

Council Meeting

Agenda

Monday 16 June 2025

Commencing 7:00 PM

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

Council Meeting

Monday 16 June 2025 at 7:00 PM.

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

Officers: Peter Benazic Interim Chief Executive Officer
 James Kelly Acting General Manager Infrastructure and Environment
 Debbie Tyson General Manager Community & Planning Services
 Wayne Mack General Manager Corporate Services
 Peter Harris Manager Governance, Safety & Property
 Natasha Berry Acting Coordinator Governance and Councillor Services

Dear Councillor,

You are advised that a meeting will be held in the **Council Chambers, Cardinia Shire Council Civic Centre, 20 Siding Avenue, Officer** on **Monday 16 June 2025** commencing at **7:00 PM**.

Peter Benazic
INTERIM CHIEF EXECUTIVE OFFICER

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1 Opening And Reflection

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

2 Traditional Owners Acknowledgement

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

3 Apologies

4 Adoption And Confirmation Of Minutes

Recommendation

That Council confirm the minutes of the following meetings:

1. Council Meeting 19 May 2025.
2. Town Planning Committee Meeting 2 June 2025.

5 Declaration Of Interests

6 Community Questions

7 Ordinary Business

7.1 Town Planning Reports

7.1.1 PLANNING SCHEME AMENDMENT C282 - OFFICER KILN - JAMES HICKS POTTERY

Responsible GM:	Debbie Tyson
Author:	Mir Faruque
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<p>1.1 We empower our communities to be healthy, connected and resilient 1.1.2 Enrich local identity and opportunities for the community to connect through art, history and cultural expression.</p> <p>4.1 We support our productive land and employment land to grow local industries 4.1.5 Strengthen and promote our shire's unique identity and visitor attractions.</p>

Recommendation

That Council:

1. Requests authorisation from the Minister for Planning to prepare and exhibit proposed Planning Scheme Amendment C282card under *section 8A of the Planning and Environment Act 1987*.
2. Considers planning permit application T230528, concurrently with proposed Planning Scheme Amendment C282card pursuant to *Section 96A and 96B of the Planning and Environment Act 1987* (Attachment 7).
3. Exhibits proposed *Planning Scheme Amendment C282card* concurrently with planning permit T230528, in accordance with *sections 17, 18 and 19 of the Planning and Environment Act 1987*, if authorisation to prepare the Amendment is received from the Minister for Planning; and
4. Authorises the Manager of Planning and Design to make any minor adjustments required to the proposed Amendment C282card documentation to meet the intent of the resolution.

Executive Summary

Amendment C282card proposes to amend the Cardinia Planning Scheme to permit a prohibited use, specifically an 'office' at Lot AA PS814723 Cotswold Crescent Officer (also known as the Officer Kiln site). The proposed planning scheme amendment seeks to amend the table in the Schedule to Clause 43.01 Heritage Overlay, to allow prohibited uses for HO104. The table contains site specific heritage controls and includes a column that asks whether prohibited uses are permitted. The table for HO104 currently states 'No' and it is proposed to change this to state 'Yes'. This will enable Council to consider

the concurrent planning permit application T230528 seeking approval for the use of the land for an office.

Modifying the Heritage Overlay H0104 under the *Planning and Environment Act 1987* is considered the most appropriate mechanism to achieve the desired outcome. Council will consider a prohibited 'office' use for the James Hicks Pty Ltd site (H0104) and facilitate the development of the site and associated conservation of the heritage structure, the kiln.

The site presently has planning permit T170233 for a restaurant and access to the Princes Highway. The proposed planning permit T230528 seeks to expand on the current planning permit T170233 and continue to have a restaurant on site but now include an office component. The proposed use of the land as an office will not adversely affect the significance of the heritage place, and planning permit T230528 has been prepared and lodged concurrently with this proposed Planning Scheme Amendment to demonstrate how the proposed mixed-use development and office use will aid in the conservation of the existing heritage elements on site. Overall Council officers consider the proposed use will result in a favourable planning outcome with beneficial environmental, social and economic consequences.

The report further discusses the benefits of allowing an office use on the site.

Background

Planning Scheme Amendment C282card to the Cardinia Planning Scheme is proposed by Nobelius Land Surveyors on behalf of James Hicks Pottery Site Pty Ltd, to be considered concurrently with a planning permit application T230528 pursuant to *Section 96A of the Planning and Environment Act 1987*. Please see Attachment 1 PSA Request Report.

Subject Site



Figure 1: The subject site, lot AA PS814723 (NearMap, April 26, 2023)

The subject site is known as the James Hicks Pty Ltd Pottery site and forms part of the Officer Precinct Structure Precinct (PSP) area. The subject site is identified as Lot AA PS814723 Cotswold Crescent, Officer, and comprises a total area of approximately 1,759 square metres, as shown in Figure 1.

The land is subject to the Urban Growth Zone – Schedule 3 (UGZ3) and the Applied Zone provisions of the Schedule to the UGZ3 include the land in the General Residential Zone. The site is also subject to a Development Contributions Plan Overlay – Schedule 4 (DCPO4) and the Heritage Overlay (HO104) planning controls.

The site has dual road frontages with interfaces to the Princes Highway to the south and Grace Street to the north. The site's western boundary abuts an open space reserve that contains a former clay pit.

The site has historically been used for the manufacture of terracotta building materials as part of the James Hicks Pty Ltd Pipe and Bricks Works. The brick kiln and chimney structures on the eastern portion of the land and the disused clay pit on the adjoining land to the west are associated with this former use.

Planning application T200214 sought Council approval to subdivide the land into two lots. The Council issued a Notice of Refusal to Grant a Permit in 2020. An appeal was lodged by the applicant to have Council's decision reviewed by the Tribunal at VCAT in April 2021.

In *Timbertop East Pty Ltd v Cardinia SC [2021]* Council's grounds of refusal, in particular, the proposed two lot subdivision's potential impact on the heritage significance of the site, were reviewed by the Tribunal. The member found that maintaining the connection between the brick structures and the former clay pit was essential, and that:

... the proposed subdivision and subsequent development of the larger of the two lots will adversely affect the significance of the heritage place by diminishing the physical setting of the kiln and chimney and disrupting the visual connection between the kiln and the former clay pit. This will occur by inserting a lot on which development will be undertaken between the kiln and the former clay pit. That outcome has a significant effect on the heritage place by disrupting the association between the former clay pit and the kiln. The significance of the former clay pit's association with the kiln and to the kiln's spatial setting is reflected in the application of HO104 to the former clay pit.

The permit history and Tribunal findings have been considered in this proposal. The landowner worked closely with Council's heritage expert at the Victorian Civil Administration Tribunal hearing from Anthemion Consultancies to ensure all heritage considerations, policies and objectives have been considered as part of the design process. See Attachment 3 Plan Drawings.

Further, planning permit T170233 issued in 2017, allows for the development of a restaurant and access to the Princes Highway. It is important to note that planning permit T170233 does not include any elements that physically protect the Officer Kiln. However, the proposed development through this proposed Planning Scheme Amendment C282card and planning permit application T230528 (Use and develop the land with an office building, café, restaurant/wine bar and associated car parking), will assist in making it financially viable for the developer to safeguard this significant heritage asset. The new and proposed planning permit T230528 will require to construct a protective structure over the Kiln to shield it from weather damage and ensure its ongoing maintenance.

Discussion

Proposed Planning Scheme Amendment C282card

The proposed Planning Scheme Amendment seeks to amend the Schedule to Clause 43.01 Heritage Overlay. Specifically, the amendment proposes to amend the table contained in the Schedule to Clause 43.01 Heritage Overlay to allow prohibited uses for

H0104. The table contains site specific heritage controls and includes a column that asks whether prohibited uses are permitted. The response in the table for H0104 currently states 'No' and it is proposed to change this to state 'Yes'.

This will enable Council to consider the concurrent planning permit application seeking approval for the use of the land for an office. The table of uses contained in Clause 32.08-1 (General Residential Zone) was recently revised in Amendment VC232, and changed 'Office' from a Section 3 use (prohibited) to a Section 2 (permit required) use on the condition that the use must be associated with a use or development to which Clause 53.23 (significant residential development with affordable housing) applies.

The proposed development of the subject site does not meet the condition for the Section 2 use as it is not proposing significant residential development with affordable housing, and therefore, by virtue, is a prohibited use. See Attachment 1 PSA request report.

Proposed Planning Permit T230528

The application for Planning Permit T230528 seeks approval for:

- The use of the land for an office and food and beverage premises, including to sell or consume liquor;
- The development of the land for an office building, café, restaurant/wine bar and associated car parking;
- Buildings and works associated with the above uses;
- The construction and display of signage associated with the development;
- The reduction of the number of carparks and bicycle spaces required to be provided and
- Create access to the Princes Highway in a Transport Road Zone (Schedule 2).

The glass structure over the kiln requires a build over easement permit from Council's engineering department, as the southern portion of the glass structure encroaches approximately 0.9 metres into Council's four metre drainage easement. The proponent has agreed to apply for the build over easement permit and will enter into a Section 173 Agreement covenant if required by the permit. It has been clarified by the proponent that the footings of the glass structure will not affect the drainage infrastructure within the easement. However, obtaining a build over easement and a Section 173 Agreement will ensure that if Council needs to perform any work within the easement that necessitates the removal and reinstallation of the glass structure, the landowner will be responsible for all associated costs. The proponent has agreed to the build over easement permit, along with the Section 173 Agreement which will be finalised before Council adopts the planning scheme amendment, after the public exhibition and/or Planning Panel.

Please see Attachment 2 Town Planning Report for further details on the planning permit application.

Why is the Amendment required?

The proposed planning scheme amendment seeks to amend the table in the Schedule to Clause 43.01 Heritage Overlay, to allow prohibited uses for H0104. Modifying the Heritage Overlay H0104 under the *Planning and Environment Act 1987* is considered the most appropriate mechanism to achieve the desired outcome. Council is considering a prohibited 'office' use for the James Hicks Pty Ltd site (H0104) to facilitate the development of the site and associated conservation of the heritage structures, which will complement planning permit T170233.

The proposed office use will not adversely affect the significance of the heritage place, and planning permit T230528 has been prepared and lodged concurrently with this

proposed planning scheme amendment to demonstrate how the proposed mixed-use development and office use will aid in the conservation of the heritage elements and provides evidence on how the development will result in a favourable planning outcome with beneficial environmental, social and economic consequences. See Attachment 2 Town Planning Report and Attachment 3 Plan Drawings.

Limitation of Precinct Structure Plan (PSP) and Heritage places

While the Applied Zone for the site is classified as 'General Residential,' the appropriate use that will facilitate the protection and maintenance of the Kiln will be ensured through a viable land use. An economic assessment has been conducted by Chris McNeill (Ethos Urban) for the proposed land use at the site; please refer to Attachment 4 Economic Assessment for further details.

When the Precinct Structure Plan (PSP) was developed, heritage sites were not addressed in significant detail; these matters were deferred to a later stage (planning permits) to establish a suitable transition and/or reuse of the site. A kiln, as a heritage component, does not have an adaptable use; instead, it requires ongoing maintenance and preservation. The PSP provides limited guidance on the future use of the site. Although a planning permit for a restaurant and access from the Highway was issued for the site in 2017 (T170233), this use alone did not make it viable for the maintenance of the kiln or for constructing a structure over the kiln (the planning permit does not require the protection of the kiln), therefore the development has not occurred on the subject site.

According to the heritage report prepared by the Council's heritage expert, Gary Vines, the construction of a structure over the kiln is essential. Such a structure would protect the kiln from the elements; without it, the kiln is at risk of deteriorating due to weather exposure, which could lead to its collapse. See Attachment 5 Heritage Report - Biosis.

The proposed Planning Scheme Amendment will provide the following benefits to the community:

- The site and development will serve as a buffer between the Princes Highway and residential areas, with the proposed building to mitigate noise from the highway.
- It will create opportunities for local employment.
- The development will promote some nighttime activation of the space and enhance surveillance.
- It will contribute to the preservation of the heritage site and the Shire's history.

Employment Land and Officer PSP

The proposal does not negatively affect the availability of employment land designated in the Officer Precinct Structure Plan. The office development includes approximately 540 sqm of allocated floor space for office use. With the implementation of Plan for Victoria, it is anticipated that Cardinia will see an increase in population based on the proposed housing targets, which will create a greater demand for employment land. This type of development will contribute positively to the local economy. Furthermore, there are comparable office developments along the Princes Highway, making this proposal consistent with the existing character of the road interface.

Policy Implications

The proposed Planning Scheme Amendment C282card will improve the sites usability and feasibility by allowing a prohibited use for an office on site, which will facilitate the protection of a locally significant heritage site (Kiln). The proposed amendment responds to the key issues for employment in the Shire and will provide for a use and development outcome that generates local employment opportunities and trade within a growing residential community and along a key transport route.

The following State and local planning provisions are relevant and applies to this proposed amendment:

Clause 13.07-1S Land use compatibility

The amendment is consistent with the objective to protect amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts. The amendment will enable an office use which will complement the surrounding residential uses and respond to the site's location adjacent to the Princes Highway.

Clause 15 - Built environment and heritage

The amendment is consistent with this objective to ensure planning delivers high quality-built form that is efficient, responsive to the surrounding landscape and character including its associated risks, protective of heritage and provides the functionality required by the community.

Clause 15.01-1S - Urban design

The amendment accords with this Clause, which seeks to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity. The amendment facilitates the provision of high quality and architecturally designed urban space that appropriately responds to the opportunities and constraints of the site and context.

Clause 15.03-1S - Heritage conservation

The amendment supports the objective of this Clause which is to ensure the conservation of places of heritage significance. A Heritage Impact Statement (HIS) has informed the proposed use and development of the site and the amendment will provide for the ongoing conservation of a locally significant heritage place.

Clause 17.01-1S - Diversified economy

The amendment supports the objectives of this Clause as it allows for a mixed-use development that will encourage economic development, commercial enterprise, tourism, and improve access to jobs closer to where people live.

Clause 17.02-2S Out-of-centre development

The amendment is consistent with the objective of Clause 17.02-2S as it will enable an office use within a mixed-use development that will provide net social and economic benefits from the creation of local employment opportunities within close proximity to where people live, strengthening the local community, the creation of a meeting place or social hub, and bolstering a sense of place and community associated with the preservation and celebration of a heritage site in a prominent location within Officer.

Clause 21.01-3 (Key issues)

The amendment helps to address key issues associated with environment, settlement, economic development and particular use and development by facilitating the sustainable development of land in the Urban Growth Zone, enabling the development of a balanced local economy and local employment opportunities for residents, and by protecting and enhancing a place of heritage significance. The amendment will enable a use and development outcome with attractive, functional and sustainable built form that will integrate within its heritage setting and the wider residential neighbourhood.

Clause 21.01-4 (Strategic vision)

The amendment helps to give effect to the vision for Cardinia – 'Cardinia Shire will be developed in a planned manner to enable present and future generations to live healthy and productive lives and to enjoy the richness of the diverse and distinctive

characteristics of the Shire'. The amendment facilitates development that integrates within the surrounding walking and open space network, will generate social and employment opportunities within a new residential estate, foster the sustained wellbeing of the community and enhance the experience of people who live, work and visit the municipality.

Clause 21.02-6 (Post-contact heritage)

The objective of this Clause seeks to provide for the protection and appropriate management of sites of heritage significance. A Heritage Impact Statement has informed the use proposed, to be enabled by this amendment by qualifying the compatibility of permitted uses and their ability to achieve the economic return required to contribute to the restoration and readaptation and ongoing conservation of the heritage place. The amendment will enable a prohibited use (office) in order to create a 'hub' of uses that operate in symbiosis. The prohibited use (office) is the most compatible and reasonable use for the site when having regard for the economic return required to ensure the protection and ongoing conservation of the James Hicks Bricks and Pipe Works site and restoration and reuse the existing heritage structures.

Clause 21.03-3 (Urban Growth Area)

The amendment helps to give effect to the objectives of this Clause by creating a functional, attractive, safe and sustainable urban environment for the existing and future community of the surrounding urban growth area and the development is generally in accordance with the Office Precinct Structure Plan.

Clause 21.04-1 (Employment)

The amendment responds to the key issues for employment in the Shire and will provide for a use and development outcome that generates local employment opportunities and trade within a growing residential community and along a key transport route. The amendment enables a prohibited use (office) which helps to give effect to the numerous strategies to facilitate employment opportunities in the Shire.

Clause 21.06-1 (Urban Design)

The amendment is consistent with the objectives that have regard to good urban design. The design plans associated with the concurrent planning application (T230528) evidences a site responsive, high quality architectural design that responds to the heritage setting and the sensitive residential, open space and Princes Highway interfaces. The design provides for extensive landscaping and pedestrian and cycling connectivity to the surrounding area.

Financial and Resource Implications

The costs associated with the exhibition of the Planning Scheme Amendment, statutory fees and planning panel fees will be met by the proponent. However, Council's officer time, own legal advice or engagement of experts (if needed for a future Planning Panel) and representation throughout the process would be subject to Council's operational budget.

Climate Emergency Consideration

The proposed Planning Scheme Amendment has been developed with careful consideration of both State and local policies aimed at climate change mitigation and adaptation. It outlines recommended actions to prevent or minimise the impacts of climate change on the community, including:

- The development promotes active transportation options, such as walking and cycling, to reduce reliance on private vehicles which will reduce greenhouse gas emissions;
- By providing employment opportunities within the local area, the development helps to reduce the need for residents to commute long distances, thereby decreasing car trips and greenhouse gas emissions;

- The proposed landscaping around the development will increase green space, which can help mitigate the urban heat island effect and provide cooling benefits for the local area.

Consultation/Communication

If Council were to proceed with the proposed Planning Scheme Amendment and authorisation from the Minister for Planning is obtained, formal public exhibition of the proposed Planning Scheme Amendment and concurrent planning permit for at least 30 days would occur, as per the regulations of the *Planning and Environment Act 1987*.

Conclusion

In summary, the proposed Planning Scheme Amendment C282card and concurrent planning permit T230528 aim to facilitate the adaptive reuse of the Officer Kiln site by allowing an office use alongside a restaurant. This amendment to the Heritage Overlay H0104 is designed to support the conservation of the site's heritage structure while promoting a mixed-use development that aligns with community needs.

By seeking authorisation from the Minister for Planning and placing both the proposed Planning Scheme Amendment and planning permit on public exhibition, Council is committed to ensuring a transparent process that considers community input.

Overall, this initiative is anticipated to yield positive environmental, social, and economic outcomes, enhancing the viability and heritage value of the site.

Attachments

1. Attachment 1 - Amendment C282 PSA request report [7.1.1.1 - 21 pages]
2. Attachment 2 - Amendment C282 Town planning report [7.1.1.2 - 48 pages]
3. Attachment 3 - Amendment C282 Plan drawings [7.1.1.3 - 24 pages]
4. Attachment 4 - Amendment C282 Economic Assessment [7.1.1.4 - 14 pages]
5. Attachment 5 - Amendment C282 Heritage Report Biosis [7.1.1.5 - 38 pages]
6. Attachment 6 - Amendment C282 Amendment Documentation [7.1.1.6 - 25 pages]
7. Attachment 7 - Amendment C282 Planning Permit T 230528 PA [7.1.1.7 - 16 pages]

PLANNING SCHEME AMENDMENT REQUEST

PLANNING SCHEME AMENDMENT UNDER SECTION 96A OF THE *PLANNING & ENVIRONMENT ACT 1987* TO AMEND THE SCHEDULE TO THE HERITAGE OVERLAY (CL 43.01) TO ALLOW COUNCIL TO CONSIDER A PROHIBITED USE FOR HO104

LOT AA PS 814723, COTSWOLD CRESCENT, OFFICER

PROPOSED BY:
NOBELIUS LAND SURVEYORS
20 Henry Street, Pakenham, VIC 3810

(03) 5941 4112
www.nobelius.com.au



NOBELIUS
LAND SURVEYORS

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1. PRELIMINARY

ADDRESS	Lot AA PS 814723, Cotswold Crescent, Officer			
RESPONSIBLE AUTHORITY	Cardinia Shire Council			
ZONE	Urban Growth Zone - Schedule 3 Applied zone is the General Residential Zone - Schedule 1			
OVERLAY	Heritage Overlay (HO104) Development Contributions Plan Overlay - Schedule 4 (DCPO4)			
BUSHFIRE PRONE AREA	No			
CULTURAL HERITAGE	No			
EASEMENTS, RESTRICTIONS, ENCUMBRANCES	Yes. Please refer to PS814723 for easement details.			
PROPOSAL	S96a application to amend the schedule to the Heritage Overlay to allow a prohibited use to be considered, and a separate planning permit application seeking council approval to:			
	<input type="checkbox"/> Develop & use the land for an office, café, restaurant/wine bar and associated car parking. <input type="checkbox"/> Construct and display signage associated with the development. <input type="checkbox"/> Reduce the number of carparks required to be provided. <input type="checkbox"/> Create access to the Princes Highway (TRZ2).			
	AUTHOR	DATE ISSUED	CHECKED BY	REVISION
	JB	October 2023	RO	1

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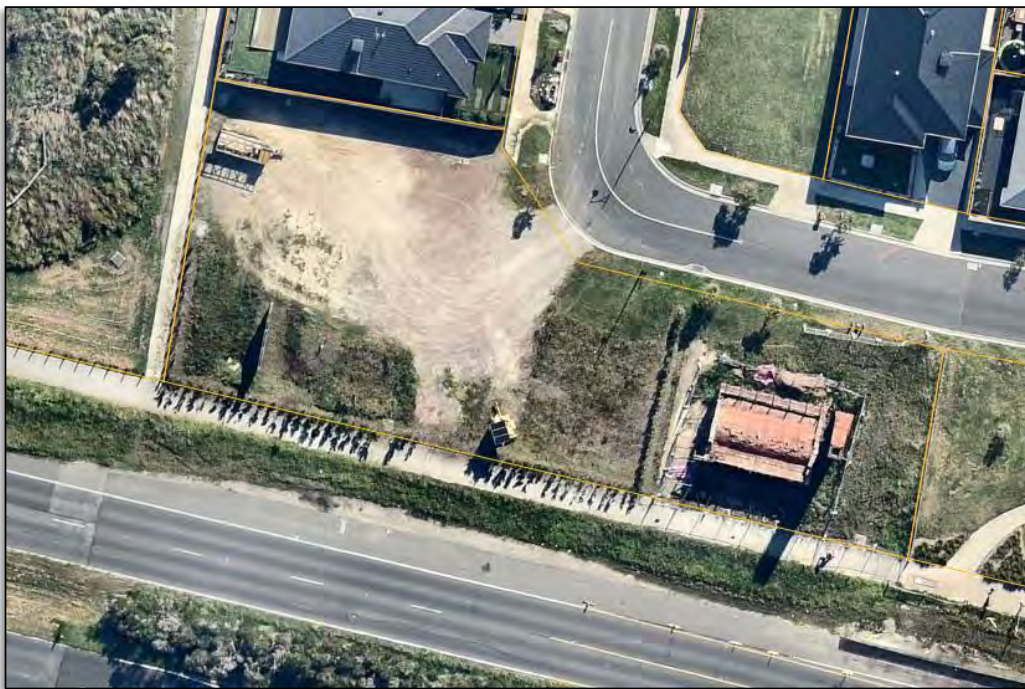
2. INTRODUCTION

This planning scheme amendment is proposed by Nobelius Land Surveyors on behalf of James Hicks Pottery Site Pty Ltd, and is submitted to the Cardinia Shire Council (the responsible authority) to be considered concurrently with a planning permit application pursuant to Section 96A of the *Planning and Environment Act 1987*.

The subject site is identified as Lot AA PS814723 Cotswold Crescent, Officer, and comprises a total area of approximately 1,759m². The subject site is known as the James Hicks Pty Ltd Pottery site and forms part of the Officer Precinct Structure Precinct (PSP) area. The land is mapped within the Urban Growth Zone – Schedule 3 and the applied zone provisions of the schedule to the UGZ include the land in the General Residential Zone. The Development Contributions Plan Overlay – Schedule 4 (DCPO4) and the Heritage Overlay (HO104) apply.

The site has dual road frontages with interfaces to the Princes Highway to the south for approximately 72.5 metres and Grace Street to the north for approximately 48.71 metres. The site's western boundary abuts an open space reserve that contains a former clay pit which has been incorporated into the drainage system of the adjoining residential estate.

The site has historically been used for the manufacture of terracotta building materials as part of the James Hicks Pty Ltd Pipe and Bricks Works. The brick kiln and chimney structures on the eastern portion of the land and the disused clay pit on the adjoining land to the west are associated with this former use. The balance of the land is cleared. Several easements encumber the site, please refer to PS814723U for further details. A recent aerial image of the site is provided below:



ABOVE: THE SUBJECT SITE, LOT AA PS814723 (NEARMAP, APRIL 26, 2023)

This planning scheme amendment seeks to amend the schedule to Clause 43.01 Heritage Overlay. Specifically, the amendment proposes to:

- Amend the table contained in the schedule to Clause 43.01 Heritage Overlay to allow prohibited uses for HO104. The table contains site specific heritage controls, and includes a column that asks whether prohibited uses are permitted. The response in the table for HO104 currently states 'No' and it is proposed to change this to state 'Yes'.
- This will enable Council to consider the concurrent planning permit application seeking approval for the use of the land for an office. The table of uses contained in Clause 32.08-1 (General Residential Zone) was recently revised in Amendment VC232, and changed 'Office' from a Section 3 use (prohibited) to a Section 2 (permit required) use on the condition that *the use must be associated with a use or development to which clause 53.23 (significant residential development with affordable housing) applies.*
- The proposed development of the subject site does not meet the condition for the Section 2 use as it is not proposing significant residential development with affordable housing, and therefore, by virtue, is a prohibited use.

This report should be read in conjunction with the:

- *Town Planning Report* prepared by Nobelius Land Surveyors for the concurrent planning permit application for the site that provides an assessment of the development, use, carparking, signage and access components of the proposal against the relevant State and Local planning controls of the Cardinia Planning Scheme.
- *Heritage Impact Statement* prepared by Anthemion Consultancies.
- *Development Plans* prepared by UXD Group.

The purpose of this report is to assess the proposed amendment against the relevant sections of the Planning and Environment Act 1987, and under the provisions of the Cardinia Planning Scheme.

This report aims to demonstrate that the proposal:

- Is consistent with the requirements of the *Planning and Environment Act 1987*;
- Is consistent with the requirements of the State and Local Planning Policy Framework of the Cardinia Planning Scheme;
- Details how allowing the prohibited use will demonstrably contribute to the conservation of the heritage structures on the site and their setting;
- Justifies the social, environmental and economic effects to be achieved by introducing such a provision;
- Provides an opportunity for development in a location that is not within a designated bushfire prone area;
- Is consistent with the Minister's Directions;
- Supports and implements State planning policy, including the relevant directions and policies of *Plan Melbourne 2050*;
- Addresses the requirements of the Transport Integration Act 2010; and
- Does not burden administrative costs on the Responsible Authority.

The proposal is appropriate to receive Council's full support on the basis that the amendment responds to environmental and cultural values on the land and seeks to conserve these values as part of the development of the land. The Amendment and concurrent planning permit application will ensure that the new development preserves and enhances the heritage values of the site and is responsive to its predominately residential context.

3. WHY IS THE AMENDMENT REQUIRED?¹

The proposed amendment to the the schedule to Clause 43.01 Heritage Overlay has the purpose of enabling Council to consider prohibited uses of the land. Specifically, the amendment proposes to:

- Amend the table contained in the schedule to Clause 43.01 Heritage Overlay to allow prohibited uses for HO104. This will allow Council to consider the concurrent planning permit application seeking approval for the use of the land for an office, which is a Section 2 use with conditions that the proposal does not satisfy under Clause 32.08-2 (General Residential Zone). The table contains heritage controls, including a column that asks whether prohibited uses are permitted. The response in the table for HO104 currently states 'No' and it is proposed to change this to state 'Yes'.

Currently, pursuant to **Clause 43.01-9 Use of a heritage place**, a permit may be granted to use a heritage place for a use which would otherwise be prohibited if all of the following apply:

- The schedule to this overlay specifies the heritage place as one where prohibited uses may be permitted.
- The use will not adversely affect the significance of the heritage place.
- The benefits obtained from the use can be demonstrably applied towards the conservation of the heritage place.

This application to amend the HO104 under Section 96A fo the Planning and Environment Act 1987 is lodged concurrently with a planning permit application seeking council approval to:

- Develop & use the land for an office, café, restaurant/wine bar and associated car parking.
- Have the restaurant licenced to sell alcohol.
- Construct and display signage associated with the development.
- Reduce the number of carparks required to be provided.
- Create access to the Princes Highway (TR22).

Extracts of the development plans associated with the planning permit application are provided below for context.



ABOVE OF THE VIEW OF THE SITE AS APPROACHED FROM THE WEST ON THE PRINCES HIGHWAY. BELOW ARE THE THREE LEVELS OF THE PROPOSED DEVELOPMENT WITH THE FIRST AND SECOND STOREY OFFICE SPACE SHOWN IN PURPLE AND ORANGE.

¹ The structure of our report will generally follow that recommended in Planning Practice Note 46 – Strategic Assessment Guidelines for preparing and evaluating planning scheme amendment.



The amendment of HO104 under the *Planning and Environment Act 1987* is the most appropriate mechanism to achieve the desired outcome (as opposed to the other regulations such as the building regulations or a non-statutory tool), given the use of the land is governed by the planning scheme. Should the proposed amendment be supported by Council, it will enable the Council to consider a prohibited office use for the James Hicks Pty Ltd site (HO104) and facilitate the development of the site and associated conservation of the heritage structures. The proposed Office use will not adversely affect the significance of the heritage place, and a planning permit application has been prepared and lodged concurrently with this planning scheme amendment application to demonstrate how the proposed mixed-use development and the proposed office use will aid in the conservation of the heritage elements and provides evidence of how the development will result in a favourable planning outcome with beneficial environmental, social and economic consequences.

Of salience here is an *Engineering Assessment* by G&P Consulting Engineers dated 17th February 2023 and a *Heritage Impact Statement* (hereafter HIS) prepared by Robyn Riddett (Principal, with Anthemion Consultancies) dated August 2023, both of which provide evidence of the heritage and engineering merit of the proposal in terms of contributing to the conservation of the heritage place. The Engineering Assessment by G&P Consulting Engineers had the purpose of providing a detailed scope of works suitable for estimating (cost)². The installation of temporary propping around the kiln will enable the “removal of previous structural steel bracing on the kiln and cleaning as required in preparation for construction works”, including the repointing of masonry throughout (page 3). Essentially, the preliminary works provide structurally engineered stability to the Kiln and chimney that will facilitate the works associated with the conservation fo the heritage buildings and the development of the site.

The HIS provides the background context associated with the site, especially the failed VCAT appeal for a two lot subdivision of the site³, which would have desolved the connection of the kiln and chimney with the clay pits that are now being employed as urban drainage. Of the current proposal,

² It is acknowledged that further land surveying, geotechnical investigations and detailed architectural designs were required at the time of the delivery of the report.

³ VCAT reference No: P1695/2020, associated with Planning Permit T200214.

the HIS states there is “unlikely to be any visual impact on the kiln setting or in views to it as a consequence of the triple-storey office building” (paragraph 33, page 17). This is facilitated by the appropriate setbacks that maintain a visual link between the kiln and chimney and the clay pits in the approach to the site from the west along the Princes Highway. The protective glazed steel frame structure proposed to ‘encase’ the kiln to halt further weathering contributes to the building height of the kiln and ensures it is consistent with the restaurant and café (at 4.2 metres). The three-storey office building and lift core measure 11.8 metres, which is approximate to the height of chimney, ensuring the new development avoids overwhelming the heritage buildings and evidences a balance between the existing heritage buildings and the proposed development (paragraph 36, page 17). Additionally, the employment of ‘industrial style and materials’ for the proposed development borrows from the onsite heritage precedent, contributing significantly to the continuation of the heritage ‘rhythm’ created by the kiln and chimney. The proposed restaurant and café (and office space) will draw people to the site enabling ‘active uses’, “which is a significant improvement from the present vacant site devoid of any activity and uses” (paragraph 45, page 18). The incorporation of interpretive signage and ongoing conservation works are examples of “good conservation practice” (paragraph 45, page 18). This is consistent with the objectives of clause 15.03-1S Heritage Conservation, the Burra Charter and the Officer Precinct Structure Plan and supports adaptive re-use where the original use of the site has become redundant. In summary, the HIS concludes that “there is no heritage reason not to grant a planning permit” (paragraph 52, page 20).

4. DOES THE AMENDMENT IMPLEMENT THE OBJECTIVES OF PLANNING AND ADDRESS ANY ENVIRONMENTAL, SOCIAL AND ECONOMIC EFFECTS?

The proposed amendment is consistent with and seeks to implement the objectives of Section 4 (1) of the Planning and Environment Act 1987, which are provided below:

- a) to provide for the fair, orderly, economic and sustainable use, and [development of land](#);
- b) to provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity;
- c) to secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria;
- d) to conserve and enhance those [buildings](#), [areas](#) or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value;
- e) to protect public utilities and other assets and enable the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community;
- f) to facilitate [development](#) in accordance with the objectives set out in paragraphs (a), (b), (c), (d) and (e)

The proposal seeks the economic and sustainable use and development of the subject site in a fair and orderly manner. The construction phase of the proposed development will be governed by the suitable work safe requirements in order to meet the provision of a safe and efficient working environment. The provision of *a pleasant, efficient and safe working, living and recreational environment* of the completed development will be subject to certified compliance with the requirements of the relevant state regulations such as the Building Regulations and the National Construction Code.

The heritage significance of the kiln and chimney have been a determining factor in the design of the development of the site and use of the land, and the extensive HIS found that 'there was no heritage reason not to grant a planning permit for the proposal' (paragraph 52, page 19). This is indicative of a proposal that seeks to prioritise the conservation and enhancement of the *buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value*.

The proposal to amend the Heritage Overlay to enable the use of the land for an office has the additional objective of protecting *public utilities and other assets*, namely the heritage buildings, *and enabling the orderly provision and co-ordination of public utilities and other facilities for the benefit of the community*. The provision of an architecturally-designed point of interest that compliments the existing heritage buildings and provides a meeting place seeks to address the provision of *other facilities for the benefit of the community*, therefore addressing the provision of Section 4 (1) (f).

The *Planning Practice Note 46 – Strategic Assessment Guidelines for preparing and evaluating planning scheme amendment* recommends an amendment proposal application submitted to Council is consistent with and seeks to implement the objectives of Section 12 (1) (a) of the *Planning and Environment Act 1987*, and extraction of which is provided below:

- (1) A planning authority must—
- (a) *implement the objectives of planning in Victoria.*

ENVIRONMENTAL, SOCIAL AND ECONOMIC CONSEQUENCES

An amendment of this nature must address any environmental, social or economic effects as per the requirements of Section 12 (2)(b) and (c) of the *Planning and Environment Act 1987*, which are reproduced below:

S. 12(2)(b) amended by No. 86/1989 s. 25(d).

- (b) *must take into account any significant effects which it considers the scheme or amendment might have on the environment or which it considers the environment might have on any use or development envisaged in the scheme or amendment; and*

S. 12(2)(c) amended by No. 3/2013 s. 71(2).

- (c) *must take into account its social effects and economic effects.*

The amendment meets these objectives by implementing the vision for the Cardinia Shire as outlined in the Municipal Strategic Statement, specifically clause **21.01-4 Strategic vision** which states, "Cardinia Shire will be developed in a planned manner to enable present and future generations to live

healthy and productive lives and to enjoy the richness of the diverse and distinctive characteristics of the Shire”.

