142 to approximately 40 pages of content. To achieve this, the document's structure was reframed to reduce the activity centre's boundary, provide updated and consolidated diagrams and maps, updated objectives, strategies and precincts.

The area now comprises of approximately 87 hectares of land within the identified Pakenham Activity Centre and is defined by:

- Pakenham Railway Line
- McGregor Road
- The Former Pakenham Racecourse Development
- Princes Highway

The structure plan boundary also removed recently completed projects such as the former Consolidated School site (Evergreen Retirement and Main Street Villages) and the Comprehensive Development Zone which currently controls the former Pakenham Racecourse development. It is unlikely that we will see any changes to these sites for many years, thereby not requiring inclusion into the Activity Centre Zone. The Bald Hill Road Industrial area has also been removed subject to a further strategic review of employment land.

Additionally, the Structure Plan reduced the number of precincts from 8 to 7 which now includes the adjoining residential zoned land surrounding the core retail and mixed use areas.

The Action and Implementation Plans have also been reviewed and extensive detail removed to reflect changes to the activity centre in recent years. The traffic actions and future council projects were reviewed with many either being reworded, removed or replaced to improve Council's flexibility and alignment with the Council Plan.

Council's Strategic Planning Team has also undertaken the following Planning Scheme Amendments: removal of the Land Subject to Inundation Overlay and Special Building Overlay from Main Street, the Pakenham Heritage Study and the *Pakenham Car Parking Strategy*. As a result these action items have been removed from the draft Structure Plan Actions list.

The Panel requested VicTrack and Council resolve the issue of Bourke Park prior to the finalisation of a future Activity Centre Zone. Council Officers have agreed to remove the Development Contribution Plan Overlay Schedule 1 (DCPO1) from the land as it will not be triggered due to its current zoning of Public Park and Recreation Zone or Public Use Zone 4 - Transport. As per Amendment C211 - The Panel's recommendations, Council Officers have also resolved that it will not be purchasing Bourke Park due to the potential future development opportunity of this site as a transit hub. As a result, VicTrack have referred Council's enquiry for Bourke Park to Department of Economic Development, Jobs, Transport and Resources (DEDJTR) and Council Officers are awaiting a response.

### **The Urban Design Framework**

*Pakenham Town Centre Urban Design Framework (2004)* is a Reference Document in the Cardinia Planning Scheme. Action three of the *Pakenham Structure Plan 2017 Implementation Plan* identified a review of the *Pakenham Town Centre Urban Design Framework 2004* was required. The activity centre has experienced a significant amount of development over the subsequent years since this current framework's introduction, and requires extensive updating.

The review has resulted in the draft *Urban Design Framework 2018*. This document responds and incorporates the revised objectives and structuring of the Activity Centre resulting from the review of the Structure Plan. The objectives and principles provide guidance on preferred built form and design outcomes for:

- core retail areas, mixed use areas, housing and civic facilities
- the movement network
- the public realm
- streetscapes and gateways

*Pakenham Activity Centre Urban Design Framework (2018)* accompanies the structure plan to provide detailed guidance for future development in the activity centre, focusing on, built form, interfaces urban structure and the public realm. The Urban Design Framework provides overarching principles and specific guidance to ensure new development that positively contributes to the functionality, amenity and vibrancy of the activity centre.

### **The Activity Centre Zone**

As per the State Government's Planning Practice Note 58, the Activity Centre Zone is the preferred tool to guide and facilitate the use and development of land in activity centres. The tool implements the Planning Policy Framework from the state and local level, and have the following purposes:

- To encourage a mix of uses and intensive development of the activity centre:
  - As a focus for business, shopping, working, housing, leisure, transport and community facilities.
  - To support sustainable urban outcomes that maximise the use of infrastructure and public transport.
- To deliver a diversity of housing at higher densities to make optimum use of the facilities and services.
- To create through good urban design an attractive, pleasant, walkable, safe and stimulating environment.
- To facilitate use and development of land in accordance with the Development Framework for the activity centre.

The Activity Centre Zone Schedule 1 (ACZ1) is the first of this type of zone implemented in the Cardinia Shire Council and applies to the Pakenham Activity Centre. The application of the Activity

Centre Zone seeks to achieve intensification of development by applying use and development controls to intensify residential areas of the ACZ1. This is consistent with the *Housing Strategy 2013-2018* which seeks to provide greater clarity for development and housing diversity for the Pakenham Activity Centre.

The table of uses in Section 3 of the Activity Centre Zone Schedule provides consistency in the types of uses for areas which were previously identified as Commercial 1 Zone and Mixed Use Zone, whilst also accommodating large format retail development site opportunities. The draft *Urban Design Framework (2018)* underpins the design requirements including heights and setbacks and decision guidelines for the activity centre.

Specifically, the Activity Centre Zone will inform:

- Land use and development for each precinct
- Minimum and preferred building heights
- Preferred outcomes for building facades and street frontages
- Active and safe street frontages
- Pedestrian and cycling amenity
- Car parking
- Gateways
- Key development site opportunities

### Planning Scheme Amendment C228

The proposed Planning Scheme Amendment C228 is required to strengthen policy control to manage and guide land use development and design outcomes of the *Pakenham Structure Plan*. The Activity Centre Zone provides statutory weight to the framework for the activity centre, precinct objectives, precinct requirements and decision guidelines to guide land use and development for the activity centre.

The proposed Planning Scheme Amendment C228 seeks to make the following technical changes:

- Rezones the properties within the identified activity centre boundary identified as General Residential Zone Schedule 1, Commercial 1 Zone, Mixed Use Zone to the Activity Centre Zone Schedule 1.
- Deletes the Development Plan Overlay Schedule 1 (part) and Development Plan Overlay Schedule 2.
- Amends the zone and overlay maps for map numbers: 14, 15, 16 and 17.
- Amends Clause 21.03, 21.04 and 21.06 to update Pakenham Town Centre to Pakenham Activity Centre and remove reference to previous documents including the Pakenham Incorporated Provisions.
- Replaces the Pakenham Structure Plan 2017 as a Reference Document with the Pakenham Structure Plan 2018 to Clause 21.03, 21.04 and 21.06.
- Adds the Pakenham Activity Centre Urban Design Framework 2018 as a Reference Document to Clause 21.03.
- Deletes Pakenham Activity Centre Incorporated Provisions from Schedule to Clause 72.04.

### Next Steps

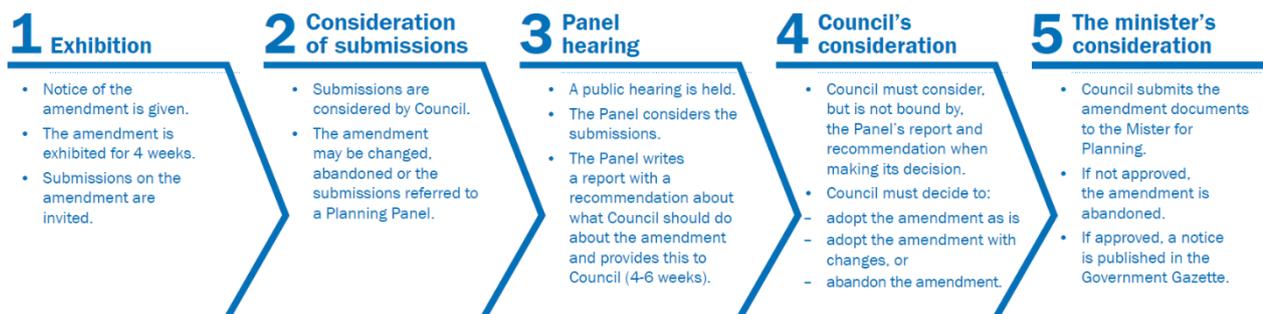


Figure 1. Steps in the Planning Scheme Amendment process

We are at **Stage 1** of the process. If Council resolves to seek Authorisation from the Minister for Planning at the 19 November 2018 General Council Meeting, the sub stages within Stage 1 will be undertaken and public exhibition of the Amendment will commence.

## POLICY IMPLICATIONS

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

Plan Melbourne is the Metropolitan Planning Strategy that guides Melbourne's growth through to the year 2050. Pakenham is identified as an Activity Centre in Plan Melbourne. The relevant directions and initiatives of Plan Melbourne are as follows:

- **Direction 1.2** - Improve access to jobs across Melbourne and closer to where people live
  - *Policy 1.2.2* - Facilitate investment in Melbourne's outer areas to increase local access to employment.
- **Direction 2.1** - Manage the supply of new housing in the right locations to meet population growth and create a sustainable city.
  - *Policy 2.1.2* - Facilitate an increase percentage of new housing in established areas to create a city of 20-minute neighbourhoods close to existing services, jobs and public transport.
  - *Policy 2.1.4* - Provide certainty about the scale of growth in the suburbs.
- **Direction 2.2** - Deliver more housing closer to jobs and public transport
  - *Policy 2.2.3* - Support new housing in activity centres and other places that offer good access to jobs, services and public transport.
- **Direction 2.4** - Facilitate decision-making processes for housing in the right locations
  - *Policy 2.4.1* - Support streamline approval processes in defined locations.

- **Planning Policy Framework (PPF)**

The Planning Policy Framework (PPF) implements Plan Melbourne via *Clause 11.03 Activity Centres* encouraging urban consolidation in areas with good access to activity centres, public transport and employment areas. It also promotes good urban design to create environments that are safe, diverse and offer opportunities for walking and cycling. Activity centres should meet the needs of local communities and provide retail, entertainment, office and commercial opportunities.

At the local level the Municipal Strategic Statement at *Clause 21.03* identifies Pakenham Activity Centre as part of Melbourne's key Growth Area, which requires the preparation of a structure plan to guide future development.

## RELEVANCE TO COUNCIL PLAN

### Section 3 Our Environment

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

- Action 3.2.3. Develop transport networks that incorporate effective public transport.
- Action 3.2.4. Prioritise multi-use pathways, where practicable, to create networks that connect destinations.
- Action 3.4.1. Plan and develop built environments that support improved health and wellbeing of our communities.
- Action 3.5.2. Plan for the development of the urban growth area with a mix of residential, commercial, employment, recreational and community activities to meet the needs of our growing community in a sustainable way.
- Action 3.5.3. Provide for the sustainable development of rural townships while taking into account their existing character and community needs.

## Section 4 Our Economy

The objective: We will create and support local employment and business opportunities for our community and the wider region.

- Action 4.1.2. Support the development of existing and new businesses within the Shire.
- Action 4.1.4. Plan the development of Officer and Pakenham town centres.
- Action 4.3.2. Encourage the establishment of tourism and hospitality in appropriate areas of the Shire.
- Action 4.3.3. Advocate for the delivery of small and large-scale projects that enhance and drive economic activity.

## CONSULTATION/COMMUNICATION

The *Pakenham Structure Plan 2018* has been informed by extensive community consultation which was completed over a four-year period from 2012 to 2016. The consultation processes included: an *Initial Discussion Paper (May 2012)*, *Key Directions Paper (August 2012)*, a *Draft Pakenham Structure Plan (2014)* and the adopted final *Pakenham Structure Plan (2015, and March 2017)*.

The development of the various documents listed above was supported through: community surveys; listening posts or drop-in sessions; email newsletter; attending various Community Committee meetings; hand delivered information to residents and business located in the activity centre; website advertisements; and formal letters to referral agencies, landowners, and key stakeholders.

Planning Scheme Amendment C228 documents will be exhibited to the public for a period of 4 weeks from February until March 2019 as part of the planning scheme amendment process and written submissions will be sought.

## FINANCIAL AND RESOURCE IMPLICATIONS

There are no additional resource implications associated with undertaking the planning scheme amendment and costs associated with this process are provided for within the current and proposed Strategic Planning budget 2018-2019/2019-2020. The application of the Activity Centre Zone provides a clear policy framework to assist Council planners when assessing and making decisions on applications in the Pakenham activity centre.

## CONCLUSION

The proposed ACZ1 has been prepared in response to conditions of approval to Planning Scheme Amendment C211 to ensure that the *Pakenham Structure Plan 2018* has been implemented via the appropriate planning tool into the Cardinia Planning Scheme. The ACZ1 is a direct translation of the objectives and strategies as set out in the draft *Pakenham Structure Plan 2018 and draft Urban Design Framework 2018*.

The proposed updated documents do not change the intent for the Pakenham Activity Centre, rather the documents provide clarity on the vision for Pakenham for the community, residents and developers. The strategic justification for this amendment has been confirmed and accepted through the previously prepared and approved Amendment C211, and Council has now responded to the recommendations and approval requirements of the Victorian Planning Panels and Minister for Planning.

The Activity Centre Zone ensures the precinct objectives, strategies, and design requirements are given statutory weight when assessing planning applications to ensure consistency in the design and development of the Pakenham Activity Centre.