The Council seeks to facilitate a balance between the often competing needs of the environment and economic development and the community through the following mechanisms:

- Developing a strong economic base.
- Recognising and protecting the diverse and significant environmental and cultural heritage values in the municipality.
- Providing opportunities to create and maintain a cohesive, safe and robust community.
- Enhancing the experience of people who live, work and visit the municipality.

The Amendment responds to environmental and cultural values on the land and seeks to conserve these values as part of the development of the land. The Amendment and concurrent planning permit application will ensure that the new development preserves and enhances the heritage values of the site and integrates into the existing residential area to the north of the site.

The use of the site for offices (pending amendment) will have no discernible environmental impacts such as air quality, or noise generation (given the acoustic treatments on the northern and western elevations) that will be detrimental to adjoining lots, or the surrounding area. Nor will the proposal have any discernible detriment on land or water quality of the area. The environmental conditions of the site and surrounding land do not present an environmental impediment to the use and development of the site as per the concurrent planning application.

The social and economic effects of the amendment are challenging to quantify as they are likely to be indirectly related however, we have sought to provide an assessment of the social and economic effects of the amendment and the concurrent planning application in terms of the creation of employment opportunities associated with the various businesses accommodated in the proposed development; and the liveability of the region calculated in terms of commuting between residential areas of Cardinia and distant work places, with the distance between residential areas and work places necessitating car dependency.

A report by *SGS Economics & Planning* that has regard to the challenges associated with the growth of Melbourne’s outer suburbs (posted 23rd August 2023)⁴ found that population growth and associated development in Interface Council areas such as Cardinia was occurring in the absence of access to employment opportunities and infrastructure. Principal researcher, Dr Marcus Spiller found an increasingly pronounced trend of “residents of outer suburbs often lacked access to suitable employment opportunities when compared to their counterparts in inner suburbs”, which he identified as the concealed cost of affordable housing in outer suburbs. This was exemplified by the difference of access of residents to jobs over time: “In 1996, new residents moving to Lynbrook could access over 373,058 jobs within half hour drive in the morning peak. 15 years later, those living in the new growth area of Officer could access fewer than 300,000 (specifically 133,233) jobs within a half-hour drive during the morning peak”. The salient point here is that the economic inclusion of outer suburb residents equates to providing access to employment opportunities that make the most of peoples skills. This was further explored in an online ABC News article⁵ that detailed the long

⁴ <https://sgsep.com.au/publications/insights/melbourne-outer-suburb-growth>

⁵ <https://amp.abc.net.au/article/102761842>

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commutes and hours spent in a car instead of with friends and family that are experienced by outer suburb residents. The economic burden of this included elevated petrol costs given outer suburbs tend to also evidence an absence of suitable public transport options. Additionally, the point was made that with access to jobs comes improved access to services like health, recreation and retail, and contribute to the elevated liveability fo outer suburb areas.



The subject site has the beneficial location adjacent to residentially-zoned land and provides employment opportunities for local, out-suburb residents (Sourced from ABC News: Danielle Bonica; <https://amp.abc.net.au/article/102761842>)

Commentary by the Cardinia Shire Council Mayor Tammy Radford likens the shire to a “bed and breakfast”, because people come home to bed and then get up and go back to the city to work. This is reflected by the Interface Councils Report (hereafter ICR) that states ‘*Almost 20% of ICR residents report that they spend at least two hours commuting to and from work. The absence of convenient, direct, accessible, reliable and efficient public transport has enhanced car dependency. The ICR is Melbourne’s most car-dependent region, with 75% of residents reporting that they commute to work by car and basic essentials such as schools, supermarkets and parks require a vehicle for access.*’

‘Many residents work outside the communities they reside in, creating an unhealthy work-life balance. Long travel times to and from work, combined with limited public and active transport are impacting the accessibility of employment and the region’s liveability as a whole.’

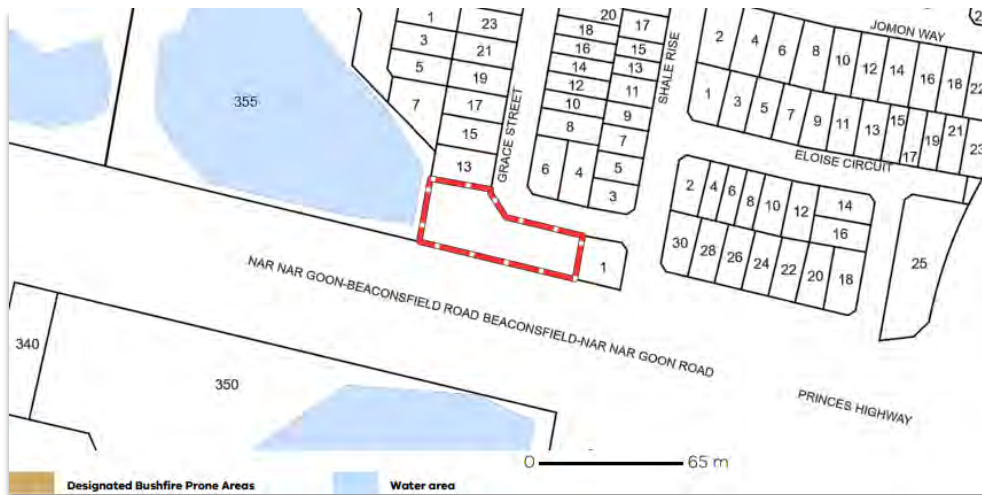
Further, Cr Radford said the Council was keen to help residents spend less time commuting and more time with family and friends.

Providing employment opportunities such as those associated with office land use goes some way to addressing commuter times, associated congestion and the financial burden this has on residents of outer suburbs who in all likelihood have located in areas like Officer to take advantage of the affordable housing options. This will likely have beneficial effect on the liveability of residential

suburbs such as Officer and is consistent with the objectives of **clause 71.02-3 Integrated decision making**, which seeks to balance the needs and expectations of the community in terms of the provision of built form to accommodate a growing population, protection of the environment, economic wellbeing, various social needs, management of resources and infrastructure.

5. DOES THE AMENDMENT ADDRESS RELEVANT BUSHFIRE RISK?

The subject site is not located within an area designated as a Bushfire Prone Area, as per the VicPlan mapping below.



The proposed amendment will have no bearing on the bushfire risk, or lack thereof on the site. The proposed amendment and concurrent planning application for the use and development of the site will not result in an increase to the risk of bushfire to life, property assets, community infrastructure or the natural environment.

The proposed amendment is not subject to an assessment against the requirements of clause 13.02 Bushfire planning because the site is not located within a designated bushfire prone area; subject to the Bushfire Management Overlay, nor does it propose a use or development that may create a bushfire hazard.

The amendment is consistent with the Local Planning Policy Framework objectives of clause 21.02-4 Bushfire management, which acknowledges the high risk associated with some of the areas within the shire. The subject site is however, topographically flat and features significant separation from any classifiable vegetation under the provisions of AS 3959:2018. Additionally, the site benefits from advantageous access and egress.

6. DOES THE AMENDMENT COMPLY WITH THE MINISTERS DIRECTIONS?

There are no requirements of the Ministerial Direction on the Form and Content of Planning Schemes (as per Section 7(5) of the *Planning & Environment Act 1987*) that have regard to the proposed amendment to HO104.

There are no other Minister Directions that apply to the amendment under Section 12(2)(a) of the *Planning & Environment Act 1987*.

7. DOES THE AMENDMENT SUPPORT OR IMPLEMENT STATE PLANNING POLICY?

To ensure planning schemes further the objectives of planning in Victoria, planning authorities must take into account the general principles and specific policies pursued by the State Government and those implemented by the State Planning Policy.

Melbourne's outer suburbs will accommodate an additional 1 million people by 2056 with interface Councils like Cardinia absorbing much of the growth. In an effort to contain the urban spread to the city's outer rim, the State government has committed to a 70/30 ration where 70% of growth would be contained in Melbourne's established suburbs and 30% in green field areas such as Officer (SGS Economic and Planning, 2023⁶), which is in line with Policy 2.1.2 of Plan Melbourne. Such growth in the outer suburbs must be considered in context with the attendant pressures for service provision, employment opportunities, amenity and those elements that contribute to the liveability of Melbourne. Here we are particularly interested in access to employment opportunities for residents of outer greenfield suburbs such as Officer. From the SGS Economic and Planning report we learn that the residents of greenfield suburbs benefit from a fraction of the economic connectivity of the average Melbournian, which limits their prospects and acts as a 'handbreak' on the productivity of the metropolis (2023:2). Economic connectivity is often measured in terms of the 'Effective Job Density' (EJD) index which looks at the nexus between employment massing and transport availability and takes into account the number of jobs in the area plus those that can be reached divided by the travel time spent in getting to those jobs. Greenfield areas are considered the "bottom reaches" of the EJD spectrum, with a suitable response suggested as 'a push for a more consolidated city that positions jobs access for both equity and productivity reasons' and takes into account the associated benefits a potential dilution of central city productivity, saved congestion costs and the associated reduction of climate change emissions, greater equity in employment access and better availability of services in suburban communities (SGS Economic and Planning, 2023:16-17).

Consolidating residential land use and access to employment, the preservation of post-contact heritage and the creation of liveable 20-minute neighbourhoods are strategies that are relevant to our proposal and contained in *Plan Melbourne 2050*. We have addressed the States' planning

⁶ [https://sgsep.com.au/assets/main/Publications/SGS-Economics-and-Planning_Melbournes-Deveopment-Opportunities-Report.pdf](https://sgsep.com.au/assets/main/Publications/SGS-Economics-and-Planning_Melbournes-Development-Opportunities-Report.pdf)

objectives that are relevant to our amendment proposal and the concurrent use and development planning application before Council. Refer below.

<p>PLAN MELBOURNE 2050</p> <p>OUTCOME 1: MELBOURNE IS A PRODUCTIVE CITY THAT ATTRACTS INVESTMENT, SUPPORTS INNOVATION AND CREATES JOBS.</p> <p>Direction 1.2 Improve access to jobs across Melbourne and close to where people live. <i>The distribution of jobs across Melbourne is uneven. Outer suburbs and growth areas generally have less access to jobs than middle and inner Melbourne. For example, in the outer areas of Melbourne there are about 11 jobs for every 10 employed residents. Job density across Melbourne is shown at Map 12.</i> <i>Supporting investment and job creation across the city will drive productivity and economic growth and accommodate employment in designated locations across the city.</i></p> <p>Policy 1.2.2 Facilitate investment in Melbourne’s outer areas to increase local access to employment. <i>A number of former industrial and other sites – including government sites – around Melbourne are currently underutilised. Local planning authorities should identify and plan for ways these sites can be repurposed to create jobs and accommodate growth.</i> <i>There is a need to support investments that create jobs in outer suburbs and growth areas. There is also a need to make it easier for people to access jobs – particularly high value knowledge jobs – in established middle and inner areas from these locations.</i></p> <p>Response: The concurrent use and development planning permit associated with the subject site seeks approval for a restaurant, café and office space, all of which provide employment opportunities to the residents of Officer and surrounding growth suburbs. The amendment proposal and concurrent planning application seeks to re-employ a currently vacant heritage site in a fashion that will revitalise the site and contribute to the conservation of the heritage place.</p> <p>OUTCOME 4: MELBOURNE IS A DISTINCTIVE AND LIVEABLE CITY WITH QUALITY ENVIRONMENTS.</p> <p>Direction 4.4 Respect Melbourne’s heritage as we build for the future. <i>Heritage will continue to be one of Melbourne’s competitive strengths, contributing to its distinctiveness and liveability and attracting visitors, new residents and investors. Heritage is an important component of Victoria’s tourism industry and benefits the economy. Innovative approaches to the creative re-use of heritage places need to be adopted, ensuring good urban design both preserves and renews historic buildings and places.</i></p> <p>Policy 4.4.3 Stimulate economic growth through heritage conservation. <i>Melbourne’s heritage is fundamental to its cultural economy. That is why we must invest in our heritage, and in places that contribute to Melbourne’s identity and distinctiveness.</i> <i>Regeneration of heritage assets through adaptive re-use can deliver unique and exciting places that can be used well into the future. Rehabilitating old buildings and places also creates opportunities for new investment and jobs.</i></p> <p>Response: The proposal contemplates the create re-use of a heritage place and incorporates good urban design which preserves and renews the kiln structure. The re-development of the kiln and chimney site is sensitive to the heritage character of the existing built form with the design of the development taking its materials, finishes, scale and setback cues from those of the kiln and chimney. The glazed steel enclosure proposed to encase the kiln will ensure its preservation and deliver a unique and exciting focal point that will contribute a sense of place and identify to Officer into the future, as it has done in the past.</p> <p>OUTCOME 5: MELBOURNE IS A CITY OF INCLUSIVE, VIBRANT AND HEALTHY NEIGHBOURHOODS</p> <p>Direction 5.1 Create a city of 20-minute neighbourhoods</p> <p><i>A 20-minute neighbourhood must:</i></p> <ul style="list-style-type: none"> - <i>Be safe, accessible and well connected for pedestrians and cyclists to optimise active transport</i> - <i>Offer high-quality public realm and open space</i> - <i>Provide services and destinations that support local living</i> - <i>Facilitate access to quality public transport that connects people to jobs and higher-order services</i> - <i>Deliver housing/population at densities that make local services and transport viable.</i>
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- *Facilitate thriving local economies.*

The 20-minute neighbourhood is all about 'living locally' – giving people the ability to meet most of their everyday needs within a 20-minute walk, cycle or local public transport trip of their home. If 20-minute neighbourhoods existed across Melbourne, it could reduce travel by nine million passenger kilometres and cut Melbourne's daily greenhouse gas emissions by more than 370,000 tonnes.

Response: The incorporation of food services, a social gathering place and offices provides a strong mixed use for the site, to the benefit of local residents.

The site will be accessible by car, public transport (via the highway), bicycle and pedestrianism, ensuring it contributes to the creation of 20-minute neighbourhoods; connecting people through non-car dependant mechanisms.

8. DOES THE AMENDMENT SUPPORT OR IMPLEMENT STATE & LOCAL PLANNING POLICY?

This part of the report assesses and responds to the legislative and policy requirements for the project outlined against State and Local Policies in the Cardinia Planning Scheme, and in accordance with the *Planning and Environment Act 1897*. The proposed amendment supports and gives effect to the objectives of relevant clauses of the State Planning Policy Framework, which are largely contained in **Clauses 15 - Built Environment and Heritage, 17 - Economic Development, 18 - Land use and Transport and 19 – Development infrastructure**. The relevant Local Planning Policies pertinent to the proposed amendment are contained in the **Municipal Strategic Statement and clause 22.04 Highway Development**.

CLAUSE 15 BUILT ENVIRONMENT AND HERITAGE

Clause 15 Built Environment and Heritage has the objective to ensure planning delivers built form that is of high quality and efficient, responsive to the surrounding landscape and character including its associated risks, protective of heritage and provides the functionality required by the community. The proposal aligns with the objective of **Clause 15.01-1S Urban design**, which is:

- *To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.*

The proposal contemplates the amendment of HO104 to support the concurrent planning application that seeks to use and development the subject site through design that responds to the heritage context of the site and will contribute to the surrounding context, ensuring a high level architectural interface between the residential land to the north of the site, the Princes Highway to the south of the site through a mixed use proposal. The development supports public realm amenity and provides a social meeting hub within walking and cycling distance of the surrounding residential growth suburbs. Landscaping and interconnecting pathways provide safe access and a visual link between the kiln and chimney and the clay pits to the west, which are now repurposed as an urban waterway.

Clause 15.01-2S Building design has the objective to:

- *achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.*

The architecturally designed development by *UXD Group* (September 2023) draws from the setbacks, heights, scale and massing of the kiln and chimney to inform the new build. The inset second and third storey's reduce any overlooking of adjoining lots and strategically located and designed landscaping softens the development from a northern perspective. Fencing to the rear of the site buffers sound to the north and the development will cushion noise from the highway to the residential sites to the north.

Clause 15.01-4s Heathy neighbourhoods has the objective:

- *To achieve neighbourhoods that foster healthy and active living and community wellbeing.*

The landscaping surrounding the kiln development will incorporate pathways that will contribute to the safe passage of pedestrians and provide connectivity to the clay pits to the west (now urban waterways) and safe access for residents of surrounding growth suburbs to upmarket café and restaurant facilities, and employment opportunities, which is consistent with the strategies of clause 15.01-4s.

Clause 15.01-5S Neighbourhood character has the objective to:

- *..recognise, support and protect neighbourhood character, cultural identity, and sense of place.*

The immediate area is characterised as a new medium density residential estate within the Officer Precinct Structure Plan. The kiln and chimney have a long local history that grounds the site and provides a unique focal point for the local community. The new development will compliment the historic character of the kiln and chimney and contribute to a sense of identity that sets Officer apart from surrounding growth suburbs.

Clause 15.03-1S Heritage conservation has the objective:

- *To ensure the conservation of places of heritage significance.*

The HIS provides resounding support for the use and development of the site proposed by a concurrent planning application. The protection, conservation and enhancement of the heritage buildings is facilitated through the protective glazed steel frame structure proposed to 'encase' the kiln to halt further weathering. The development respects the scale, setbacks and industrial style of the heritage buildings as has been discussed previously and the landscaping including pathways and interpretive signage facilitates a visual link between the kiln, chimney and clay pits (that are now employed as urban waterways).

The proposed restaurant and café (and office space) will draw people to the site enabling adaptive reuse of the site, "which is a significant improvement from the present vacant site devoid of any activity and uses" (HIS, paragraph 45, page 18). This is consistent with the objectives of clause **15.03-1S Heritage Conservation**, the Burra Charter and the Officer Precinct Structure Plan and supports adaptive re-use where the original use of the site has become redundant. In summary, the HIS concludes that "there is no heritage reason not to grant a planning permit" (paragraph 52, page 20).

CLAUSE 17 ECONOMIC DEVELOPMENT

Clause 17 examines economic development through employment, commercial enterprise and tourism, what are salient to our proposal and will be addressed accordingly. An objective common to each of these policies is associated with providing employment opportunities closer to where people live. The provision of a café and restaurant will provide employment opportunities that will appeal to younger workers given the site is nestled within a residential hub, ensuring accessibility, pedestrianism and non car-dependant travel. The office use will appeal to a skilled subset of workers that may also be catered to by the growing residential suburbs. This is consistent with clauses **17.01-1S Diversified economy**; **17.01-1R Diversified economy – Metropolitan Melbourne**; and **17.01-1R Diversified economy – Metropolitan Melbourne – Southern Metro Region**. This is also consistent with the visions contained in the Municipal Strategic Statement, clause **21.04-1 – Employment**. The appeal of the glass-encased heritage kiln and chimney is likely to attract visitors to the area who are after a unique dining experience, as has occurred in places like Gembrook since the opening of the acclaimed Independent Restaurant and Stationhouse Pizza. This is consistent with the strategies of clause **17.04-1S Facilitating tourism**.

CLAUSE 18 LAND USE AND TRANSPORT

Clause 18 seeks sustainable and safe mechanisms of movement for people from one place to another. Of salience here are the strategies of clause **18.02-2S Walking** and **18.02-2S Cycling** that promote efficient and safe, non-car dependant forms of transport, especially when they are facilitated through the design of local infrastructure such as bike lanes and walking paths. The surrounding residential areas feature pathways that cater to pedestrianism and cycling, as is clearly evidenced by the aerial below. Residents of the surrounding residential suburbs would have little impediment to accessing the redeveloped James Hicks site by foot or bicycle.



CLAUSE 19 DEVELOPMENT INFRASTRUCUTRE

The development of the site proposed by the concurrent planning application will be subject to the Development Contribution Plan (Overlay - Schedule 4). While the specificities of this overlay will be addressed in Section 9 of this report (below), it is salient to note here that the planning provisions ensure the provision and design of necessary infrastructure on the site is the remit of the developer.

This is consistent with the requirements of clauses **19.03-1S Development and infrastructure contributions plans** and **19.03-3S Integrated water management**.

MUNICIPAL STRATEGIC STATEMENT

The Municipal Strategic Statement (hereafter MSS) for Cardinia contains the strategic objectives of the Council and the strategies to be employed to implement and achieve them. When assessing an amendment to the planning scheme, the planning authority must take into account the MSS as per the requirements of Section 12(2)(ab) of the *Planning and Environment Act 1987*.

The proposed amendment to the HO104 seeks to enable the assessment of prohibited uses of the land, and provides the strategic capacity for Council to consider the concurrent Use and Development proposal of the site for an office. The use and development of the site will ensure the preservation, revitalisation and reuse of a heritage site. It will also contribute to the provision of localised employment opportunities, which is consistent with one of the key issues identified in **clause 21.01-3**, and **clause 21.03-3 Urban Growth Areas**.

The proposed amendment evidences consistency with the MSS, and it does not seek to change the objectives of the MSS. It is important to address the effect of the proposed amendment of HO104 on other objectives of the municipality. The amendment seeks to change the answer to the question “Prohibited uses permitted?” from “no” to “yes”, contained in Part 2.0 of the Schedule to the Heritage Overlay, presented below.

PS map ref	Heritage place	External joint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 42.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO104	Jarvis Hicks Pty Ltd. Factory 383 Princes Highway, Orfior	Yes	Yes	No	Yes	Yes	No	No	No

The effect of this change enables the Council to consider the use of the land as an office, as is proposed in the concurrent planning application. The benefits of this land use have been explored and supported with strategic impetus provided in previously sections of this report.

CLAUSE 22.04 HIGHWAY DEVELOPMENT

Clause 22.04 Highway Development is a local planning policy, which provides a tool for day-to-day decision making in relation to a specific discretion in the planning scheme. It helps the responsible authority and other users of the scheme to understand how a particular discretion is likely to be exercised. To be clear, the amendment has no bearing on the Local Planning Policy Framework however, the amendment should be considered against the objectives of clause 22.04 that has regard to use and development of land along the Princes Highway to ensure the efficient and safe movement of traffic along the highway is not impacted, nor the visual amenity.

As stated, the amendment will not have any bearing on the objectives of clause 22.04, nor will the concurrent planning application for the use and development of the subject site given the proposed built form will maintain existing setbacks from the highway, existing visual links will be maintained and proposed signage associated with the development is designed to avoid being a visual distraction for drivers. Please refer to the development plans provided by *UXD Group* dated September 2023. It is also noted that the application’s will be subject to referral requirements under Section 55 of the *Planning and Environment Act 1987*, providing the opportunity for responsible authorities such as the Head, Department of Transport to assess the access and egress conditions of the proposal.



9. DOES THE AMENDMENT MAKE PROPER USE OF THE VICTORIAN PLANNING PROVISIONS?

The proposal is zoned Urban Growth Zone – Schedule 3 in the Cardinia Planning Scheme and the applied zone is the General Residential Zone. Any development must be in accordance with the Officer Precinct Structure Plan. The Development Contributions Plan Overlay Schedule 4 (DCPO4) and the Heritage Overlay Schedule (HO104) apply. The amendment appropriately proposes a change to the HO104, as previously discussed, to achieve the intended outcome of enabling the Council to consider a prohibited use for the site.

The proposed amendment avoids detrimental affects, conflicts or duplication of another provision in the planning scheme that deals with the same parcel of land, the proposed use and development. Additionally, the amendment does not render redundant any other existing provisions in the Cardinia Planning Scheme.

10. DOES THE AMENDMENT ADDRESS THE REQUIREMENTS OF THE TRANSPORT INTEGRATION ACT 2010?

Planning authorities, acting under the *Planning and Environment Act 1987*, are an 'interface body' under the *Transport Integration Act 2010* (hereafter TIA). The TIA requires a planning authority to have regard to a set of transport system objectives and decision making principles where a planning scheme amendment is likely to have a 'significant impact on the transport system'.

The proposed amendment is unlikely to have a significant impact on the transport system.

The TIA requires a planning authority have regard to any Statement of Policy Principles that specifies powers or functions which the planning authority is exercising. The Statement of Policy Principles prepared under Section 22 of the TIA 2010 were requested from the Department of Economic Development, Jobs, Transport and Resources. Receipt pending.

11. IMPACTS OF THE AMENDMENT ON THE ADMINISTRATIVE COSTS OF THE RESPONSIBLE AUTHORITY

The introduction of this amendment to the Cardinia Planning Scheme will not create a financial burden for have significant resource implications for Responsible Authorities including the Cardinia Shire Council.

The project developer will bear the burden of Fees under the *Planning and Environment Act 1987* (and set by the *Planning and Environment Amendment Regulations 2016*) that are associated with this proposal to amend the HO104.

12. CONCLUSION

It is submitted that the amendment proposal is consistent with the relevant policies and provisions of the Cardinia Planning Scheme, the requirements of the *Planning and Environment Act 1987*, and the Planning and Environment Regulations 2015. The proposal warrants Council's support as:

- It is consistent with the Municipal Planning Strategy and the Planning Policy Framework.
- It is consistent with relevant directions of *Plan Mebourne 2050*.
- Provides justification to show that allowing the prohibited use (office) will contribute to the conservation of the heritage structures on the site (the brick kiln and associated chimney);
- Provides justification that supports the benefits to be achieved by introducing such a provision.
- Implements the objectives of planning and makes proper use of the Victorian Planning Provisions
- Provides evidence of the beneficial environmental, social and economic effects of the proposal.
- Does not pose any risks to human life associated with bushfire.
- Does not impose unnecessary administrative costs onto the responsible authority.

The proposal provides an excellent opportunity to support amenity and provide employment opportunities within the local realm of Officer, promoting non-car dependant transport. The proposal avoids decernible detriment and facilitates further development in a prominent location that promotes and enhances the liveability of the Officer precinct.

TOWN PLANNING REPORT

JAMES HICKS BRICK & PIPE WORKS

A PLANNING SCHEME AMENDMENT TO AMEND THE SCHEDULE TO THE HERITAGE OVERLAY TO ALLOW A PROHIBITED USE (OFFICE);

AND

PLANNING PERMIT APPLICATION UNDER SECTION 96A OF THE PLANNING AND ENVIRONMENT ACT 1987 FOR THE USE AND DEVELOPMENT OF THE LAND FOR A RESTAURANT/CAFÉ/WINE BAR/OFFICE, BUILDINGS AND WORKS, CHANGE OF ACCESS FROM A TRZ2, REDUCTION OF CAR PARKING SPACES, BICYCLE FACILITIES REDUCTION, USE LAND TO SELL OR CONSUME LIQUOR & SIGNAGE (CATEGORY 3),

PROPOSED BY:
NOBELIUS LAND SURVEYORS
20 Henry Street, Pakenham, VIC 3810

(03) 5941 4112
www.nobelius.com.au



NOBELIUS

LAND SURVEYORS

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1. PRELIMINARY

ADDRESS	Lot AA PS 814723, Cotswold Crescent, Officer 3809
RESPONSIBLE AUTHORITY	Cardinia Shire Council
ZONE	Urban Growth Zone - Schedule 3 Applied zone is the General Residential Zone - Schedule 1
OVERLAY	Heritage Overlay (HO104) Development Contributions Plan Overlay - Schedule 4 (DCPO4)
BUSHFIRE PRONE AREA	No
CULTURAL HERITAGE	No
EASEMENTS	Yes. Please refer to PS814723 for easement details.
RESTRICTIONS	No
PROPOSAL	S96a application to amend the schedule to the Heritage Overlay to allow a prohibited use to be considered, and a planning permit application seeking council approval to: <ul style="list-style-type: none"> <input type="checkbox"/> Develop & use the land for an office, café, restaurant/wine bar and associated car parking. <input type="checkbox"/> Buildings and works associated with the above uses. <input type="checkbox"/> Construct and display signage associated with the development. <input type="checkbox"/> Reduce the number of carparks and bicycle spaces required to be provided. <input type="checkbox"/> Use the land to sell or consume liquor. <input type="checkbox"/> Create access to the Princes Highway (TRZ2).
PERMIT TRIGGERS	<ul style="list-style-type: none"> <input type="checkbox"/> Pursuant to Clause 32.08-1 a permit is required for Use of the land for a food and drink premises (section 2 use) and office use (section 2 use with conditions that the proposal does not meet). <input type="checkbox"/> Pursuant to Clause 32.08-10 Buildings and works associated with a Section 2 use, a permit is required to construct a building or construct or carry out works for a use in Section 2 of Clause 32.08-2. <input type="checkbox"/> Pursuant to Clause 43.01-1 Permit requirement, a permit is required to construct a building or construct or carry out works. <input type="checkbox"/> Pursuant to Clause 52.05 Signs, a permit is required for business identification signage (category 3 – high amenity areas). <input type="checkbox"/> Pursuant to Clause 52.06 Car Parking a permit is required to reduce the number of car parks required under Clause 52.06-5. <input type="checkbox"/> Pursuant to Clause 52.27 Licensed Premises, a permit is required to use land to sell or consume liquor. <input type="checkbox"/> Pursuant to Clause 52.29 Permit Requirement a permit is required to create or alter access to a road in a Transport Zone 2. <input type="checkbox"/> Pursuant to Clause 52.34-2 Bicycle Facilities, a permit may be required to vary, reduce or waive the bicycle facilities required under Clause 52.34-5.
RELEVANT PLANNING CONTROLS AND INCORPORATED DOCUMENTS	Clause 11 Settlement Clause 13 Environmental Risks & Amenity Clause 15 Built Environment & Heritage Clause 16 Housing Clause 17 Economic Development Clause 19 Infrastructure

SUBMITTED DOCUMENTS	Clause 21 Municipal Strategic Statement Clause 22.04 Highway Development Clause 22.09 Signs Clause 32.08 General Residential Zone Clause 43.01 Heritage Overlay Clause 45.06 Development Contributions Plan Overlay Clause 52.05 Signs Clause 52.06 Car Parking Clause 52.27 Licensed Premises Clause 52.29 Land Adjacent to the Principal Road Network Clause 52.34 Bicycle Facilities Clause 64.01 Land used for more than one use Clause 65.01 Approval of an application or plan Clause 71.03 Integrated decision making <i>Officer Precinct Structure Plan</i> <i>Plan Melbourne 2050</i>			
NLS QUALITY CONTROL	AUTHOR	DATE ISSUED	CHECKED BY	REVISION
	RO	January 2025	JB	2

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2. INTRODUCTION

INTRODUCTION

This application has been prepared as part of a combined planning scheme amendment and permit application under Section 96A of the *Planning and Environment Act 1987* to be considered concurrently. The amendment is being proposed at the request of Nobelius Land Surveyors on behalf of James Hicks Pottery Site Pty Ltd. The Cardinia Shire Council is the relevant planning authority.

SUBJECT SITE

The subject site is identified as Lot AA PS814723 Cotswold Crescent, Officer, and comprises a total area of approximately 1,759m². The subject site is known as the James Hicks Pty Ltd Pottery site and forms part of the Officer Precinct Structure Precinct (PSP) area. The land is mapped within the Urban Growth Zone – Schedule 3 and the applied zone provisions of the schedule to the UGZ include the land in the General Residential Zone. The Development Contributions Plan Overlay – Schedule 4 (DCPO4) and the Heritage Overlay (HO104) apply.

PLANNING SCHEME AMENDMENT

A planning scheme amendment under Section 96a of the *Planning and Environment Act 1987* is sought to amend the schedule to Clause 43.01 Heritage Overlay in the Cardinia Planning Scheme. Specifically, the amendment proposes to:

- Amend the table contained in the schedule to Clause 43.01 Heritage Overlay to allow prohibited uses for HO104. The table contains site specific heritage controls and includes a column that asks whether prohibited uses are permitted. The response in the table for HO104 currently states 'No' and it is proposed to change this to state 'Yes'.
- This will enable Council to consider the concurrent planning permit application seeking approval for the use of the land for an office which is a prohibited use under the zone. The table of uses contained in Clause 32.08-1 (General Residential Zone) was recently revised in Amendment VC232, and revised 'Office' from a Section 3 use (prohibited) to a Section 2 (permit required) use on the condition that *the use must be associated with a use or development to which clause 53.23 (significant residential development with affordable housing) applies*. The proposed development of the subject site does not meet the condition for the Section 2 use as it is not proposing significant residential development with affordable housing, and therefore, by virtue, is a prohibited use.

PROPOSAL

The planning permit application seeks approval to:

- Use the land for office and food and beverage premises;
- Buildings and works associated with the above uses;
- Develop the land with an office building, café, restaurant/wine bar and associated car parking;
- Construct and display signage associated with the development;
- Reduce the number of carparks and bicycle spaces required to be provided;
- Use the land to sell or consume liquor; and
- Create access to the Princes Highway (TR22).

PERMIT REQUIREMENT

A planning permit is required pursuant to the following clauses of the Cardinia Planning Scheme:

- Clause 32.08-1 (General Residential Zone), a permit is required to use the land for food and beverage premises (Section 2 Use) and Office use prohibited (Section 3 use).

- Clause 32.08-5 (General Residential Zone), a permit is required to construct a building or carry out works for a use in Section 2 of Clause 32.08-2.
- Clause 43.01-1 (Heritage Overlay), a permit is required to construct a building or construct or carry out works.
- Clause 52.05 (Signs), a permit is required for business identification signage (Category 3 – High amenity areas).
- Clause 52.06 (Car Parking), a permit is required to reduce the number of car parking spaces required under Clause 52.06-5.
- Clause 52.27 (Licensed Premises), a permit is required to use the land to sell or consume liquor.
- Clause 52.29 (Land Adjacent to the Principal Road Network), a permit is required to create or alter access to a road in a Transport Zone 2 (Princess Highway).
- Clause 52.34-2 (Bicycle Facilities), a permit is required to reduce the number of bicycle spaces required under Clause 52.34-5.

AIM

This town planning report seeks to demonstrate that the proposal is:

- Consistent with the Municipal Strategic Statement and the State and Local Planning Policy Framework;
- Consistent with the General Residential Zone – the applied zone under the Urban Growth Zone – Schedule 3, and appropriately responds to the Officer Precinct Structure Plan (PSP);
- Consistent with the objectives of the Heritage Overlay and relevant Heritage Policy;
- Compatible with and appropriately responds to the surrounding residential neighbourhood; and
- An excellent opportunity for Council to support development that will provide net benefit to local residents and the wider community.

BACKGROUND REPORTS

The suite of technical reports that have informed the proposal are summarised below:

- **Traffic Impact Assessment - TTM Consulting (March 2024)**

TTM outline that a planning permit is warranted from a traffic engineering perspective. The Traffic Impact Assessment identifies that 23 on-site parking spaces are proposed to be provided, and Council approval is sought for the reduction of 20 spaces against the statutory requirements set out in Clause 52.06-5. This reduction is considered appropriate when assessing the proposal against the decision guidelines of Clause 52.06. Swept path diagrams have been provided to demonstrate that a B85 vehicle can successfully enter and exit the proposed car parking spaces in a forward direction and the car parking spaces, accessways and gradients are all considered to comply with Clause 52.06-9. The adjacent road network can accommodate the level of additional traffic generated by the proposed development.

- **Heritage Impact Statement (HIS) - Anthemion Consultancies (August 2023)**

Anthemion Consultancies consider that there is no heritage reason not to grant a planning permit and that the proposed planning scheme amendment to allow a prohibited use (office) is appropriate and will not adversely impact on the significance of the site. The HIS outlines that the proposal has complied with all Heritage Policy, the *Burra Charter* as relevant, and the Officer Precinct Structure Plan (PSP). The HIS details how the significance of the heritage place has formed the basis of the proposed design, and that the location, bulk, form and appearance of the proposed buildings is not anticipated to adversely affect the significance, character or appearance of the heritage place. The proposal is considered to contribute to the conservation of the heritage structures by introducing a steel framed glazed structure over the kiln, and conservation works to facilitate the readaptive use of the kiln and chimney structures.