## **2 PLANNING SCHEME AMENDMENT C228 PAKENHAM STRUCTURE PLAN AND URBAN DESIGN FRAMEWORK UPDATE**

Moved Cr M Schilling Seconded Cr L Wilmot

That Council:

1. Resolve to seek Authorisation to seek Authorisation from the Minister for Planning to prepare and exhibit Planning Scheme Amendment C228 to the Cardinia Planning Scheme.
2. Resolve to adopt the updated draft Pakenham Structure Plan 2018 and the draft Pakenham Activity Centre Urban Design Framework 2018.

Cd.



### **3 APPOINTMENT OF NEW COMMITTEE MEMBER TO THE NOBELIUS HERITAGE PARK AND EMERALD MUSEUM COMMITTEE OF MANAGEMENT**

FILE REFERENCE INT1875989

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Desiree Lovell

#### **RECOMMENDATION**

That Mandy Porter be appointed to the Nobelius Heritage Park and Emerald Museum Committee of Management for the remainder of the current term.

#### **Attachments**

*Nil.*

#### **EXECUTIVE SUMMARY**

This report advises of one newly elected member to the Nobelius Heritage Park and Emerald Museum Committee of Management. This brings the elected committee to a total of 10.

#### **BACKGROUND**

The Nobelius Heritage Park and Emerald Museum Committee of Management operate as a Section 86 Committee of Cardinia Shire Council. The Committee manages the daily operations of the Emerald Museum and surrounding Nobelius Heritage Park.

A total of ten committee members were elected onto the Nobelius Heritage Park and Emerald Museum Committee at the Biennial General Meeting (BGM) held on the 4 July 2017.

In August, both Leon Michalski and June Styling tendered their resignations. At the September 2018 Council meeting, Lynne Schrull was appointed to the committee.

More recently, Mandy Porter was elected as a new committee member. This new committee member brings the total to ten and is within the Instrument of Delegation (amended 2016) for the Nobelius Heritage Park and Emerald Museum Committee of Management.

#### **POLICY IMPLICATIONS**

*Nil.*

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

Maintaining members of special Committees to Council, directly relates to Council Plan area 2 - Our Community - Increased levels of community participation.

#### **CONSULTATION/COMMUNICATION**

*Nil.*

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**CONCLUSION**

Mandy Porter has been elected as a new member of the Nobeliuss Heritage Park and Emerald Museum Committee of Management, bringing the total committee appointments to 10.

**3 APPOINTMENT OF NEW COMMITTEE MEMBER TO THE NOBELIUS HERITAGE PARK AND EMERALD MUSEUM COMMITTEE OF MANAGEMENT**

Moved Cr B Owen Seconded Cr J Springfield

That Mandy Porter be appointed to the Nobelius Heritage Park and Emerald Museum Committee of Management for the remainder of the current term.

Cd.

## **4 LEASE COMMUNITY COLLEGE GIPPSLAND LTD - 6D HENRY STREET PAKENHAM**

FILE REFERENCE INT1875994

RESPONSIBLE GENERAL MANAGER Derek Madden

AUTHOR Jeanette Blackwood

### **RECOMMENDATION**

1. That Council commences the statutory procedures under Sections 190 and 223 of the Local Government Act 1989 (the Act) by giving public notice in the local paper circulating in the area of Pakenham advising of the proposal to lease 6D Henry Street to the Community College Gippsland Ltd.
2. In the event of submissions being received, a committee comprising ? Ward Councillors be appointed and the Chief Executive Officer be authorised to set the day, time and place for the hearing of such submissions.
3. Following the consideration of submissions the matter will be reported to Council to consider a proposal to lease 6D Henry Street Pakenham.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

Community College Gippsland (CCG ) currently leases 126 Princes Hwy Pakenham but requires room to expand in order to cater for growing demand for alternative education places and has requested the opportunity to lease 6D Henry Street Pakenham ( the Premises) known as the Lion's Den. CCG has agreed to contribute funds towards the renovation of the building.

### **BACKGROUND**

CCG has over 40 years history of community based adult and vocational education and training in Gippsland and south east Melbourne. It is a not-for-profit Registered Training Organisation (RTO) and a Registered Charity.

ECG College is a registered independent school, as part of CCG, that provides an alternative learning environment for young people aged from 15-20. Students can gain a senior secondary qualification (VCAL) and develop practical skills to lead to a job, trade, or further study. It is currently located at three site, one of which includes Pakenham.

The Lion's Den building has been vacant since the Pakenham Racing Club vacated the Premises in order to relocate to what is now Club Officer on Cardinia Road. The building was identified for demolition as part of the PB Ronald Masterplan.

A desire to retain the Premises for community use was expressed by Councillors. Several community groups approached Council with an interest in occupying the Premises. Among those groups was CCG.

Council entered into a lease with CCG in 2015. The College has outgrown the Princes Hwy property and has requested that it be allowed to relocate to the Premises. CCG has agreed to contribute \$300,000 towards the renovations which include a conversion of the existing Bistro facility to deliver a facility that is able to provide educational and support areas, as per the requirements of

the Community College Gippsland. The Premises will include new classrooms, office areas, kitchenette, amenities, break-out space, reception, storage, services re-connections, demolition of the existing adjoining grandstand building, and landscaping.

CCG's contribution to works will be considered as an offset to the rental for the first 10 years. It is proposed that CCG enters into a lease for 15 years on the following terms and conditions

Term 15 years

Rental \$1 pa

Contribution to work: \$300,000

Rental after ten years will be \$43,674pa and then each following year the rental will increase by 2.5%. The approved use will be to provide community, education and Victorian Certificate of Applied Learning (VCAL) programs primarily targeted at young people aged 15-20 years of age.

## **POLICY IMPLICATIONS**

Council has adopted a Leasing Policy (Policy) at the September 2018 and as the College has agreed to contribute substantial funds in order to achieve the renovation of the Premises, it has been proposed that they are granted a lease in excess of that provided in the Policy, as allowed under section 4.3.4, which provides that:

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

## **RELEVANCE TO COUNCIL PLAN**

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

## **CONSULTATION/COMMUNICATION**

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

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

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

## **FINANCIAL AND RESOURCE IMPLICATIONS**

CCG has agreed to contribute \$300,000 towards the renovation of the Premises and this contribution will be offset as a rental for the first 10 years. It is proposed that this contribution will be made prior to the works being carried out. A cost estimate of the works have been prepared and it is expected that the works will cost \$681,000. A further \$300,000 has been budgeted for as Council's contribution

## **CONCLUSION**

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That Council supports the proposal to give public notice to lease the Premises to CCG for a period of 15 years and consider all submissions received prior to making a decision about leasing the Premises.

**4 LEASE COMMUNITY COLLEGE GIPPSLAND LTD - 6D HENRY STREET  
PAKENHAM**

Moved Cr M Schilling Seconded Cr L Wilmot

1. That Council commences the statutory procedures under Sections 190 and 223 of the Local Government Act 1989 (the Act) by giving public notice in the local paper circulating in the area of Pakenham advising of the proposal to lease 6D Henry Street to the Community College Gippsland Ltd.
2. In the event of submissions being received, a committee comprising ? Ward Councillors be appointed and the Chief Executive Officer be authorised to set the day, time and place for the hearing of such submissions.
3. Following the consideration of submissions the matter will be reported to Council to consider a proposal to lease 6D Henry Street Pakenham.

Cd.

## **5 ALMA TRELOAR MASTERPLAN**

FILE REFERENCE INT1878733

RESPONSIBLE GENERAL MANAGER Kristen Jackson

AUTHOR Belinda Powell

### **RECOMMENDATION**

That Council endorse the Alma Treloar Masterplan and the implementation of the associated capital works projects.

### **Attachments**

1 Final Alma Treloar masterplan 1 Page

### **EXECUTIVE SUMMARY**

The Alma Treloar Masterplan has been prepared and reviewed in consultation with the Cockatoo community and internal Council staff to develop a plan which provides clear direction in relation to future works and management of the reserve.

### **BACKGROUND**

Alma Treloar Reserve is located in the centre of Cockatoo and is currently the main piece of passive open space for the Cockatoo Community. The existing Alma Treloar masterplan was completed in April 2003. The reserve is currently utilised for a range of activities including:

- Public playspace
- Exercise equipment.
- Walking, the reserve is utilised as a pedestrian thoroughfare
- Dog exercise (identified dog leash free area)
- Skate facilities
- Picnic and bbq facilities
- Connection with the natural environment (creek corridor)
- Community Garden
- Cockatoo Tennis Club
- Cockatoo Bowls Club
- Ash Wednesday Bushfire Education Centre
- Cockatoo Scouts
- Cockatoo Men's Shed
- Cockatoo Community Childcare Centre (privately owned and operated)
- Cockatoo senior Citizens Centre
- Cockatoo Community Hall
- Community amphitheatre
- Community market

It was identified that a number of elements within the 2003 masterplan were outdated; such as referring to the kindergarten instead of Ash Wednesday Bushfire Education Centre (AWBEC) and there being no mention of the community gardens or exercise equipment present on site.

A secondary driver for the masterplan to be reviewed stemmed from the 2015 Council Big Budget Brainstorm, where public BBQ's for Cockatoo were identified as the third most supported idea and there was continued strong support for a BMX facility at the site.



The prepared Masterplan has responded to the majority of items listed by stakeholders and park users during the consultation processes. Including;

- The most common activity for the reserve is walking.
- The second most common activity is to exercise dogs in the off leash area.
- The best feature of Alma Treloar Reserve was considered to be the open space areas.
- The second best feature was considered to be the creek and creek interface.

Requested improvements to the reserve included;

- The provision of BBQs.
- An upgrade of the playground.
- The need for a BMX track to be installed.
- The need for the existing toilet block to be upgraded and relocated to a more central location.

## **POLICY IMPLICATIONS**

This Masterplan will replace the 2003 Alma Treloar Masterplan, and aligns with numerous current Council strategies such as the Play Space Strategy, Skate and BMX Strategy, and Open Space Management Framework.

## **RELEVANCE TO COUNCIL PLAN**

1.5.1 Provide active and passive recreation facilities to meet the needs of our residents.

2.2.1 Promote opportunities that encourage community participation in Council policy and strategy development.

## **CONSULTATION/COMMUNICATION**

Community consultation commenced in February 2017 with Council officers attending the Cockatoo Township Committee meeting. Additional community feedback was obtained via an online survey and the opportunity to meet with Council officers at the April Cockatoo country market.

The online survey received 88 responses.

Key items raised by the community through the consultation include:

- The most common activity for the reserve is walking, be that with their dog or for personal exercise and enjoyment.
- The second common activity is to exercise dogs in the off leash area.
  - Numerous individual submission were received requesting the upgrade of the existing dog off leash area.
- The best features of Alma Treloar Reserve was considered the "Open space" followed closely by "the creek and creek interface", and then the "dog off leash".
- Improvements to the reserve requested included the provision of BBQs and upgrade of the playground.
  - The provision of BBQs was the key focus of the idea that was submitted to the Big Budget Brainstorm.
- The community was very passionate about the need for a BMX track to be installed.
  - During the consultation period, Council was sent an online petition titled "We want action on the Cockatoo BMX track" to which 89 people have pledged their support.
- The need for the existing toilet block to be upgraded and relocated to a more central location within the park was listed as a major concern.

All of these ideas were incorporated into the draft Alma Treloar Masterplan.

The draft Alma Treloar Masterplan was placed on public exhibition for a four week period from 21 March 2018 to Monday 30 April 2018. The consultation process included a presentation to the Cockatoo Township Committee meeting, comments via an online survey and the opportunity to meet with Council officers at the April Cockatoo country market. 152 responses were received to the online survey.

When asked about the importance of various aspects of the plan, the things which rated the highest were:

1. The central community hub/playground/community garden;
2. The youth hub/BMX track;
3. The exercise stations.

The key changes made to the draft Masterplan following the community consultation period were:

- Incorporation of the public toilets into the Scout hall building, including external access.
- Relocation of the BMX track to the south east end of the site
- Reinstatement of the second access off Pakenham Road.
- Modification of the fencing alongside of the creek to fence it in sections rather than one continuous fence
- Inclusion of shade over the play space
- Modification of the fencing of the dog off leash area to allow greater flexibility for other uses such as the circus

## FINANCIAL AND RESOURCE IMPLICATIONS

The playground renewal shown on the Masterplan has already been undertaken, funded jointly through the State Government's Growing Suburbs fund and the Cardinia Shire Council playground renewal budget in 2017/18 FY.

The cost of the total capital works to implement the Masterplan have been estimated at \$1,595,000. These items include:

- Skate park and BMX facility
- Ash Wednesday Bushfire Educational Centre - Shade sail
- Car park Sealing/Modifications
- Provision of fitness equipment stations
- New public toilets within the existing scout hall building
- Additional fencing
- Dog off leash area upgrade
- Shade sails over the play space
- Footpaths @ 1.5m wide (975 lineal metres)
- Removal of the existing toilet block and reinstatement of the area for use as an overflow carpark.
- BBQS
- Park furniture
- 3 new shelters
- Additional landscaping
- Tennis court improvements
- Way finding signage

\$350,000 is allocated in Council's 2018/19 capital works program for the design and construction of the Skate park modifications and BMX facility.

## CONCLUSION

The Alma Treloar Masterplan has been prepared and reviewed in consultation with the Cockatoo community to develop a plan which provides clear direction in relation to future works and management of the reserve.

The Alma Treloar Reserve Masterplan will provide the Cockatoo residents and wider community with an enhanced district reserve, supporting the local and wider hills community to recreate, play, engage and socialise. It will provide a range of play opportunities for all ages and abilities, with additional active recreation opportunities, and passive space to picnic and relax.

It is requested that Council endorse the Alma Treloar masterplan and the implementation of the associated capital works projects. Allocation of additional funds will need to be included in future capital works programs and the subject of external funding applications for the delivery of the unfunded items.

## 5 ALMA TRELOAR MASTERPLAN

Moved Cr L Wilmot Seconded Cr J Springfield

That Council endorse the Alma Treloar Masterplan and the implementation of the associated capital works projects.

Cd.

## **6 O'NEIL ROAD RECREATION RESERVE MASTERPLAN**

FILE REFERENCE INT1878739

RESPONSIBLE GENERAL MANAGER Kristen Jackson

AUTHOR Sarah Fry

### **RECOMMENDATION**

That Council endorse the O'Neil Road Recreation Reserve Masterplan.

### **Attachments**

- |   |  |          |
|---|--|----------|
| 1 | Draft O'Neil Road Reserve Masterplan background report | 18 Pages |
| 2 | Summary of Consultation and Recommended Changes        | 18 Pages |
| 3 | O'Neil Road Recreation Reserve Masterplan              | 1 Page   |

### **EXECUTIVE SUMMARY**

A draft Master Plan was presented to Council earlier this year and was subsequently placed on public exhibition for a period of four (4) weeks in July 2018.

Council received a total of 79 submissions during the exhibition period. This feedback has been considered and the draft Master Plan revised. A total of 11 changes have been incorporated into the Master Plan, based on the feedback received from internal and external stakeholders, and from the broader community.

Council is requested to endorse the O'Neil Road Reserve Master Plan.

### **BACKGROUND**

With the predicted growth of the community expected for Cardinia Shire, the O'Neil Road Recreation Reserve has been identified to be upgraded to a district level active reserve.

The Growth Corridor Sports Strategy was developed in 2005 to identify the existing and future sporting needs of the Cardinia Growth Corridor and to develop a strategic plan for the future use and development of sporting facilities in this corridor. Broadly, this document identified the increased number of facilities required to meet the predicted future needs.

As a result of this Strategy, further strategic work was then undertaken to drill down on the specific active recreation infrastructure needs for the Beaconsfield and Upper Beaconsfield townships. This document is titled the 'Beaconsfield and Upper Beaconsfield Sports Facilities Plan and Holm Park Road Reserve Master Plan (2008)'. This document identified that O'Neil Road Recreation Reserve oval was too small to support senior football and high-level senior cricket, and that it lacked facilities to cater for sport to be placed permanently at this site. It also identified that the Reserve would be suitable for the introduction of junior soccer in the future, as there are no public soccer facilities within the Beaconsfield and Upper Beaconsfield townships.

Council, at its meeting held 16 October 2017 resolved "that Council immediately commence a Master Plan for the O'Neil Road Reserve so it can be a supporting document when the Glismann Road amendment is exhibited"

The Glismann Road Development Plan has a long planning history spanning over 10 years. The Development Plan area comprises of 20.98 hectares of land situated either side of Glismann Road, Beaconsfield.

O'Neil Road Reserve forms part of the open space provision for the subject site to achieve an objective of the Development Plan that dwellings are within 400m or a 5 minute walk from the nearest public open space. It is proposed that the Development Plan incorporates pedestrian access to O'Neil Road Reserve by including a road with provision for on-street car parking that fronts the reserve in the location of the existing dwellings at 1 Glismann Road and 123-125 Old Princes Highway.

The draft Master Plan was placed on public exhibition for a period of four (4) weeks in July 2018.

The Master Plan recommends the following improvements to the reserve:

- Two junior soccer pitches and supporting infrastructure (new lighting, coaches boxes, high ball nets) (overlaid over cricket oval)
- Upgrade cricket oval and cricket pitch
- A new district level sports pavilion, with vehicle free zone to support spectators/ users
- Two new car park areas. One to support the main reserve entrance and pavilion and the second to support the existing playground
- A large spectator shelter to provide shade to spectators on the western soccer pitch
- Connecting footpaths throughout the reserve
- Installation of an outdoor fitness station
- Installation of BBQ and picnic facilities
- Shade cloth over playground
- Widening of the current vehicle entry point to support future Vic Roads roundabout
- Landscaping

Council received a total of 79 submissions during the exhibition period. Overall, the feedback was positive but there were a number of concerns relating to the intersection and roadways surrounding the reserve which don't directly relate to the Master Plan. Council officers will provide the feedback to the Infrastructure Services team, who will review the feedback and send it to Vic Roads who is responsible for delivering the intersection.

The feedback received has been considered and the draft Master Plan revised and prepared for Council adoption.

## **POLICY IMPLICATIONS**

The O'Neil Road Recreation Reserve Master Plan provides a long-term strategic plan for the future development of passive and active recreation facilities in the reserve. The Master Plan, when endorsed, will also provide a basis for future funding applications.

## **RELEVANCE TO COUNCIL PLAN**

The Master Plan relates to the following sections of the Council Plan:

### **Our Environment**

- Develop new and existing, parks, gardens and reserves in a sustainable manner
- Provide accessible facilities to meet identified community needs

### **Our People**

- Support children, young people, families, older adults and people with disabilities by providing a range of accessible facilities and services
- Provide active and passive recreational facilities to meet the needs of our residents; and
- Increase opportunities for participation in a range of sport and leisure activities.

## CONSULTATION/COMMUNICATION

Council undertook significant community consultation, including existing user groups and local residents in developing the O'Neil Road Recreation Reserve Master Plan.

Initially the Master Plan was to be placed on exhibition concurrently with the Glismann Road Development Plan consultation, however the exhibition for the Glismann Road Development Plan has been delayed as a result of negotiations between Council and the Victorian Planning Authority. As a result of this delay the O'Neil Road Master Plan was placed on exhibition separately for a 4 four week period in July 2018.

The consultation process included the following:

- Draft Master Plan available for viewing on Council's website & online survey;
- Media release including social media posts;
- Letter sent to neighbouring residents with copy of draft Master Plan and information about the drop in consultation session and online survey;
- Targeted letters to sporting clubs, schools and community groups who currently utilise O'Neil Road Recreation Reserve; and
- A drop in consultation session held at the Beaconsfield Community Centre on 18 July 2018.

Council received a total of 79 submissions to the draft Master Plan. A summary of these is attached as attachment 2. The following is a summary of the main points raised in the submissions:

- The landscaping, footpaths and shade were of most importance to majority of respondents.
- There were a number of concerns relating to the intersection and roadways surrounding the reserve which don't directly relate to the Master Plan. Council officers will provide the feedback to the Infrastructure Services team, who will review the feedback and send it to Vic Roads who is responsible for delivering the intersection.
- Concern the draft Master Plan didn't include AFL posts.
- Car parking restrictions and location of proposed car park
- Supportive and positive response to landscape improvements such as the new BBQ area and paths.

The draft Master Plan was revised in response to the comments received during the community consultation process. The following recommended changes were made to the draft Master Plan:

- Master Plan amended to include the installation of a drinking fountain with annotation No. 4
- Master Plan amended to include one set of AFL goals.
- Master Plan amended to include a low height fence on the playground side of the proposed path along the eastern side of the playground.

In addition to the community feedback a number of recommendations were made to the Master Plan following internal consultation this included:

- Master Plan amended to show the main reserve car park having a full circulation loop.
- Master Plan amended to show a new alignment of the northern footpath along Janet Bowman Boulevard, and include in the scope of works the removal of the Lomandra shrubs.
- Master Plan amended to relocate the BBQ and bench seating to a location southeast of the playground, and install a connecting path.

- Master Plan amended to include a low height fence on the playground side of the proposed path.
- Master Plan amended to include reference to improve the sub-surface drainage in the area around the playground – could be incorporated into the works required to install and new low height fence along the eastern side of the playground.
- Master Plan amended to include reference to improve the sub-surface drainage in the area south of the basketball half-court – could be incorporated into path re-alignment works (annotation No. 6).
- Master Plan amended to include a connected path to the intersection of O’Neil Road/ Janet Bowman Boulevard.
- Master Plan amended to include a reference to future intersection of O’Neil Road and the Old Princes Highway works.

## FINANCIAL AND RESOURCE IMPLICATIONS

The high-level cost estimate for the full delivery of all recommendations within this Master Plan is \$5,283,383 GST exclusive.

The endorsement of the Master Plan does not directly commit Cardinia Shire Council or any other organisation to a responsibility for funding and implementing the identified projects.

The finalised Master Plan will be used as strategic justification to seek external funding to support the delivery of recommendations where appropriate.

Council has submitted an application through Sport and Recreation Victoria's Community Sport Infrastructure fund for the conversion of the sports fields to soccer and installation of supporting infrastructure. Council is awaiting an announcement on this funding.

## CONCLUSION

The O'Neil Road Recreation Reserve Master Plan will provide a planned approach for the future development of recreation and community facilities within the reserve.

Extensive consultation has occurred as part of the development of the Master Plan.

The endorsed O'Neil Recreation Reserve Master Plan will be used as strategic justification to seek external funding to support the delivery of capital works recommendations.



**6 O'NEIL ROAD RECREATION RESERVE MASTERPLAN**

Moved Cr B Owen Seconded Cr J Springfield

That Council endorse the O'Neil Road Recreation Reserve Masterplan, subject to the inclusion of a second set of AFL goal posts being considered in the future.

Cd.

## **7 TENDER REPORT - CONTRACT NO. 18/36 - EOI - ARCHITECTURAL DESIGN SERVICES PANEL**

FILE REFERENCE INT1879315

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Walter Carmignani

### **RECOMMENDATION**

That:

- Expressions of Interest including Schedule of Rates submitted by John Brand & Company Pty Ltd T/A Brand Architects, Centrum Architects Pty Ltd, Cohen Leigh Architects Pty Ltd, DTA Projects Pty Ltd T/A Tyquin Architects, Greenway Hirst Page Pty Ltd, GroupGSA Pty Ltd, Haskell Architects Pty Ltd, Hede Architects Pty Ltd, James O Millar Pty Ltd T/A JMA Architects, K20.AU Pty Ltd T/A K20 Architecture, Katz Architecture Pty Ltd, Mantric Architecture Pty Ltd, Perkins Architects Pty Ltd and 3D Drafting Services Vic Pty Ltd T/A 3D Design Group to undertake the services required associated with Contract No. 18/36 - Architectural Design Services Panel be accepted for an initial three (3) year period, be awarded;
- Common seal is affixed to the relevant contract documents; and
- Remaining tenderers are advised accordingly.

### **Attachments**

1 Confidential memorandum to be distributed to Councillors only 4 Pages

### **EXECUTIVE SUMMARY**

This report provides consideration for the appointment of a Panel of Architects for an initial period of three (3) years to provide building design services (e.g. Concept Design through to Project Supervision and Reporting).

Expressions of Interest (EOI) for the Architectural Design Services Panel were advertised with twenty-seven (27) submissions being received.

Based on the Evaluation Panel assessment, it is considered that the submissions by the following are the most value for money and beneficial for Council:

<b>Contractor Name</b>
John Brand & Company Pty Ltd T/A Brand Architects
Centrum Architects Pty Ltd
Cohen Leigh Architects Pty Ltd
DTA Projects Pty Ltd T/A Tyquin Architects
Greenway Hirst Page Pty Ltd
GroupGSA Pty Ltd

Haskell Architects Pty Ltd
Hede Architects Pty Ltd
James O Millar Pty Ltd T/A JMA Architects
K20.AU Pty Ltd T/A K20 Architecture
Katz Architecture Pty Ltd
Mantric Architecture Pty Ltd
Perkins Architects Pty Ltd
3D Drafting Services Vic Pty Ltd T/A 3D Design Group

## BACKGROUND

With Cardinia Shire being in the urban growth corridor and committed to meeting the needs of a growing population, together with the needs of the municipality, there is a significant building program.

From year to year Council engages the services of Architects to undertake design work for a range of buildings. The following is an example of buildings previously designed:

- Community Auditoriums
- Integrated Recreation and Community Buildings
- Bowling Clubs
- Sporting Pavilions
- Community Hubs
- Children's Facilities
- Cultural and Arts Centre
- Libraries
- Toilet Blocks etc.

Accordingly, Council extended invitations to suitably qualified Architectural firms for consideration of placement on an Architectural Design Services Panel for various future building projects.

The main service to be provided by the Architectural Panel members is for the building design including full documentation and the coordination of all professional consultancy services covering all stages of the building design and construction being:

- Concept Design (review and/or development)
- Schematic Design
- Detailed Design
- Construction documentation
- Tender documentation
- Project Supervision and Reporting (Superintendent).