- **Waste Management Plan (WMP) - One Mile Grid (August 2023)**

The WMP outlines that a private contractor will manage the collection and disposal of all waste streams associated with the development. Information relating to the bin storage areas, who will use the bins,

and how waste will be collected and transferred to the bins is contained within the report. Swept path diagrams have been provided that demonstrate that a waste collection vehicle can access the proposed waste storage and collection location and manoeuvre within the development and street network. The WMP also provides an assessment of the proposal against Best Practice Waste Management, and outlines how the proposed restaurant can minimise waste, how the bins are proposed to be used, the responsibilities of the owners corporation relating to common property litter, the appropriate signage for bins, noise control and the like.

- **Economic Assessment – Ethos Urban (June 2024)**

The Economic Assessment finds that the proposed development represents an appropriate economic response to the subject site having regard for the limited scale of the subject site, the location of the subject site, the need to refurbish and incorporate the kiln into any development outcome and provide for its ongoing preservation and maintenance, and the need to provide connection to the Kiln and the former clay pit to the west. The proposed uses are considered appropriate when having regard for the need to ensure a built form outcome that minimises at-grade parking and minimises building footprints. An office outcome is particularly important in this regard due to the ability to realise vertical scale and incorporate car parking within the building footprint through the use of undercroft parking.

- **Conservation Management Plan (CMP) - Heritage Victoria (January 2015)**

The CMP for the subject site was prepared as a supporting document for previous planning permit application T170233 in which former owners *Parklea* were the applicant. The report was prepared to identify non-Aboriginal cultural heritage issues and to consider strategies for managing these issues in accordance with the requirements of Local, State and Commonwealth legislation. The kiln and chimney structures were assessed as being in relatively well-preserved condition due to the protection provided by the shed¹. The CMP required the retention of the structural remains of the kiln and chimney and that all structural instability be rectified in accordance with Heritage Policy.

- **Structural Scope of Works Report, Engineering Assessment – G&P Consulting Engineers (February 2023)**

The report provides a detailed scope of works for the proposed restoration of the Kiln and Chimney structures to enable use by the general public. The scope of works details the further investigations, preliminaries, temporary propping measures for the kiln, demolition and construction works required.

- **Preliminary Environmental & Hydrogeological Site Investigation 365 Princes Highway, Officer – Taylor & Tonkin (May 2014)**

The report found concentrations of measured contaminants below the adopted Health Investigation Levels for residential sites and an absence of contaminants that were considered likely to impact on the buildings and a structures beneficial use.



¹ The shed has since been demolished and is no longer sited on the land.

3. SUBJECT SITE AND SURROUNDING LOCALITY

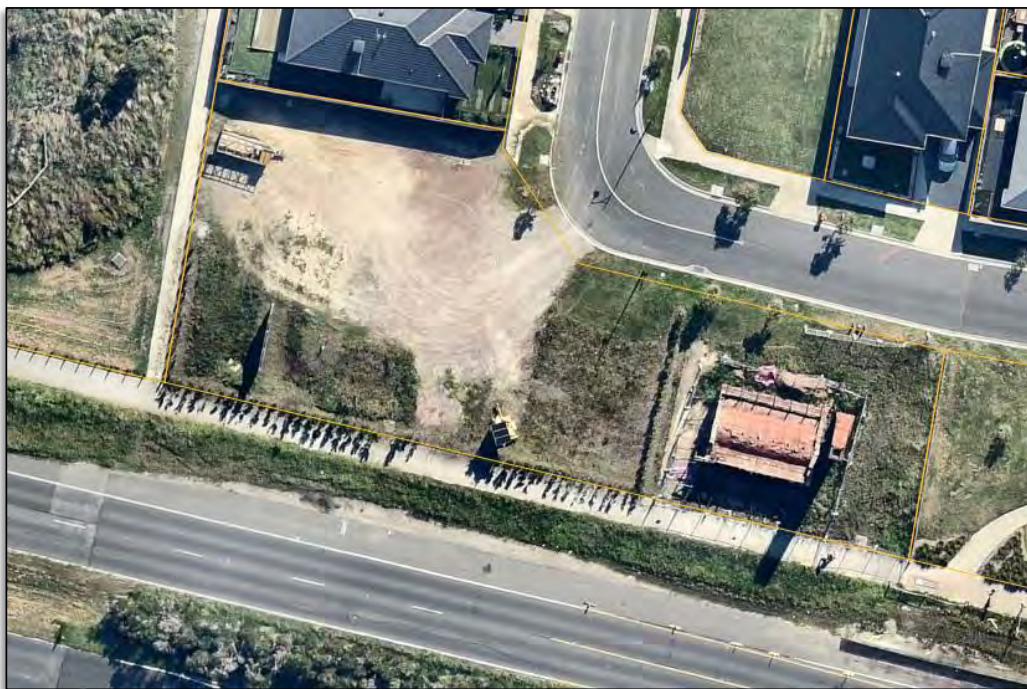
SITE ANALYSIS

The land is formally described as Lot AA PS814723U, Volume 11898 Folio 127, Cotswold Crescent, Officer 3809. The subject site is located to the north of the Princes Highway and is an irregular shaped lot with an area of 1,759m².

The site has dual road frontages with interfaces to the Princes Highway to the south for approximately 72.5 metres and Grace Street to the north for approximately 48.71 metres. The site’s western boundary abuts an open space reserve that contains a former clay pit which has been incorporated into the drainage system of the adjoining residential estate.

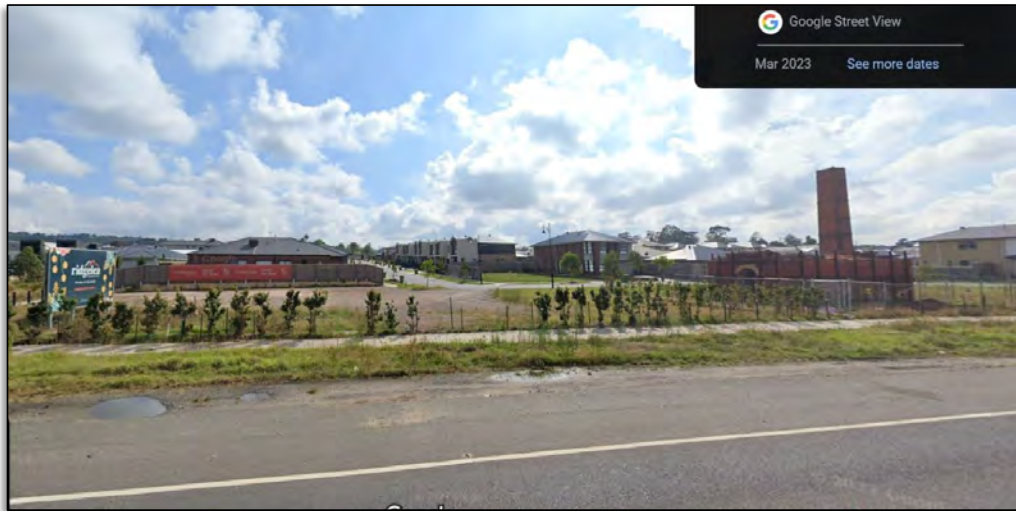
The site has historically been used for the manufacture of terracotta building materials as part of the James Hicks Pty Ltd Pipe and Bricks Works. The brick kiln and chimney structures remaining on the eastern portion of the land and the disused clay pit on the adjoining land to the west are associated with this former use. The balance of the land is cleared.

A recent aerial image of the site is provided below:



ABOVE: THE SUBJECT SITE, LOT AA PS814723 (NEARMAP, APRIL 26, 2023)

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ABOVE: VIEW LOOKING NORTH TO THE SITE FROM THE PRINCES HWY (GOOGLE MAPS STREETVIEW, MARCH 2023)



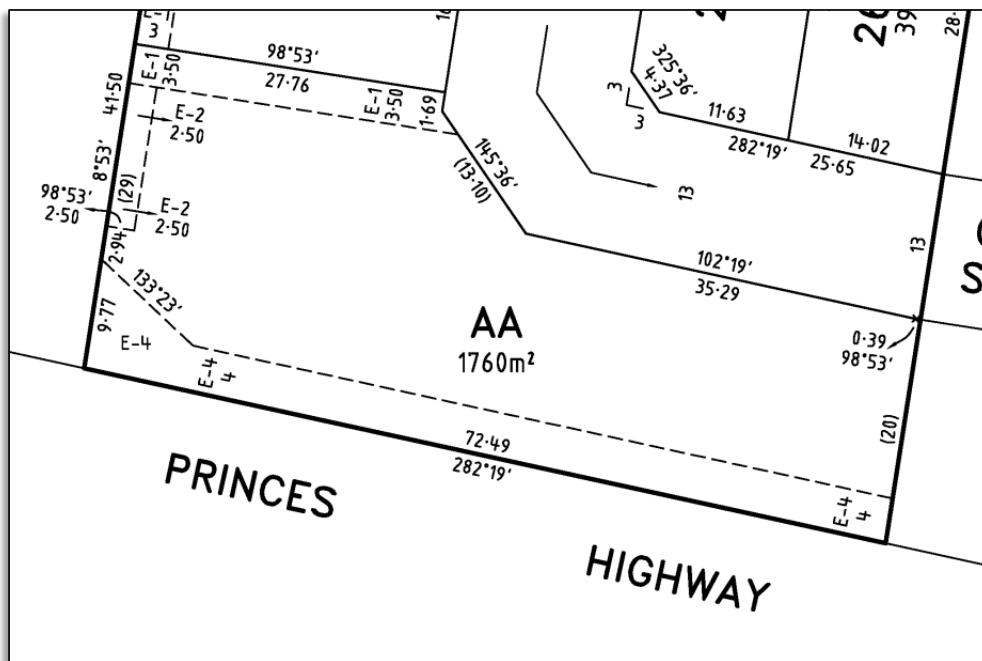
ABOVE LEFT: PHOTO OF BRICK CHIMNEY AND KILN STRUCTURES TAKEN FROM THE SITE LOOKING SOUTH - EAST & NORTH (NLS)

RESTRICTIONS, ENCUMBERANCES

The subject site (Lot AA on PS81473U) is not benefited or burdened by any restrictions imposed by covenant PS814723U.

The subject site is encumbered by several easements:

- A 3.5 metre wide drainage and sewerage easement (E-1) extends across the northwestern boundary of the site in favour of Cardinia Shire Council (drainage) and South East Water Corporation (sewerage).
- A 2.5 metre wide drainage easement (E-2) extends north to south along the western boundary in favour of Cardinia Shire Council.
- An additional drainage easement (E-4) with a maximum width of 9.77 metres in the south-west corner and 4 metres in width for the remainder extends the length of the southern boundary.



ABOVE: LOT AA PS81473U & EASEMENT LOCATIONS

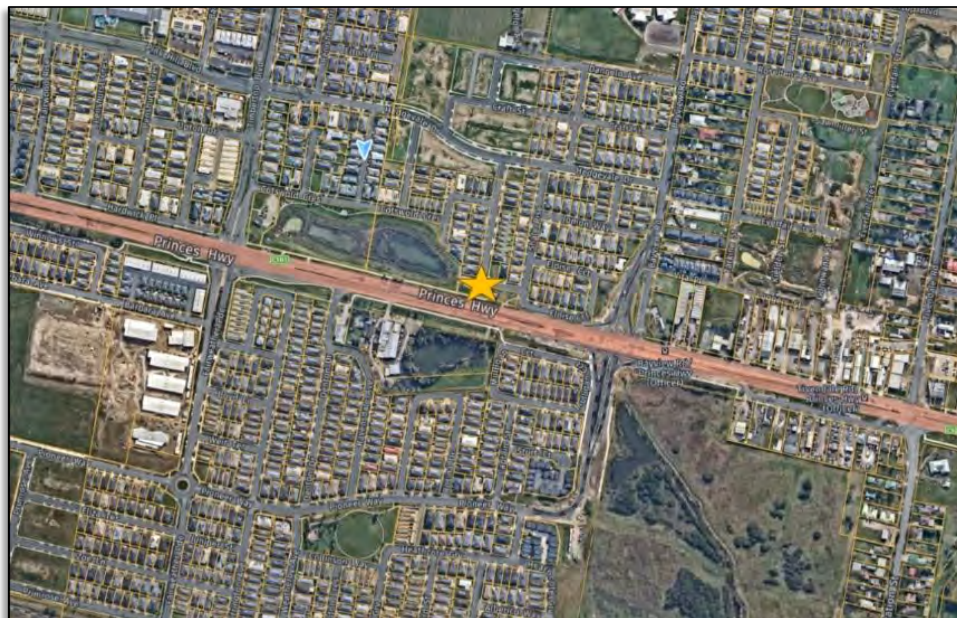
SURROUNDS

The subject site is located to the north of the Princes Highway within the Timbertop Estate, a residential estate that forms part of the Officer Precinct in the western part of the Cardinia Shire, between Beaconsfield and Pakenham. Development in this precinct is guided by the *Officer Precinct Structure Plan (PSP)*. A map identifying the zoning controls of the subject site and its surrounds is provided below:





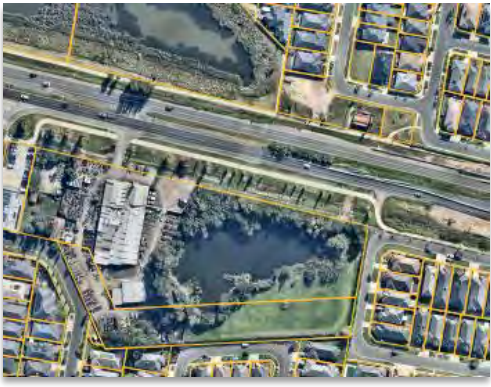

ZONING MAP (VICPLAN, 2024)

The subject site (yellow star) is also identified within the wider locality on the aerial map below:



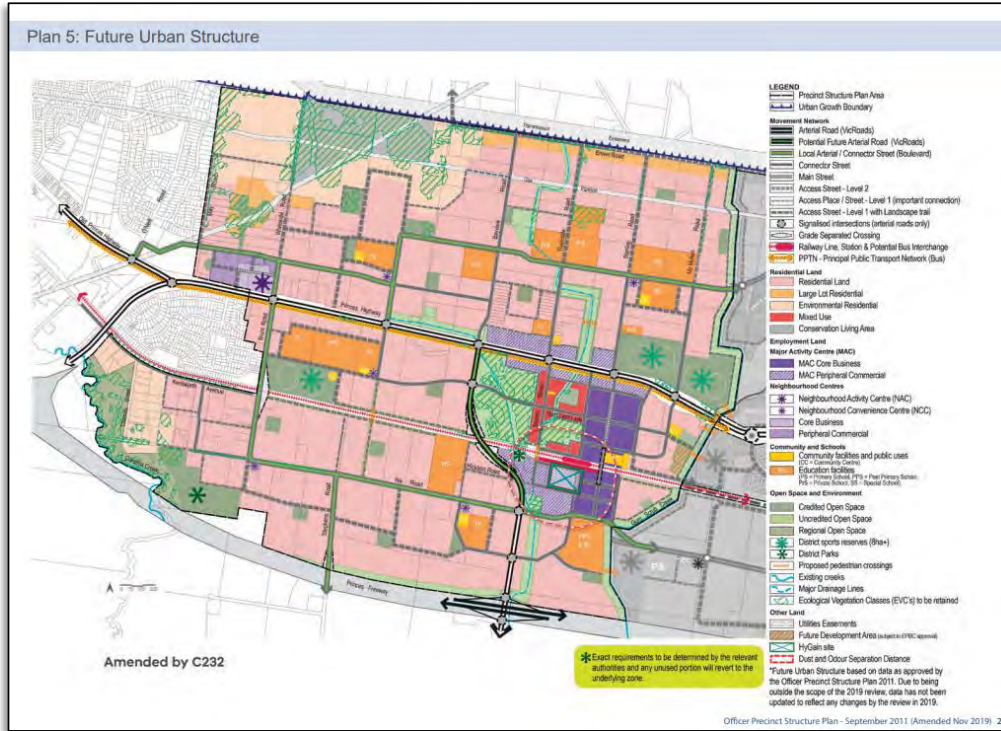
SUBJECT SITE WITHIN WIDER LOCALITY (NEARMAP, 2024)

The land immediately adjoining the subject site is summarised below:

NORTH		<p>Interface with residential lots along Grace Street.</p> <p>13 Grace Street is developed with a single storey brick dwelling and has a side setback of 3.4m from the subject site.</p> <p>6 Grace Street is a vacant allotment.</p> <p>4 Grace Street is developed with a double storey rendered brick and v/board dwelling with a front setback of 6.2m.</p>
EAST		<p>Frontage to a municipal open space reserve.</p>
SOUTH		<p>Frontage to Princes Highway.</p> <p>To the south of the Princes Highway is 350 Princes Highway, Officer – the Berwick Pottery Site. The Heritage Overlay HO105 applies to this site, with heritage significance attributed to the site’s associations with the origins and development of the brick, pipe and pottery industries.</p>
WEST		<p>Frontage to the open space reserve containing the disused clay pit. The Heritage Overlay HO104 also applies to this area as it comprises part of the heritage place associated with the James Hicks Brick & Pipe Works.</p>

In terms of strategic plans for land use within the wider area, *Plan 5: Future Urban Structure* in the Officer PSP designates predominately residential uses for the surrounding land. The constructed drainage reserve to the west of the subject site incorporates the former clay pits associated with the subject site and provides stormwater mitigation for urban purposes. The land to the east of Bayview Road fronting the Princes Highway

(on the periphery of the Officer Major Activity Centre (MAC)) is developed for commercial purposes in accordance with the PSP:



PLAN 5: FUTURE URBAN STRUCTURE (OFFICER PRECINCT STRUCTURE PLAN, AMENDED 2019)

ENVIRONMENTAL CONSIDERATIONS

TOPOGRAPHY	Topographically, the land does not pose constraints - the land is relatively flat and falls less than 0.4 metres from the north to the south.
VEGETATION	The subject site is devoid of native vegetation. The landscape has been significantly modified to facilitate residential development in accordance with the Officer PSP. No vegetation controls apply.
BUSHFIRE PRONE AREA	The subject site is not within a designated bushfire prone area.
CULTURAL HERITAGE	The land is not mapped within an area of potential Aboriginal cultural heritage significance. The site has post-colonial heritage associated with the site's former industrial use and controls apply under the Heritage Overlay (HO104). The relevant heritage considerations have been addressed in this town planning report and the <i>Heritage Impact Statement</i> prepared by Anthemion Consultancies.
MELBOURNE STRATEGIC ASSESSMENT	The land is mapped within the Melbourne Strategic Assessment program area, and urban development in this area is subject to the requirements of the Commonwealth <i>Environment Protection and Biodiversity Conservation Act 1999</i> . The subject site does not contain any area of native vegetation, scattered trees or the habitat of an EPBC listed species. As such, the levy liable is nil.

PERMIT HISTORY

The subject site was created by Instrument PS814723U (31/01/2020) and was previously part of 365 Princes Highway. The site has an extensive permit history, as tabled below:

365 PRINCES HWY, OFFICER

Application No.	Lodged	Decision	Reason for Permit	Status
T060442	03.07.06	06.11.06	Removal of non-native vegetation	Complete
T060681	29.09.06	12.02.07	Removal of an existing building	Complete
T070177	15.03.07	18.07.07	Market Place	Withdrawn
T120401	06.07.12	22.11.12	The subdivision of the land into two (2) lots	Withdrawn
T130742	12.12.13	03.11.16	Subdivision of the land and creation of a reserve	Complete
T140447	08.08.14	04.05.15	Demolition of a building (kiln and associated structures) in a Heritage Overlay	Refused
T170128	01.03.17	07.09.17	Demolition of part of a building (associated structure) in a Heritage Overlay	Permit issued
T130742-1	24.04.17	15.09.17	Amendment to conditions of planning permit T130742	Amendment issued
T170233**	01.05.17	14.09.17	Use of the land for a restaurant and alteration of access from a Road Zone Category 1	Application complete
T130742-PC1	09.10.17	16.07.18	Condition 8 – Subdivision of the land and creation of a reserve	Withdrawn
T130742-2	19.12.17	20.08.18	Subdivision of the land and creation of a reserve	Appeal complete
T130742-PC2	02.02.18	25.06.18	Subdivision of the land and creation of a reserve	Plans to comply issued
T180562	28.08.18	01.11.18	Promotion signage (land sales)	Application complete
T130742 – PC3	11.09.18	01.11.18	Subdivision of the land and creation of a reserve	Plans to comply issued
T130742 – PC4	24.09.18	28.11.18	Subdivision of the land and creation of a reserve	Plans to comply issued
T130742 – PC5	24.04.19	25.02.19	Subdivision of the land and creation of a reserve	Plans to comply issued

COTSWOLD CRESCENT, OFFICER

Application No.	Lodged	Decision	Reason for Permit	Status
T200214	23.04.20	25.09.20	Subdivision of the land into two lots	Notice of Decision

Planning application T200214 sought Council approval to subdivide the land into two lots. The Council issued a Notice of Refusal to Grant a Permit on the grounds that:

- a. *The proposal is contrary to the strategies of Clause 15.03-1S Heritage conservation as it does not ensure an appropriate setting and context for the heritage place is maintained or enhanced and does not support the adaptive reuse of the heritage buildings.*
- b. *The proposal is contrary to the purpose and decision guidelines of Clause 43.01 Heritage Overlay as the subdivision does not conserve and enhance the significance of the heritage place and will adversely affect the significance of the heritage place.*
- c. *The proposal is contrary to the Planning and Design Guidelines for Image and Character (Table 5, CA3) in the Officer Precinct Structure Plan and the subdivision does not:*
 - i. *Integrate heritage sites with adjacent subdivision design.*

- ii. *Ensure view lines to the front of heritage buildings from existing roads is maintained.*

An appeal was lodged by the applicant to have Council’s decision reviewed by the Tribunal at VCAT:

TIMBERTOP EAST PTY LTD V CARDINIA SC [2021] VCAT 558

VCAT Ref.	Hearing Date	Reason for review	Decision
P1685/2020	April, 2021	Review of Council’s Notice of Refusal to Grant a Permit re: T200214	Notice of Decision

In **Timbertop East Pty Ltd v Cardinia SC [2021]** Council’s grounds of refusal, in particular, the proposed two lot subdivision’s potential impact on the heritage significance of the site, were reviewed by the Tribunal. The member found that maintaining the connection between the brick structures and the former clay pit was essential, and that:

... the proposed subdivision and subsequent development of the larger of the two lots will adversely affect the significance of the heritage place by diminishing the physical setting of the kiln and chimney and disrupting the visual connection between the kiln and the former clay pit. This will occur by inserting a lot on which development will be undertaken between the kiln and the former clay pit. That outcome has a significant effect on the heritage place by disrupting the association between the former clay pit and the kiln. The significance of the former clay pit’s association with the kiln and to the kiln’s spatial setting is reflected in the application of HO104 to the former clay pit.

The permit history and Tribunal findings have been considered in this proposal. The landowner has worked closely with Robyn Riddett from Anthemion Consultancies to ensure all heritage considerations, policies and objectives have been considered as part of the design process.



4. THE PROPOSAL

This application has been prepared as part of a combined planning scheme amendment and permit application under Section 96A of the *Planning and Environment Act 1987* to be considered concurrently.

PLANNING SCHEME AMENDMENT

A planning scheme amendment under Section 96a of the *Planning and Environment Act 1987* is sought to amend the schedule to **Clause 43.01 Heritage Overlay** in the Cardinia Planning Scheme. Specifically, the amendment proposes to:

- Amend the table contained in the schedule to Clause 43.01 Heritage Overlay to allow prohibited uses for HO104. The table contains site specific heritage controls and includes a column that asks whether prohibited uses are permitted. The response in the table for HO104 currently states 'No' and it is proposed to change this to state 'Yes'.
- This will enable Council to consider the concurrent planning permit application seeking approval for the use of the land for an office. The table of uses contained in Clause 32.08-1 (General Residential Zone) was recently revised in Amendment VC232, and revised Office from a Section 3 use (prohibited) to a Section 2 (permit required) use on the condition that *the use must be associated with a use or development to which clause 53.23 (significant residential development with affordable housing) applies*. The proposed development of the subject site does not meet the condition for the Section 2 use as it is not proposing significant residential development with affordable housing, and therefore, by virtue, is a prohibited use.
- Food and Beverage Premises is a prohibited use under the Urban Growth Zone where the applied zone is the General Residential Zone.

PLANNING PERMIT APPLICATION

The planning permit application seeks approval to:

- Use the land for office and food and beverage premises;
- Buildings and works associated with the above uses;
- Develop the land with an office building, café, restaurant/wine bar and associated car parking;
- Construct and display signage associated with the development;
- Reduce the number of carparks and bicycle spaces required to be provided;
- Use the land to sell or consume liquor; and
- Create access to the Princes Highway (TR22).

PERMIT REQUIREMENT

A planning permit is required pursuant to the following clauses of the Cardinia Planning Scheme:

- Clause 32.08-1 (General Residential Zone), a permit is required to use the land for food and beverage premises (Section 2 Use) and Office use prohibited (Section 3 use).
- Clause 32.08-5 (General Residential Zone), a permit is required to construct a building or carry out works for a use in Section 2 of Clause 32.08-2.
- Clause 43.01-1 (Heritage Overlay), a permit is required to construct a building or construct or carry out works.
- Clause 52.05 (Signs), a permit is required for business identification signage (Category 3 – High amenity areas).
- Clause 52.06 (Car Parking), a permit is required to reduce the number of car parking spaces required under Clause 52.06-5.
- Clause 52.27 (Licensed Premises), a permit is required to use the land to sell or consume liquor.
- Clause 52.29 (Land Adjacent to the Principal Road Network), a permit is required to create or alter access to a road in a Transport Zone 2 (Princess Highway).

- Clause 52.34-2 (Bicycle Facilities), a permit is required to reduce the number of bicycle spaces required under Clause 52.34-5.

PROHIBITED USES & COMMERCIAL DEVELOPMENT WITHIN THE PSP

The proposed mixed-use development includes uses that are prohibited under the applicable zone and the amendment is sought to enable these prohibited uses to be considered for the subject site.

An Economic Assessment (Ethos Urban) of the proposed development provides justification for allowing prohibited uses for the site and details the likelihood of various permitted uses as well as the proposed development to achieve a practical and commercial development outcome for the subject land. The permissible uses for the site are determined to be insufficient to provide for the future conservation of the heritage place, and the proposed Office use is considered to represent a reasonable use that provides several distinct advantages, as reverberated below:

- *Subject to design and location, it can provide a higher built form quality than alternative uses where significant signage and at-grade parking represent critical success factors.*
- *Office development can take on a vertical scale that other uses are unlikely to in an outer suburban location.*
- *With considerably fewer traffic movements per day, an office development is more easily able to accommodate parking within the building's footprint (e.g. basement or undercroft parking).*
- *An office development is more able to generate a scale of development able to subsidise ongoing costs associated with the Kiln and/or site-specific and heritage related landscaping.*

The normally available range of permissible uses for the subject land are insufficient to provide for the future conservation of the heritage buildings given:

- It is unlikely that the most obvious permissible uses for the site (such as medical, child care) could incorporate and readapt the heritage structures within these types of developments in a meaningful way.
- The scale of development associated with permissible uses would be insufficient to generate the return required to subsidise the refurbishment of the Kiln and any ongoing costs associated with its preservation and maintenance.
- The land remains underutilised, and the heritage structures are in significant decline despite the site's extensive planning permit history. Council's previous decision to refuse an application to subdivide the land into smaller residential lots was upheld by the Tribunal as it did not provide for the future conservation of the heritage structures or enhance the heritage significance of the site. The Ethos Urban report considers that *any conventional residential development of the subject site for detached housing or townhouses/units is not practical as the development would 'overwhelm' the subject site and physically limit any redevelopment of the kiln building itself; and that a higher density development is unlikely to be commercially viable in a growth area setting.*
- The need to ensure a built form outcome that minimises at-grade parking and minimises building footprints. An office outcome is particularly important in this regard due to the ability to realise vertical scale and incorporate car parking within the building's footprint through the use of undercroft parking.

The amendment will enable prohibited uses to be considered for the site. The Office use (prohibited use under the GRZ (the applied zone)) and Food and Beverage Premises use (other than Restaurant) (prohibited use in the UGZ where the applied zone is GRZ) are both proposed for the site and are considered an appropriate planning outcome when having regard for the below:

- The site attributes support commercial development given its location within a high population growth area and the benefits the site derives from significant levels of exposure and accessibility associated with the Princes Highway frontage.
- The proposed commercial uses are consistent with existing development along the Princes Highway which are predominately retail and commercial in nature.
- The prohibited uses have been proposed as they are the most reasonable and compatible uses for the site.

- As per the Ethos Urban report, the permissible uses for the site are unlikely to provide practical or commercially viable outcomes for the site, whereas the proposed prohibited uses can ensure the future restoration, preservation and ongoing maintenance of the Kiln and Chimney, retain the visual link to the original clay pit to the west and complement the amenity and attraction of these heritage elements.
- The proposed uses promote community engagement and allow members of the public to visit and enjoy the reinvented spaces.
- The proposed uses will create social and economic benefits for the community, including local employment and trade opportunities within a new residential estate the wider Officer community.

Under the Officer PSP, the site is not located within an area designated as either Core Business or Peripheral Commercial. The proposed Office use is justified and in keeping with the Officer PSP when having regard for the below:

- The Officer PSP designates the subject land for residential development, however, the previous planning permit application and subsequent VCAT hearing highlighted the incompatibility of residential subdivision/development for this site.
- The Officer PSP does not recognise the unique attributes of the subject site and the proposed Office use enables the viable development of the site and makes best use of the site’s excellent exposure, access and amenity.
- The Office use enables development that gives good effect to the Image and Character objectives (4.1.1), Heritage objectives (4.5.8), and Transport objectives (3.2.5) and Employment objectives (4.3.1) of the Officer PSP, as well as the planning and design guidelines for historical and cultural characteristics.

The proposed café (Food and Beverage Premises (Other than Restaurant)) is appropriate for an urban growth area, and as part of a mixed-use development will enhance the vitality of the development and bring people to the site during the day. The café complements surrounding residential uses and is supported by the subject site’s location along a regionally significant walking/cycling network. The proposed café will provide a local meeting place for local residents in the absence of village style shopping and café strips observed in more established neighbourhoods and will further enhance opportunities for social interactions and the liveability and walkability of a new residential estate.

PARTICULARS

The proposal provides for a mixed-use development across three levels and the particulars of each of the proposed uses are tabled below:

USE	DETAILS	AREA
Restaurant & Wine Bar	60 patrons Incorporates the existing kiln floor area & kitchen	188sqm
Café		39sqm
Office	Level 1: 332m ² Level 2: 205m ² Balcony: 96m ²	537sqm

HOURS OF OPERATION							
USE	MON	TUES	WED	THUR	FRI	SAT	SUN
Restaurant	4-9pm	4-9pm	4-10pm	4-11pm	4-11pm	11am-11pm	11am – 10pm
Café	6am – 3pm	6am – 3pm	6am – 3pm	6am – 3pm	6am – 3pm	6am – 3pm	6am – 3pm
Office	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm		



DESIGN RESPONSE

The proposed built form includes a three-storey office building with undercroft parking and lift stack, a detached single storey building for the cafe, a detached single storey building for the restaurant and a steel framed glazed structure to encase the brick kiln structure. The design incorporates the brick kiln and chimney into the development and proposes new readaptive uses for the structures.

The built form has taken design cues from the brick kiln and chimney structures to ensure new buildings respond and contribute to the heritage setting:

- The proposed new buildings borrow on the industrial aesthetic provided by the heritage structures in terms of materials, form, colours etc.
- The restaurant, café and wine bar buildings are modular and industrial in appearance with steel frames and clear glazing. These buildings are a subtle nod to the former structures on the site that have since been demolished:



- The heritage elements have been incorporated into the proposed design which provides a strong visual reminder of the site’s former use and celebrates Officer’s industrial history. The chimney structure has guided the height of new buildings and balances the scale of built form across the site. The low height of the café and restaurant buildings ensures the heritage structures are not overwhelmed within the development and remain a visually dominant feature of the site.
- The siting of new buildings has maintained the visual connection between the disused clay pits to the west and the kiln and chimney structures, recognising that this connection contributes to the overall heritage setting. The provision of landscaping, pathways and interpretive signage further reinforces this connection.
- A steel framed glazed structure will encase the brick kiln and provides assurances as to the protection and ongoing conservation of the heritage structure. The clear glazing provides a high level of visual permeability from the public domain and feature lighting will further highlight the existence of the kiln:



Interface treatments have sought to integrate the development within the existing residential neighbourhood and open space/walking path network adjacent to the Princes Highway. The existing Grace Street footpath is proposed to be extended to provide connection to the Grace Street entry to the site and bicycle facilities have been incorporated into this frontage.

The proposed fencing treatment:

- Is engaging and innovative with a high level of visual permeability;
- Complements the industrial aesthetic sought for the development and is integrated within the development with high-quality landscaping;
- Is curvilinear in sections to help facilitate the movement of pedestrians and vehicles within the site and guide visitors to site access points, interpretive signage etc; and
- Does not contribute to or create unsafe environments, disrupt the visual link to the former clay pits, detrimentally impact on the wider heritage setting or obstruct passive surveillance to or from the site.

The proposed landscaping:

- Features low height planting along the western and southern interfaces to maintain the visual connection to the former clay pits to the west and enhance views to the site from the public realm and the Princes Highway;
- Incorporates seating to the front of the café to encourage visitors to rest and appreciate the heritage buildings;
- Employs ground level planting and third storey balcony planting to screen the development from adjoining residential land to the north.
- Includes paths within the development that facilitate the movement of people across the site and provide opportunities for the provision of interpretive signage.

Potential amenity impacts to residential land to the north of the site have been identified and responded to throughout the design process:

- The subject land is lower than the adjoining lot to the north which helps to lower the overall height of the proposed office building and increases the height of the boundary fence from the carpark;
- Screen planting is proposed along the northern boundary of the carpark;
- The proposed third storey is tiered with a balcony design that incorporates planter boxes to prevent overlooking to adjoining residential lots;
- The restaurant and café buildings have been treated with a high standard of design finishes along the Grace Street interface to create visual interest and enhance views to the site from the street and nearby residential lots.

ACCESS, CARPARKING & WASTE MANAGEMENT

Pre-application advice from the Department of Transport and Planning (DTP) has informed the proposed vehicle access and car parking provisions.

In response to DTP advice, the proposed access and car parking design:

- Ensures that a B85 vehicle can successfully enter and exit the critical parking space in a single manoeuvre and up to a three point turn whilst entering and existing the site in a forward direction;
- Enables vehicles to circulate in a one-way direction using the 'u' shaped carriageway within the carpark;
- Prevents vehicles entering Grace Street from the Princes Highway via the proposed car park; and
- Provides for left in/left out ingress and egress from the site to the Princess Highway, which will be enforced by the existing central median passing the site.

The creation of access to the Princes Highway will be to the satisfaction of the Head, Department Transport and Planning. It is anticipated that mitigation measures to prevent informal car parking along the Princes Highway gravel shoulder will be conditioned as part of any permit granted.

A Traffic Impact Assessment report and swept path diagrams have been prepared by TTM Consulting Pty Ltd (March 2024) in support of the proposed development and confirm the adequacy of the proposed vehicle access

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and car parking provisions, and the ability of the adjacent road network to accommodate the level of additional traffic generated by the proposal.

The statutory car parking requirements of Clause 52.06-5 have been addressed in subsection 8 of this report. The car parking spaces, accessways and gradients have been designed in accordance with the design criteria outlined in Clause 52.06-9.

The loading bay and waste storage and collection area is proposed to be accessed from Grace Street. The Waste Management Plan (WMP) prepared by *One Mile Grid* includes swept path diagrams which demonstrate that a 6.4 metre rear-lift waste collection vehicle (mini-loader) can successfully enter the site from Grace Street, prop within the bin storage area, and transfer the bins to a waiting truck for emptying.

It is anticipated that any planning permit, should one be granted, will include standard engineering conditions including building and site drainage approval, construction (sealing) of all access, circulation, loading and parking areas, waste management, and requirements for environmental management during construction.

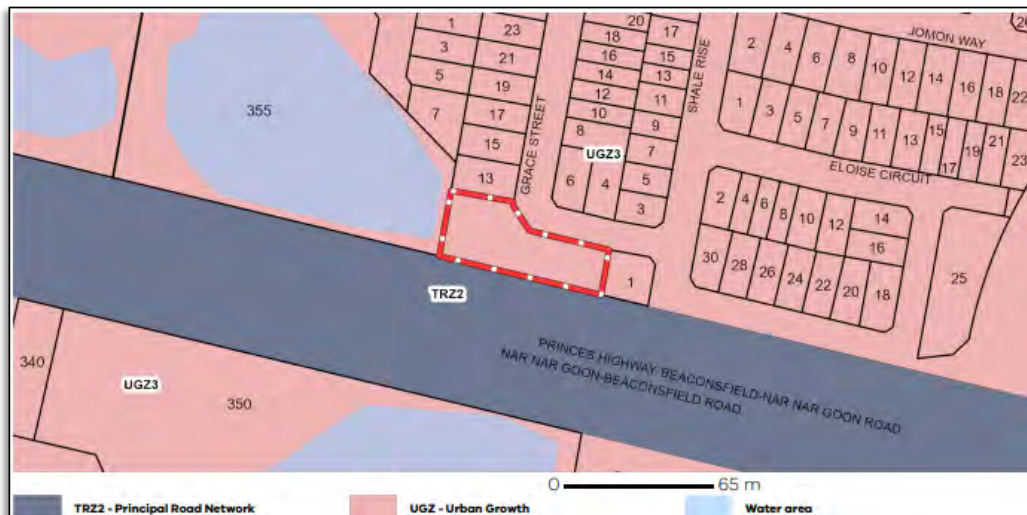
5. RELEVANT PLANNING CONTROLS

The following section addresses the objectives and requirements of the zoning and overlay controls relevant to the subject site identifying how these planning controls relate to the proposal, trigger an assessment and how we have addressed the requirements of planning provisions.

ZONING CONTROLS

CLAUSE 37.07 URBAN GROWTH ZONE - SCHEDULE 3

The subject site and all surrounding land is mapped within the Urban Growth Zone – Schedule 3 (UGZ3) in the Cardinia Planning Scheme:



ZONING MAP (VICPLAN)

Schedule 3 applies to residential land included in the Officer Precinct Structure Plan (September 2011, Amended November 2019). The applied zone provisions of the schedule to the zone include the land in the General Residential Zone. An assessment of the proposal against the relevant purposes, requirements and decision guidelines of the GRZ is provided below.

APPLIED ZONE - CLAUSE 32.08 GENERAL RESIDENTIAL ZONE

The General Residential Zone (GRZ) seeks to:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To encourage development that respects the neighbourhood character of the area.
- To encourage a diversity of housing types and housing growth, particularly in locations offering good access to services and transport.
- To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.

Neighbourhood character objectives

- No neighbourhood character objectives are contained within the schedule to the zone.

Requirement for a permit

- The use of the land for a food and drink premises is a section 2 use (permit required) in the GRZ however, food and drink premises (other than restaurant) is a prohibited use under the UGZ3 where the applied zone is GRZ.
- Amendment VC232 amended the table of uses in Clause 32.08-1 and consequentially, Office use was revised from a Section 3 (prohibited) use to a Section 2 (permit required) use on the condition that the use *must be associated with a use or development to which clause 53.23 (significant residential development with affordable housing) applies*. The proposed office use is by virtue a prohibited use for the site because it does not meet the requirements of the zone.
- The planning scheme amendment to be assessed concurrently with this planning permit application seeks to amend the schedule to the Heritage Overlay to allow Council to consider a prohibited use for the site which would enable the proposed Office and Food and Beverage Premises uses to be considered for the site where they can demonstrably contribute to the ongoing conservation of the heritage place.
- A permit is required to construct a building or construct or carry out works for a Section 2 use in Clause 32.08-2.

Maximum building height

Clause 32.08-10 has regard for the maximum building height requirement for a dwelling or residential building. No dwellings or residential buildings are proposed as part of the development.

An assessment of the proposed built form (including building height) is provided within subsection 4 of this report.

Application requirements

The site features have been accurately described as per the site and surrounds response within subsection 2 of this town planning report, *TP-01 Neighbourhood Context Plan* (UXD Group) and the *Feature & Level Plan* (Nobelius Land Surveyors).

Assessment of the proposal against the decision guidelines

The relevant considerations for non-residential use and development, as outlined in the decision guidelines contained in Clause 32.08-13 are:

General

- *The Municipal Planning Strategy and the Planning Policy Framework.*
The proposal is consistent with the Municipal Planning Strategy, the relevant policies and provisions of the State and Local Planning Policy Framework and the Officer Precinct Structure Plan. Please refer to subsections 5-8 of this planning report for an assessment of the proposal against the relevant planning considerations.
- *The purpose of this zone.*
- *The objectives set out in a schedule to this zone.*
The proposed mixed-use development is consistent with the purpose of the GRZ, particularly the purpose to *'allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations'*. No specific objectives are contained in the schedule to the zone. The subject site shares a common boundary with a single residential lot, and the balance of the title boundaries are demarcated spatially from residential uses by existing open space or road abutments. As such, the potential for adverse residential amenity impacts

can be mitigated through design and sensitive interface treatments. Given the above, the development of the site for non-residential uses is considered appropriate as it will provide social and economic benefits to the community and will provide for the restoration, readaptative use and long-term conservation of a heritage place.

- *The impact of overshadowing on existing rooftop solar energy systems on dwellings on adjoining lots in a General Residential Zone, Mixed Use Zone, Neighbourhood Residential Zone, Residential Growth Zone or Township Zone.*

The proposed buildings do not overshadow any existing rooftop solar energy systems on dwellings on adjoining lots. Please refer to the 9am, 12pm and 3pm shadow diagrams in *TP-12*, *TP-13* and *TP-14*.

Non-residential use and development

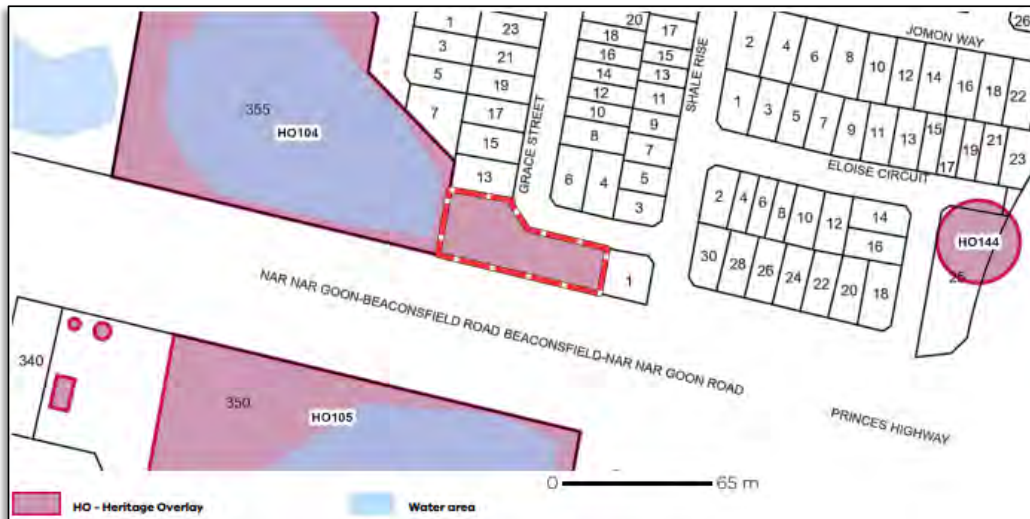
- *Whether the use or development is compatible with residential use.*
- *Whether the use generally serves local community needs.*
As per previous responses.
- *The scale and intensity of the use and development.*
- *The design, height, setback and appearance of the proposed buildings and works.*
Please refer to subsection 4 of this report for a detailed design response that describes how the height, setback and appearance of the proposed built form responds to the site and surrounds.
- *The proposed landscaping.*
Landscaping plans have been prepared and provided for Council's review as part of this submission.
- *The provision of car and bicycle parking and associated accessways.*
The development plans prepared by UXD Group and provided for Council's review have made provisions for car parking and bicycle parking that promote safe and convenient use and access.
- *Any proposed loading and refuse collection facilities.*
Loading and waste storage areas have been designated in 'dead' areas of the development that can be accessed by delivery and waste collection vehicles. Please refer to the Waste Management Plan prepared by One Mile Grid.
- *The safety, efficiency and amenity effects of traffic to be generated by the proposal.*

Comments from the Department of Transport and Planning (DTP) have been addressed in the design response and the Traffic Impact Assessment prepared by TTM Group details all relevant traffic and car parking considerations.

OVERLAYS

CLAUSE 43.01 HERITAGE OVERLAY - SCHEDULE (HO104)

The Heritage Overlay (HO104) applies to the subject land and the land immediately to the west containing the former clay pits associated with the James Hicks Pottery Pty Ltd site:



HERITAGE OVERLAY MAP (VICPLAN, 2024)

The Heritage Overlay contains the following purposes:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To conserve and enhance heritage places of natural or cultural significance.
- To conserve and enhance those elements which contribute to the significance of heritage places.
- To ensure that development does not adversely affect the significance of heritage places.
- To conserve specified heritage places by allowing a use that would otherwise be prohibited if this will demonstrably assist with the conservation of the significance of the heritage place.

Requirement for a permit

Pursuant to **Clause 43.01-1 Permit requirement**, a permit is required to construct a building or construct or carry out works.

Schedule to the overlay

The schedule to Clause 43.01 identifies the subject site as HO104, James Hicks Pty. Ltd. Pottery, 365 Princes Highway, Office. External paint controls, internal alteration controls, and solar energy controls apply. Outbuildings and fences are not exempt under Clause 43.01-4. The site is not listed on the Victorian Heritage Register under the Heritage Act 2017. Prohibited uses are not currently permitted for the site.

Heritage significance

The heritage citation for the subject site is contained within the Cardinia Shire Heritage Study Vol. 3 Heritage Places. The citation for the James Hicks Pty Ltd Pottery site details the following:

This industrial complex with its collection of brick and iron structures on north side of the Princes Highway has historical significance for its associations with the origins and development of the important district brick, pipe and pottery industries. It has rarity not only within the region but within the State as a relatively intact and still operating pottery with some early kiln remains.

The heritage significance of this site is described below:

James Hicks Pty Ltd. Pottery (kiln, early clay sheds, office) is significant to the Cardinia Shire as one of the Shire's two early terra-cotta manufacturing complexes which still retains notable early elements and highlights the development of extractive and secondary industries in the district. This pottery is an important district industrial site with remaining brick kilns and other structures associated with brick-making, pipe-making and pottery production from the post-First World War era. The site is also linked with the locally important family, Hicks.

Decision Guidelines

The following decision guidelines are relevant to the proposal and have been considered in the design response:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The significance of the heritage place and whether the proposal will adversely affect the natural or cultural significance of the place.*
- *Any applicable statement of significance (whether or not specified in the schedule to this overlay), heritage study and any applicable conservation policy.*
- *Any applicable heritage design guideline specified in the schedule to this overlay.*
- *Whether the location, bulk, form or appearance of the proposed building will adversely affect the significance of the heritage place.*
- *Whether location, bulk, form and appearance of the proposed building is in keeping with the character and appearance of adjacent buildings and the heritage place.*
- *Whether the demolition, removal or external alteration will adversely affect the significance of the heritage place.*
- *Whether the proposed works will adversely affect the significance, character or appearance of the heritage place.*
- *Whether the proposed sign will adversely affect the significance, character or appearance of the heritage place.*

Assessment of the proposal against the Heritage Overlay

The Heritage Impact Statement (hereafter HIS) prepared by Anthemion Consultancies (August, 2023) in support of the proposal informed the proposed design and overall development in terms of land use and built form typologies, signage, interface treatments and landscaping. The HIS has regard for the heritage significance of the site and reaffirms the view of the Tribunal in **Timbertop East Pty Ltd v Cardinia SC [2021] VCAT 558** that any development of the site must maintain the visual and physical connection between the clay pits and the kiln and chimney.

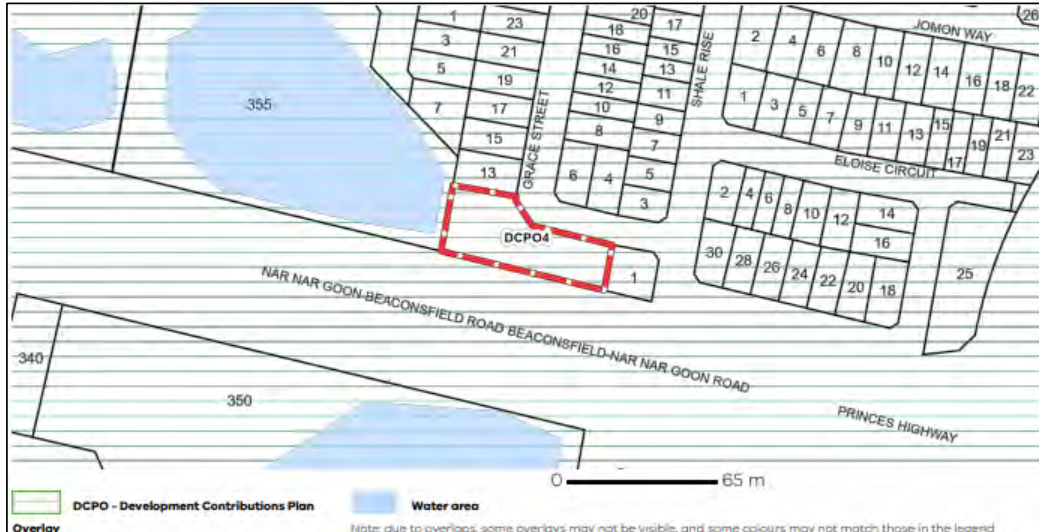
Whilst the historic use of the kiln and chimney is now redundant, the proposal seeks to restore and readapt the heritage structures which will result in their long-term conservation. The proposed office, restaurant, café and wine bar uses all benefit from the modern industrial aesthetic that the chimney and kiln provide, and the steel framed and glazed structure will help to conserve the structural integrity of the brickwork comprising the kiln. The proposed uses all promote community engagement and allow members of the public to visit and enjoy the reinvented spaces. The proposed office building is to include large letter signage that will be visible from the Princes Highway that pays homage to the sites former use and provision has also been made for interpretive signage throughout the site.

The HIS provides a detailed assessment of the proposal against all relevant heritage considerations and concludes in points 45-48 that the proposal is considered an appropriate outcome for the James Hicks Pottery Site (HO104), is consistent with all relevant Heritage Policy and that there is no heritage reason not to grant a permit.

In summary, the proposal presents an excellent opportunity for development that promotes and celebrates a heritage place in Officer.

CLAUSE 45.06 DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY - SCHEDULE 4

The DCPO4 applies to the subject site and all surrounding land:



DEVELOPMENT CONTRIBUTIONS PLAN OVERLAY MAP (VICPLAN, 2024)

The purpose of the Development Contributions Plan Overlay is:

- To implement the Municipal Planning Strategy and the Planning Policy Framework.
- To identify areas which require the preparation of a development contributions plan for the purpose of levying contributions for the provision of works, services and facilities before development can commence.

Pursuant to Clause 45.06-1 a permit must not be granted to subdivide land, construct a building or construct or carry out works until a development contributions plan has been incorporated into this scheme. This does not apply to the construction of a building, the construction or carrying out of works or a subdivision specifically excluded by a schedule to this overlay.

A permit granted must:

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

Schedule 4 (Officer Development Contributions Plan, September 2011, amended November 2019) applies to the subject site. The Community Infrastructure Levy (CIL) payable under this Development Contributions Plan (DCP) is subject to Section 46L of the *Planning and Environment Act 1987*, which sets the maximum CIL amount that can be collected under an approved DCP. It is anticipated that any applicable CIL will be included as a Planning Permit condition should a Planning Permit be issued.

6. MUNICIPAL PLANNING STRATEGY & VISION

CLAUSE 21.01 CARDINIA SHIRE KEY ISSUES AND STRATEGIC VISION

The snapshot of the Cardinia Shire as outlined in **Clause 21.01-1** describes how *the majority of the Cardinia Shire's population is located within the urban areas of Beaconsfield, Officer and Pakenham. These areas are within the Casey-Cardinia South-east Growth Corridor and will accommodate the majority of future residential and commercial growth.*

The key issues facing Cardinia are outlined in **Clause 21.01-3** and are categorised into five strategic themes – environment, settlement and housing, economic development, infrastructure and particular use and development. The following key issues are considered to be particularly relevant to this proposal:

- *Environment: The protection and enhancement of areas and places of heritage significance*
- *Economic development: The development of a balanced local economy and local employment opportunities for residents.*
- *Particular use and development: Encouraging an attractive, functional and sustainable built form in existing and future development.*

The proposal provides for the readaptation and conservation of a heritage place within the Cardinia Shire, and the proposed built form is responsive to the heritage setting. The proposed design borrows on the form, scale, materials and finishes of the heritage structures and incorporates these elements into the new buildings to tie the old to the new. The proposed uses create local employment opportunities close to where people live and supports economic growth within the local economy. The movement of vehicles and pedestrians within the development and the provision of adequate and useable car parking has been considered in the design.

The proposal is consistent with the strategic vision for Cardinia, as outlined in **Clause 21.01-4**:

'Cardinia Shire will be developed in a planned manner to enable present and future generations to live healthy and productive lives and to enjoy the richness of the diverse and distinctive characteristics of the Shire'.

The proposal is responsive to the Strategic Framework Plan (**Clause 21.01-5**), which designates Officer as being within the Urban Growth Zone and a location where residential development should be encouraged. The proposed development does not provide for residential development, however, the proposed mix of uses are complementary with residential development and support the service and employment needs of people who live within the precinct.

CLAUSE 21.02 ENVIRONMENT

Clause 21.02-6 Post-contact heritage outlines that:

The rich and diverse cultural heritage of Cardinia Shire illustrates the historic use, development and occupation of the land. This history is demonstrated by a wide range of heritage places that include buildings and structures, monuments, trees, landscapes and archaeological sites. These places give Cardinia a sense of historic continuity as well as demonstrating the economic, social and political circumstances of the time.

The proposal is consistent with the post contact heritage objectives contained within **Clause 21.02-6** as it:

- Protects a site of regional and local heritage significance.
- Promotes the conservation of a site with local heritage interest.
- Proposes a mixed-use development that reuses an existing heritage place. The food and beverage premises are section 2 uses in the GRZ1, and the inclusion of a prohibited use (office) is considered appropriate as it will assist in the conservation of the heritage place (by ensuring the development is

financially viable and can generate consistent income to fund the conservation and ongoing maintenance of the heritage structures).

- Highlights the significance of the heritage buildings within the development. The proposal provides for interpretive signage and new buildings have been sited to enhance the visual link to the former clay pits to the west. A steel and glass structure over the kiln with feature lighting highlights its presence on the site.
- A Heritage Impact Statement has been prepared in support of the proposal by Anthemion Consulting and the developer has worked closely with Robyn Riddett to ensure the proposal responds to all relevant heritage considerations and is compatible with its heritage setting.

CLAUSE 21.03 SETTLEMENT AND HOUSING

The proposal is consistent with the key principles for the development of precincts within the Urban Growth Areas of the municipality (**Clause 21.03-3 Urban Growth Area**), particularly:

- *To attract commercial investment and create diverse employment opportunities.*
- *To achieve good urban design outcomes with a strong urban character.*

The proposal helps to address key issues associated with environment, settlement, economic development and particular use and development by facilitating the sustainable development of land in the Urban Growth Zone, enabling the development of a balanced local economy and local employment opportunities for residents, and by protecting and enhancing a place of heritage significance. The proposal will enable a use and development outcome with attractive, functional and sustainable built form that will integrate within its heritage setting and the wider residential neighbourhood.

CLAUSE 21.04 ECONOMIC DEVELOPMENT

The proposal provides an excellent opportunity to create diverse employment opportunities within close distance to where people live. This is consistent with the objective of Clause 21.04-1 Employment, which seeks to *develop diverse local employment opportunities to meet the needs of a growing residential population.*

CLAUSE 21.06 PARTICULAR USES AND DEVELOPMENT

Clause 21.06-1 Urban Design has regard for the long-term benefits associated with good design, and recognises the good design is site responsive and considers the character and constraints of the site and its context. The proposal is consistent with the urban design objectives. The proposed development provides high quality architectural design that responds to the heritage setting as well as the residential, open space and Princes Highway/Grace Street interfaces. The development provides architecturally designed built form in a prominent location that contributes to a strong character and identity for Officer. The development is further enhanced through the provision of extensive landscaping and connection to the existing pedestrian/cycling network.

The proposed development provides for good passive surveillance of the public realm and adjoining areas of open space, and safe and convenient access for pedestrians and vehicles in keeping with the community safety objectives of **Clause 21.06-2**.

7. STATE AND LOCAL PLANNING POLICY FRAMEWORK

This part of the report assesses and responds to the legislative and policy requirements for the project outlined in the Cardinia Planning Scheme and in accordance with the Planning and Environment Act 1897. The relevant clauses of the Planning Policy Framework for developments of the type presented in this report are largely contained in Clauses 11, 13, 15, 17, 18 and 19. The Local Planning Policies that are relevant include Clauses 22.04 and 22.09.

An assessment against the relevant clauses of the Cardinia Planning Scheme is provided below.

CLAUSE 11 SETTLEMENT

Clause 11 heralds that planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure. Planning should contribute toward such elements as health, wellbeing and safety; Diversity of choice; Economic viability; A high standard of environmental sustainability, urban design and amenity; Accessibility; Land use and transport integration and also facilitate sustainable development that takes full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services.

Clause 11.01-1S Settlement seeks to *facilitate the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements*. The proposal is consistent with this objective and the strategies contained within Clause 11.01-1S, particularly those that have regard for the promotion and capitalisation of opportunities for urban renewal and infill redevelopment. The strategy *ensure retail, office-based employment, community facilities and services are concentrated in central locations* has been considered in the proposal. The development provides for office-based employment within an existing residential precinct, and this use is considered appropriate for the subject site given the site's frontage to the Princes Highway and that the additional uses proposed in this development will operate in symbiosis with the office use. The proposal is consistent with the strategy to *create mixed-use neighbourhoods at varying densities, including through the development of urban-renewal projects, that offer more choice in housing, create jobs and opportunities for local businesses and deliver better access to services and facilities* as contained in **Clause 11.01-1R Settlement – Metropolitan Melbourne**.

Clause 11.03-2S Growth areas seeks to *locate urban growth close to transport corridors and services and provide efficient and effective infrastructure to create sustainability benefits while protecting primary production, major sources of raw materials and valued environmental areas*. The subject site is within an urban growth zone, and any development of the subject site and the wider Officer precinct is guided by and must be in accordance with the Officer Precinct Structure Plan (PSP). The proposal is consistent with the requirements of the Officer PSP, and the proposed use and development of the site is further supported by the strategies of **Clause 11.03-2S**, including the need to provide for significant amounts of local employment opportunities, and the need to protect areas of heritage significance.

CLAUSE 13 ENVIRONMENTAL RISKS AND AMENITY

The proposal has been informed by detailed site investigations which aligns with the objective of **Clause 13.04-1S** to ensure contaminated and potentially contaminated land is used and developed appropriately and safely.

CLAUSE 15 BUILT ENVIRONMENT AND HERITAGE

Clause 15 is particularly relevant to this development proposal and the subject site given its heritage significance, and outlines among many objectives, that:

- *Planning is to recognise the role of urban design, building design, heritage and energy and resource efficiency in delivering liveable and sustainable cities, towns and neighbourhoods.*
- *Planning should ensure all land use and development appropriately responds to its surrounding landscape and character, valued built form and cultural context.*
- *Planning should protect places and sites with significant heritage, architectural, aesthetic, natural, scientific and cultural value.*
- *Planning must support the establishment and maintenance of communities by delivering functional, accessible, safe and diverse physical and social environments, through the appropriate location of use and development and through high quality buildings and urban design.*
- *Planning should promote excellence in the built environment and create places that:*
 - *Are enjoyable, engaging, and comfortable to be in.*
 - *Support human health and community wellbeing.*
 - *Accommodate people of all abilities, ages and cultures.*
 - *Contribute positively to local character and sense of place.*
 - *Reflect the particular characteristics and cultural identity of the community.*
 - *Enhance the function, amenity and safety of the public realm.*

CLAUSE 15.01 BUILT ENVIRONMENT

Clause 15.01-1S Urban design has the objective *to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.* The proposed built form is responsive to its context and the heritage significance of the structures on the site and their wider setting. The proposal provides high quality urban design that responds to its prominent location within the Officer precinct and interface with the principal road network. The proposed design has considered the need to maintain sight lines and enhance the visual connection between the former clay pits to the west of the site and the kiln and chimney structures on the site. The proposed design has incorporated design elements that guide the viewers eye from the former clay pit to the kiln and chimney to reinforce the connection between these elements on the site, such as building setbacks, curvilinear walls and fences, low level landscaping and connective paths with opportunities for interactive signage. The kiln is proposed to be encased within a steel and glazed structure that enables the kiln to remain visible from the street. The built form has taken design cues from the materials, height, and form of the heritage structures on the site and incorporated these elements into the design, resulting in a cohesive contemporary industrial aesthetic. The letter signage provides an insight into the heritage significance of the site from the public domain and is of contemporary design that complements the proposed built form.

The development contributes to community and cultural life by improving access to quality living and working environments. The buildings can be accessed by and accommodate people of all abilities, ages and cultures. The design and location of publicly accessible spaces are of a high standard, useable and safe. The development, including the proposed signage, is not considered to detrimentally impact on the amenity of surrounding land uses or the natural or built environment.

The proposed design has considered the safety of users within and surrounding the development. The development is not considered to detrimentally impact on the safety or efficiency of the existing road network. An assessment of traffic generated by the proposal on the adjoining road network, vehicle movements within the development and the provision of car parking has been provided for Council's review (please refer the *Traffic Impact Assessment* prepared by TTM Consulting Pty Ltd).

Clause 15.01-2S Building design has the objective *to achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable development.*

The proposed built form is consistent with this objective, and a comprehensive site analysis has formed the basis for the proposed design. The subject site's location within a residential estate, Princes Highway interface, the heritage considerations (including the findings of the Tribunal in *Timbertop East Pty Ltd v Cardinia SC [2021]*) have all influenced the siting, height, scale and massing of the new buildings. The kiln and chimney structures are visually distinctive as utilitarian industrial structures, and design cues from each have been incorporated into the proposed new buildings. The proposed design has ensured that the new buildings do not overwhelm or detract from the heritage structures within the development. The architecturally designed new buildings are complementary to the existing built form and serve to reinforce the role of the the kiln and chimney structures as a landmark within the Officer precinct.

The proposed design has considered the potential for detrimental impacts on neighbouring properties and incorporated the following measures into the design:

- The northern interface has been treated with landscaping to minimise the potential for adverse impacts to the residential amenity of the dwellings to the north.
- The potential for overlooking from the proposed office building has been mitigated through the provision of a balcony on the second floor with planter boxes that screen views to the secluded private open space of residential lots to the north. It is proposed that the 0.7m site cut combined with the 2.0m high fence will obscure any potential for overlooking from the first floor. Please refer to the overlooking diagram in *TP-08* for further clarification.
- The northern wall of the restaurant will be clad with an acoustic treatment to minimise the potential for detriment to the residential amenity of land to the north.
- The orientation of the subject site ensures that the proposed buildings do not cast shadows on residential land to the north.
- The siting of the built form on the land has considered the benefits of passive solar gains when having regard for building energy performance. The reuse of rainwater, stormwater and recycled water will be facilitated where practical.
- The proposed loading bay and refuge provision area is not foreseen to detrimentally affect any surrounding land and the separation, storage and collection of waste has been provided for within the development. Please refer to the *Waste Management Plan* prepared by One Mile Grid.
- Interfaces with the public realm have been considered in the proposed design and the buildings are not foreseen to adversely impact on the function or amenity of public spaces or contribute to any unsafe environments. The under-croft car park is visible from all elevations and will be well lit.

The kiln structure is proposed to be incorporated into the development and used as a wine bar which is consistent with strategies which have regard for the reuse of materials and readaptive use of buildings. Built form and impermeable surfaces are proposed to cover 40.9 per cent of the site and the proposed design has incorporated measures that support on-site infiltration such as permeable paving and the provision of extensive landscaping throughout the site (please refer to the *Landscape Plan* prepared by Zenith Consulting). The landscape plan responds to the sites opportunities and constraints, and has incorporated low-level planting along the Princes Highway interface to maintain and enhance views to the site. Screen planting has been incorporated as a buffer along the residential interfaces and is not considered to contribute to the creation of any unsafe spaces. The landscape plan proposes planter boxes on the second level balcony to soften the visual bulk and height of the building and connect the office building to the balance of the open spaces throughout the site.

The subject site is located within an existing residential estate (the Timbertop Estate) which features a high level of pedestrian and cyclist connectivity throughout the street network. The proposed design has incorporated the provision of bicycle parking spaces within the development and proposes internal paths that will connect to the existing shared user path along the Princes Highway and footpath on Grace Street. These measures are in keeping the objective to achieve neighbourhoods that foster healthy and active living and community wellbeing as contained in **Clause 15.01-4S Healthy neighbourhoods** and the strategy to create 20 minute neighbourhoods where people can meet most of their everyday needs within a 20 minute walk, cycle or local public transport trip from their home (**Clause 15.01-4R Healthy neighbourhoods – Metropolitan Melbourne**).

Clause 15.01-55 Neighbourhood character seeks to *recognise, support and protect neighbourhood character, cultural identity, and sense of place*. The proposed design is responsive to its context and is considered an appropriate planning outcome when having regard for its location within a residential estate, the heritage significance of the wider setting (the former clay pits to the west) and the Princes Highway frontage. The proposed design contributes high quality urban design to the Officer Precinct and facilitates the preservation and readaptive use of the existing structures on the site. The kiln and chimney stack are landmark features within the Officer landscape and the proposed built form does not detract from this, rather, the proposal highlights their presence on the site. The proposal is complementary to the Berwick Pottery Site to the south of the highway and protects and enhances the valued character attributed to the structures associated with the historical manufacture of clay building products.

CLAUSE 15.03 HERITAGE

The Heritage Overlay (HO104) applies to the subject site and the place citation for HO104 is contained in the *Cardinia Shire (North) Heritage Study Heritage Places* (Butler, 1996). As such, **Clause 15.03-1S Heritage conservation** is of relevance to this proposal and has the objective to *ensure the conservation of places of heritage significance*.

The proposed design has considered the strategies outlined to achieve this objective, including:

- *Provide for the protection of natural heritage sites and man-made resources.*
- *Provide for the conservation and enhancement of those places that are of aesthetic, archaeological, architectural, cultural, scientific or social significance.*
- *Encourage appropriate development that respects places with identified heritage values.*
- *Retain those elements that contribute to the importance of the heritage place.*
- *Encourage the conservation and restoration of contributory elements of a heritage place.*
- *Ensure an appropriate setting and context for heritage places is maintained or enhanced.*
- *Support adaptive reuse of heritage buildings where their use has become redundant.*

The proposed mixed-use development incorporates the site's heritage features into the design, and ultimately provides for the conservation and enhancement of the heritage listed structures and the contributory elements of the heritage place. The proposed design has considered the need to integrate the proposed mixed-use development with the disused clay pit to the west and recognises that the two elements are interlinked. Maintaining sight lines from the west to the kiln and chimney structures has been a key design consideration in the siting and design of buildings within the proposed development. Furthermore, the proposal provides for conservation works on the kiln and chimney structures and the interpretation of the site's original function, both of which are described as being good conservation practice in the supporting HIS (Anthemion Consultancies).

CLAUSE 17 ECONOMIC DEVELOPMENT

Clause 17 has regard for economic development and outlines that:

- *Planning is to provide for a strong and innovative economy, where all sectors are critical to economic prosperity.*
- *Planning is to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.*

Clause 17.01-1S Diversified economy seeks to strengthen and diversify the economy, and the proposed mixed-use development is consistent with this objective. The subject site's location adjacent to a residential precinct and frontage to the Princes Highway (TR22 – Principal Road Network) also improves access to jobs closer to where people live. This is a salient element discussed at length in our planning scheme amendment (under section 96a) that has been lodged in conjunction with this planning application.

Clause 17.02-1S Business outlines that development that meets the community's needs for retail, entertainment, office and other commercial services should be encouraged. The proposed development is economically viable, highly accessible and makes best use of the site's frontage to the Princes Highway. The mixed-use development will provide net community benefits including the creation of employment opportunities within close proximity to where people live, strengthening of the local economy, providing local residents and visitors to the area with a place to meet, and bolstering a sense of place and community through the preservation and celebration of a heritage site in a prominent place within Officer. This is consistent with **Clause 17.02-2S Out-of-centre development** which outlines that Planning should *ensure that out-of-centre proposals are only considered where the proposed use or development is of net benefit to the community in the region served by the proposal.*

CLAUSE 18 TRANSPORT

Clause 18 has regard for the provision of a safe, integrated and sustainable transport system. The strategies of **Clause 18.01-1S Land use and transport integration** are relevant as the proposed development adjoins the Princes Highway (TRZ2 - Principal Road Network). The proposed development does not encroach or cause detriment to the current or future function of the Princes Highway. The Traffic Impact Assessment prepared by *TTM Consulting* considers the additional traffic generated by the proposal negligible and easily accommodated within the existing road network. The Princes Highway interface has been treated with appropriate landscaping and signage that are not foreseen to contribute to unsafe conditions.

The proposed development is also consistent with the strategy to *support urban development that makes jobs and services more accessible.* The subject site is well serviced in terms of vehicular access, and several bus stops are within walking distance providing access to the site via public transport. The proposed development connects to the existing footpaths within the Timbertop Estate and along the Princes Highway, which promotes the objectives of **Clause 18.02-1S Walking** and **Clause 18.02-2S Cycling.**

CLAUSE 19 INFRASTRUCTURE

Clause 19 has regard for the provision of social and physical infrastructure, and the proposal is consistent with the strategy to *integrate development with infrastructure and services, whether they are in existing suburbs, growth areas or regional towns (Clause 19.03-2S Infrastructure design and provision).* The subject site offers good connection to all services, including electricity, water, and telecommunications. **Clause 19.03-5S Waste and resource recovery** seeks to *reduce waste and maximise resource recovery to reduce reliance on landfills and minimise environmental, amenity and public health impacts.* A *Waste Management Plan (WMP)* has been prepared by One Mile Grid that demonstrates that the proposal can satisfactorily manage all waste generated on-site and an acceptable waste collection strategy can be implemented.

CLAUSE 22.04 HIGHWAY DEVELOPMENT

Clause 22.04 seeks to implement the objectives and strategies of the Municipal Strategic Statement when having regard for the use and development of land along the highways in the Shire, including the Princes Highway. The proposed use and development of the site is considered appropriate to front the Princes Highway and a *Traffic Impact Assessment* is provided in support of the proposed creation of access to the highway. Whilst the policies at Clause 22.04-3 promote limiting highway development to a limited number of strategically located service nodes, the subject site is considered an appropriate location for a mixed -use development with access via the Princes Highway.

The heritage setting constrains any further residential subdivision (as per the Tribunal's finding in *Timbertop East Pty Ltd v Cardinia SC [2021] VCAT 558*) and whilst the site is not in a nominated service node, the proposed

use and development of the site provides for the better utilisation of existing urban land and is appropriate when taking into consideration the net community benefit the development will provide in terms of employment, economic growth, and heritage conservation.