As indicated above, there may be instances depending on project complexity, resourcing and delivery requirements where a superintendent service may be required. Other services included in the EOI are peer review and VCAT representation, as may be necessary from time to time.

The contract period for the Panel of Architects is for three (3) years with the option of a further two (2) years at Council's discretion. Council has also reserved the right in the EOI to refresh the Architectural Panel in the third year of the contract period if additional competitive opportunities are identified.

Council has also reserved the right to go back to the market for a specific project where the Council may deem the project being of greater; significance or uniqueness, speciality and/or complexity.

EOI's were advertised on Saturday 22 September 2018 with a closing time and date of 2:00pm Tuesday 9 October 2018. A total of twenty-seven (27) submissions were received from:

<b>Contractor Name</b>
Architecture & Access (Aust) Pty Ltd
Avor Architecture Pty Ltd
John Brand & Company Pty Ltd T/A Brand Architects
BSPN Architecture Pty Ltd
CCG Architects Pty Ltd
Centrum Architects Pty Ltd
Cohen Leigh Architects Pty Ltd
Conrad Gargett Pty Ltd as trustee for the Conrad and Gargett Unit Trust T/A Conrad Gargett
DTA Projects Pty Ltd T/A Tyquin Architects
Designinc Melbourne Pty Ltd T/A Designinc
Greenway Hirst Page Pty Ltd
GroupGSA Pty Ltd
Haskell Architects Pty Ltd
Hede Architects Pty Ltd
Here Studio Pty Ltd
Irons McDuff Architecture
James O Millar Pty Ltd T/A JMA Architects
K20.AU Pty Ltd T/A K20 Architecture
Katz Architecture Pty Ltd
Mantric Architecture Pty Ltd
MODE Design Corp Pty Ltd T/A MODE Design

peckvonhartel Group Pty Ltd T/A peckvonhartel
Perkins Architects Pty Ltd
Peter Wright & Associates Pty Ltd
TERROIR Pty Limited
Woollan Hamlett Architects Pty Ltd
3D Drafting Services Vic Pty Ltd T/A 3D Design Group

### Evaluation Panel Assessment

Submissions were checked against a range of non-weighted selection criteria to ensure the viability of the relevant submissions. The criteria comprised of OH&S, Insurances, and Conflict of Interest.

Submissions were also assessed against weighted criteria, such as Capability; size of organisation and services offered, relevant local government experience and past performance, long standing relationships with sub-consultants, stakeholder consultation methodology, business resources and systems, management of civil components, methodology for zero variance contract variations and Compliance; deviations from specifications. Consideration was also given to the submitted fee structure for a range of building construction costs and consultancy schedule of rates.

Based on the Evaluation Panel Assessment, the following are the most value for money and beneficial for Council:

Contractor Name
John Brand & Company Pty Ltd T/A Brand Architects
Centrum Architects Pty Ltd
Cohen Leigh Architects Pty Ltd
DTA Projects Pty Ltd T/A Tyquin Architects
Greenway Hirst Page Pty Ltd
GroupGSA Pty Ltd
Haskell Architects Pty Ltd
Hede Architects Pty Ltd
James O Millar Pty Ltd T/A JMA Architects
K20.AU Pty Ltd T/A K20 Architecture
Katz Architecture Pty Ltd
Mantric Architecture Pty Ltd

Perkins Architects Pty Ltd

3D Drafting Services Vic Pty Ltd T/A 3D Design Group

It is therefore recommended that the submissions by the aforementioned organisations be accepted for this Architectural Design Services Panel for Contracts No. 18/36 - Architectural Design Services.

## **POLICY IMPLICATIONS**

Nil.

## **RELEVANCE TO COUNCIL PLAN**

### **1 Our people**

#### **1.1 Access to a variety of services for all**

1.1.1 Continually review services to ensure those provided by Council meet community needs

#### **1.2 Access to support services and programs for young people**

1.2.3 Investigate opportunities for allied services to be co-located with Council facilities

#### **1.4 Improve health and wellbeing for all**

1.4.1 Source funding and deliver a range of initiatives that promote health and wellbeing

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

#### **1.5 Variety of recreation and leisure opportunities**

1.5.1 Provide active and passive recreation facilities to meet the needs of residents

1.5.2 Increase opportunities for residents to participate in a range of sport, recreation and leisure activities

### **2 Our community**

#### **2.1 Our diverse community requirements met**

2.1.2 Promote access to and encourage, a mix of housing types to cater for the varying needs of people in the Cardinia community

2.1.4 Plan for the provision of facilities to service and support the changing community

### **3 Our Environment**

#### **3.1 Provision and maintenance of assets on a lifecycle basis**

3.1.3 Provide accessible facilities to meet identified community needs

#### **3.3 Enhanced natural environment**

3.3.3 Reduce Council's energy consumption and help the community to do likewise

#### **3.5 Balanced needs of development, the community and the environment**

3.5.2 Plan for the development of the urban growth area with a mix of residential, commercial, employment, recreational and community activities to meet the needs of our growing community in a sustainable way

3.5.3 Provide for the sustainable development of rural townships while taking into account their existing character and community needs

4 Our economy

4.1 Increase business diversity in Cardinia Shire

4.1.6 Encourage procurement of local products and services

5 Our governance

5.1 An engaged community

5.1.2 Enhance the community's confidence in Council's community engagement

5.3 Long-term financial sustainability

5.3.5 Identify ways to contain Council's cost base by a focus on innovation and efficiency

5.4 Appropriate funding and support for all levels of government

5.4.1 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.

## CONSULTATION/COMMUNICATION

As this contract is to be a 'Whole of Council' contract, appropriate internal Departments were consulted to ascertain the broad range of services of an Architectural firm that they either use or may need to use.

## FINANCIAL AND RESOURCE IMPLICATIONS

Nil.

## CONCLUSION

It is recommended that the EOI's submitted by: John Brand & Company Pty Ltd T/A Brand Architects, Centrum Architects Pty Ltd, Cohen Leigh Architects Pty Ltd, DTA Projects Pty Ltd T/A Tyquin Architects, Greenway Hirst Page Pty Ltd, GroupGSA Pty Ltd, Haskell Architects Pty Ltd, Hede Architects Pty Ltd, James O Millar Pty Ltd T/A JMA Architects, K20.AU Pty Ltd T/A K20 Architecture, Katz Architecture Pty Ltd, Mantric Architecture Pty Ltd, Perkins Architects Pty Ltd and 3D Drafting Services Vic Pty Ltd T/A 3D Design Group be accepted in establishing the Architectural Design Services Panel for Contract No. 18/36 - Architectural Design Services.

**7 TENDER REPORT - CONTRACT NO. 18/36 - EOI - ARCHITECTURAL DESIGN SERVICES PANEL**

Moved Cr M Schilling Seconded Cr L Wilmot

That:

- Expressions of Interest including Schedule of Rates submitted by John Brand & Company Pty Ltd T/A Brand Architects, Centrum Architects Pty Ltd, Cohen Leigh Architects Pty Ltd, DTA Projects Pty Ltd T/A Tyquin Architects, Greenway Hirst Page Pty Ltd, GroupGSA Pty Ltd, Haskell Architects Pty Ltd, Hede Architects Pty Ltd, James O Millar Pty Ltd T/A JMA Architects, K20.AU Pty Ltd T/A K20 Architecture, Katz Architecture Pty Ltd, Mantric Architecture Pty Ltd, Perkins Architects Pty Ltd and 3D Drafting Services Vic Pty Ltd T/A 3D Design Group to undertake the services required associated with Contract No. 18/36 - Architectural Design Services Panel be accepted for an initial three (3) year period, be awarded;
- Common seal is affixed to the relevant contract documents; and
- Remaining tenderers are advised accordingly.

Cd.



## **8 PETITION - 6-10 MAIN STREET, PAKENHAM**

FILE REFERENCE INT1879327

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Jack Coogan

### **RECOMMENDATION**

That the petition be received and noted and the lead petitioner be advised that Council has resolved to lease the land to WAYSS Limited for affordable housing and has issued a planning permit for the development.

### **Attachments**

1 Petition 6-10 Main Street, circulated to Councillors only 15 Pages

### **EXECUTIVE SUMMARY**

At the Council meeting held on October 15 2018 a petition, comprising of 135 signatures was tabled opposing the lease of land at 6-10 Main Street, Pakenham.

The statement of the petition reads:

*We the undersigned are totally opposed to the lease of Council land for development of 10 houses and an office at 6 –10 Main Street and Snodgrass Street, Pakenham. We hereby request that the proposed lease of Council land be cancelled and planning approval be withdrawn. We further request that the land in question remains in Council ownership and not developed, prior to redesign of the traffic intersection when there can be community input and consultation concerning the significant historic buildings and the surrounding reserve purchased by an earlier Council to ensure public continuity.*

Council has previously resolved to lease the land concerned.

The land is intended to be used in a 50 year lease to provide public housing to the Cardinia community.

As the lease has been endorsed by Council on 1 October 2018 during a Special Council meeting, the petition will be used for noting purposes only.

### **BACKGROUND**

Following Council's resolution of 16 July 2018 to give public notice of the proposal to lease the land at 6-10 Main Street Pakenham and no submissions regarding this proposal being received Council resolved at a Special Meeting held on 1 October to enter into a lease for a term of 50 years with WAYSS Limited.

Additionally Council resolved at its meeting held on 20 August 2018 to issue a Notice of Decision to Grant Planning Permit T180360 for the development of ten (10) dwellings, an office and associated waiver of car parking requirements for this property subject to a series of conditions. As no appeals were lodged at VCAT regarding this matter the planning permit has been issued.

As Council has previously resolved as detailed above the wishes of the petitioners cannot be met and as such it is proposed to note the contents of the petition.

## **POLICY IMPLICATIONS**

The leasing of this property for transitional housing is aligned with the Liveability Health Plan and the Together We Can project objectives.

## **RELEVANCE TO COUNCIL PLAN**

### **Our Community**

Improved health and wellbeing of our residents - Assist with establishing partnerships and social infrastructure opportunities that improve health and wellbeing outcomes for residents.

Our diverse requirements are met - Promote access to a mix of housing types to cater for the varying needs of people in the Cardinia community.

### **Our People**

Access to a variety of services for all - routinely review overall community needs for services and either deliver or advocate for others to provide services to meet these needs.

Improved health and wellbeing for all - Support children, young people, families, older adults and people with disabilities by providing a range of accessible services and facilities.

## **CONSULTATION/COMMUNICATION**

Public notification of both the planning permit application and proposal to lease the land has previously been given.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

## **CONCLUSION**

Due to Council having previously resolved to lease the land and issue a planning permit it is recommended that Council receive and note the petition.

**8 PETITION - 6-10 MAIN STREET, PAKENHAM**

Moved Cr M Schilling Seconded Cr J Springfield

That the petition be received and noted.

Cd.

## **9 CONTRACT 18/26 - GARFIELD SPORTS LIGHTING UPGRADE & CONTRACT 18/27 - GEMBROOK SPORTS LIGHTING UPGRADE**

FILE REFERENCE INT1879416

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Thomas Nicholls

### **RECOMMENDATION**

That:

- The tender submitted by Commlec Services Pty Ltd to undertake the works associated with Contract 18/26 - Garfield Sports Lighting Upgrade & Contract 18/27 - Gembrook Sports Lighting Upgrade be accepted for the contract sum of \$580,00.00 (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, circulated to Councillors only 3 Pages

### **EXECUTIVE SUMMARY**

Gembrook and Garfield Oval lighting is in poor condition with below standard light levels and out of date technology. The new lighting will be highly efficient LED lighting which will meet Australian Standards for training purposes at night. There will be new galvanised poles, switchboard and wiring along with a power upgrade for future use.

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

The tender for the Gembrook and Garfield Sports Lighting submitted by Commlec Services Pty Ltd is the most advantageous for Council, providing the best value for money and excellent service through their experience in sports lighting construction.

It is therefore recommended that both Contract 18/26 - Garfield Sports Lighting Upgrade & Contract 18/27 - Gembrook Sports Lighting Upgrade be awarded accordingly.

### **BACKGROUND**

Gembrook and Garfield Oval lighting are in poor condition with below standard light levels for practice or competition. New lighting meeting Australian Standards will provide the opportunity to increase training and practice matches and also reduces the costs of operation due to new technologies in LED lighting.

Given the similarity of both contracts and to encourage joint procurement and possible savings, it was determined to combine the two projects into one tender while still offering the opportunity for the works to be awarded separately, should this offer the best value for money.

Tenders were advertised on 1 September 2018 and closed on 25 September 2018. A total of two (2) tenders were received.

Tenders were evaluated against the criteria of compliance with the specifications, financial viability, risk and insurance, conflict of interest, OHS, locality, pricing and value for money, compliance with the specifications, compliance to conditions of contract, capability and relevant experience, capacity and past performance of the tenderer, quality systems and project plan.

To provide best value for money, it is recommended that the Gembrook and Garfield Sports Lighting Upgrades be awarded to Commlec Services Pty Ltd for a sum of \$580,000.00 (Excl. GST).

## **POLICY IMPLICATIONS**

The works have been developed in accordance with Council's Asset Management Plans, Open Space Strategy, Cultural Heritage Assessment, Recreation Facility Guidelines and Community Facility Guidelines.

## **RELEVANCE TO COUNCIL PLAN**

The project is consistent with efforts to "Provide active and passive recreation facilities to meet the needs of residents", "Increase opportunities for residents to participate in a range of sport, recreation and leisure activities" and "Provide accessible facilities to meet identified community needs".

## **CONSULTATION/COMMUNICATION**

Throughout the design phase of this facility, consultation has been undertaken with internal managers, coordinators and Councillors for input into the design of the facilities. Various standards that are also applicable to the design have also been included.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

Provisions within the capital works program provides for \$584,795 to undertake the works associated with these contracts. This includes a \$100,000 grant from the State Government Country Football and Netball Program.

Based on the tender submitted by Commlec Services, there is sufficient funding available within the 2018/19 Capital works to award these works.

## **CONCLUSION**

The tender submitted by Commlec Services Pty Ltd for the Gembrook and Garfield Sports Lighting Upgrade is considered to be the most beneficial to Council and it is recommended that Contract 18/26 - Garfield Sports Lighting Upgrade & Contract 18/27 - Gembrook Sports Lighting Upgrade be awarded to Commlec Services Pty Ltd for \$580,00.00 (Excl. GST).

**9 CONTRACT 18/26 - GARFIELD SPORTS LIGHTING UPGRADE & CONTRACT 18/27 - GEMBROOK SPORTS LIGHTING UPGRADE**

Moved Cr B Owen Seconded Cr R Brown

That:

- The tender submitted by Commlec Services Pty Ltd to undertake the works associated with Contract 18/26 - Garfield Sports Lighting Upgrade & Contract 18/27 - Gembrook Sports Lighting Upgrade be accepted for the contract sum of \$580,00.00 (Excl. GST);
- The remaining Tenderers be advised accordingly; and
- The common seal of the Council be affixed to the contract documents.

Cd.

## **10 CONTRACT 18/09 - RESURFACING OF VARIOUS ROADS**

FILE REFERENCE INT1879424

RESPONSIBLE GENERAL MANAGER Michael Ellis

AUTHOR Cathal O'Loughlin

### **RECOMMENDATION**

That:

- the tender submitted by QR Construction (Gippsland) Pty Ltd to undertake the works associated with Contract 18/09 – Road Resurfacing of Various Roads within the Cardinia Shire Council be accepted for the contract sum of \$667,516.48 (excl. GST);
- the remaining Tenderers be advised accordingly; and
- the common seal of the Council be affixed to the contract documents.

### **Attachments**

- 1 Confidential memorandum, circulated to Councillors only 3 Pages

### **EXECUTIVE SUMMARY**

This report provides consideration for the appointment of a contractor to undertake the road resurfacing of various roads within Cardinia Shire (Contract 18/09).

The proposed works covered under Contract 18/09 include resealing 55 various rural and urban road segments throughout the shire.

Tenders were advertised on 28 July 2018 and closed 21 August 2018 of which, tenders were received from four tenderers.

The tender submitted by QR Construction (Gippsland) Pty Ltd provides the best value for money and is the most advantageous for Council. It is therefore recommended that Contract 18/09 for the resurfacing of various roads within Cardinia Shire be awarded accordingly.

### **BACKGROUND**

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

The proposed works covered under Contract 18/09 include resealing of approximately 55 various rural and urban road segments throughout the Shire.

Tenders were advertised on 28 July 2018 and closed 21 August 2018. A total of four tenders were received.

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

Following an evaluation based on the above criteria, QR Construction (Gippsland) Pty Ltd was found to provide the best value for money and it is therefore recommended that the tender submitted by QR Construction (Gippsland) Pty Ltd for \$667,516.48 (Excl. GST) be accepted.

### **POLICY IMPLICATIONS**

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

### **RELEVANCE TO COUNCIL PLAN**

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

### **CONSULTATION/COMMUNICATION**

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

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Funding for these roads has been made available in the 2018/19 Capital Works Program - Road Resealing. The 2018/19 capital works program has \$2.3million allocated to the road resurfacing program. This includes asphalt patching, reseal preparation, asphalt overlays and associated line marking.

This contract allows for the spray sealing component of the reseal program. The recommended tender by QR Construction (Gippsland) Pty Ltd for \$667,516.48 is within the funding available to deliver this particular Contract.

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

### **CONCLUSION**

It is recommended that the tender submitted by QR Construction (Gippsland) Pty Ltd for \$667,516.48 (excl. GST) be accepted.



## **10 CONTRACT 18/09 - RESURFACING OF VARIOUS ROADS**

Moved Cr B Owen Seconded Cr J Springfield

That:

1. the tender submitted by QR Construction (Gippsland) Pty Ltd to undertake the works associated with Contract 18/09 – Road Resurfacing of Various Roads within the Cardinia Shire Council be accepted for the contract sum of \$667,516.48 (excl. GST);
2. that previous resurfacing works undertaken under Contract 17/28, that require attention, be rectified to councils satisfaction prior to any works commencing under this Contract 18/09
3. the remaining Tenderers be advised accordingly; and
4. the common seal of the Council be affixed to the contract documents.

Cd.

## **11 DOCUMENTS FOR SEALING**

FILE REFERENCE INT1875389

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Sharon Voltan

### **RECOMMENDATION**

That Council note the fixing of the Common Seal to the documents listed below and the Seal be affixed to the document as listed.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

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

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

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

<b>Description</b>	<b>Authorisation</b>	<b>Seal date</b>
Construction Contract No 17/01 – James Bathe Reserve CSC & McMahons P/L	Council resolution 11 December 2017	5 March 2018
Contract No. 17/13 Provision of facilitates maintenance and management services	Council resolution 5 March 2018	26 March 2018
Contract 17/47 Sealing of entrance road, carpark and associated works – IYU reserve	Council resolution 19 February 2018	4 April 2018
Construction contract no. 17/5 Beaconsfield skate park – Holm Park recreation reserve, Beaconsfield	Council resolution 19 February 2018	4 April 2018
Contract no. 17/15 Jolley Road Bridge replacement, Tonimbuk	Council resolution 19 February 2018	4 April 2018
Construction contract no. 17/53 Ulmer road west – sealed	Council resolution 19 February 2018	4 April 2018
Implementation of native vegetation offset works (Contract no. 17/49A, 17/49B and 17/49C)	Council resolution 19 February 2018	2 May 2018
Tenders contract No 17/26 Cardinia Cultural Centre stage 1 redevelopment and arts space	Council resolution 16 April 2018	8 May 2018
Deep Creek reserve environmental building and services package – contract 17/05	Council resolution 19 September 2018	9 July 2018
Cleaning and internal waste services Contract no 18/03	Council resolution 16 July 2018	9 August 2018 by Cr Ray Brown
Deed of release John Arthur Watson, 17 Old	Council resolution 20	Signd while Mike was Acting

Description	Authorisation	Seal date
Gembrook Road, Cockatoo	April 2015	
Cochrane Park Tennis Club. Construction contract no. 18/11. Amended from General Conditions of Contract AS2124-1992.	Council resolution 16 July 2018	20 August 2018
Catani recreation reserve – tennis/netball court upgrade. Construction contract no 18/14. Amended from General Conditions of contract	Council resolution 16 July 2018	20 August 2018
Comely Banks recreation reserve – detailed design. Contract no. 18/05	Council resolution 18 June 2018	20 August 2018
Contract 18/18 – Worrell Reserve Oval reconstruction	Council resolution 6 August 2018 (Special council meeting)	20 August 2018
Contract 18/08B – Road line and pavement marking services 2018 - 2021	Council resolution 18 June 2018	30 August 2018
Contract 18/07B – Supply of asphalt and asphalt paving services 2018-2021	Council resolution 18 June 2018	30 August 2018
Contract 18/08C – Road line and pavement marking services 2018-2021	Council resolution 18 June 2018	30 August 2018
Contract 18/07D – supply of asphalt and asphalt paving services 2018-2021	Council resolution 18 June 2018	30 August 2018
Contract 18/08A – Road line and pavement marking services 2018-21	Council resolution 18 June 2018	30 August 2018
Contract 18/07A – Supply of asphalt and asphalt paving services 2018-21	Council resolution 16/07/18	19 September 2018
Lease 6-10 Main Street Pakenham – WAYSS Ltd	Council resolution 1 October 2018	1 October 2018
Development Agreement 6-10 Main Street, WAYSS Ltd	Council resolution 16 July 2018	1 October 2018
CT 18/16 – Provision of turf mowing and associated works for sports playing surfaces	Council resolution 17 September 2018	23 October 2018
CT 18/17 - Peet Street Special Charge Scheme Construction	Council resolution 20 August 2018	30 October 2018
CT 18/30 – Officer Recreation Reserve Oval No 2 realignment CSC & SJM Turf & Civil P/L	Council resolution 15 October 2018	7 November 2018
CT 18/19 – James Bathe Pavilion CSC & Lloyd Group P/L	Council resolution 20 August 2018	7 November 2018

The following document requires the affixing of the Common Seal:

Boundary Roads Agreement between Cardinia Shire Council and Bass Coast Shire Council.

## CONCLUSION

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

## **11 DOCUMENTS FOR SEALING**

Moved Cr M Schilling Seconded Cr L Wilmot

That Council note the fixing of the Common Seal to the documents listed below and the Seal be affixed to the document as listed.

Cd.

## **12 COMPLIANCE WITH RATE CAP**

FILE REFERENCE INT1878378

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Doug Evans

### **RECOMMENDATION**

That Council resolves to:

- Adjust the rate in the dollar for the 2018/19 financial year to bring the rate increase for the current financial year into compliance with the rate cap of 2.25% as detailed in the table below:

<b>Differential rate Category</b>	<b>Current Rate \$/CIV</b>	<b>Adjusted Rate \$/CIV</b>
Agricultural Land	0.002048	0.002045
Base Rate	0.002728	0.002726
Lakeside Residential	0.002948	0.002946
Lakeside Vacant Land	0.006367	0.006365
Urban Agricultural Land	0.002320	0.002318
Urban Commercial and Industrial Land	0.003958	0.003956
Urban Rate	0.002893	0.002891
Urban Vacant Land	0.006249	0.006246

- Apply this correction to the third (February 2019) instalment notice;
- Send a SMS/Email notification to Flexipay and BPay customers advising that their scheduled payments will be automatically adjusted to reflect the new (reduced) amount.
- If a 'paid in full' ratepayer's additional payment exceeds \$35 customers will be provided with the option between a credit or refund. For 'paid in full' ratepayers where the additional amount is less than \$35 this will be applied as accredit to their 2019/2020 rates
- That the Essential Services Commission be advised accordingly.

### **Attachments**

1 Letter from Essential Services Commission 1 Page

### **EXECUTIVE SUMMARY**

As part of the Essential Services Commission's (ESC) annual compliance process, it has been brought to Council's attention that Cardinia is currently "immaterially non-compliant" with the Fairer Victoria rate cap that was set at 2.25%.

Council was found to have a rate increase of 2.33% or a total of \$52,765 over the 2.25% cap, this equates to an average of \$1.22 per rateable assessment.

To ensure compliance with the rate cap, it is recommended that council undertakes a minor adjustment to the rates in the dollar. As this adjustment is deemed immaterial, it will not require the Council to revise the adopted budget.

Details of the proposed adjusted rates are as follows:

Category	Number	Capital Improved Value (CIV) \$	Current Rate \$/CIV	Adjusted Rate \$/CIV	Adjusted rate income
Agricultural Land	1,154	1,488,380,000	0.002048	0.002045	\$3,043,737
Base Rate	15,492	9,340,788,750	0.002728	0.002726	\$25,462,990
Lakeside Residential	2,402	1,246,420,000	0.002948	0.002946	\$3,671,953
Lakeside Vacant Land	8	2,710,000	0.006367	0.006365	\$17,249
Urban Agricultural Land	17	80,375,000	0.002320	0.002318	\$186,309
Urban Commercial and Industrial Land	1,389	1,335,800,000	0.003958	0.003956	\$5,284,424
Urban Rate	20,080	10,569,855,000	0.002893	0.002891	\$30,557,450
Urban Vacant Land	2,738	1,030,430,000	0.006249	0.006246	\$6,436,065
<b>Total</b>	<b>43,280</b>	<b>25,094,758,750</b>			<b>\$74,660,180</b>

## BACKGROUND

There are several contributing factors which have resulted in Council being "immaterially non-compliant" with the 2.25% rate cap, including:

- Fewer new rateable properties than projected;
- The late receipt of approved valuation data from the Valuer General
- Higher than anticipated valuations.

Through the development of the 2018/19, budget estimated valuation figures and estimated assessment numbers were used to calculate the various rates in the dollar advertised in the draft budget. Once valuation data was received from the Valuer General's Office, a correction to reduce the rates in the dollar for the various categories of properties was moved at the Council Meeting when the budget was adopted. Unfortunately this reduction in the rate in the dollar was not sufficient to bring the total rateable income under the rate cap.