CLAUSE 22.09 SIGNS

Clause 22.09 Signs has the objective to *facilitate signs that allow for the reasonable identification and marketing of businesses in Cardinia while enhancing the character of a building, site and area.*

The proposed letter signage identifies the site and pays homage to it's former use and heritage significance within the region. The proposed signage is consistent with the general strategies outlined in **Clause 22.09-1**, particularly:

- *Design signs to integrate with heritage buildings or objects to ensure the buildings and architectural features and detailing are not obscured.*
- *Design signs to complement the architectural design, form and scale of the host building or land and avoid signs that:*
 - *Obscure a building's architectural form, features or glazed surfaces.*
 - *Protrude above rooflines or parapets, or beyond the edges of fascia or walls of the host building.*

A detailed assessment of the proposed signage against **Clause 52.05 Signs** is provided in subsection 8 of this report.

PLAN MELBOURNE 2017 - 2050

Plan Melbourne is a metropolitan planning strategy that provides the framework for the future shape of the city and state over the next 35 years. *Plan Melbourne* provides strategies to support growth and jobs that ensure that the distinctiveness, liveability and sustainability of Melbourne is maintained and further built upon. The proposed mixed-use development is supported by many policies and directions contained within *Plan Melbourne*, including:

- **Direction 1.2 Improve access to jobs across Melbourne and close to where people live.**
 - *Policy 1.2.2 Facilitate investment in Melbourne's outer areas to increase local access to employment.*
- **Direction 1.3 Create development opportunities at urban renewal precincts across Melbourne.**
 - *Policy 1.3.1 Plan for and facilitate the development of urban renewal precincts.*
 - *Policy 1.3.2 Plan for new development and investment opportunities on the existing and planned transport network.*
- **Direction 4.4 Respect Melbourne's heritage as we build for the future.**
 - **Policy 4.4.3 Stimulate economic growth through heritage conservation.**
- **Direction 5.1 Create a city of 20-minute neighbourhoods**

The proposal provides for the better utilisation of a former industrial site in Officer, which is consistent with **Policy 1.3.1** which outlines that:

A number of former industrial and other sites – including government sites – around Melbourne are currently underutilised. Local planning authorities should identify and plan for ways these sites can be repurposed to create jobs and accommodate growth.

The heritage significance of the site has been sympathetically incorporated into the proposed development, and the readaptive use of the former brick tunnel kiln as a wine bar is consistent with **Direction 1.3** which states:

Heritage is an important component of Victoria's tourism industry and benefits the economy. Innovative approaches to the creative re-use of heritage places need to be adopted, ensuring good urban design both preserves and renews historic buildings and places.

Along with **Policy 4.4.3**:

Regeneration of heritage assets through adaptive re-use can deliver unique and exciting places that can be used well into the future. Rehabilitating old buildings and places also creates opportunities for new investment and jobs.

The provision of food and beverage premises and offices within a predominately residential neighbourhood promotes the creation of 20-minute neighbourhoods, which is consistent with **Direction 5.1** in *Plan Melbourne* which states that:

A 20-minute neighbourhood must:

- *Be safe, accessible and well connected for pedestrians and cyclists to optimise active transport*
- *Offer high-quality public realm and open space*
- *Provide services and destinations that support local living*
- *Facilitate access to quality public transport that connects people to jobs and higher-order services*
- *Deliver housing/population at densities that make local services and transport viable.*
- *Facilitate thriving local economies.*

The subject site is accessible via walking and cycling paths, public transport (bus), and via motor vehicle on the Princes Highway. The proposal provides employment opportunities and social infrastructure within close proximity to where people live which reduces reliance on private vehicles and promotes sustainability and liveability.

8. RELEVANT INCORPORATED DOCUMENTS

OFFICER PRECINCT STRUCTURE PLAN (PSP) (AMENDED NOVEMBER 2019)

The Officer Precinct Structure Plan (PSP) provides a strategic framework to guide future urban development within the Officer precinct. The subject site is identified as one of several sites in the precinct where the Heritage Overlay applies. The subject site is identified as 365 Princes Highway (James Hicks Pty. Ltd. Pottery) (HO104) in the PSP, and is described as containing a brick kiln, chimney and former clay pit. External paint and internal alteration controls apply. The site is attributed as having regional significance.

The Officer precinct's European heritage is derived from the *development of early small-scale farming, dairying and orchards as well as industrial activities such as brick making* (2.3.1b) which reinforces the heritage significance of the site and its former use within the local area. The Officer PSP outlines a number of objectives that relate to heritage within the precinct in **4.1.1 Image and Character Objectives** and **4.5.8 Heritage Objectives**, including:

- *Conserve and enhance recognised heritage places (4.1.1);*
- *Protect significant sites identified in the area; and (4.5.8); and*
- *Integrate significant sites with the open space network and surrounding development. (4.5.8)*

In addition to these objectives, the following planning and design guidelines for historical and cultural characteristics are outlined (p. 38):

Must:

- *Integrate heritage sites with adjacent subdivision design.*
- *Respond to key features of identified heritage sites.*
- *Ensure view lines to the front of heritage buildings from existing roads is maintained by:*
 - *Siting new development and buildings to the side and rear;*
 - *Ensuring the land between the front of heritage buildings and existing road reserves is used for public open space, private open space or a road.*

Should:

- *Integrate existing heritage elements as a design feature of new development, including:*
 - *Reusing clay pits as part of the drainage system;*
 - *Ensuring new buildings maintain the prominence of kilns and chimneys in the landscape;*
 - *Locating heritage trees in open space or other public reserves, where possible.*
- *Front new development onto heritage sites, to create an active interface between heritage features and new development.*

The proposal responds appropriately to the above-mentioned planning and design guidelines. The heritage structures are an important and visually dominant element of the proposed design and new buildings have been sited to maintain views to the front of the heritage buildings and the former clay pits to the west. The proposed new buildings appropriately respond to all interfaces and integrate well with the surrounds. The HIS (Anthemion Consultancies, August, 2023) considers the proposal to be consistent with all heritage policy and the heritage requirements of the *Officer Precinct Structure Plan*.

The proposal is consistent with the PSP objectives to “to provide for the employment needs of the future population within the Precinct, while also providing access to employment opportunities near the Precinct” (sections **3.2.5 To provide better transport choices** and **4.3.1 Employment and Activity Centres**). The economic benefits associated with additional trade and the employment opportunities generated by the development are consistent with the objectives to:

- *Strengthen the local and regional economy by creating opportunities for new business;*

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- *Facilitate the delivery of a wider range of employment opportunities within the Shire, thus reducing the number of residents who out-commute for work; and*
- *Boost access to local employment opportunities in an area that is serviced by public transport and cycling/walking tracks.*

Additional economic and social benefits of the proposal are further discussed throughout this report and supporting documentation.



9. PARTICULAR PROVISIONS

The relevant particular provisions/documents that will be addressed are identified below:

- Clause 52.05 Signs
- Clause 52.06 Car Parking
- Clause 52.27 Licensed Premises
- Clause 52.29 Land Adjacent to the Principal Road Network
- Clause 52.34 Bicycle Facilities

CLAUSE 52.05 SIGNS

Clause 52.05 applies to the development of land for signs and has the following purposes:

- *To regulate the development of land for signs and associated structures.*
- *To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.*
- *To ensure signs do not contribute to excessive visual clutter or visual disorder.*
- *To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.*

Clause 52.05 applies to the development of land for signs, and **Clause 52.05-2 Requirements** outlines that there are different categories of sign control, and that the zone provisions specify which category of sign control applies to the site. The General Residential Zone is the applied zone for the subject site. Pursuant to **Clause 32.08-14 Signs**, Category 3 applies.

The purpose of **Category 3 – High amenity areas**, as described in **Clause 52.05-13**, is to ensure that signs in high amenity areas are orderly, of good design and do not detract from the appearance of the building on which a sign is displayed or the surrounding area.

A permit is required to construct or put up for display a *Business identification sign* (section 2 sign) in Category 3. No specific conditions apply. Signage is proposed as part of this planning permit application, please refer to the signage plans prepared by UXD Group Pty Ltd for further details.

An assessment against the decision guidelines contained in **Clause 52.05-8** identifies that the proposed signage:

- Appropriately responds to the site's frontage to the Princes Highway and is consistent with the character of nearby highway development.
- Does not obscure or compromise important views from the public realm.
- Is appropriate in terms of proportion, scale and form relative to the streetscape.
- Does not adversely affect the heritage significance of the site or obstruct the visual connection between the kiln and chimney and the former clay pits to the west.
- Is responsive to the site and built form within the development. The scale and form of the proposed signage is appropriate and responsive to the height and materials of the proposed host building. The proposed typography of the signage is contemporary and complements the industrial aesthetic provided by the heritage structures and materials and finishes of the proposed new buildings. The signage pays homage to the site's former use and heritage significance to the local community and wider region.
- The illumination of the proposed signage does not adversely impact on the safety of pedestrians and vehicles, the amenity of nearby residents or the amenity of the area.
- Provides an excellent opportunity to promote and celebrate the former use of the site, Officer's industrial past, and the significance of the Hicks family within the locality.

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- Is not foreseen to contribute to any safety hazards or unsafe road conditions. The size of the type is large and can be easily read at a distance.
- Does not contribute to any visual disorder or clutter of signs and is consistent with the typology, construction methods, materials and colours of advertising signage in the wider area (below):

EAST		<p>The Shell Service centre to the east features monopole signs and those fixed to the built form.</p> <p>Other business signs to the east of the subject site employ contrasting colours and large type to attract attention.</p>
SOUTH		<p>To the south of the Princes Highway is 350 Princes Highway, Officer – the Berwick Pottery Site. The signage employed on this site is affixed to the built form and employs yellow and blue tones.</p>
WEST		<p>Signs to the west that are associated with the 'gateway' to Timbertop estate are setback from the Princes Highway and employ modest materials and finishes to avoid distracting drivers.</p>

VARIOUS EXAMPLES OF SIGNAGE IN THE SURROUNDING AREAS

CLAUSE 52.06 CAR PARKING

Clause 52.06 Car Parking has the following objectives:

- To ensure that car parking is provided in accordance with the Municipal Planning Strategy and the Planning Policy Framework.
- To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.
- To support sustainable transport alternatives to the motor car.
- To promote the efficient use of car parking spaces through the consolidation of car parking facilities.
- To ensure that car parking does not adversely affect the amenity of the locality.
- To ensure that the design and location of car parking is of high standard, creates a safe environment for users and enables easy and efficient use.

Pursuant to Clause 52.06-5 a permit is required to reduce the number of car parks required under Clause 52.06-5.

A Traffic Impact Assessment (TIA) prepared by TTM Consulting (March 2024) is provided in support of this application and should be read in conjunction with this response.

The car parking requirements for the proposed land uses outlined in Clause 52.06-5 of the Planning Scheme are tabled in the extract from the TIA below:

Land use	Car parking rate required	Inventory	Parking required	Car parking provision
Restaurant/Wine Bar	0.4 to each patron permitted	60 patrons	24	23
Café	4 to each 100sqm of leasable floor area	39sqm	1	
Office	3.5 to each 100sqm of net floor area	537sqm	18	
TOTAL			43	23

The Column A rate is applied as the site is not located within the PPTN. The applicant is seeking a parking reduction of 20 spaces against the statutory car parking requirements of Clause 52.06-5 of the Planning Scheme. It is submitted that the reduction is an appropriate planning outcome as not all of the proposed uses will operate concurrently. To justify the reduction in car parking spaces provided, an assessment has been undertaken to determine the likely car parking demand generated by the proposed development. The peak parking demand was determined to be up to 25 spaces on the weekend between 9.00am – 3.00pm, thus generating a spillover of up to 2 on-street spaces. This on-street carparking can be provided along Grace Street, which will enable the peak parking demands of the proposal to be met.

It is submitted that the proposed parking reduction of 20 spaces is an appropriate planning outcome when having regards to the Car Parking Demand Assessment prepared by TTM Consulting, the purpose of Clause 52.06 in the Cardinia Planning Scheme, the availability of on-street car parking along Grace Street, the site’s proximity to several bus stops and opportunities for pedestrianism facilitated by the interconnected footpaths that connect the subject site to the surrounding growth area suburbs. The car parking reduction is not foreseen to adversely impact on pedestrian amenity or the amenity of surrounding residential areas.



CLAUSE 52.27 LICENSED PREMISES

Clause 52.27 seeks to:

- *Ensure that licensed premises are situated in appropriate locations.*
- *Ensure that the impact of the licenced premises on the amenity of the surrounding area is considered.*

The proposed restaurant and wine bar are anticipated to be licensed premises under the *Liquor Control Reform Act 1998* and require a permit under Clause 52.27. The operating hours are proposed to be:

Monday/Tuesday	5.00pm – 9.00pm
Wednesday	5.00pm – 10.00pm
Thursday/Friday	5.00pm – 11.00pm
Saturday	11.00am – 11.00pm
Sunday	11.00am – 10.00pm

The consumption and sale of liquor as part of these proposed uses is considered an appropriate planning outcome when having regard for the decision guidelines below:

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The impact of the sale and consumption of liquor permitted by the liquor license on the amenity of the surrounding area.*
- *The impact of the hours of operation on the amenity of the surrounding area.*
- *The impact of the number of patrons on the amenity of the surrounding area.*
- *The cumulative impact of any existing licensed premises and the proposed licensed premises on the amenity of the surrounding area.*

The addition of the restaurant and wine bar to the existing mix and number of venues where the sale and consumption of liquor is permitted does not contribute to any cluster of licensed premises or negative cumulative impacts to the surrounding area associated with noise, anti-social behaviour from intoxicated persons, transport, car parking, crime, violence, or property damage. No packaged liquor will be available for purchase to take-away from the site.

Permitting the sale and consumption of liquor for the proposed restaurant and wine bar will positively contribute to the surrounding area by creating a social meeting place, enhancing the character, vibrancy and vitality of the area and the associated economic benefits that come with increased trade and employment. Provision has been made for on-site car parking, and the subject site is well supported by public transport and access to the Princes Highway to aid in the dispersal of patrons. The car park will be well lit and have good natural surveillance.

Patrons will be seated within the restaurant and wine bar and meals and food will be available to avoid excessive alcohol consumption. Reservations will ensure that patrons can be seated without the need for queuing and prevent any associated amenity impacts to surrounding land uses. The proposed hours of operation are not foreseen to result in any cumulative impact to the neighbourhood associated with patrons exiting onto the street at closing time.

CLAUSE 52.29 LAND ADJACENT TO THE PRINCIPAL ROAD NETWORK

Clause 52.29 has the following purposes:

- *To ensure appropriate access to the Principal Road Network or land planned to form part of the Principal Road Network.*
- *To ensure appropriate subdivision of land adjacent to Principal Road Network or land planned to form part of the Principal Road Network.*

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The proposal is seeking approval to create access to the Princes Highway (TRZ2 – Principal Road Network). Pursuant to **Clause 52.29-2**, a permit is required to create or alter access to a road in a Transport Zone 2.

It is proposed to create access from the Princes Highway via separate entry and exit crossovers, both of which are proposed to be 6.0 metres wide. As per preliminary advice provided by the Department of Transport in April, 2023, no opportunity is provided for vehicles to enter Grace Street from the Princes Highway via the subject site and vice versa.

Currently, a live planning permit (T170233 – Use of the land for a restaurant and alteration of access from a Road Zone Category 1) for the subject site permits the creation of access to the Princes Highway.

Please refer to the *Traffic Impact Assessment* prepared by TTM Consulting in March 2024 for further details regarding the proposed access to the Princes Highway, the traffic generated by the proposed development, and the provision of car parking, including swept path diagrams. It is anticipated that a condition will be included on the planning permit, should one be granted, requiring a detailed Functional Layout Plan (FLP) be prepared with details of the access points to the Princes Highway from the subject site.

CLAUSE 52.34 BICYCLE FACILITIES

The proposal seeks approval for a commercial development on a regionally significant pedestrian and cycling trail, and as such, is required under Clause 52.34 to provide secure and weatherproof bicycle parking.

Clause 52.34 has the following purposes:

- To encourage cycling as a mode of transport.
- To provide secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.

Pursuant to Clause 52.34-1 Provision of bicycle facilities, a new use must not commence or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land.

Table 1 to Clause 52.34-5 Bicycle spaces outlines the required number and type of bicycle facilities required.

A summary of the proposed uses and relevant bicycle facility requirements are detailed below:

Use	Statutory bicycle facility requirement		Use area	Bicycle spaces required	Bicycle spaces provided
	Employee/Resident	Visitor/Shopper/Student			
Office other than specified in this table	1 to each 300sqm of net floor area if the net floor area exceeds 1000sqm.	1 to each 1000sqm of net floor area if the net floor area exceeds 1000sqm	559m ²	0	0
Restaurant	1 to each 100sqm of floor area available to the public	2 plus 1 to each 200sqm of floor area available to the public if the floor area available to the public exceeds 400sqm	112m ²	3	3

The following bicycle facilities are required:

Bicycle facilities required pursuant to Clause 52.34-5	No. required	Design of bicycle spaces pursuant to Clause 52.34-6
A bicycle space for an employee or resident must be provided either in a bicycle locker or at a bicycle rail in a lockable compound.	1	<p>Bicycle compounds and lockers</p> <p>Must:</p> <ul style="list-style-type: none"> • Be located to provide convenient access to other bicycle facilities including showers and change rooms. • Be fully enclosed. • Be able to be locked. • If outside, provide weather protection for the bicycle. <p>A bicycle locker must provide a bicycle parking space for at least one bicycle.</p> <p>A bicycle compound must:</p> <ul style="list-style-type: none"> • Include wall or floor rails for bicycle parking. <p>Provide an internal access path of at least 1.5 metres in width.</p>
A bicycle space for a visitor, shopper or student must be provided at a bicycle rail.	2	<p>Bicycle rails</p> <p>Must:</p> <ul style="list-style-type: none"> • Be securely fixed to a wall or to the floor or ground. • Be in a highly visible location for bicycle security (when not in a compound). • Be of a shape that allows a cyclist to easily lock the bicycle frame and wheels. <p>Be located to allow easy access to park, lock and remove the bicycle.</p>

In addition to the above, pursuant to Clause 52.34-6 Design of bicycle spaces, bicycle spaces should:



NOBELIUS LAND SURVEYORS | 21357

- *Provide a space for a bicycle of minimum dimensions of 1.7 metres in length, 1.2 metres in height and 0.7 metres in width at the handlebars.*
- *Be located to allow a bicycle to be ridden to within 30 metres of the bicycle parking space.*
- *Be located to provide convenient access from surrounding bicycle routes and main building entrances.*
- *Not interfere with reasonable access to doorways, loading areas, access covers, furniture, services and infrastructure.*
- *Not cause a hazard.*
- *Be adequately lit during periods of use.*

Pursuant to **Clause 52.34-2 Permit requirement**, a permit may be granted to vary, reduce or waive any requirement of Clause 52.34-5 and Clause 52.34-6. Council approval is sought to reduce the bicycle requirement to allow all three bicycle spaces to be provided in the form of a rail along the Grace Street frontage as per the development plans and not provide one lockable compound/locker. When having regard for the decision guidelines at **Clause 52.34-4**, the proposed reduction is an appropriate planning outcome that does not compromise the objectives of Clause 52.34. Signage will be provided to direct cyclists to the bicycle facilities to the satisfaction of the responsible authority (pursuant to **Clause 52.34-7 Bicycle signage**).

10. GENERAL PROVISIONS

The relevant general provisions that will be addressed in this section are identified below:

- Clause 64.01 Land used for more than one use
- Clause 65 Decision Guidelines
- Clause 65.01 Approval of an Application or Plan
- Clause 71.02-3 Integrated Decision Making

CLAUSE 64.01 LAND USED FOR MORE THAN ONE USE

Clause 64.01 requires that *if land is used for more than one use and is not ancillary to the other, each use must comply with this scheme.*

A planning scheme amendment is sought in conjunction with this planning permit application to enable prohibited uses to be considered for the subject land under the schedule to the Heritage Overlay (HO104). This amendment is sought to ensure that all proposed uses comply with the Scheme, noting that:

- The proposed food and beverage use is a section 2 use (permit required) under the GRZ but is a prohibited use under the UGZ where the applied zone is GRZ.
- The proposed office use is a section 2 (permit required) use with conditions in the General Residential Zone (the applied zoned for the subject site) noting that the proposal does not meet the conditions and therefore the office use is prohibited for the site.
- All other proposed uses are permissible under the relevant provisions of the Cardinia Planning Scheme.

CLAUSE 65 DECISION GUIDELINES

Clause 65 states that the Responsible Authority must decide whether the proposal will provide acceptable outcomes in terms of the decision guidelines of this Clause.

CLAUSE 65.01 APPROVAL OF AN APPLICATION OR PLAN

The decision guidelines of **Clause 65.01** which have regard for the approval of an application or plan have been addressed below:

- *The matters set out in Section 60 of the Act.*
- *Any significant effects the environment, including the contamination of the land, may have on the use or development.*

The land is not identified as being contaminated. The site constraints and considerations of the land have been responded to throughout the design process.

- *The Municipal Planning Strategy and the Planning Policy Framework.*
- *The purpose of the zone, overlay or other provision.*
- *Any matter required to be considered in the zone, overlay or other provision.*
- *The orderly planning of the area.*

The planning considerations have been adequately addressed within this report in sections 4-6.

- *The effect on the environment, human health and amenity of the area.*

The proposed mixed-use development does not pose any foreseeable adverse impacts to the environment, human health or the amenity of the area. Any potential adverse impacts have been identified and responded to throughout the design process.

NOBELIUS LAND SURVEYORS | 21357

- *The adequacy of loading and unloading facilities and any associated amenity, traffic flow and road safety impacts.*

The loading bay is sited appropriately within the development and is not foreseen to contribute to any amenity, traffic flow or road safety impacts.

- *The impact the use or development will have on the current and future development and operation of the transport system.*

The proposed development, including the creation of access to the Princes Highway, is not foreseen to adversely impact on the current and future development and operation of the transport system.

CLAUSE 71.02-3 INTEGRATED DECISION MAKING

Clause 71.02-3 Integrated decision making seeks to balance the needs and expectations of the community in terms of the provision of built form to accommodate a growing population, protection of the environment, economic wellbeing, various social needs, management of resources and infrastructure. **Clause 71.02-3** aims to balance these needs and expectations through the employment of the Planning Scheme to ensure conflicting objectives are balanced in favour of net community benefit and sustainable development for the benefit of present and future generations.

The proposed development provides net community benefits, particularly social and economic benefits, through the conservation of a heritage place with local and regional significance, the creation of local employment opportunities and the promotion of economic growth within the Shire. The redundancy of the former uses of the heritage structures and the incompatibility of the site for residential purposes has seen the land devoid of any activity for a lengthy period of time. The proposal provides an excellent opportunity for Council to support development that will provide economic and social benefits to the wider community and contribute to the community's sense of place and belonging through the preservation and celebration of their local heritage.

11. CONCLUSION

This town planning report has sought to demonstrate that the proposal warrants Council's full support on the grounds that:

- The proposal is consistent with the Municipal Strategic Statement and helps to give effect to the relevant policies and provisions of the State and Local Planning Policy Framework;
- The proposed uses are appropriate for the subject site and will satisfactorily integrate with all surrounding land uses;
- Allowing prohibited uses for the site is justified as the normally available range of permissible uses are insufficient to provide for the future conservation of the heritage structures;
- The proposal is consistent with the relevant requirements and design guidelines of the *Officer Precinct Structure Plan*;
- The proposal is consistent with the objectives of the Heritage Overlay and all relevant Heritage policy;
- The proposed built form is site responsive, of a high standard of architectural design and incorporates high quality landscaping and appropriate interface treatments into the design;
- The proposal provides numerous social and economic benefits to the wider community;
- The proposal promotes the liveability and walkability of the new residential neighbourhood and the wider Officer locality: and
- A suite of technical reports have informed the proposed design, and careful consideration has been given to ensure that any potential for adverse impacts have been appropriately responded to throughout the design process.

The subject site currently presents as underutilised land in the urban growth zone where permissible uses for the site are generally noncompatible with heritage outcomes sought for the site. The former uses of the kiln and chimney structures are redundant, and over time the structures have weathered under the elements. The proposal incorporates readaptive use and conservation works for the kiln and chimney as an integral component of the overall development, which is considered best practice in heritage policy.

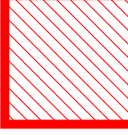
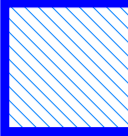
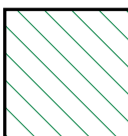






As such, this proposal presents an excellent opportunity for Council to support development that will provide for the preservation of a regionally significant heritage place and significant net community benefits.

365 PRINCES HWY | OFFICER

TP-00	Cover Page
TP-01	Neighbourhood Context Plan
TP-02	Design Response
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TP-04	Site Methology (Page 2 of 2)
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TP-06	Site Plan
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TP-10	Development Elevations Page 1 of 2
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TP-15	Signage Site Plan
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TP-17	Signage Elevations & Details
TP-18	Electrical Landscape Plan
TP-19	3D Perspectives
TP-20	3D Perspectives
TP-21	3D Perspectives
TP-22	Rear Page

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LEGEND

-  SUBJECT SITE
-  NEIGHBOURING DEVELOPMENT SITES
-  LOCAL RECREATION & AMENITIES
-  CAR TRAFFIC
-  PEDESTRIAN TRAFFIC
-  SPOS
-  OVERLOOKING
-  VIEWS
-  PROPERTY EASEMENT

ABBREVIATIONS

SS	SINGLE STOREY
DS	DOUBLE STOREY
BB	BRICK VENEER
WB	WEATHERBOARD
RF	RENDER FINISH
AC	ARCHITECTURAL CLADDING
TR	TILED FINISH
SR	SHEET ROOFING
GAR	GARAGE
CP	CARPORT
HF	HIGH FENCE
LF	LOW FENCE
NF	NO FENCE

AMENITIES + SERVICES SCHEDULE

EDUCATION	KILOMETERS
• ST BRIGID'S CATHOLIC PS	500 m
• OFFICER PS	600 m
• BERWICK GRAMMAR	1.1 km

SHOPPING AMENITIES:

• WOOLWORTHS OFFICER	2.9 km
• ALDI BEACONSFIELD	3.4 km
• COLES PAKENHAM	4.7 km

PUBLIC TRANSPORT:

• TIMBERTOP BLVD (BUS 926)	350m
• BAYVIEW RD (BUS 926)	290m
• OFFICER TRAIN STATION	1.4 km

RECREATION:

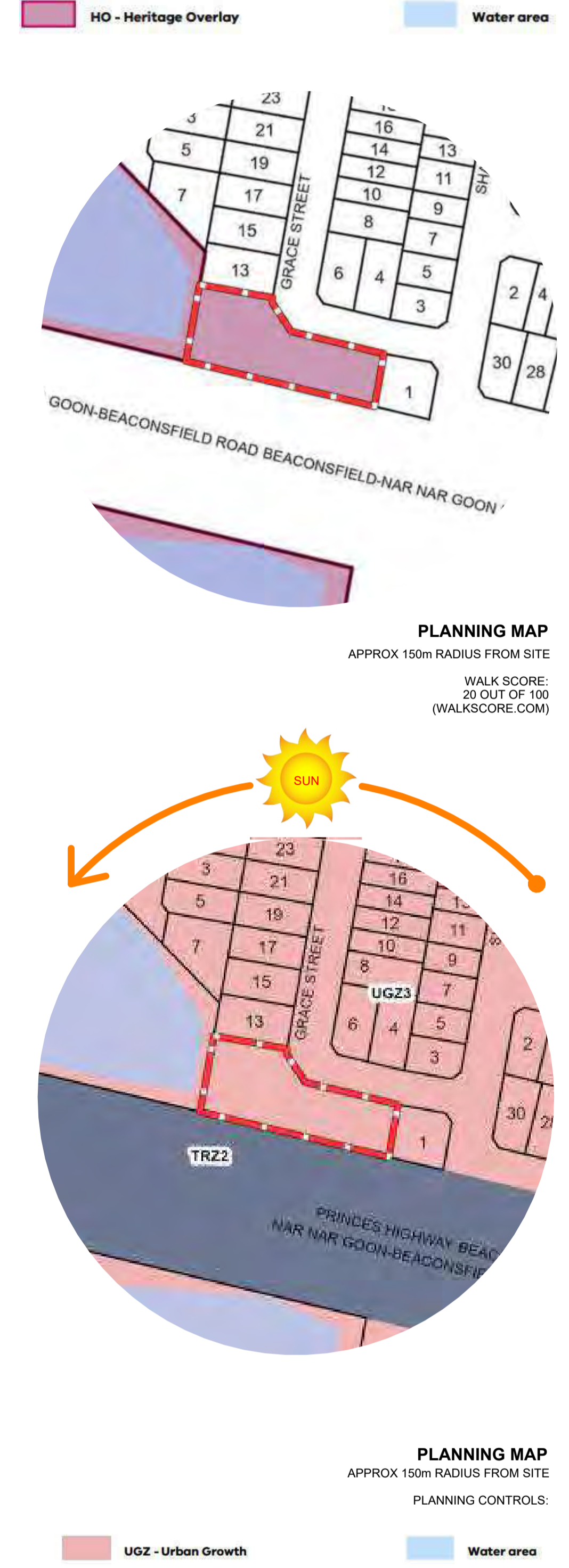
• OFFICER REC RESERVE	1.5 km
• HICKS RESERVE	1.7 km
• GILBERT RESERVE	1 km

MEDICAL/ HEALTH:

• OFFICER FAMILY CLINIC	3.2 km
• RISE MEDICAL CENTRE	2.4 km
• MONASH HEALTH	10.4 km



OVERLAY PLAN



User Experience Design Group (UXD)
Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006
T. +61 455 310 390
E. projects@uxdgroup.co
F. www.uxdgroup.co

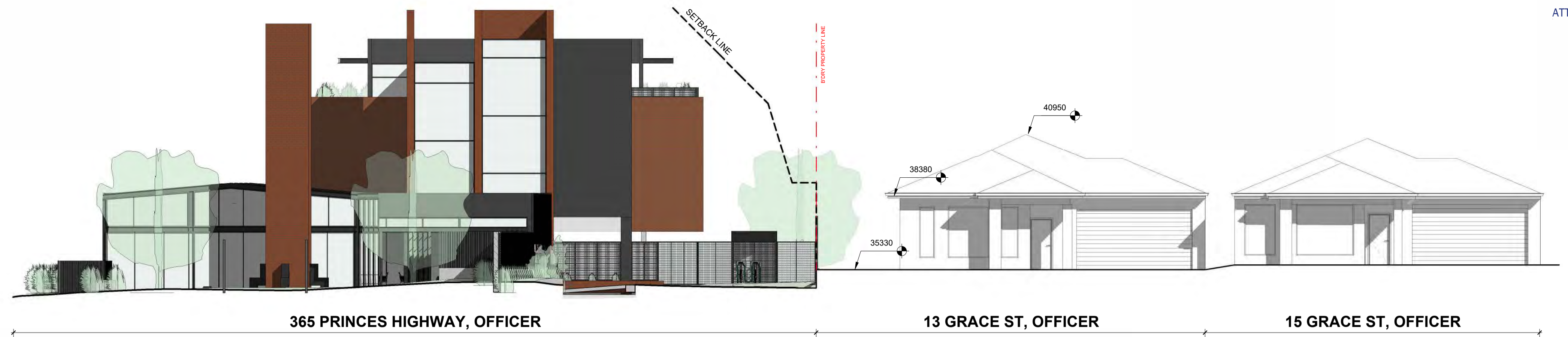
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Project
James Hicks Pottery Site - Kiln
365 Princes Hwy, Officer VIC 3809
Clients / Developers
James Hicks Pottery Site Pty Ltd

Drawing Title
Neighbourhood Context Plan
As indicated @ A1 Format
Status
Town planning
Revision V2.6 | RFI Drawings | 25 November 2024

TP-01
2021.000

PRINCES HIGHWAY



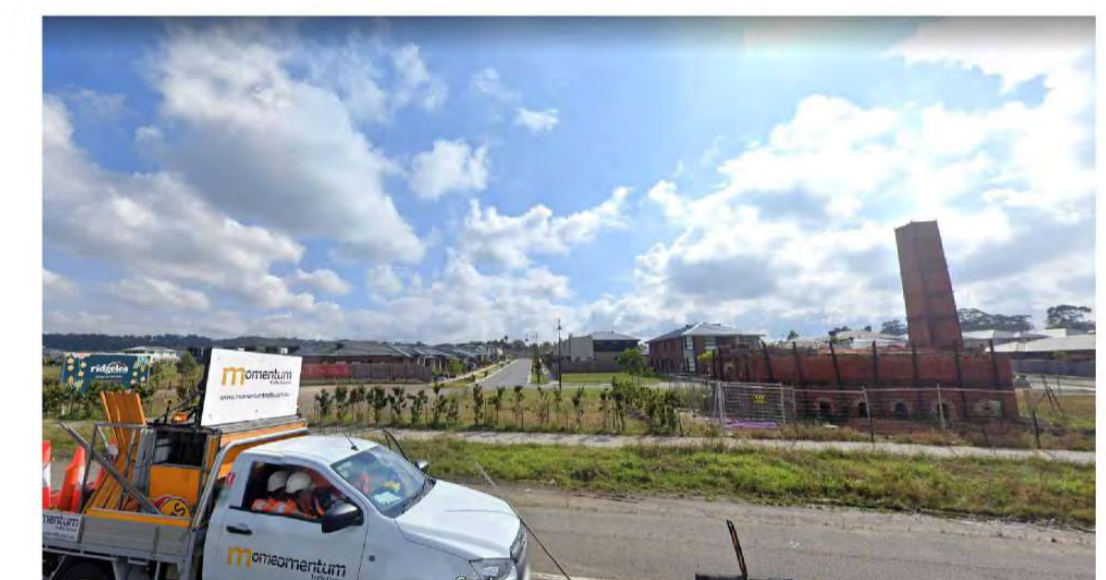
Design Response

THE DEVELOPMENT OF 365 PRINCES HWY, OFFICER RESPONDS RESPECTFULLY TO THE EXISTING KILN AND IT'S HISTORY. BY USING SIMILAR MATERIALS AND MASSING STYLES, THE DEVELOPMENT PAYS HOMAGE TO WHAT THE SITE USE TO BE.

THE PROPOSED OFFICE AND HOSPITALITY USE WILL GENERATE LIFE BACK INTO WHAT ONCE WAS A BUSTLING JAMES HICKS POTTERY SITE. AS SOON AS YOU APPROACH THE SITE FROM THE EAST AN ELEVATOR SHAFT RESEMBLING THE KILN CHIMNEY ITSELF WILL CATCH YOUR EYE AS WELL AS THE EXISTING CHIMNEY ITSELF. AS YOU ENTER FROM THE WEST YOUR EYES WILL BE DRAWN TO A BRICK OFFICE BUILDING REFLECTING THE EXISTING BUILDINGS ON SITE.

THE SHINING MATERIAL IN THIS DEVELOPMENT IS THE BRICK WORK ON THE OFFICE AND ELEVATOR SHAFT. REFLECTING THE EXISTING KILN BUILDING AND CHIMNEY THIS SHOWS A RESPECT FOR THE PAST BUT ALSO BRINGING TOGETHER THE NEW AND OLD. A POD DESIGN WITH DARK METALS AND GLAZING CREATES THAT MODERN FEEL AT THE SAME TIME. ELEMENTS SUCH AS TIMBER SLATS AND EXTENSIVE LANDSCAING HAVE BEEN ADDED TO FURTHER SOFTEN THE SITE.

IN RESPONSE TO THE NEIGHBOURHOOD CHARACTER, THE PROPOSED DEVELOPMENT ENSURES VISUAL BULK, HEIGHT AND SITING IS MAINTAINED. THE ACTIVATION OF THIS SITE WILL BRING PEOPLE INTO THIS ONCE DESERTED PROPERTY AND BRING LIFE BACK TO THE KILN



Google Maps Street View Images



User Experience Design Group (UXD)

Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006

T. +61 455 310 390
E. projects@uxdgroup.co
F. www.uxdgroup.co

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Project

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365 Princes Hwy, Officer VIC 3809

Clients / Developers

James Hicks Pottery Site Pty Ltd

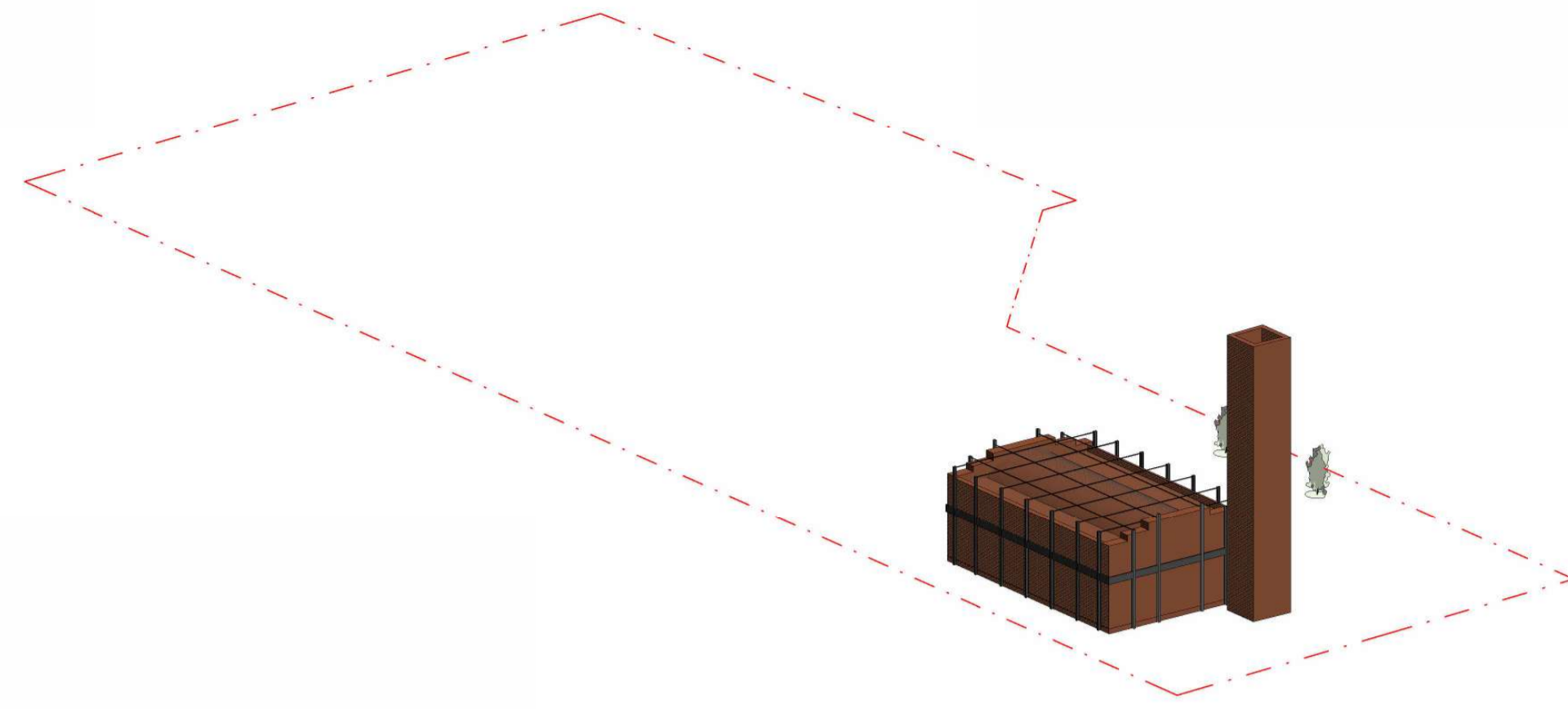
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Design Response
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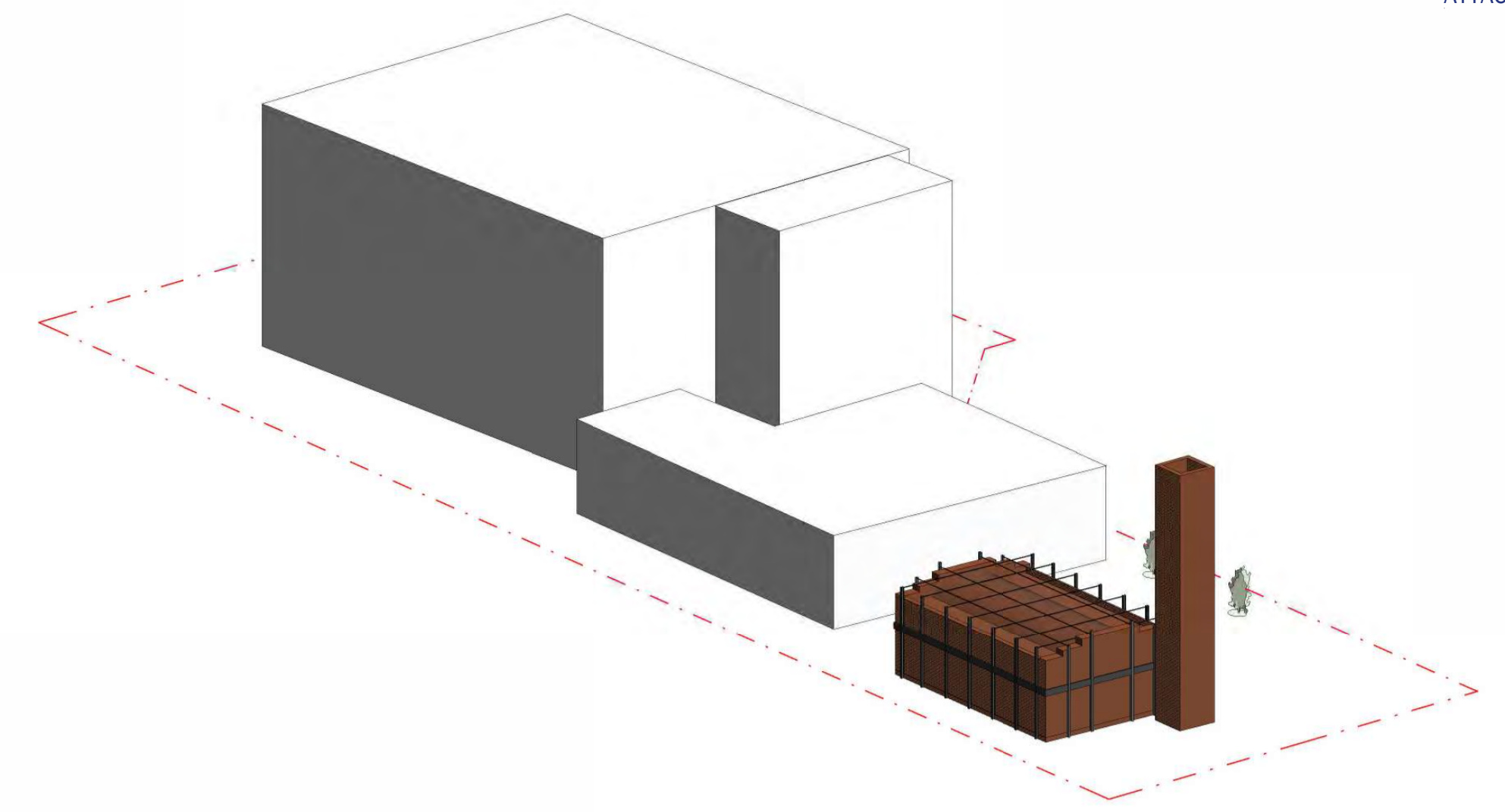
Town planning
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2021.000



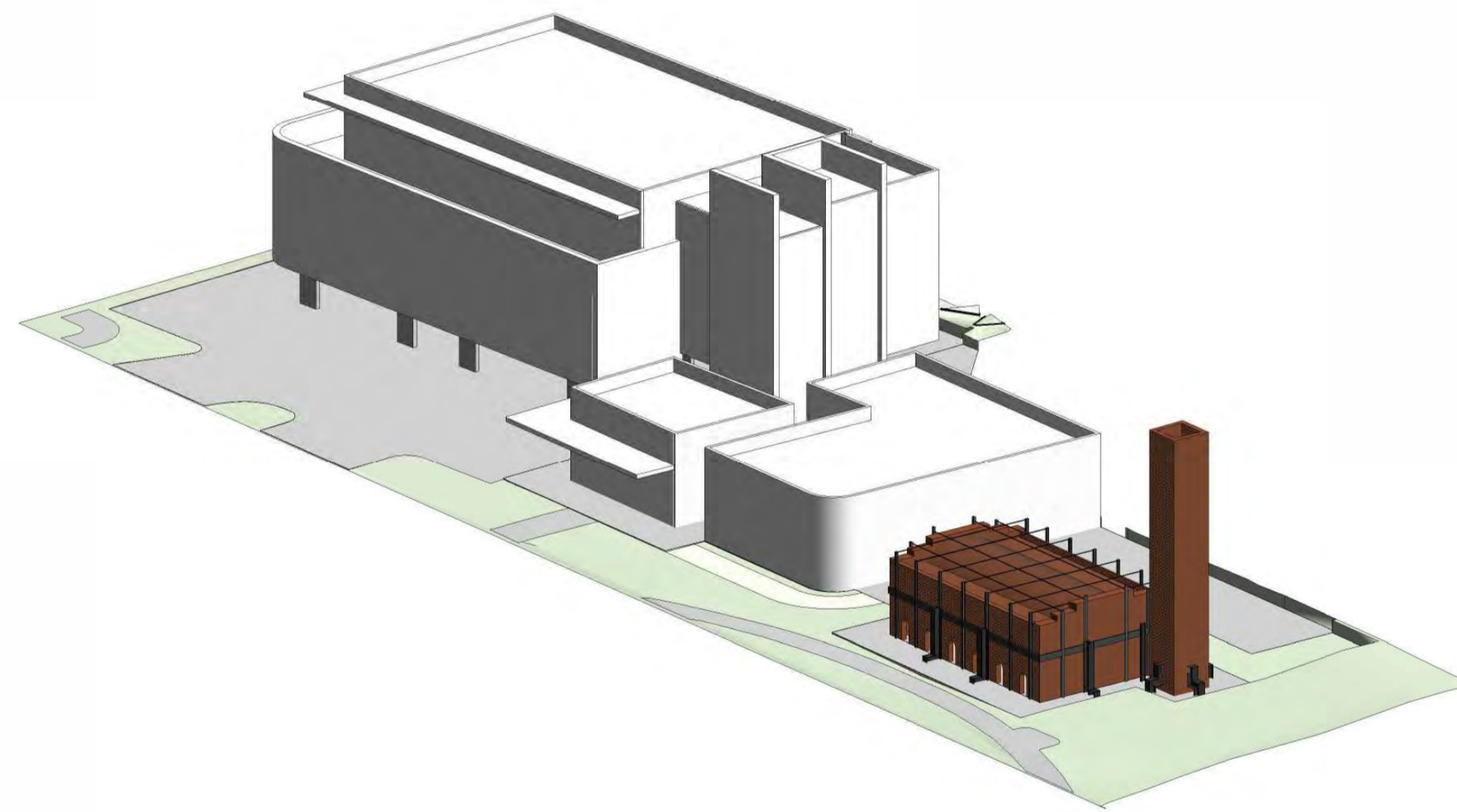
Existing Built Form

The existing kiln is set in the outer suburb of Officer. Dating back to the 1880's, the kiln was once a bustling and busy James Hicks Pottery Site. This site provides great opportunity to re-activate the kiln by adding hospitality and office spaces to the previously abandoned site. This proposal will enhance the streetscape and provide further typologies to an emerging area.



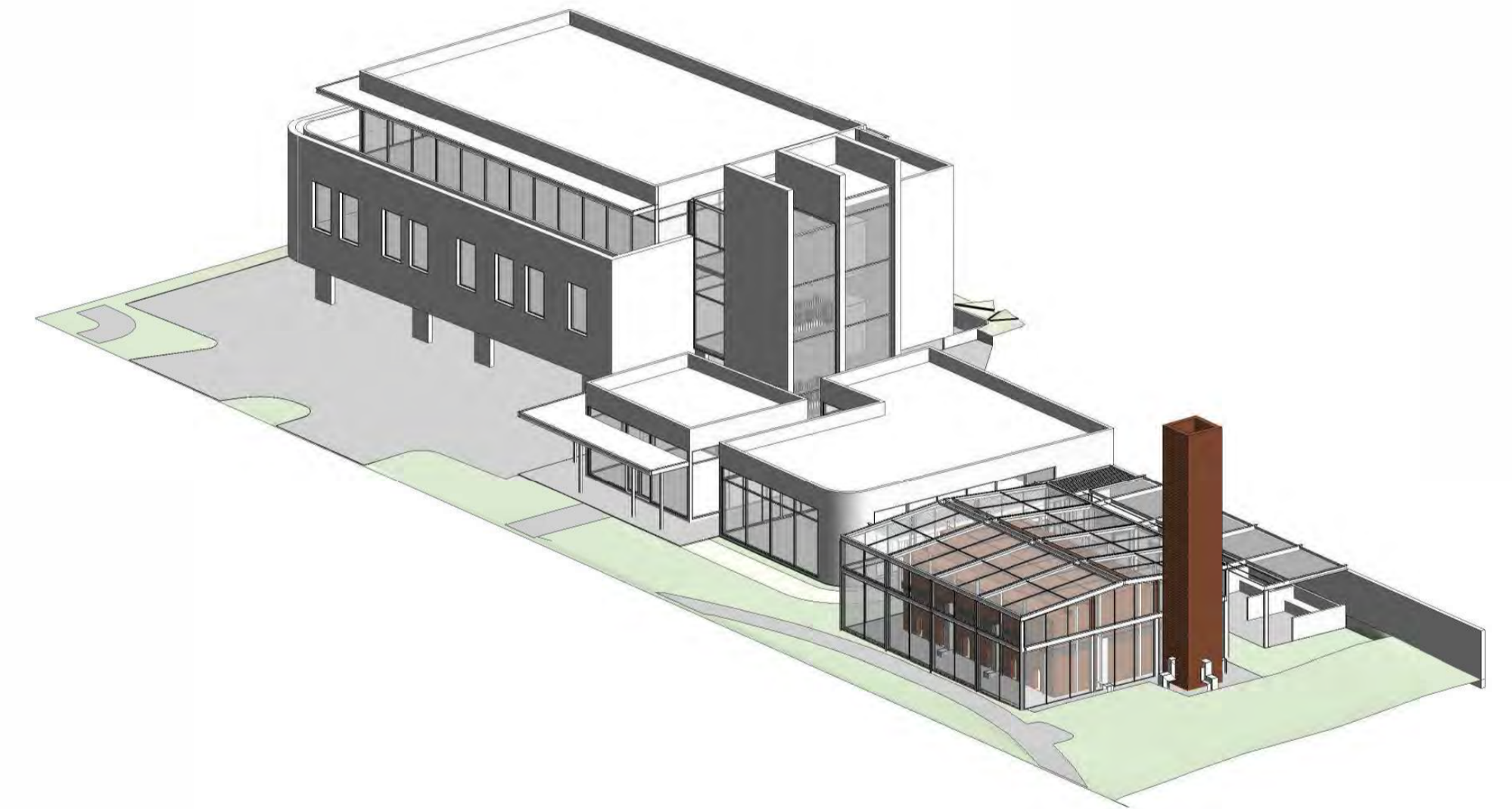
Proposed Massing

The proposed building envelope to the site is at a 3 storey scale and follows the natural topography of the land. A provision for a lift is added for access to the 3 storey massing. Additional single storey provisions have been made to explore a hospitality area.



Architectural Form

In order to reduce visual impact we introduced recessed building forms and separate pod design. For the 3 storey massing we setback the upper floor within the building and introduced a pillar design on the ground level for a carpark provision. This draws your eyes to the middle console which will further be enhanced with materiality. The addition of curves to the various complexes further softens the built form.



Layered Architecture & Embellishments

Arbours, windows and structural outdoor areas are added to further develop the site and draw traffic to certain areas. The heritage proposal of the kiln atrium both preserves the kiln but also showcases the heritage meaning of the building to the site.



User Experience Design Group (UXD)

Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006

T. +61 455 310 390
E. projects@uxdgroup.co
F. www.uxdgroup.co

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Project

James Hicks Pottery Site - Kiln
365 Princes Hwy, Officer VIC 3809

Clients / Developers

James Hicks Pottery Site Pty Ltd

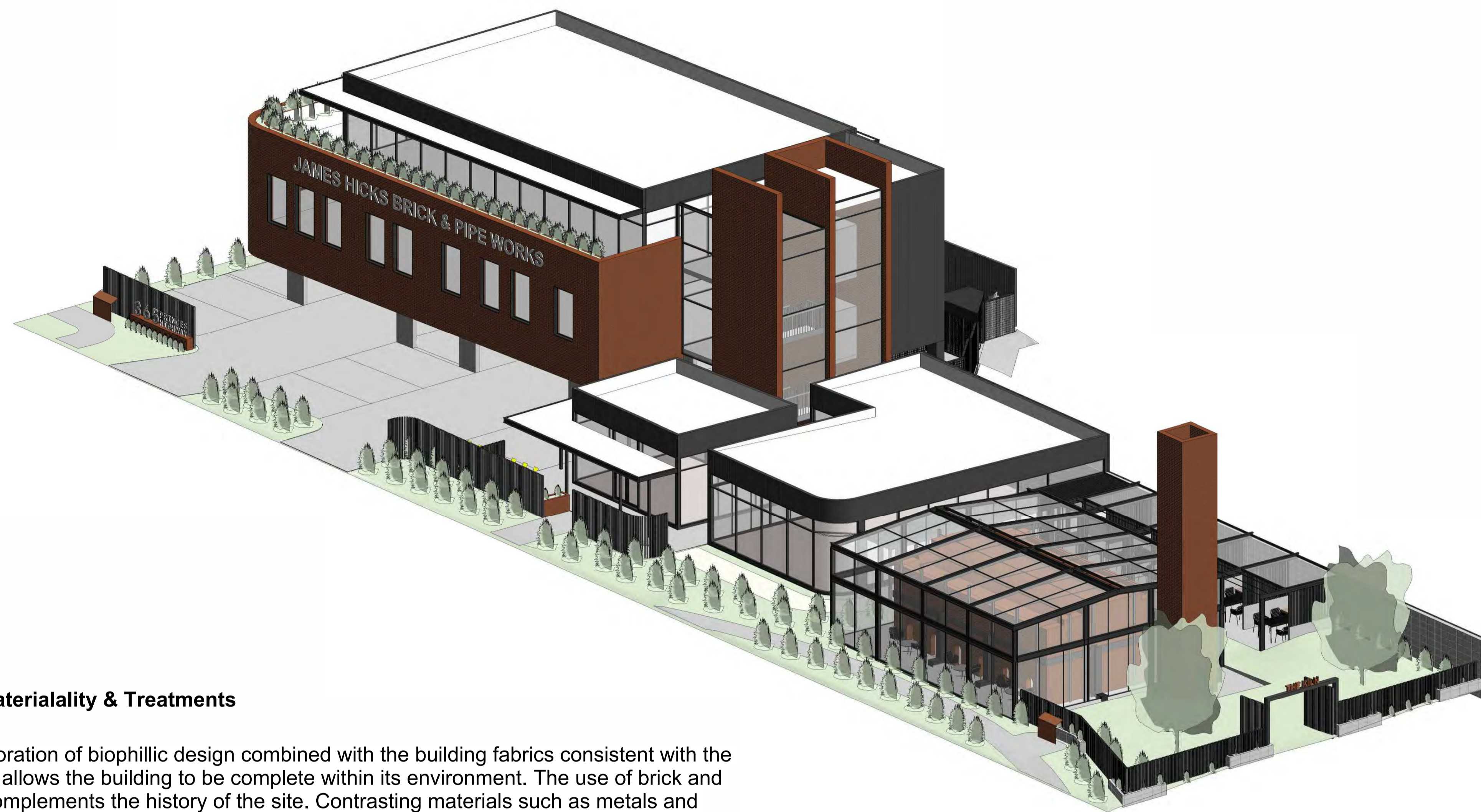
Drawing Title

Site Methodology (Page 1 of 2)
@ A1 Format

Status

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2021.000



Applied Materiality & Treatments

The incorporation of biophillic design combined with the building fabrics consistent with the site history allows the building to be complete within its environment. The use of brick and perfectly complements the history of the site. Contrasting materials such as metals and dark timber slats contribute to an aesthetic that is sympathetic to both the established architecture of the site and emerging forms in the area.

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User Experience Design Group (UXD)

Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006

T. +61 455 310 390
E. projects@uxdgroup.co
F. www.uxdgroup.co

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James Hicks Pottery Site - Kiln
365 Princes Hwy, Officer VIC 3809

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James Hicks Pottery Site Pty Ltd

Drawing Title

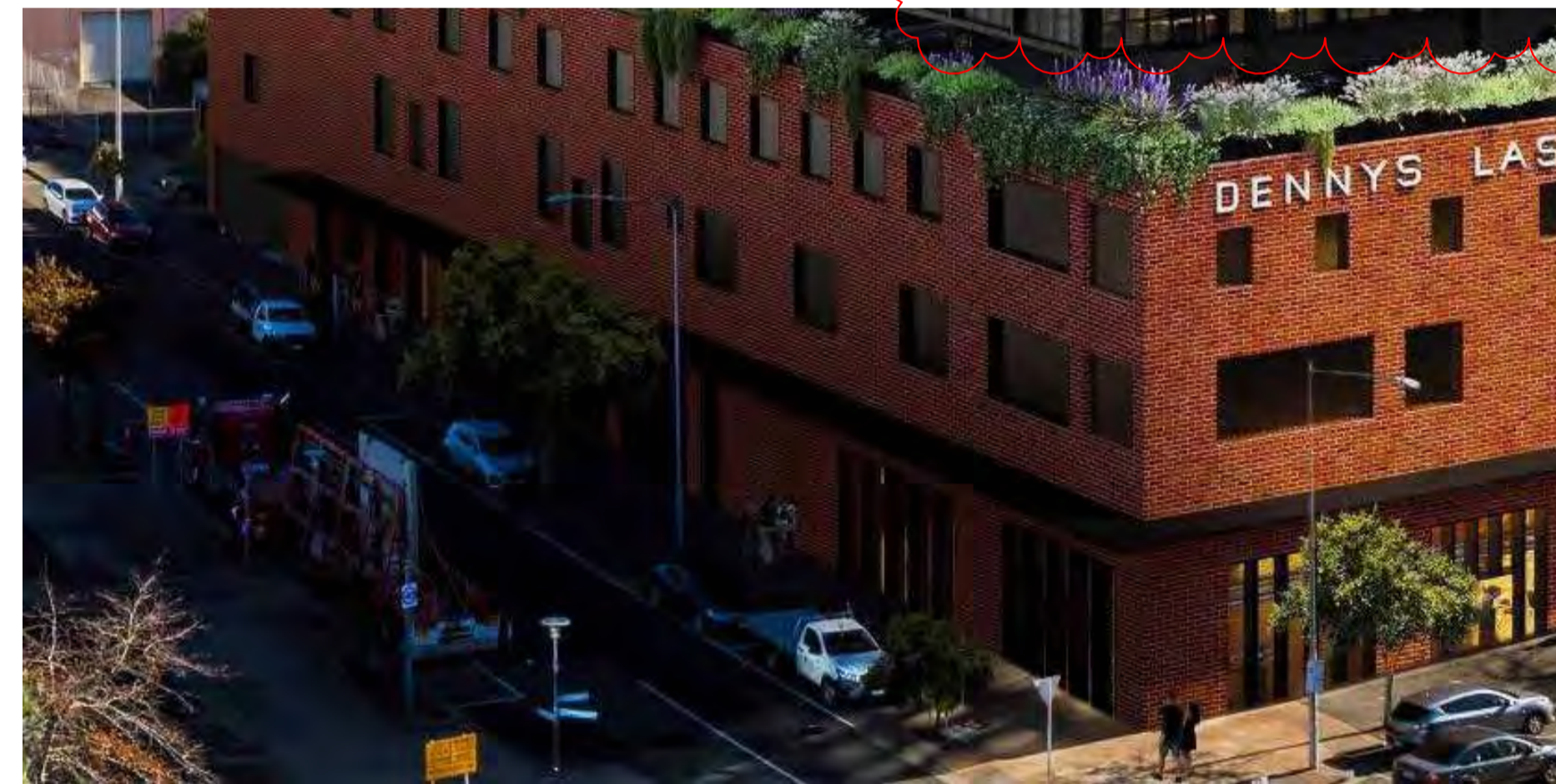
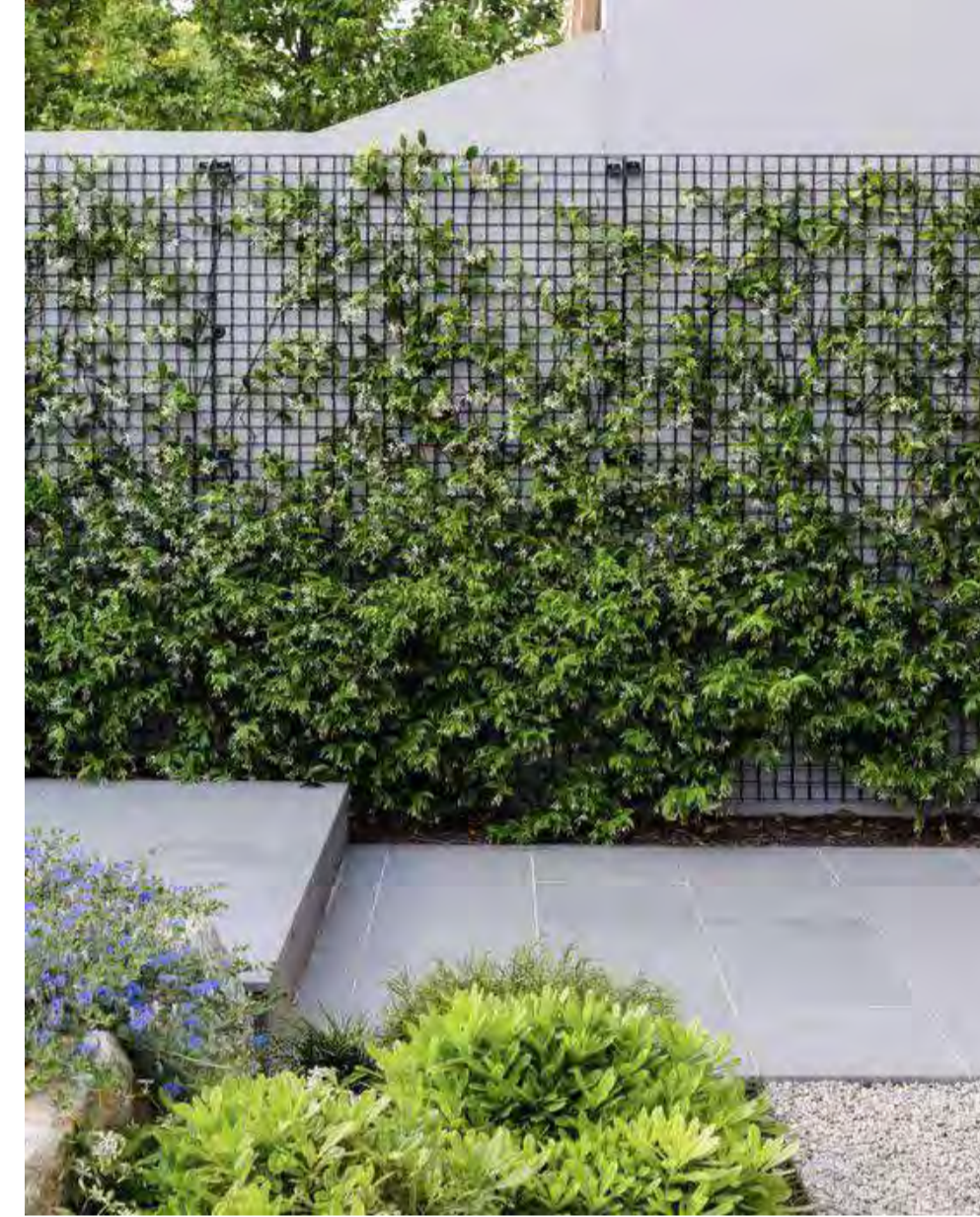
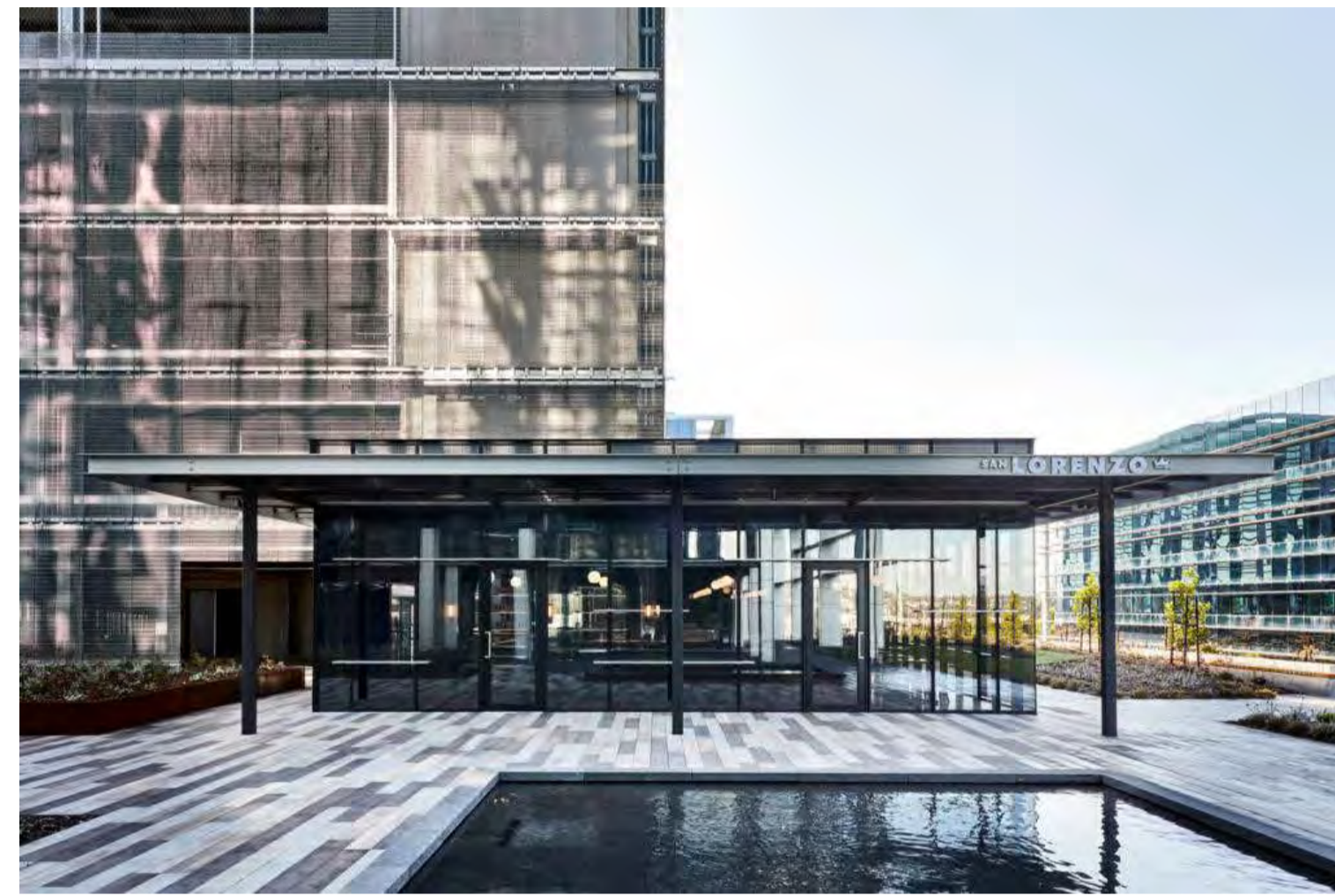
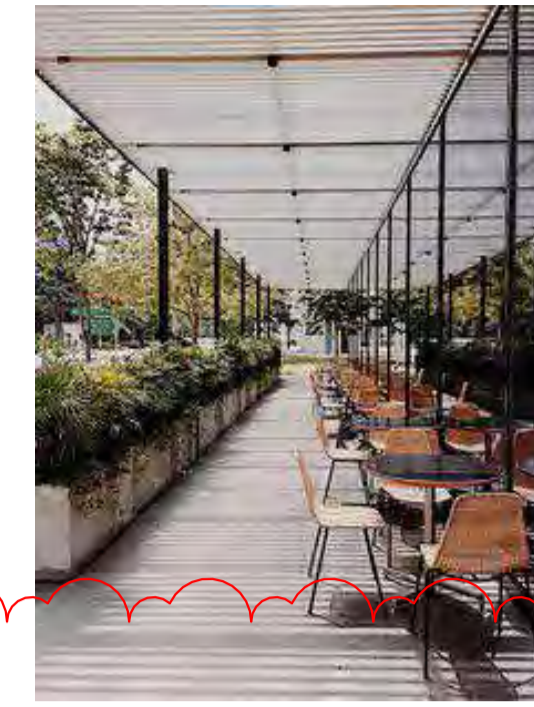
Site Methology (Page 2 of 2)
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2021.000

Design Look & Feel



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James Hicks Pottery Site - Kiln
365 Princes Hwy, Officer VIC 3809

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2021.000

Revision V1.1
TP-05

*“Architecture should speak of its time and place, but yearn for timelessness”
- Frank Gehry*