To avoid a recurrence of this situation in the future, Council officers will now use 'point in time' data to inform rating calculations, instead of projections. Point in time figures will be revisited throughout the budget process, allowing for the rate in the dollar to be adjusted accordingly.

## POLICY IMPLICATIONS

The State Government Rate capping policy was introduced into the Local Government Act in 2015 and has applied for the last two financial years.

## RELEVANCE TO COUNCIL PLAN

Nil

## CONSULTATION/COMMUNICATION

Ratepayers will be advised of adjustments to the rate in the dollar through numerous channels, including:

- The rate adjustment will be listed and applied to the third (February 2019) instalment notice;
- SMS/Email notification to Flexipay and BPay customers advising that their scheduled payments will be automatically adjusted to reflect the new (reduced) amount.
- Ratepayers who have paid in full will be credited on their 2019-20 rates notice. If the additional amount paid exceeds \$35, customers will be provided with the option between a credit or refund. (Processing/administration costs for refunds for amounts below \$35 are cost-prohibitive).

### **FINANCIAL AND RESOURCE IMPLICATIONS**

There will be only a minimal impact on the adopted budget, the \$52,765 will be offset by higher than budgeted income from supplementary rates. Other costs (staff, SMS, postage etc) can be accommodated within existing operational budgets.

### **CONCLUSION**

It is recommended that Council make a minor adjustment to the rate in the dollar to ensure compliance with the 2.25% rate cap. Adjustments, refunds or credits would be applied as outlined above.

## **12 COMPLIANCE WITH RATE CAP**

Moved Cr M Schilling Seconded Cr L Wilmot

That Council resolves to:

- Adjust the rate in the dollar for the 2018/19 financial year to bring the rate increase for the current financial year into compliance with the rate cap of 2.25% as detailed in the table below:

<b>Differential rate Category</b>	<b>Current Rate \$/CIV</b>	<b>Adjusted Rate \$/CIV</b>
Agricultural Land	0.002048	0.002045
Base Rate	0.002728	0.002726
Lakeside Residential	0.002948	0.002946
Lakeside Vacant Land	0.006367	0.006365
Urban Agricultural Land	0.002320	0.002318
Urban Commercial and Industrial Land	0.003958	0.003956
Urban Rate	0.002893	0.002891
Urban Vacant Land	0.006249	0.006246

- Apply this correction to the third (February 2019) instalment notice;
- Send a SMS/Email notification to Flexipay and BPay customers advising that their scheduled payments will be automatically adjusted to reflect the new (reduced) amount.
- If a 'paid in full' ratepayer's additional payment exceeds \$35 customers will be provided with the option between a credit or refund. For 'paid in full' ratepayers where the additional amount is less than \$35 this will be applied as accredit to their 2019/2020 rates
- That the Essential Services Commission be advised accordingly.

Cd.



## **13 QUARTERLY FINANCIAL REPORT**

FILE REFERENCE INT1878743

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Richard Williams

### **RECOMMENDATION**

That the quarterly financial report for the period 1 July to 30 September 2018 be received and noted.

### **Attachments**

1 Quarterly financial report 10 Pages

### **EXECUTIVE SUMMARY**

This report details Council's financial performance for the three months ended 30 September 2018.

### **BACKGROUND**

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

- Income statement – analysed by income, expenditure and non-recurrent items;
- Balance sheet;
- Cashflow statement; and
- Capital works.

### **POLICY IMPLICATIONS**

Nil.

### **RELEVANCE TO COUNCIL PLAN**

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

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

### **CONSULTATION/COMMUNICATION**

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

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The analysis undertaken as part of the Financial Performance Report is based on the differences between the 2018-19 budget adopted in May 2018 and the actual result as at 30 September 2018.

The operating result for the three months ended 30 September 2018 is a surplus of \$3.6m. This is \$3.8m better than the year-to-date budgeted deficit of \$0.2m.

Operating income is nearly \$1.0m favourable to budget, predominantly in Statutory Fees & Fines and Interest. Operating expenditure is just under \$2.9m favourable to budget, mainly in Materials & Services and Finance Costs. Detailed variance analysis is included in the attached report.

The total cash balance as at 30 September 2018 is \$103.9m, which is \$5.4m lower than at the end of June 2018. Excluding developer related funds, the cash balance is \$62.4m.

Total project expenditure for the three months to 30 September 2018 is \$13.3m, which is \$4.8m more than at the same time last year.

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

## **CONCLUSION**

It is appropriate that the Council receives and notes the Financial Performance Report for the period 1 July 2018 to 30 September 2018.

## **13 QUARTERLY FINANCIAL REPORT**

Moved Cr M Schilling Seconded Cr L Wilmot

That the quarterly financial report for the period 1 July to 30 September 2018 be received and noted.

Cd.

## **14 ENVIRONMENT QUARTERLY REPORT**

FILE REFERENCE INT1875999

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 Policy themes:

- Climate change
- Water
- Waste
- Biodiversity

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 2018-19 under the key performance area of Environment 'we will continue to plan and manage the natural and built environment for present and future generations'.

#### **Climate change and energy conservation**

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

##### **1 Environmental upgrade financing for businesses**

Environmental Upgrade Financing Agreements are a council-based financing mechanism to help businesses access funding for building works to improve energy efficiency, reduce waste and water use.

Property and business owners, have the opportunity to gain from exciting changes occurring in energy, waste and water technologies. Environmental Upgrade Financing (EUF's) agreements can assist business and farmers gain access to capital, freeing up cash flow and helping to complete projects that support long-term resource efficiency and operational cost savings. Interest to participate has been received from Gumbuya World and the VFF chicken meat President.

#### **Development and built environment**

A solar installer has been engaged to install a 5kW solar energy system at Cockatoo Kindergarten. With Council support, the kindergarten was able to access State funding for the renewable energy system following a successful application to the Solar Communities grants program administered by DELWP.

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

### **Water conservation**

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

#### **2 Water saving initiatives at Cardinia Life**

Options for water saving measures for Cardinia Life are currently being investigated. Quotations for minor water saving upgrades currently being refined and details on pool blanket options are being finalised. The pool blanket will save both potable water and energy by reducing the rate of evaporation and heat loss when the pool is closed each evening.

A recently completed upgrade includes monitoring of rainwater collected onsite and used for pool top up through the Building Management System. This combined with improvements to the rainwater harvesting system, has seen over 3 million litres of rainwater used for pool top up since November 2017- that would otherwise come from potable water.

### **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.

#### **3 Green waste drop off events scheduled**

Two free green waste drop-off events have been confirmed for November 2018 to assist residents in preparing their properties for the upcoming fire danger period. The event details are:

Dates: Friday 16 November to Monday 19 November 2018 inclusive

Time: 9am to 4pm

Location: Lysterfield Resource Recovery Centre. 840 Wellington Road, Lysterfield

Dates: Friday 23 November to Monday 26 November 2018 inclusive

Time: 9am to 4pm

Location: Pakenham Resource Recovery Centre. 14 Drovers Place, Pakenham

Residents are able to deliver green waste for free from residential vehicles and trailers, upon the presentation of photo ID demonstrating a home address within the Shire. The service has the capacity to be expanded to individuals and community groups who wish to deliver green waste in larger vehicles, assessed on a case by cases basis by the Emergency Management and Waste teams.

### **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.

4 Biodiversity Conservation Strategy (BCS) and Pest Plant Management Strategy update  
Drafting of the Biodiversity Conservation Strategy and review of the Pest Plant Management Strategy continues. Following an extensive and detailed initial consultation process with the community, the Environment and Heritage Unit introduced the strategies and sought feedback from the Youth Council on Wednesday 5 September. The Youth Council were very supportive of the project and provided valuable information to contribute to the Strategy. The Youth Council will be providing network contacts to assist in the future consultation of the draft strategy once complete.

5 Community programs - Emerald Star Bush week (ESB) and Trees for weeds swap  
Emerald Star Bush (ESB) week was held in mid-October. Environment and Heritage staff worked with the community to continue surveying for new ESB populations. The community also organised and held a tree planting event at the DELWP owned Clematis Park Reserve. They also manned a market stall on Sunday 21 October which included give-aways of plants, stickers and coasters.

The Environment and Heritage Unit in conjunction with Friends of Emerald Lake Park ran the annual Trees for Weeds Swap on Saturday 8th September. 50+ attendees came to the successful event, with 300 indigenous trees distributed.

#### **POLICY IMPLICATIONS**

Nil.

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

Nil.

#### **CONSULTATION/COMMUNICATION**

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

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

Nil.

#### **CONCLUSION**

Council continues to be a leader in the environmental field, being one of a few councils to facilitate environmental upgrade financing for large businesses in the shire.

Council continues to deliver a multi-pronged approach to environmental sustainability, offering a suite of both community based programs such as trees for weeds swap and the green waste drop off service. This compliments the strategic work such as the drafting of the Biodiversity Conservation Strategy, which will provide a long term framework to guide decisions, programs and works into the future.

## **14 ENVIRONMENT QUARTERLY REPORT**

Moved Cr M Schilling Seconded Cr L Wilmot

That the report be noted.

Cd.

## **15 QUARTERLY PERFORMANCE REPORT**

FILE REFERENCE INT1878997

RESPONSIBLE GENERAL MANAGER Jenny Scicluna

AUTHOR Jo Battin

### **RECOMMENDATION**

That the Quarterly Performance Report for Quarter 1 2018-19 be received and noted.

### **Attachments**

1 Quarter 1 Performance Report 2018-19 64 Pages

### **EXECUTIVE SUMMARY**

Activity has begun on all but three of the 147 adopted Council Plan Actions for 2018-19. Furthermore, nine of these actions have already been completed. Sixty-five business improvement projects have already been identified by the organisation, and these represent 87% of our annual efficiency target.

Population growth within the Shire remains robust, at six families moving to the area, per day, for the quarter. This rate may decelerate slightly in the near future, given recent modest falls in building completions. That said, increases in subdivision applications are likely to again drive building activity over the mid-term, providing continued support for strong population growth.

### **BACKGROUND**

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

### **Council Plan Performance**

There are 147 Council Plan actions due for completion for the 2018-19 financial year. The target is 90% completion by 30th June 2019. Nine Council Plan actions are completed (6%). Please refer to the Quarter 1 Performance Report 2018-19 for detailed progress.

	Completed	In Progress	Not Started	Total
1. Our People	1	49		50
2. Our Community		19	1	20
3. Our Environment	2	39	1	42
4. Our Economy	2	20		22
5. Our Governance	4	8	1	13
<b>Total</b>	<b>9</b>	<b>135</b>	<b>3</b>	<b>147</b>



### **Council Activity Summary**

Cardinia Shire Council commenced the first quarter of 2018–19 with a number of projects across all five key areas of our Council Plan. The following highlights demonstrate our solid start to this financial year, and promise an exciting three quarters ahead for Council and community.

### **Advocacy**

Council continued to advocate strongly for the needs of Cardinia Shire, working to promote a range of projects important to our community. A package of almost 60 priority projects was presented to local state candidates, covering roads and transport, education, sports and recreation facilities, community support services, and more.

Council presented \$178,000 in funding under the Community Capital Works Grants for community groups to upgrade community and recreation facilities.

We welcomed \$75,000 in funding support from the Victorian Government's Local Government Free from Violence grants for Together We Can's new Community Solutions program. A further \$35,000 was announced for Cardinia Shire and Bass Coast to work together on efforts to address violence against women and children.

We also pledged to support the 'Racism. It stops with me' campaign, in recognition that racism is unacceptable and as another step towards creating a safe and inclusive community.

### **Community participation**

More than 100 grade six students gathered for the inaugural Cardinia Shire Council Student Leaders Conference. This is an important part of our community engagement commitment and as a designated Child Friendly City, Council recognises children as important citizens in our community. The conference gave primary school-aged children a platform to be heard, and for Council to listen.

We invited community input to help develop a plan for the Emerald Lake Park precinct, which will guide activities, maintenance, promotion and improvements at the park.

As the year draws to an end for our 2018 Youth Council program, it is opportune to reflect on the important role this initiative has played in helping the young councillors learn about local government, and the advocacy and contributions they make on behalf of young people across the Shire. Applications opened late September for the 2019 program.

Nominations are open for the Cardinia Shire Australia Day Awards to recognise residents and community events making an outstanding contribution to our local community. Residents are encouraged to learn more about the awards and nominate someone or an event that makes an important contribution to our shire

### **Sustainability**

Pakenham Library underwent an environmentally-friendly facelift with Council installing an 84kW solar electricity system and upgrading to energy efficient lighting to reduce energy consumption and improving the quality of lighting for people using the library, hall and U3A. A 37kW solar electricity system was also installed at the Beaconsfield Community Complex, which will provide savings of approximately \$7,000 per year in energy costs.

Community workshops on sustainability continued to provide valuable information and recommendations towards developing sustainable living practices and resilient communities – the July and August sessions covered Sustainable Gardening and the Food Cycle.

Council resolved to support participation and establish the Environmental Upgrade Financing Program to enable businesses to access financing from the Sustainable Melbourne fund for environmental upgrades to improve water, energy and waste efficiency.

### **Local Business and Economy**

The Casey Cardinia Business Breakfasts continued, as an initiative for local businesses to connect and be inspired about business and leadership. Brendon Gale, CEO of Richmond Football Club was the guest speaker at September's Business Breakfast.

Council placed its first Community Food Strategy and Action Plan on exhibition in September. The Strategy aims to grow a vibrant local food economy, which supports growers and enables people to access locally produced food.

### **Major Projects**

James Bathe Recreation Works – Stage 1 progressed with work beginning on two sports ovals, netball courts, a multi-use ball court, multi-use nets; and areas for skateboards and scooters. Work is also progressing on the open space areas, a nature-based playground, barbecues, shelters and car parking.

Construction and sealing of the entrance road, car park and associated access roads at the IYU Recreation Reserve neared completion, improving access to Cardinia Shire's premier soccer facility and one of the best soccer venues in the south-east.

Families started to enjoy the redeveloped Pakenham Kindergarten that includes a new multipurpose area, storage room, staff room, amenities and covered outdoor storage space enabling more programs to be offered and capacity to cater for extended services if required.

The old timber bridge on Jolley Road was replaced with a new reinforced concrete structure enabling improved community access as well as access into Bunyip Regional Park for emergency services.

### **Innovation**

Council was recognised as one of Australia and New Zealand's Most Innovative Companies. The Australian Financial Review ranked Council as number 77 overall – the only local government to make the top 100 list.

Council launched MyCardinia – a platform to deliver a better experience for online interactions with Council. MyCardinia enables residents to make, manage and track service requests and transactions with us through a single online platform when and where it suits them.

### **Business Improvement Summary**

Council promotes a culture of continuous improvement. There is an ongoing effort to improve processes and services by identifying opportunities for streamlining within the organisation. Council currently has sixty-five improvement project opportunities underway and has achieved 3% of the business improvement target for this financial year. Examples of our current improvement projects include:

- Removal of refrigerant gas (R22) and replacement with new units - Council maintains heating units that use R22 gas. This refrigerant is being phased out due to environmental concerns and it is becoming more expensive to maintain such units. Phasing out of the older units will save maintenance costs.
- Reduction in cost to deliver South East Professional Development Day - Co-operation between Cardinia, Casey and Dandenong councils to share costs for this event therefore saving Cardinia Shire resources.
- Implementation of centralised temporary labour hire system - Use of a centralised system to improve efficiency and reduce costs to Council for staffing.

### **Growth Summary**

Residential land development in the shire has had varied results this quarter. There were 666 Subdivision applications this quarter, 151% higher than the previous quarter. YTD Figures are 70% higher than last year. Lots issued a Statement of Compliance this quarter are 70% lower than last quarter and 67% lower than last year.

Residential building completions are trending downwards. 449 residential building completions were processed this quarter, 7% lower than last quarter. YTD figures are 8% lower than the same time last year.

The family growth rate in the Shire remains at six families per day for the quarter. The YTD figure also remains at six families per day. There were 421 births in the Shire this quarter, 3% higher than last quarter but 2% lower than last year. Enrolments to Maternal and Child Health have increased by 2% this quarter but are 5% lower than last year.

### **POLICY IMPLICATIONS**

Nil.

### **RELEVANCE TO COUNCIL PLAN**

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

### **CONSULTATION/COMMUNICATION**

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

### **FINANCIAL AND RESOURCE IMPLICATIONS**

Nil.

**CONCLUSION**

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

## **15 QUARTERLY PERFORMANCE REPORT**

Moved Cr M Schilling Seconded Cr L Wilmot

That the Quarterly Performance Report for Quarter 1 2018-19 be received and noted.

Cd.

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

FILE REFERENCE INT1878748

RESPONSIBLE GENERAL MANAGER Michael Ellis

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

### **RECOMMENDATION**

That the report be noted.

### **Attachments**

*Nil.*

### **EXECUTIVE SUMMARY**

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

### **CONCLUSION**

This regular activity report is provided for Councillors' information.

### ***Capital works***

#### **Reserves**

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

Project description	Construction of two football/cricket ovals, netball courts and playspace.
Funding	The project is funded by Council and a contribution through Sport and Recreation Victoria.
Timelines	The works are expected to be complete by April 2019.
Update	Bulk earthworks and drainage to both ovals, the car park and playground areas are complete. Concrete works are underway in the playground area. Stabilisation and kerb is complete to the carpark areas. Footings for the goal posts and behind goal nets are installed. Internal sewer works are complete and work is continuing on the electrical installation through the playground area. The gas and electrical meters have been installed and potable and recycled water are to follow. Irrigation to oval 1 is complete with irrigation to oval 2 well underway. The pump shed has also been installed. Spoon drains to both ovals are complete. Fencing works to oval 2 are nearly completed and have commenced on oval 1. The building pad has been completed and handed over to the pavilion contractor.

### 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 has been awarded to Lloyd Group Pty Ltd. The contractors has commenced site establishment and is starting works associated with the preparation of the ground slab and services.

### 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 December 2018.
Update	The contractor has now completed all drainage works, as well as kerb to approximately 60 per cent 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. The Contractor is due to return to site mid-November to continue the project 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.
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 surfacing and finishing works are now complete. Landscaping works are well progressed. Once the works are complete the site will remain closed to allow an establishment period for the landscaping.

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

**Project description** The Cardinia Community and Education Centre is a multi-user shared facility, combining ecological values, education and sport. The building will combine the requirements of the Pakenham and District Golf Club and Cardinia Environment Coalition (CEC). The building will incorporate separate and shared spaces for the golf club and CEC users, including a multi-function room, lounge/dining/bar area, café, pro shop, environmental training areas, administration areas, and a commercial kitchen. Kirchner Constructions Pty Ltd have been appointed to undertake the building works.

**Funding** This part of the Deep Creek Reserve project is funded by Council.

**Timelines** Works expected to be complete in mid-2019.

**Update** Building construction works completed include all in ground mains services, floor slab and internal timber stud framing. External structural steel framing, roof truss construction is completed. Roof covering works have commenced. Pathways to building perimeter and access via Eco Playgarden are due to commence shortly.

### **Deep Creek Reserve – landscape package**

**Project description** The landscape works will complement the civil and building works and includes planting, furniture installation, hydro seeding, and other associated works.

The landscape component of the project was tendered separately to ensure high environmental outcomes are achieved, with a focus on the use of indigenous plants of local provenance. Australian Ecosystems Pty Ltd have been appointed to undertake the landscape works.

**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 the next two months. 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 – Nursery and education centre

Project description	Construction of a community driven indigenous plant nursery including outdoor education space, retail display garden, propagation facilities, irrigation, shade houses and green houses to grow the plants.
Funding	This part of the Deep Creek Reserve project is jointly funded by Council and the Andrew's Foundation.
Timelines	Construction is due to commence April 2019 to be completed in July 2019 to coincide with the completion of the Deep Creek Reserve development.
Update	The Nursery and Education Centre concept has been signed off by stakeholders and tender documentation is being prepared.

### Emerald netball facility

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

### Catani Tennis Courts

Project description	Construction to upgrade two tennis / netball courts including new lighting, surfacing and shelters.
Funding	The Victorian Government and Council jointly fund this project.
Timelines	Completion is due by the end of December.
Update	Works are about to commence and are on schedule for completion.

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

Project description	Reconstruction of the western oval at the Officer Recreation Reserve, Starling Road Officer.  The works include, but are not necessarily limited to reorientation, reshaping and resurfacing of the oval and the installation of subsurface drainage, irrigation and perimeter fence.  A funding application has been made to the Australian Government for ball catch nets, lighting upgrades and to upgrade the proposed gravel footpaths to a concrete footpath
Funding	Council funds the project.
Timelines	Works are expected to be complete in May 2019.
Update	The contract has been awarded to SJM Civil and Turf and the contractor has commenced onsite, with demolition works underway.

### Worrell Recreation Reserve pavilion upgrade

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.(\$2.8m)
Timelines	Construction is programmed to be complete by end of December 2019.
Update	All stakeholders have approved concept designs. Tender documentation preparation has commenced. Tender due to be advertised January 2019 and construction works to commence early April 2019 for a December 2019 completion.

### Worrell Recreation Reserve oval upgrade

Project description	Redevelopment of the football and cricket oval.
Funding	The project is fully funded by Council.
Timelines	Construction is expected to be complete early 2019, with a maintenance period to follow.
Update	Bulk earthworks and irrigation are complete, with sub-surface drainage nearing completion. The retaining wall is nearing completion. The centre cricket wicket and rear access road have been installed.

### Lang Lang Community and Recreation Precinct

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. There is now a grass establishment period for the ovals to enable them to be played on.  With reference to the pavilion, Scheme approved by all stakeholders and the Project is at Tender stage to obtain Council approval of award at the December Meeting in order to commence construction in February 2019.

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

Project description	Reconstruction of the Koo Wee Rup Primary School oval and the adjacent Koo Wee Rup Secondary School oval.  The primary school oval upgrade includes new sub surface drainage, two new cricket nets and some portable barrier netting to protect school infrastructure.  The secondary school oval upgrade includes new sub surface drainage, irrigation, and flood lighting, installation of a bore, power upgrade, and construction of a new pavilion and extension of the synthetic hockey pitch to meet Australian standards.
Funding	The primary school upgrade is funded by Sport and Recreation Victoria and Council  The secondary college is funded by the Victorian Government's Department of Education of which a portion is allocated for the oval upgrade works.
Timelines	Works are scheduled to commence once the tender has been awarded..
Update	Designs have been finalised by the consultant, currently plans are being reviewed by the Victorian School Building Authority (VSBA), once we

have received sign off from the VSBA, we will be going to tender.

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

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

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

Project description	Construction of new change rooms at Cora Lynn Recreation Reserve.
Funding	This project is fully funded by Council.
Timelines	Construction completion to be confirmed.
Update	Council officers have been working with the football, netball and equestrian clubs and the reserve committee of management regarding developing a concept plan for the new change rooms.

### **Emerald Community Hub**

Project description	The Hills Hub will be a multipurpose facility that will enhance existing community activities delivered by the Emerald Mechanics Institute, establishing a long-term base for Emerald U3A, Emerald Men's Shed, 3MDR Community Radio station and other existing stakeholders. It will also provide opportunity to respond to emerging local needs, including skill development, training and employment creation. An advisory group 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	Construction works are well underway. The ground floor slab and

blockwork have been completed. Steelwork framing has commenced.

### **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	Council and the Victorian Government (\$250,000) are jointly funding this project.
Timelines	Construction is about to commence and should be complete in January 2019.
Update	Construction of the tennis courts has commenced and will be complete by January 2019.

### **Roads, paths, drains and bridges**

#### **Eastern Dandenong Ranges Trail**

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 (\$623,000) 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	Construction is complete
Update	<p>The official opening was held on the 30 October 2018, with representatives from the Australian Government and Victorian Government as well as other dignitaries.</p> <p>Council have commenced design and documentation of wayfinding and emergency signage along the trail, liaising with the Eastern Dandenong Ranges Association in the progress.</p>

### Emerald Lake Park

Project description	Replacement of outfall drainage pipe and reconstruction of Emerald Lake Park Road dam wall.  The leak in the Emerald Lake Park outfall drain was discovered in March, with expert dam and hydraulic engineers attending the site on the same day. Road closure, response program and inspection regime was put in place immediately.
Funding	The works are fully funded by Council.
Timelines	This project is due for completion in December 2018.
Update	The initial stage of works are complete with the exception of sealing of the road. Sealing of the road above the dam wall is to be complete in the coming weeks.

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

Project description	This intersection has been identified as a high-risk intersection. The offsetting of the western leg of the Bunyip River Road to the north at this intersection will improve safety at this location.
Funding	The project is funded through VicRoads Blackspot Program.
Timelines	Works expected to be complete by December.
Update	Road works on site are well underway and are on track to be complete by December.

### 2018-19 Footpath maintenance program

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

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)	Status
Tivendale Road, Officer	October	Complete
Station Street, Pakenham	Pedestrian Crossing	In Design
Kennilworth Ave , Beaconsfield	October	Complete
Bald Hill Road, Pakenham	November	
Anderson Road, Bunyip	October/November	Complete
Main Street, Bunyip	October/November	Complete
Gembrook Road and Redwood Road , Gembrook	November	
Pinnocks Road, Emerald (Gravel path)	February/March 2019	
Grange Court, Koo Wee Rup (Gravel path)	January/February 2019	
O'Neil Road, Beaconsfield	October/November	Complete
Webster Way, Pakenham	October/November	Complete
Princes Hwy: Brunt Road to Panorama Avenue, Beaconsfield	October/November	Complete

**Funding** The \$680,000 program is fully funded by Council through the footpath and pedestrian and bicycle strategy programs.

**Update** The concrete footpath component of the program is now 75 percent complete and on track to be completed by the end of December, with the gravel paths to be completed during the summer period.