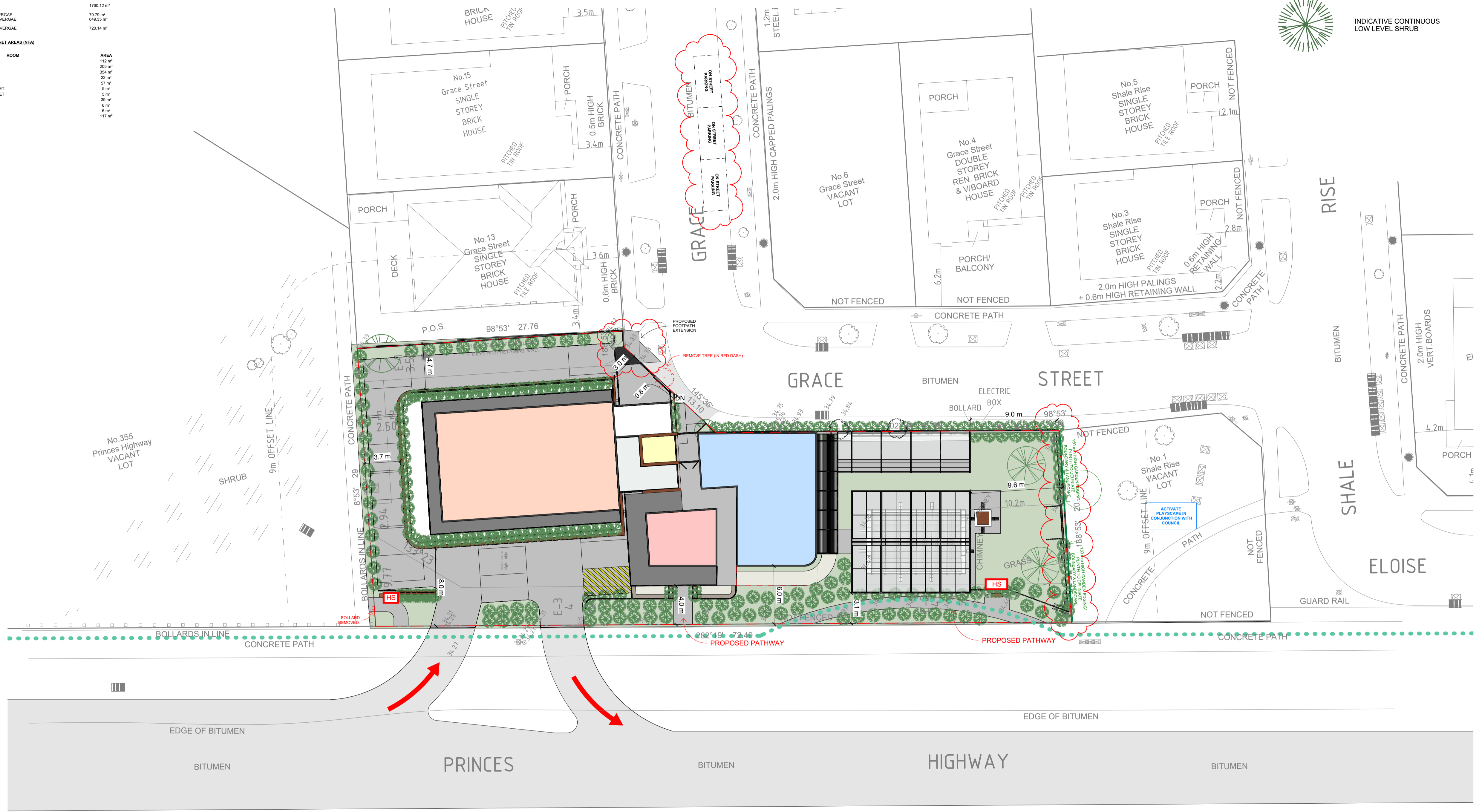


FLOOR-PLATE AREAS	
KEY	AREA
SITE	1765.12 m ²
EXISTING COVERAGE	70.79 m ²
PROPOSED COVERAGE	649.35 m ²
TOTAL SITE COVERAGE	720.14 m ²
FLOOR-PLATE AREAS (NET)	
ROOM	AREA
RESTAURANT	112 m ²
OFFICE LVL 2	205 m ²
OFFICE LVL 1	354 m ²
KITCHEN	22 m ²
KILN	57 m ²
DISABLED TOILET	5 m ²
DISABLED TOILET	5 m ²
CAFE	39 m ²
BATH	6 m ²
BATH	6 m ²
BALCONY	117 m ²

LEGEND



INDICATIVE CONTINUOUS LOW LEVEL SHRUB

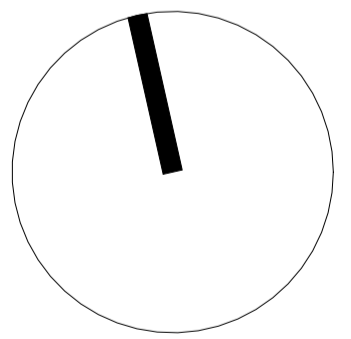


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 Melbourne Studio,
 31 Coventry Street
 Southbank, VIC 3006
 T. +61 455 310 390
 E. projects@uxdgroup.co
 F. www.uxdgroup.co

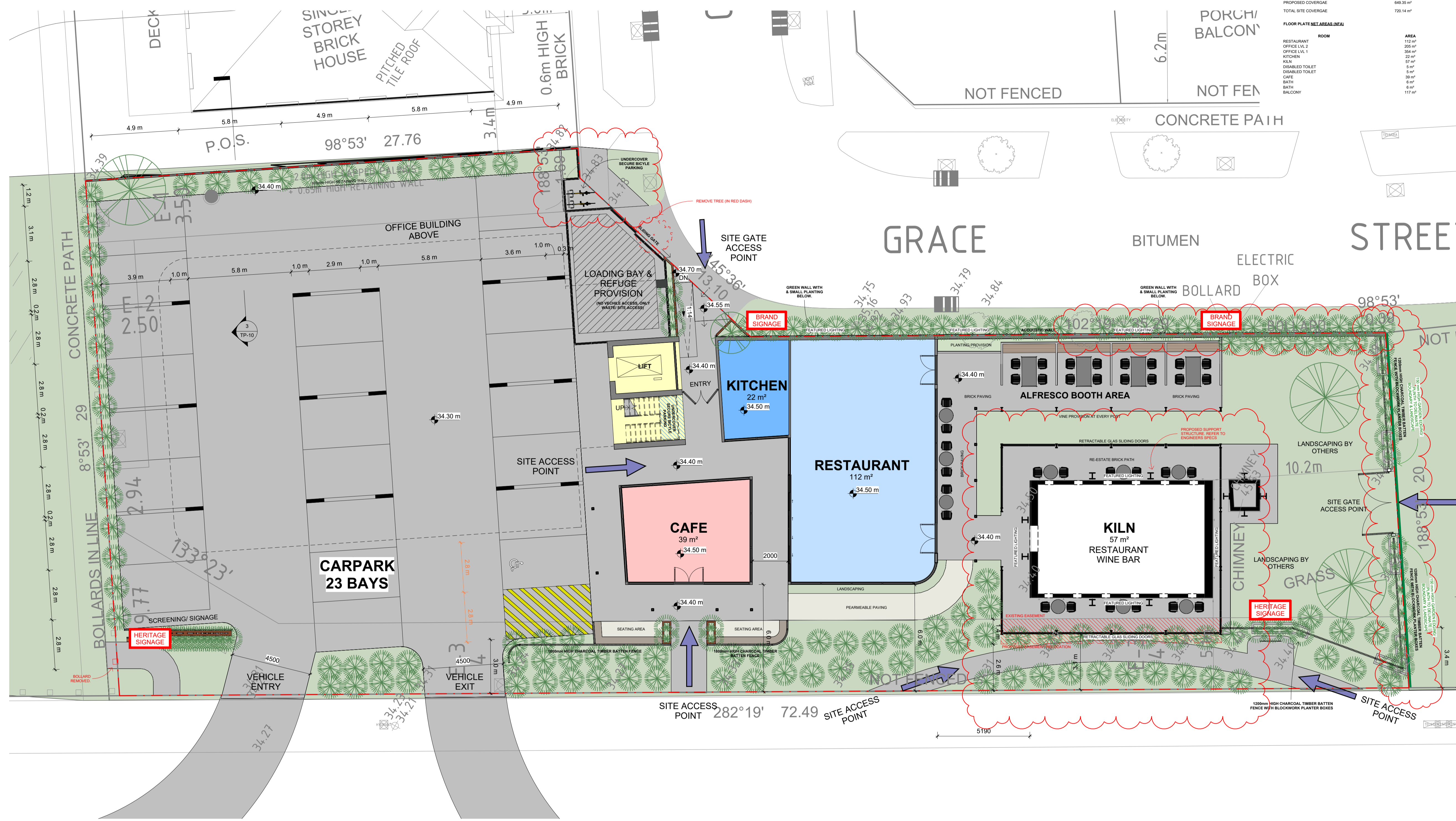
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James Hicks Pottery Site Pty Ltd

Drawing Title
Site Plan
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TP-06
2021.000



FLOOR-PLATE AREAS - HMENT 7.1.1.3	
KEY	AREA
SITE	1760.00 m²
EXISTING COVERAGE	70.79 m²
PROPOSED COVERAGE	649.35 m²
TOTAL SITE COVERAGE	720.14 m²
FLOOR PLATE NET AREA / NETAL	
ROOM	AREA
RESTAURANT	112 m²
OFFICE LV. 2	260 m²
OFFICE LV. 1	22 m²
KITCHEN	22 m²
KILN	57 m²
DISABLED TOILET	5 m²
DISABLED TOILET	5 m²
CAFE	39 m²
BATH	6 m²
BATH	6 m²
BALCONY	117 m²

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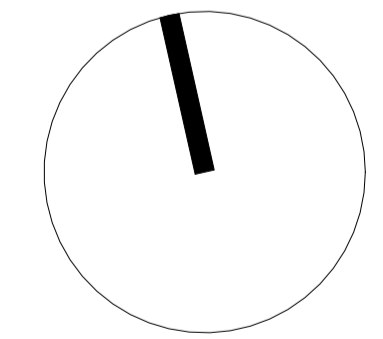
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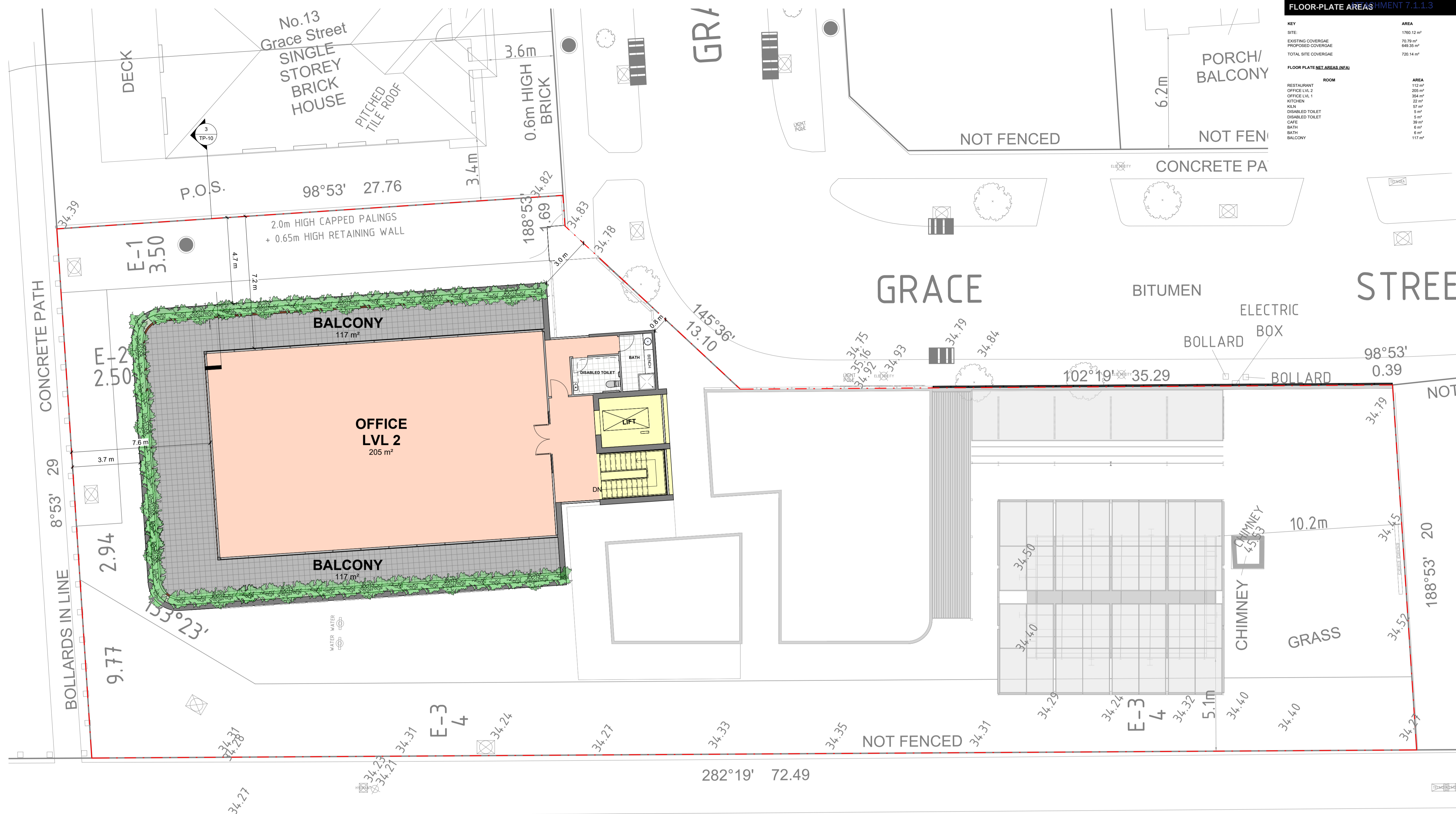
Project
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 365 Princes Hwy, Officer VIC 3809
 Clients / Developers
James Hicks Pottery Site Pty Ltd

Drawing Title
Ground Floor Plan
 As indicated @ A1 Format

Status
Town planning
 Revision V2.6 | RFI Drawings | 25 November 2024



TP-07
2021.000



FLOOR-PLATE AREAS - HMENT 7.1.1.3	
KEY	AREA
SITE	1700.12 m ²
EXISTING COVERAGE	79.39 m ²
PROPOSED COVERAGE	649.35 m ²
TOTAL SITE COVERAGE	720.14 m ²
FLOOR PLATE NET AREA (LINEAL)	
ROOM	AREA
RESTAURANT	112 m ²
OFFICE LVL 2	205 m ²
OFFICE LVL 1	54 m ²
KITCHEN	22 m ²
MILK	6 m ²
DISABLED TOILET	5 m ²
DISABLED TOILET	5 m ²
CAFE	39 m ²
BATH	6 m ²
BATH	6 m ²
BALCONY	117 m ²

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User Experience Design Group (UXD)

Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006

T. +61 455 310 390
E. projects@uxdgroup.co
F. www.uxdgroup.co

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Project

James Hicks Pottery Site - Kiln
365 Princes Hwy, Officer VIC 3809

Clients / Developers

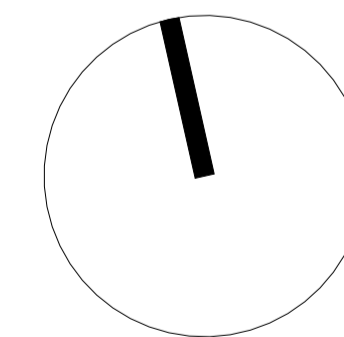
James Hicks Pottery Site Pty Ltd

Drawing Title

Level 2 Floor Plan
As indicated @ A1 Format

Status

Town planning
Revision V2.6 | RFI Drawings | 25 November 2024

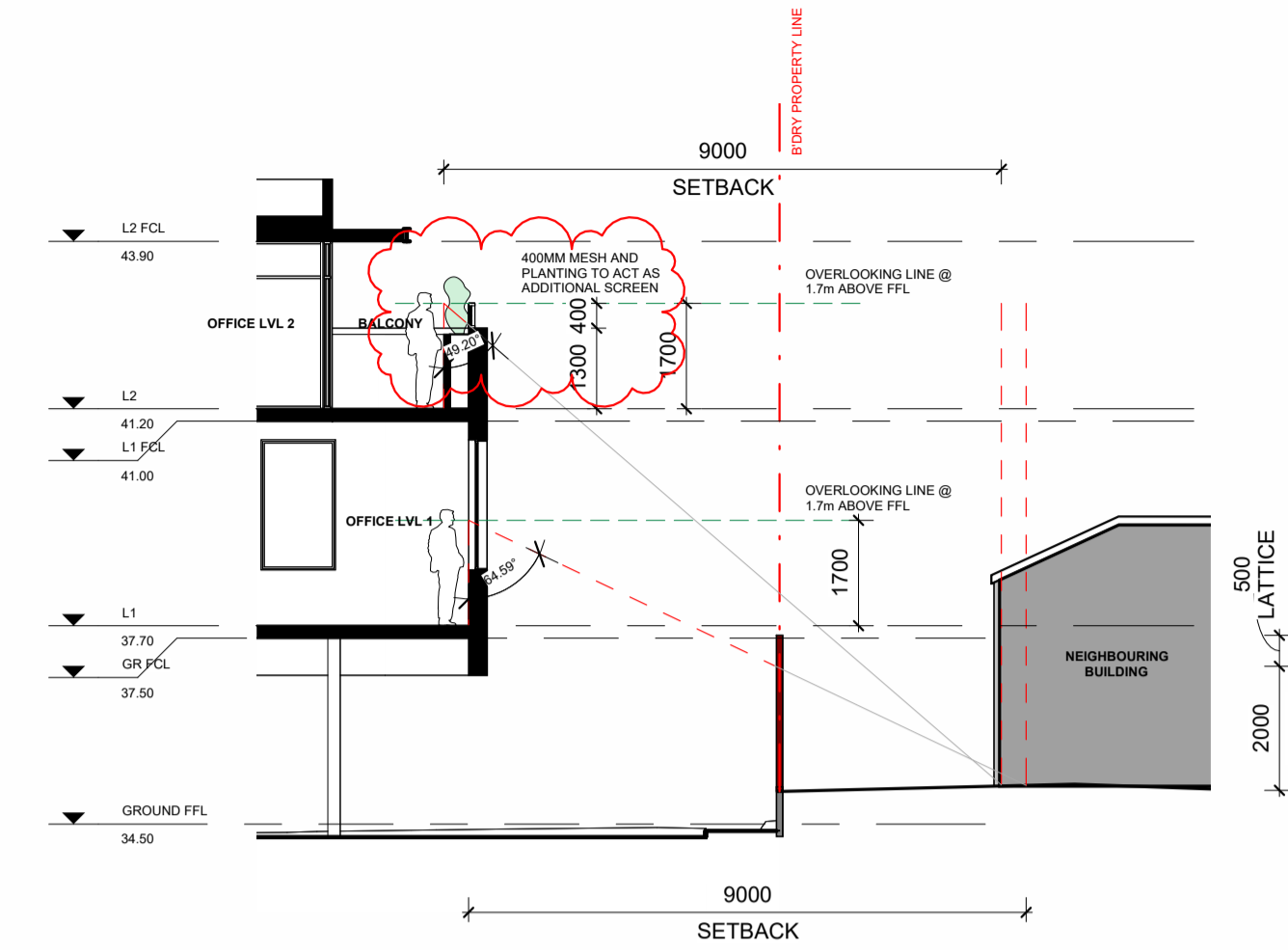


TP-09

2021.000



West Elevation
1 : 100



Overlooking Diagram
1 : 100

- 01 COLORBOND STANDING SEAM ROOF CLADDING IN MEDIAL GREY COLOUR FINISH
- 02 SELECTED BRICK, IN BROWN RED COLOUR OR SIMILAR
- 03 TIMBER BATTENS IN CHARCOAL FINISH
- 04 STEEL BEAMS IN MATTE BLACK FINISH
- 05 CLEAR GLAZING WITH MATTE BLACK FRAMING
- 06 STEEL MESH (BLACK) PLANTER SCREENING FIXED TO BOND STACK BLOCK WORK IN GREY FINISH
- 07 COLORBOND STANDING SEAM CLADDING IN MONUMENT OR SIMILAR

TREATMENT NOTES
 RAINWATER FIXTURES (FASCIAE, GUTTERS, DOWNPIPES & THE LIKE) TO BE OF COLORBOND STEEL AND FINISHED IN 'MONUMENT' OR COLOUR SIMILAR.
 ALUMINIUM FRAMED WINDOW & DOOR SYSTEMS, POWDERCOAT FINISH IN COLORBOND 'MONUMENT' OR SIMILAR COLOUR FINISH.



South Elevation
1 : 100



User Experience Design Group (UXD)
 Melbourne Studio,
 31 Coventry Street
 Southbank, VIC 3006
 T. +61 455 310 390
 E. projects@uxdgroup.co
 F. www.uxdgroup.co

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Project
James Hicks Pottery Site - Kiln
 365 Princes Hwy, Officer VIC 3809

Clients / Developers
James Hicks Pottery Site Pty Ltd

Drawing Title
Development Elevations Page 1 of 2
 As indicated @ A1 Format

Status
Town planning
 Revision V2.6 | RFI Drawings | 25 November 2024

TP-10
2021.000







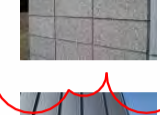


East Elevation
1 : 100

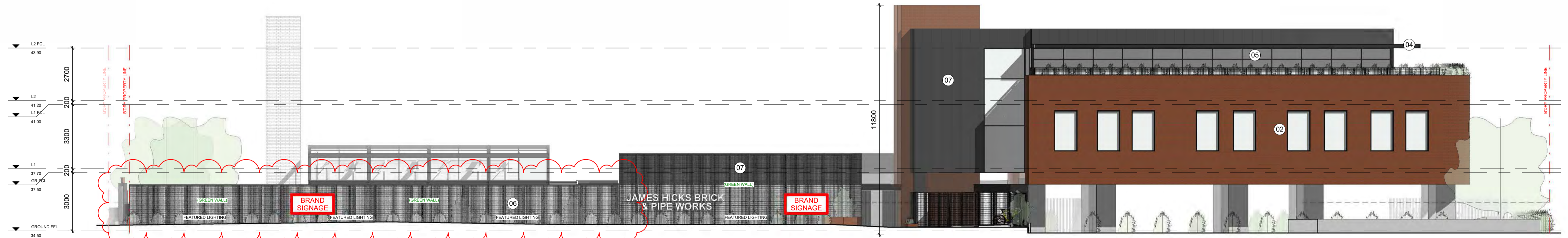


East Elevation (Internal)
1 : 100

MATERIALS SCHEDULE ATTACHMENT 7.1.1.3

- 01  COLORBOND STANDING SEAM ROOF CLADDING IN MEDUSA GREY COLOUR FINISH
- 02  SELECTED BRICK IN BROWN RED COLOUR OR SIMILAR
- 03  TIMBER BATTENS IN CHARCOAL FINISH
- 04  STEEL BEAMS IN MATTE BLACK FINISH
- 05  CLEAR GLAZING WITH MATTE BLACK FRAMING
- 06  STEEL MESH (BLACK) PLANTER SCREENING FIXED TO BOND STACK BLOCK WORK IN GREY FINISH
- 07  COLORBOND STANDING SEAM CLADDING IN MONUMENT OR SIMILAR

TREATMENT NOTES
 RAINWATER FIXTURES (FASCIAE, GUTTERS, DOWNPIPES & THE LIKE) TO BE OF COLORBOND STEEL AND FINISHED IN MONUMENT OR COLOUR SIMILAR.
 ALUMINIUM FRAMED WINDOW & DOOR SYSTEMS: POWDERCOAT FINISH IN COLORBOND MONUMENT OR SIMILAR COLOUR FINISH.



North Elevation
1 : 100



User Experience Design Group (UXD)

Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006

T. +61 455 310 390
E. projects@uxdgroup.co
F. www.uxdgroup.co

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Project

James Hicks Pottery Site - Kiln
365 Princes Hwy, Officer VIC 3809

Clients / Developers

James Hicks Pottery Site Pty Ltd

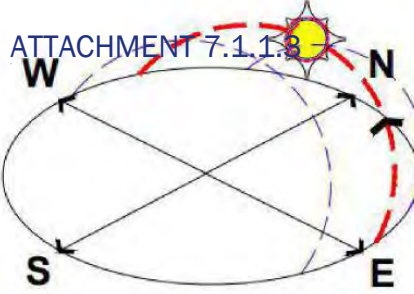
Drawing Title

Development Elevations Page 2 of 2
As indicated @ A1 Format

Status

Town planning
Revision V2.6 | RFI Drawings | 25 November 2024

TP-11
2021.000



SEPTEMBER EQUINOX
 DATE: SEPT 22
 SEASON: SEPT EQUINOX
 SCALE: 1:100

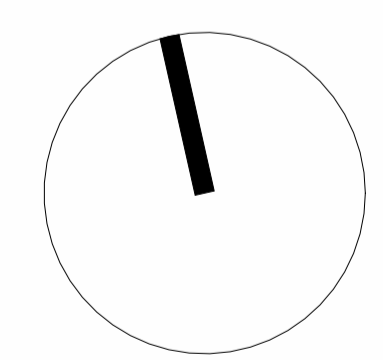


User Experience Design Group (UXD)
 Melbourne Studio,
 31 Coventry Street
 Southbank, VIC 3006
 T. +61 455 310 390
 E. projects@uxdgroup.co
 F. www.uxdgroup.co

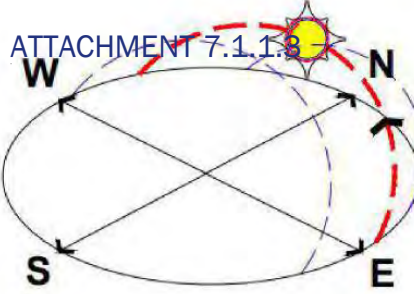
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Project
James Hicks Pottery Site - Kiln
 365 Princes Hwy, Officer VIC 3809
 Clients / Developers
James Hicks Pottery Site Pty Ltd

Drawing Title
Shadow Diagram (9am Equinox)
 As indicated @ A1 Format
 Status
Town planning
 Revision V2.6 | RFI Drawings | 25 November 2024



TP-12
2021.000



SEPTEMBER EQUINOX
 DATE: SEPT 22
 SEASON: SEPT EQUINOX
 SCALE: 1:100



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 31 Coventry Street
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T. +61 455 310 390
 E. projects@uxdgroup.co
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Project

James Hicks Pottery Site - Kiln
 365 Princes Hwy, Officer VIC 3809

Clients / Developers

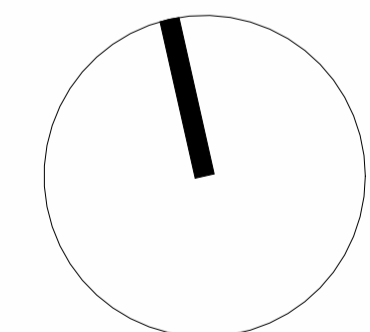
James Hicks Pottery Site Pty Ltd

Drawing Title

Shadow Diagram (12pm Equinox)
 As indicated @ A1 Format

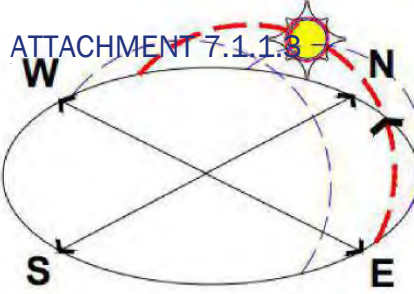
Status

Town planning
 Revision V2.6 | RFI Drawings | 25 November 2024



TP-13

2021.000



SEPTEMBER EQUINOX
 DATE: SEPT 22
 SEASON: SEPT EQUINOX
 SCALE: 1:100

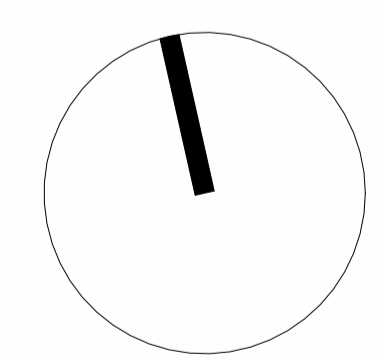


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 31 Coventry Street
 Southbank, VIC 3006
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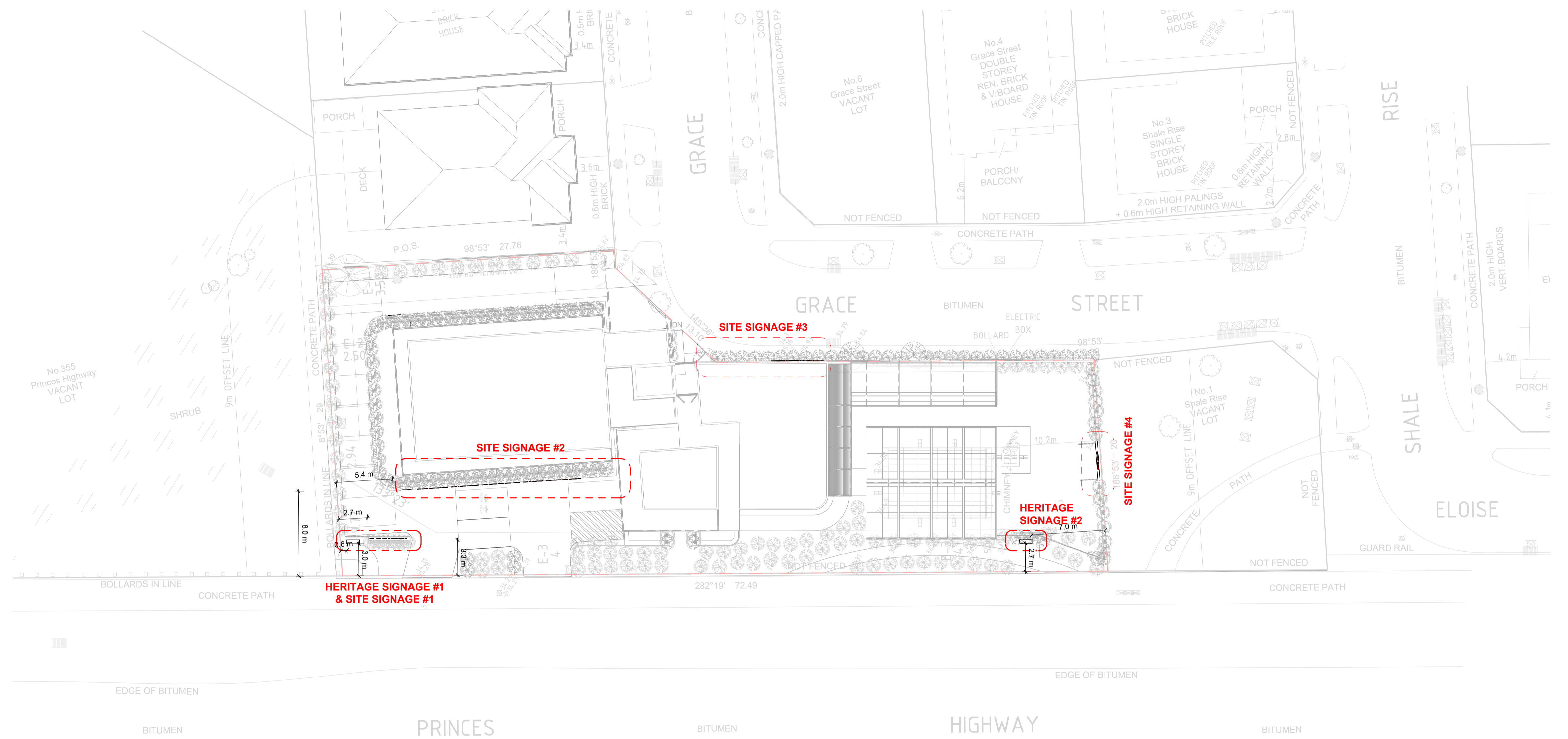
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Project
James Hicks Pottery Site - Kiln
 365 Princes Hwy, Officer VIC 3809
 Clients / Developers
James Hicks Pottery Site Pty Ltd

Drawing Title
Shadow Diagram (3pm Equinox)
 As indicated @ A1 Format
 Status
Town planning
 Revision V2.6 | RFI Drawings | 25 November 2024



TP-14
2021.000



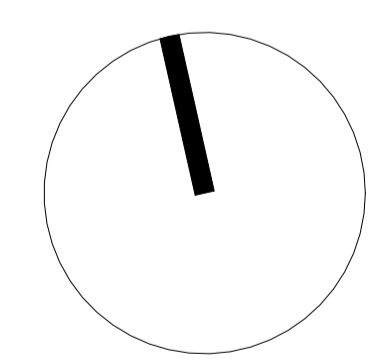
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User Experience Design Group (UXD)
 Melbourne Studio,
 31 Coventry Street
 Southbank, VIC 3006
 T. +61 455 310 390
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Project
James Hicks Pottery Site - Kiln
 365 Princes Hwy, Officer VIC 3809
 Clients / Developers
James Hicks Pottery Site Pty Ltd

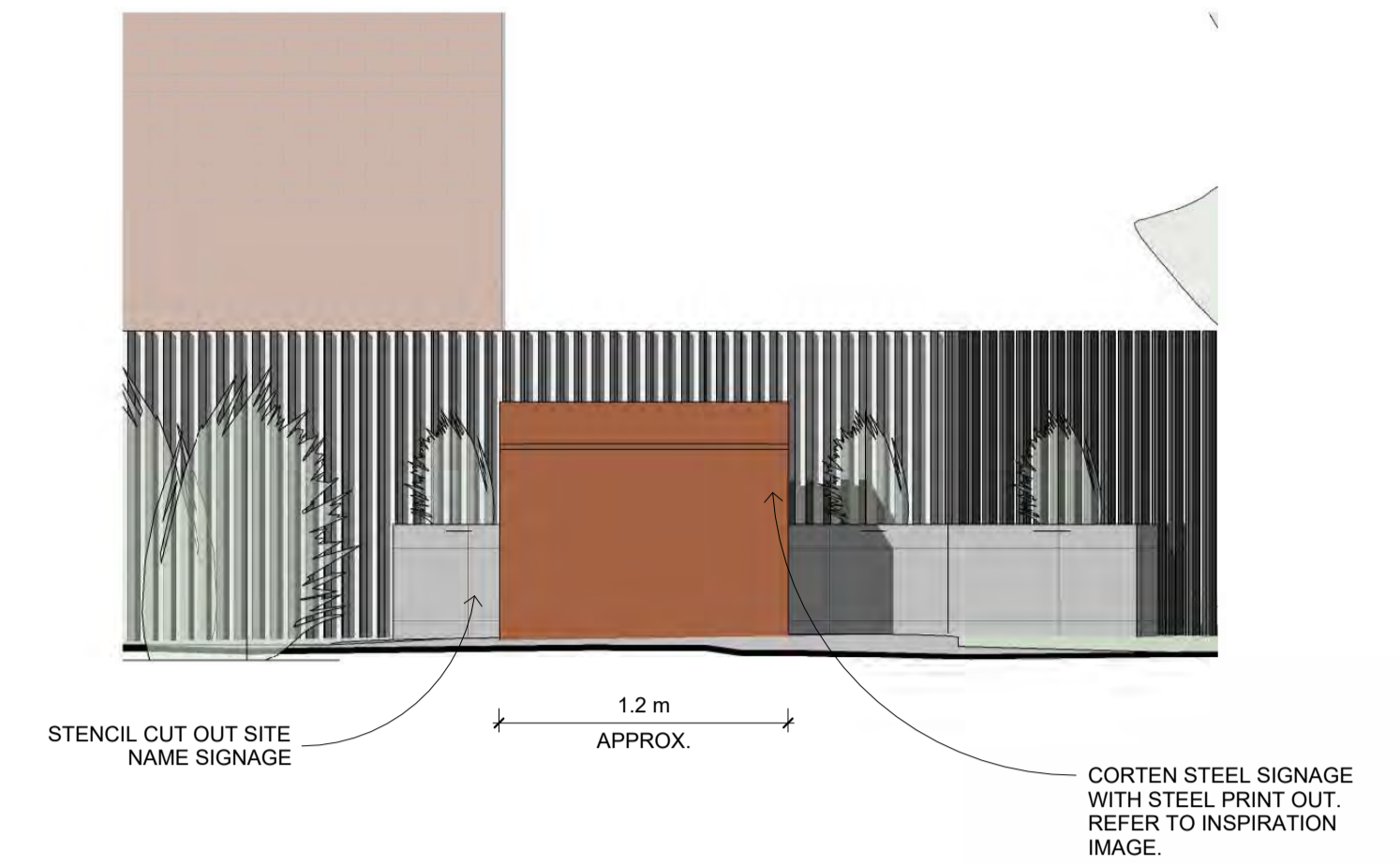
Drawing Title
Signage Site Plan
 1 : 200 @ A1 Format
 Status
Town planning
 Revision V2.6 | RFI Drawings | 25 November 2024