### 2018–19 Road renewal and resurfacing program

Project description	The significant proactive maintenance and upgrade of Councils road network as per Council's asset management system.
Funding	Council and the Australian Government's Roads To Recovery Program jointly fund the program.
Timelines	It is anticipated that the program will be complete by the end of May.
Update	The rehabilitation program has been awarded to QR Constructions (Gippsland) and MACA Infrastructure respectively, with works scheduled to commence shortly.

Preparation works for the asphalt and reseal programs have been completed. The asphalt renewal program has commenced planning with projects being allocated to specific panel contractors. Works on the reseal and asphalt overlay programs will occur in the summer months. A separate report will be presented to this Council meeting recommending a contractor for these works.

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

Project description	The unsealed roads re-sheeting program is aimed to replenish approximately 60 kilometres of unsealed roads throughout the shire with new crushed rock that has been lost due to storms and general wear and tear.
Funding	The program is fully funded by Council
Timelines	It is anticipated that the program will be completed by April 2019
Update	This project has commenced, with 13 kilometres of roads re-sheeted to date.

### 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. Orders have been placed on materials, which have a long lead time.



### Kenilworth Avenue construction

Project description	Construction of the first stage of Kenilworth Avenue, extending from Brunt Road to the Princes Highway underpass. The works include a sealed road pavement, kerb and channel on both sides, underground drainage, a concrete path on the south side and a shared concrete pathway on north side.
Funding	This project is funded through the Officer Developer Contributions Plan and is being delivered by an active developer in the immediate area as works in kind against payment of their developer contributions.
Timelines	Stage 1 (Brunt Road to Princess Highway underpass) works will recommence once the legal dispute is resolved.
Update	<p>Stage 1 Kenilworth Avenue works continue to be on hold due to circumstances beyond our control. Council Officers continue to facilitate a favourable outcome between the developer and the delivery contractor.</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>

### Other capital projects

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

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

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

<b>Project Description</b>	<b>Installation of an 84kW solar electricity system at the Pakenham Library Hall and U3A.</b>
Funding	This project is funded by Council.
Timelines	Works 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

<b>Project Description</b>	Installation of a 26kW solar electricity system at the Beaconsfield Community Complex.
<b>Funding</b>	This project is funded by Council.
<b>Timelines</b>	Works to commence once AusNet pre-approval is received.
<b>Update</b>	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

<b>Project Description</b>	Energy efficiency lighting upgrades will involve the replacement of over 500 inefficient lights in the Pakenham Hall, Library and U3A and the Koo Wee Rup outdoor pool.
<b>Funding</b>	This project is funded by Council.
<b>Timelines</b>	Project is scheduled for completion in July 2019
<b>Update</b>	Echo Group have been engaged to conduct the upgrades and the project is currently underway.

### Decorative street lighting upgrade

<b>Project Description</b>	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.
<b>Funding</b>	This project is Council funded.
<b>Timelines</b>	Upgrades are on track to commence at the start of next financial year.
<b>Update</b>	A network modification agreement is being created between Council and AusNet. A contractor has been appointed and they will be retrofitting 345 lights due to the favourable quote being received. The retro fit kits have been order, these have a lead time of several months.

### Officer Town Centre landscape works

Project description	<p>Landscape embellishments to northern part of Siding Avenue, around Central Energy Plant and Stormwater Tanks Park. Finalisation of landscape works around the Civic Centre.</p> <p>In addition to the required infrastructure around the tank, the works around the stormwater tank are designed to create a public square in the middle of officer. Stairs and decking leading up to the existing generator shed will have garden beds and will form an amphitheatre to allow this to become a 'city square' style park for all to enjoy.</p>
Funding	<p>Fully funded by Development Victoria under their permit for Officer Town Centre.</p> <p>Works on the tank park itself are costed at over \$750,000</p>
Timelines	<p>Works are due to be completed in 2019.</p>
Update	<p>Works have commenced on the Tank Park. They have completed the tank stabilisation and electrical work to ensure the generator and tanks are not impacted by the works.</p> <p>Works around the Central Energy Plant are awaiting VicTrack signoff to complete the retaining wall works and then paving, garden bed and lighting works.</p> <p>Around the trees in Siding Avenue, permeable paving is in the process of being installed to replace the granitic sand with a heavy duty, lower maintenance alternative.</p> <p>Tree planting along Bridge Road from Gum Scrub Creek to Officer South Rd has been completed.</p>

## **Strategies**

### Biodiversity Conservation Strategy

Project description	<p>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.</p> <p>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.</p> <p>The BCS consultation process will also be used in the Pest Plant Strategy review.</p>
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Funding	The project is fully funded by Council.
Timelines	The finalised strategy is due to be adopted by Council in June 2019.
Update	A first draft of the strategy including a costed action plan is nearing completion. It will be present to Council's senior leadership team before being made available for public comment early in 2019.

**Pest plant management strategy**

**Project description** The pest plant management strategy 2012 to 2017 (PPMS) is currently undergoing a major 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. Following the consultation phase the strategy review is nearing completion with the new draft strategy being developed ready for further feedback in early 2019.

**16 MAJOR PROJECT AND STRATEGIES ACTIVITY REPORT**

Moved Cr B Owen Seconded Cr M Schilling

That the report be noted.

Cd.

## REPORTS OR MINUTES OF COMMITTEES

The Mayor advised that minutes from various committees had been received including Council Briefing Sessions that were available for perusal.

## REPORTS BY DELEGATES

### **Westernport Biosphere Group**

Cr Brown reported on his attendance at a recent meeting of the Westernport Biosphere Group and advised that the group were concerned at their ongoing funding and that the new Executive Officer appointed was looking at means of raising the profile of the group.

### **Multi-Cultural Forum**

Cr Wilmot advised of her attendance at the first Multi-Cultural Forum, organised by the CALD Advisory Committee and commented on the successful conduct of the Forum and that the input received from the Forum would be used to help in drafting the Cultural Diversity Plan that will be presented to Council.

Cr Brown also commented on the event and congratulated the organisers and those that attended

### **Motorsport Clubs Steering Committee**

Cr Owen provided a progress report regarding the Motorsport Clubs Steering Committee that had been formed consisting of representatives from the Pakenham Auto Club and Koo Wee Rup & District Motor Cycle Club Councillors and Council Staff

### **Remembrance Day**

Cr Owen advised of his attendance at the Officer Remembrance Day activities noting that many such services were held across the Shire and thanked all community members and groups that had organised these events.

### **Deer Management Committee**

Cr Owen reported on his attendance at a meeting of the Cardinia Deer Management Committee in Upper Beaconsfield and advised that the major concerns regarding the Deer cull was the disposal of carcasses and that the Committee were seeking Council's assistance.

### **Diwali Festival**

Cr Moore advised of his attendance at the Diwali Festival held at Gumbuya World,

### **Grade 4 Students**

Cr Owen advised that he spoken to Grade 4 students at John Henry Primary School

### **Rotary**

Cr Owen advised of his attendance at a Rotary Public Speaking Event in Emerald

### **Vale Ray Coombs**

The Mayor advised of his attendance at the funeral of Mr Ray Coombs held at the CCC advising that Mr Coombs was a tireless volunteer in Nar Nar Goon was a previous recipient of Stan Henwood Award and that he would be sadly missed.

## PRESENTATION OF PETITIONS

Nil

## COMMUNITY QUESTION TIME

The Mayor advised of a series of 6 questions received from Gloria O'Connor and referred the questions to various General Managers to read and answer, as detailed below:

### Question 1.

Why was no information forwarded to Berwick-Pakenham Historical Society advising about the proposed building of 10 houses and an office on land at 6 – 10 Main Street Pakenham adjoining the Syd Earle Reserve, former Shire Office building and carpark ? Council report states “Notice of the application has been given by sending notices to the owners and occupiers of adjoining land”.

### Answer by General Manager Planning & Development

It is recognised that the land, Sid Earle Reserve, is owned by Council. Under section 52 of the Act, the Society is not a recommending or determining referral authority, therefore referral was not required. Through the pre-application process, Officers required the applicant to amend their plans to ensure a setback was allowed between the first unit and the abutting reserve (historical building). This ensured that there was a significant gap to allow planting to soften any impact of the unit against the reserve and allow appropriate sightline from the front of the property to the reserve.

### Question 2.

On 1<sup>st</sup> October at a Special Council Meeting about the land at 6 - 10 Main Street, it was stated that a favourable decision must urgently be made by Council in order to receive promised funding . From whom was the promised money received and what was the amount? Where is the money at present? How will it be spent?

### Answer by Acting General Manager Community Wellbeing

Construction is being arranged and funded by the Peter & Lyndy Whyte Foundation. The exact cost of the development has not been finalised but it will involve – 10 (3&4 bedroom) units, one office and all landscaping, perimeter fencing, outdoor paths etc.

### Question 3.

If and when the planned housing project continues, whose name will be on the title of the dwellings, will rates be payable and by whom, and why is Council to be financially responsible for the ongoing maintenance of the properties?

### Answer by Acting General Manager Community Wellbeing

The dwellings will be managed and operated by WAYSS, and Windermere will provide the wrap around social services support to tenants. Council is leasing the premises (land and dwellings) to WAYSS. As the land will remain in Council's ownership no rates will be payable, Council has accepted the responsibility for the ongoing maintenance that is expected to cost in the order of \$3000 per annum.

### Question 4.

Has any action been taken by Council to request State government to set a mandatory requirement for each property developer to reserve an agreed section of land in each planned housing development to be available for social housing projects?

### Answer By General Manager Planning & Development

On 1 June 2018, the State Government made changes to the Planning and Environment Act by adding a new objective to the Act “to facilitate the provision of affordable housing in Victoria”. This change intended to provide a framework that allows for approaches to the delivery of affordable housing. Any approach would be a voluntary agreement between a Council and a landowner to

deliver affordable housing as part of new developments. I note that the Government stopped short of making it a mandatory requirement. State Government (DELWP officers) support Council's position to negotiate 2% of all future housing development (over 100 lots) for social housing as proposed in the Draft Social and Affordable Housing Strategy currently on public exhibition.

#### **Question 5.**

What is the allocated funding amount for the Council room installed cameras and their ongoing maintenance?

#### **Answer by Acting General Manager Corporate Services**

Council has currently committed to a trial of webcasting of Council Meetings until June 2019. This comes at a cost of \$1,648 per meeting. The cameras and equipment are not owned by the Council they are provided on a contract basis.

#### **Question 6.**

Will there be funding allocated to an upgrade of the current Council telephone service.

#### **Answer by General Manager Corporate Services**

There is no funding committed to upgrading the actual telephony system that is used by the customer service officers. However, the customer service team continues to identify process improvements to enhance the experience of the customers making phone enquiries with Council. They take on average 500 calls per day and 120,000 calls per year. During the recent peak rate enquiry period, wait times for phone calls were halved and call abandonment rates were reduced from 30% to 2%. Given the continued growth in the community, council is very aware of the need to make information readily available to residents to reduce the need for phone enquiries. There are a number of projects being worked on across council to achieve this objective.

## **COUNCILLOR QUESTION TIME**

### **Questions to the General Manager of Assets and Services – Mike Ellis**

The delays of the construction of Kenilworth Avenue in Beaconsfield continues to adversely impact landowners, residents and users of this road. It has been almost 12 months since construction works ceased.

Can you please provide council with an update on :

The construction of Kenilworth Avenue in Beaconsfield?

- What is council is doing to resolve the contractual issues between the developer and contractor?
- What is council doing to maintain Kenilworth Avenue and reduce the adverse impact on residents and users of the road during this prolonged contractual dispute?

### **Answer by General Manager Assets & Services**

The Deed between the Developer financing the roadworks and the Contractor delivering the works is now agreed upon. The only outstanding issue is finalising the delivery arrangements and determining the revised date of practical completion which should be decided this week.

In relation to maintaining the road there has been a significant increase in the grading frequency and the road was recently resheeted with gravel to improve the standard of the road surface. We will continue the higher maintenance effort until the road is sealed.

### **Question to Chief Executive Officer – Carol Jeffs**



The many major non-signalised intersections along the Princes Highway between Pakenham and Beaconsfield are under extreme pressure and require signalisation.

The intersection of O'Neil Road and Old Princes Highway, Beaconsfield is already at capacity and has seen large number of vehicle collisions in recent times including two collisions in the past week.

Can you please update council on –

- What is council doing to bring forward the construction of the O'Neil Road and Old Princes Hwy intersection?
- What is council doing to try to bring forward the signalisation and upgraded of the other non-signalised major intersections between Pakenham and Beaconsfield?

**Answer By Chief Executive Officer**

Council has progressed to the concept design stage for all 8 of the intersections along the Princess Highway, Glismann, O'Neil, Brunt, Bayview, Tivendale, McMullen, Arena Parade and Thewlis Roads.

The total cost of the project is \$35 million, of which only half is covered by developer contributions.

Cardinia Shire has advocated strongly for Government funding leading into the State Election for this whole package of intersections and we will be approaching the new Government after the election to fund the constructions of the intersections.

**Meeting closed at 8.55pm**

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Minutes Confirmed  
Chairman