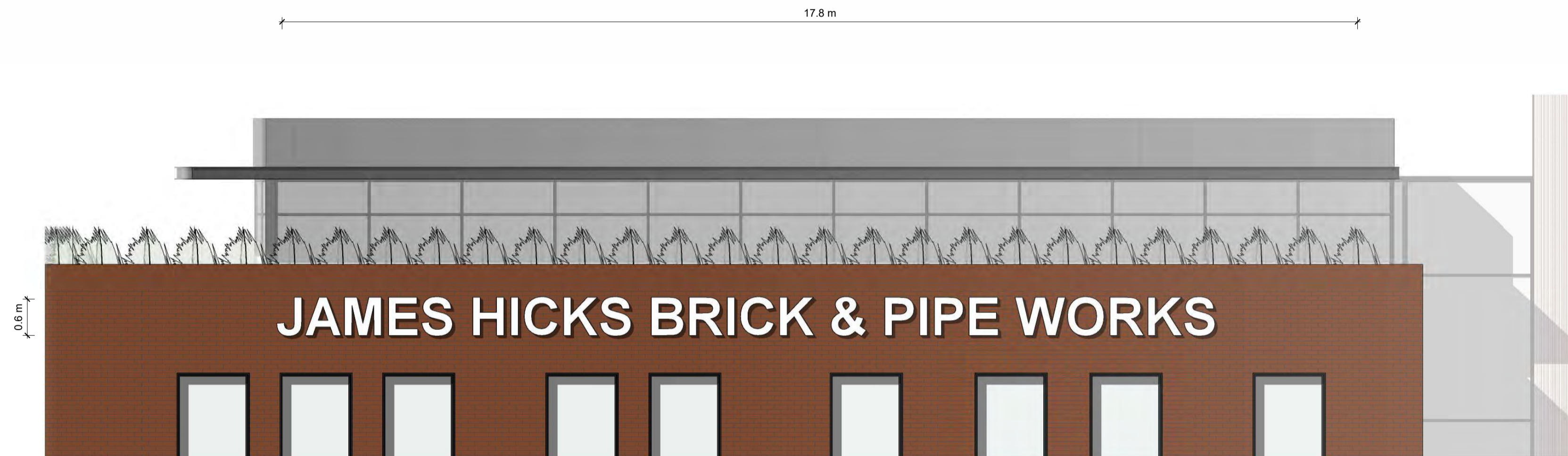
TP-15
2021.000



Elevation - HERITAGE INTERPRETIVE SIGNAGE #1 & SITE SIGNAGE #1
1 : 25



Elevation - HERITAGE INTERPRETIVE SIGNAGE #2
1 : 25



Elevation - SITE SIGNAGE #2
1 : 50

SIGNAGE DETAILS

SITE SIGNAGE #1			
DIMENSIONS:	3.8m W X 1.1m H X 0.2m D	APPROX.	
SURFACE AREA:	4.2m ²	APPROX.	
ABOVE GROUND:	0.5m	APPROX.	
PROJECTION:	50cm		
ILLUMINATION:	LETTERING ITSELF LED MODULES HOURS: 8AM - 8PM		
COLOUR:	WHITE POWDER COATED		
FONT:	MANTI SANS FIXED DEMO		
MATERIAL:	STAINLESS STEEL FABRICATED, ACRYLIC INFILL		
LANDSCAPING:	HEAVY LOW LYING NATIVE PLANTING		
STRUCTURE/ INSTALLATION:	UP RIGHT, STEEL SUPPORTED		
SITE SIGNAGE #2			
DIMENSIONS:	17.8m W X 0.6m H X 0.1m D	APPROX.	
SURFACE AREA:	11.5m ²	APPROX.	
ABOVE GROUND:	7.0m	APPROX.	
PROJECTION:	100cm		
ILLUMINATION:	NO		
COLOUR:	WHITE POWDER COATED		
FONT:	MANTI SANS FIXED DEMO		
MATERIAL:	STEEL		
LANDSCAPING:	N/A		
STRUCTURE/ INSTALLATION:	STAND OFF, WALL MOUNTED		

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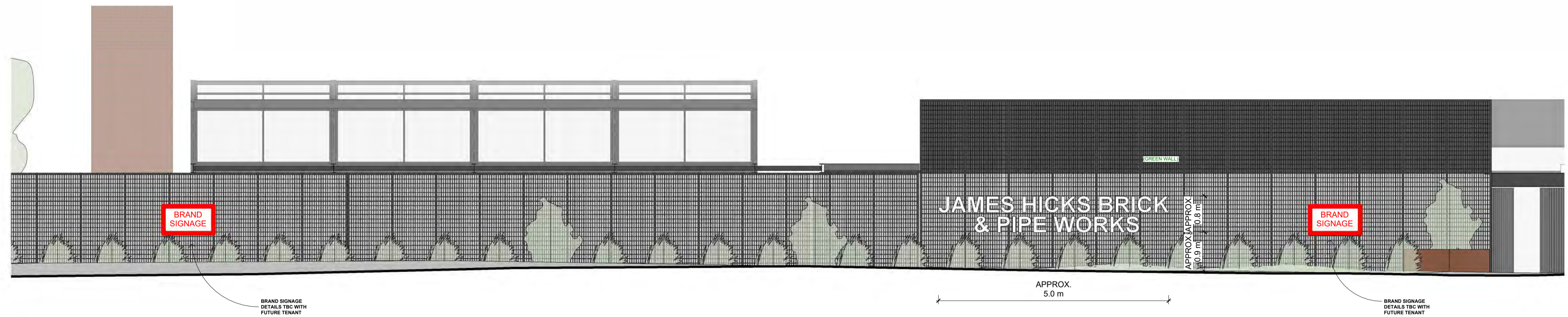
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Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006
T. +61 455 310 390
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Project
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365 Princes Hwy, Officer VIC 3809
Clients / Developers
James Hicks Pottery Site Pty Ltd

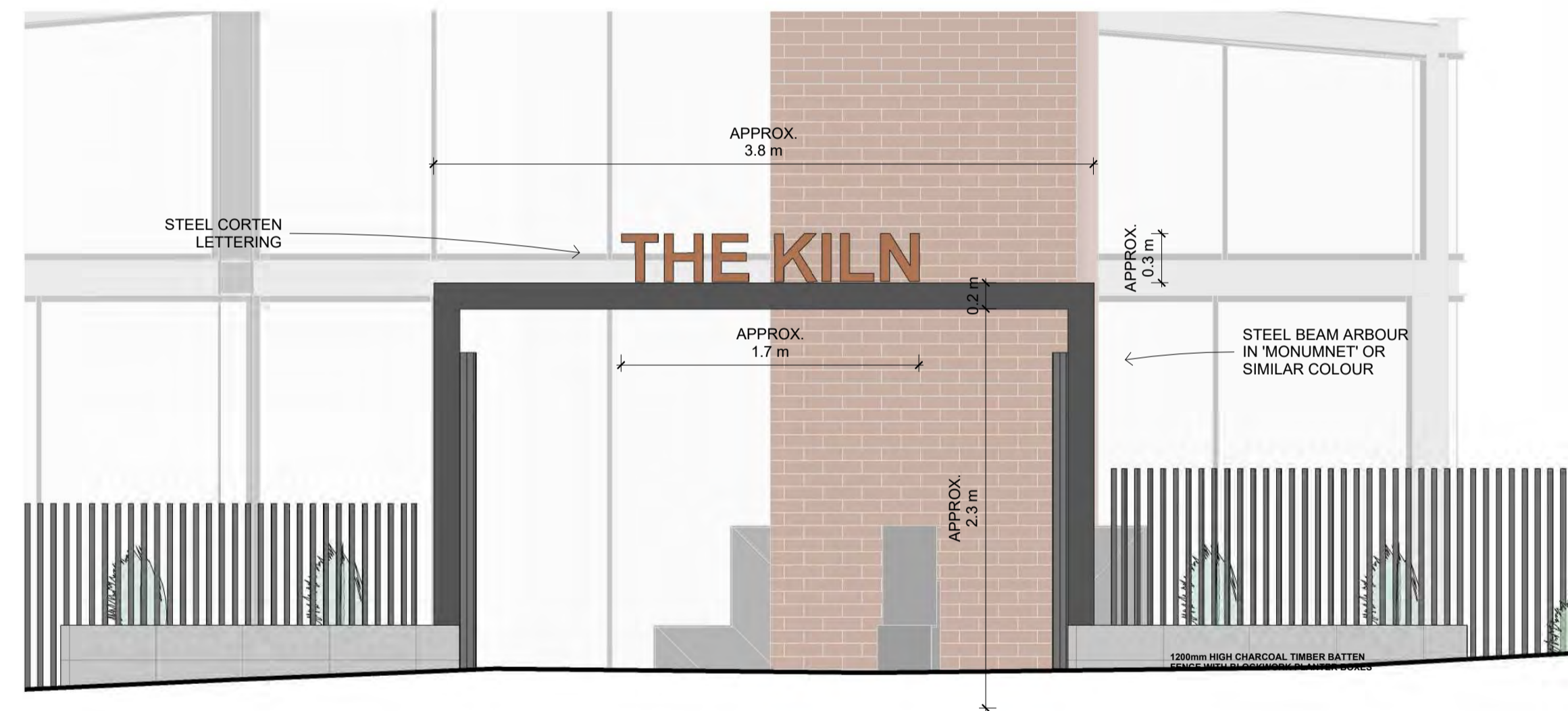
Drawing Title
Signage Elevations & Details
As indicated @ A1 Format
Status
Town planning
Revision V2.6 | RFI Drawings | 25 November 2024

TP-16
2021.000



Elevation - SITE SIGNAGE #3

1 : 50



Elevation - SITE SIGNAGE #4

1 : 25

SIGNAGE DETAILS

SITE SIGNAGE #4

DIMENSIONS: 5.0m W X 0.8m H X 0.1m D APPROX.
SURFACE AREA: 3.5m² APPROX.
ABOVE GROUND: 0.9m APPROX.
PROJECTION: 10cm

ILLUMINATION: BEHIND LETTERING ITSELF
 LED MODULES
 HOURS: 8AM - 8PM

COLOUR: WHITE POWDER COATED
FONT: MANTI SANS FIXED DEMO
MATERIAL: STAINLESS STEEL FABRICATED, ACRYLIC INFILL

LANDSCAPING: HEAVY LOW LYING NATIVE PLANTING

STRUCTURE/ INSTALLATION: WALL FIXED STEEL

SITE SIGNAGE #4

DIMENSIONS: 1.7m W X 0.3m H X 0.1m D APPROX.
SURFACE AREA: 0.4m² APPROX.
ABOVE GROUND: 2.3m APPROX.
PROJECTION: 10cm

ILLUMINATION: NO ILLUMINATION

COLOUR: CORTEN STEEL
FONT: MANTI SANS FIXED DEMO
MATERIAL: CORTEN STEEL

LANDSCAPING: HEAVY LOW LYING NATIVE PLANTING

STRUCTURE/ INSTALLATION: UP RIGHT, STEEL SUPPORTED



User Experience Design Group (UXD)

Melbourne Studio,
 31 Coventry Street
 Southbank, VIC 3006

T. +61 455 310 390
 E. projects@uxdgroup.co
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Project

James Hicks Pottery Site - Kiln
 365 Princes Hwy, Officer VIC 3809

Clients / Developers

James Hicks Pottery Site Pty Ltd

Drawing Title

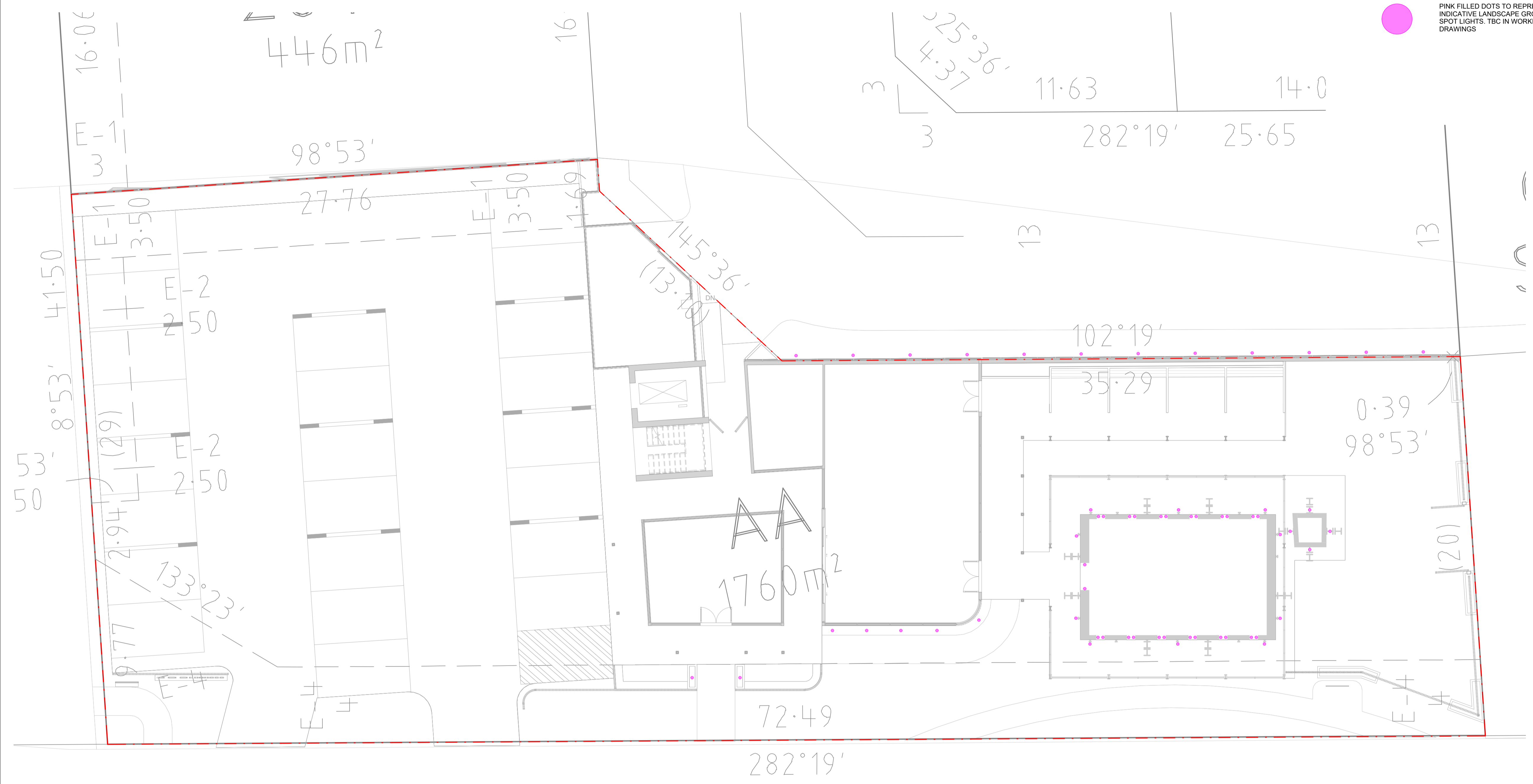
Signage Elevations & Details
 As indicated @ A1 Format

Status

Town planning
 Revision V2.6 | RFI Drawings | 25 November 2024

TP-17
2021.000

PINK FILLED DOTS TO REPRESENT INDICATIVE LANDSCAPE GROUND SPOT LIGHTS. TBC IN WORKING DRAWINGS



PRINCES

HIGHWAY

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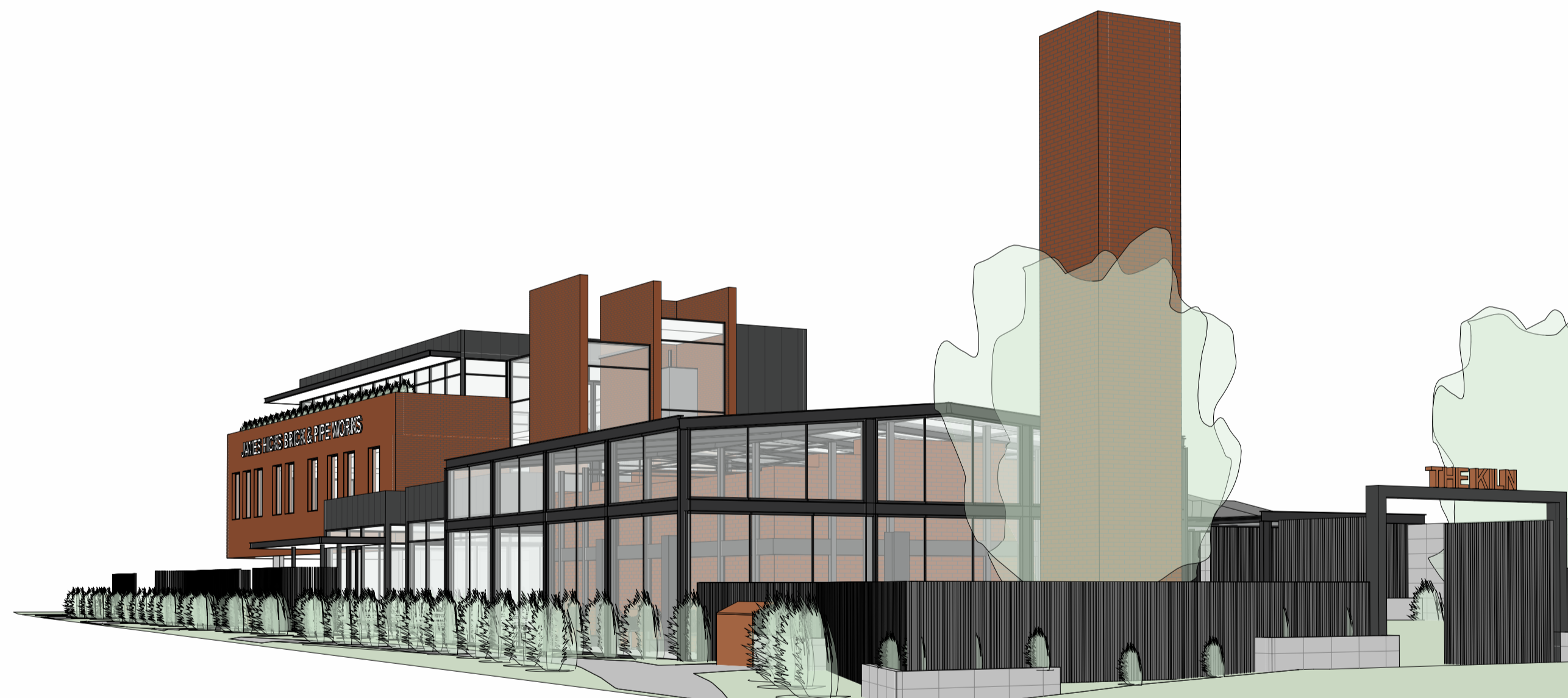
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Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006
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E. projects@uxdgroup.co
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James Hicks Pottery Site - Kiln
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Clients / Developers
James Hicks Pottery Site Pty Ltd

Drawing Title
Electrical Landscape Plan
As indicated @ A1 Format
Status
Town planning
Revision V2.6 | RFI Drawings | 25 November 2024

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365 Princes Hwy, Officer VIC 3809

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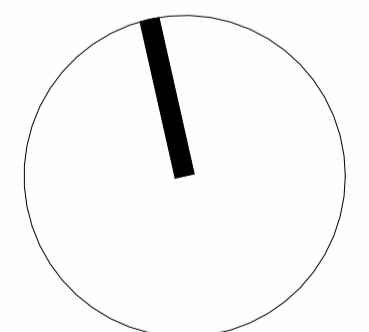
James Hicks Pottery Site Pty Ltd

Drawing Title

3D Perspectives
@ A1 Format

Status

Town planning
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Melbourne Studio,
31 Coventry Street
Southbank, VIC 3006

T. +61 455 310 390
E. projects@uxdgroup.co
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Project

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365 Princes Hwy, Officer VIC 3809

Clients / Developers

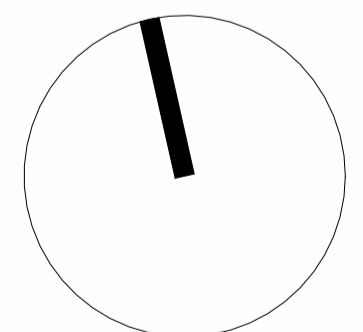
James Hicks Pottery Site Pty Ltd

Drawing Title

3D Perspectives
@ A1 Format

Status

Town planning
Revision V2.6 | RFI Drawings | 25 November 2024



TP-20

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Melbourne Studio,
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Southbank, VIC 3006

T. +61 455 310 390
E. projects@uxdgroup.co
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Project

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365 Princes Hwy, Officer VIC 3809

Clients / Developers

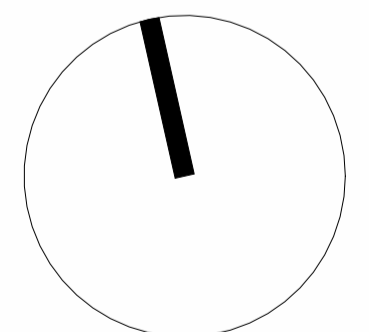
James Hicks Pottery Site Pty Ltd

Drawing Title

3D Perspectives
@ A1 Format

Status

Town planning
Revision V2.6 | RF1 Drawings | 25 November 2024



TP-21

2021.000

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31 COVENTRY STREET
SOUTHBANK, VIC 3006**

**E. PROJECTS@UXDGROUP.CO
W. UXDGROUP.CO**

Beau O'Brien - 0455 310 390 | Joshua O'Donnell - 0432 238 654



24 June 2024

3240105

David Morgan

Morgan Development Group
Via email: david@morgandevlopmentgroup.com.au

Dear David,

365 Princes Highway, Officer (The Kiln Development) Economic Assessment

James Hicks Pottery Site Pty Ltd is proposing a development at 365 Princes Highway, Officer (the Subject Site). The Subject Site is covered by the Heritage Overlay (H0104) and contains a historic brick kiln and chimney (the Kiln). The Subject Site is associated with the adjacent clay pit which is now a reserve owned by Melbourne Water.

The Kiln will need to be retained in any development outcome.

The proposed development includes:

- Retention and restoration of the Kiln
- Café and Restaurant facility, incorporating the Kiln.
- Two-level office building with undercroft car parking underneath.

The Subject Site is in the Urban Growth Zone (Schedule 3) and will require a planning scheme amendment to facilitate the development, particularly the development and use of the office component. In providing preliminary feedback on the proposed development, Cardinia Shire Council (Council) and the Department of Transport and Planning (DTP) have raised the following matters:

Council

- What benefits to the conservation of the heritage structures does the use of the site for offices provide that are unique to office use that cannot be facilitated through other permitted uses of the site under the zone?

DTP

- The key justification for switching on the prohibited uses column for HO104 (shown in the planning permit application report, p.34) seems to be that allowing the use and development of an office will assist in the project being commercially viable. While the viability of a project is acknowledged, is there any further justification for the proposed amendment?
 - Planning Practice Note 1 – Applying the Heritage Overlay states that when considering turning on the Prohibited Uses column, it should only be applied to specific places “where it is considered that the normally available range of permissible uses is insufficient to provide for the future conservation of the building.”
- Under the Officer PSP, the site is not located in an area designated as either Core Business or Peripheral Commercial. Please justify that allowing an office use outside of these areas to be in keeping with the Officer PSP.”

Accordingly, James Hicks Pottery Site Pty Ltd has engaged Ethos Urban to provide an economic report that responds to the issues raised by Council and the DTP.

This letter of advice responds accordingly.

Ethos Urban Pty Ltd
W.ethosurban.com

Level 4, 180 George Street,
Sydney NSW 2000
Gadigal Land

Level 8, 30 Collins Street,
Melbourne VIC 3000
Wurundjeri Woi Wurrung Land

Level 4, 215 Adelaide Street,
Brisbane QLD 4000
Turrbal, Jagera and Yugara Land

1.0 Subject Site and Location Context

1.1 Subject Site

The Subject Site is located at 365 Princes Highway Officer and contains heritage elements of what was once the James Hicks Pottery kiln and chimney. The subject site is approximately 1,760m² in area and is zoned in the Urban Growth Zone – Schedule 3 (UGZ3) and designated as Residential.

The southern boundary of the Subject Site has frontage to the Princes Highway. Current access to the Subject Site is via Grace Street in Parklea's Timbertop Estate.

The James Hicks Pottery Site clay pit is located immediately to the west and has historical significance with the Kiln at the Subject Site. The clay pit is now converted as part of a larger reserve owned by Melbourne Water and is accessible to the public. The proposed development will require direct connection to the reserve.



Image: Looking south from Grace Street towards the Subject Site and Princes Highway

Berwick Potters is located on the southern side of Princes Highway and an element of that site is also heritage-listed.

1.2 Local Context

Cardinia Shire is one of Melbourne's fastest growing municipalities, home to an estimated 126,960 persons in 2023. The Shire's population has increased by more than +40,000 persons over the last ten years and is forecast to reach a population of 178,300 persons by 2036. Officer is a significant residential growth area in Cardinia Shire and is located between Beaconsfield and Pakenham.

The Princes Highway is the key east-west urban arterial road in Cardinia conveying traffic between existing and new residential estates between Pakenham to the east, and Berwick to the west. The Princes Highway was once the primary road route between Melbourne and Gippsland, but has since been replaced by the Princes Freeway, which is located approximately 1.7kms to the south. An average of 16,000 vehicles travel per day on the east-bound carriageway of the Princes Highway, according to Department of Transport and Planning data.

The Princes Highway, one kilometre each side of the Subject Site, is characterised by the businesses and industries which front the road. Directly east of Bayview Road (180m east of the Subject Site) is a strip of commercial-related businesses fronting the Princes Highway. Although light industrial in nature, uses include a mix of restricted retailing, trade supplies, vehicle sales and retail service businesses.

A continuation of this strip and on the north side of the Princes Highway is a recently completed commercial development which includes the Officer Central Business Park on the north-east corner of the Princes Highway and Tivendale Road. Officer Central Business Park is a commercial centre comprising professional suites, ground-floor retail shops, retail services, food and beverage and medical suites across four buildings.

These businesses are in the Urban Growth Zone – Schedule 4 (UGZ4).

Other commercial developments in the area include:

- Berwick Potteries (garden centre), almost directly opposite the Subject Site.
- Officer Family Medical Clinic and an attached Terry White Chemmart, also opposite the Subject site and 200m further west.
- Parklea's retail and commercial development on the corner of Timbertop Boulevard and Pink Hill Boulevard. This development is anchored by an IGA and includes a range of commercial office space.
- The High Horse café, situated at the western end of the Melbourne Water reserve, and approximately 350m west of the Subject Site.
- Rise Medical Centre Officer.

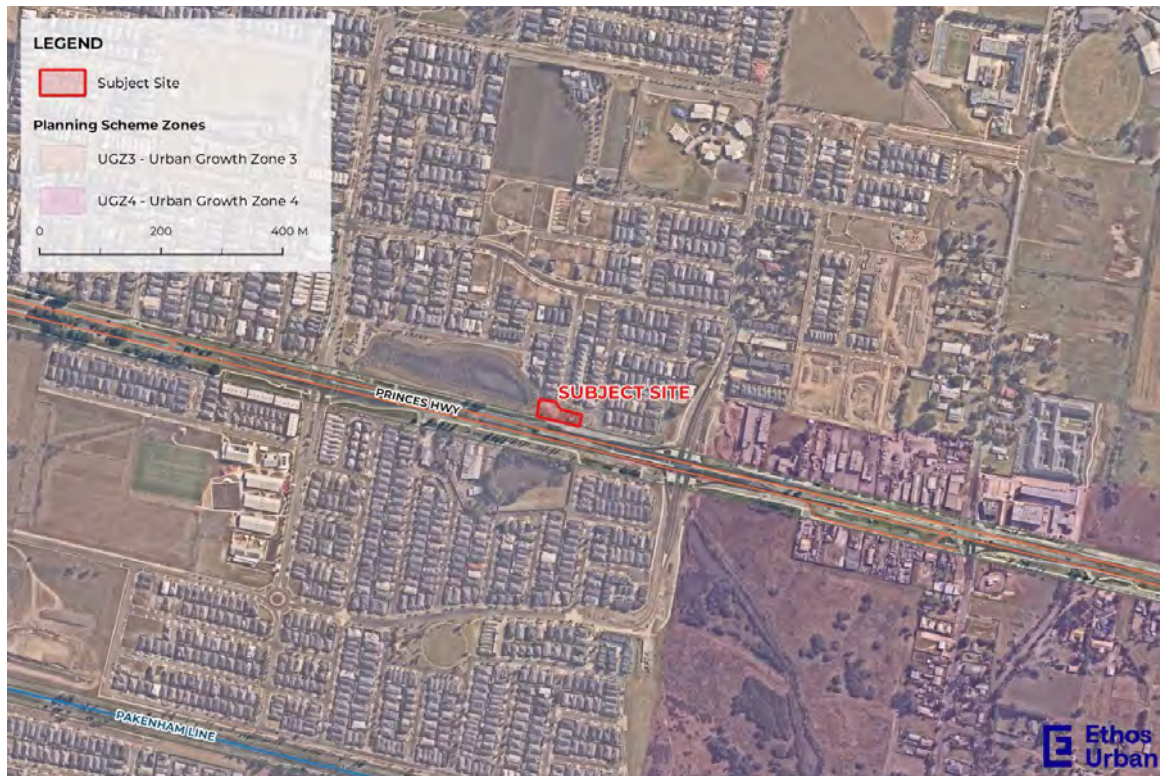


Figure 1 Site Location

Source: Ethos Urban

1.3 Heritage Significance

The Victorian Heritage Register registrations for the James Hicks Pty Ltd Pottery (H0104) provide a Statement of Significance which outlines the historic significance of the building. The statement notes:

“James Hicks Pty Ltd. Pottery (kiln, early clay sheds, office) is significant to the Cardinia Shire as one of the Shire’s two early terra-cotta manufacturing complexes which still retains notable early elements and highlights the development of extractive and secondary industries in the district. This pottery is an important district industrial site with remaining brick kilns and other structures associated with brickmaking, pipe-making and pottery production from the post-First World War era. The site is also linked with the locally important family, Hicks.”

1.4 Proposed Development

The proposed development includes the following works:

- Retention and restoration of the Kiln
- A café and restaurant
- Two-level office building with undercroft car parking
- Vegetation and pedestrian connection linking the Subject Site to the original clay pit (now the Melbourne Water reserve).
- West-bound access (ingress and egress) to the Subject Site from the Princes Highway.



Source: UXD Group

Office Building

The construction of a new two-level office building will deliver a bespoke purpose-built workplace for local businesses.

Internally, the new building will comprise:

- Undercroft car parking for 23 vehicles
- 365m² of total GFA on the first floor
- 216m² of total GFA on the second floor
- 117m² second floor balcony.



Source: UXD Group

Café and Restaurant

The proposed café and restaurant will include:

- 39m² café floorspace
- 110m² restaurant and 21m² of attached kitchen space
- 57m² for restaurant/wine bar space inside the Kiln
- Alfresco seating outside the restaurant and Kiln.



Source: UXD Group

Maintenance and Conservation of the Heritage Listed Kiln

An owners' corporation would be responsible for maintaining landscaping, signage, public access and common areas, but not the Kiln itself.

The Kiln would be the food and beverage/restaurant's responsibility though it is considered likely that a contributory levy could apply to the balance of the subject site for its preservation and maintenance, including the landscaped pedestrian connection between the Kiln and the Melbourne Water reserve to the west.

1.5 Site Attributes for a Commercial Development

Key attributes that support the proposed development at the Subject Site include:

- Located in a high population growth area.
- Frontage to the Princes Highway allows for significant levels of exposure and accessibility.
- Provides a buffer between the Princes Highway and the residential community directly north of the Subject Site.
- Consistent with general nature of retail and commercial development along the Princes Highway.

2.0 Population and Socio-Economic Characteristics

Study Area Definition

For the purpose of this analysis, two study areas have been selected to review the local and broader region's population and economic context.

These include:

- Local Study Area. Defined by the Beaconsfield - Officer ABS Statistical Area Level 2 (SA2).
- Cardinia Shire.

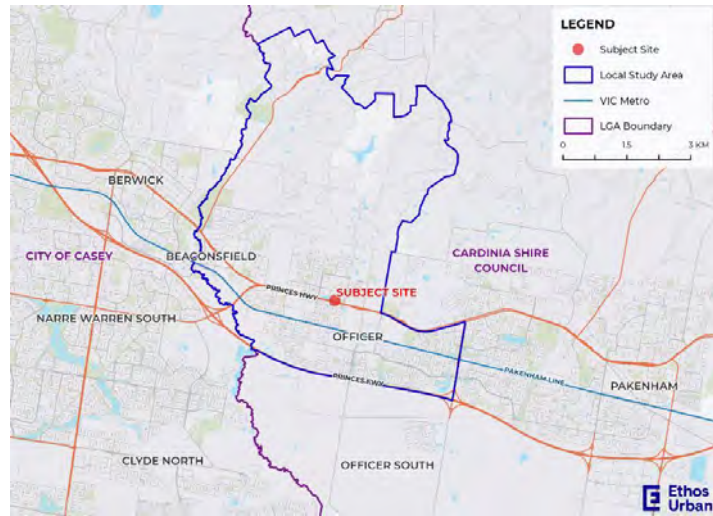


Figure 2 Study Area

Source: Ethos Urban

Population Trends and Forecasts

Cardinia Shire is one of Victoria's fastest growing municipalities, with key growth areas primarily focussed on Officer and Pakenham. Cardinia Shire had an estimated resident population of 126,960 persons in 2023, of which, 26,970 were located in the Study Area.

Between 2011 and 2023:

- The Study Area's population increased by +18,810 persons, representing an average increase of +1,400 persons or +10.5% per annum.
- Cardinia Shire's population increased by +51,130 persons, representing an average increase of +4,260 persons or +4.4% per annum.

Population growth in both the Study Area and Cardinia Shire as a whole will continue to be significant.

Population projections from Victoria in Future 2023 (VIF2023) rebased on the most recent ABS estimated resident populations highlight:

- The Study Area's population will reach 45,210 persons by 2036, an increase of +18,240 persons on 2023 levels.
- Cardinia Shire's population is estimated to reach 178,300 persons by 2036, an increase of +51,340 persons on 2023 levels.

Table 1 Recent and Forecast Population

Category	2011	2016	2023	2026	2031	2036	Change 2023-2036
Population							
Study Area	8,160	13,500	26,970	32,260	39,290	45,210	+18,240
Cardinia Shire	75,830	97,570	126,960	139,270	160,370	178,300	+51,340
Annual Average Growth (no.)							
Study Area		+1,070	+1,920	+1,760	+1,410	+1,180	+1,400
Cardinia Shire		+4,350	+4,200	+4,100	+4,220	+3,590	+3,950
Annual Average Growth (%)							
Study Area		+10.6%	+10.4%	+6.2%	+4.0%	+2.8%	+4.1%
Cardinia Shire		+5.2%	+3.8%	+3.1%	+2.9%	+2.1%	+2.6%

Source: ABS, Estimated Resident Population; Ethos Urban; Victoria in Future 2023

Socio-Economic Profile

Demographic characteristics for both the Study Area and Cardinia Shire as a whole are sourced from the 2021 Census and summarised below (refer Table 2).

The following highlights the main findings for the Study Area:

- **High median household incomes.** The median household income in the Study Area (\$112,320) is higher than Cardinia Shire (\$97,710) and Greater Melbourne (\$100,020).
- **Young age profile.** The Study Area's median age is 32.1 years, driven by a high share of families. This compares to 33.7 years in Cardinia Shire and 37.1 years in Greater Melbourne.
- **Diverse population.** Residents born in non-English speaking countries comprised 22.4% of the Study Area's population, of which, 6.9% were born in India and 4.7% were born in Sri Lanka. This compares to 17.5% in Cardinia Shire and 29.5% in Greater Melbourne for residents born overseas from non-English speaking countries.
- **Family-centric.** Approximately 45.0% of all households in the Study Area are couple families with children. The Study Area's average household size at 2.9 persons is representative of the high share of family households.
- **Homeowners servicing a mortgage.** Approximately 55.0% of households in the Study Area are homeowners with a mortgage, compared to 19.3% of households owning their dwelling outright.
- **Diverse labour force.** Professionals (21.5%), technicians and trades workers (15.2%) and clerical and administrative workers (14.7%) are the three most popular occupations for resident workers in the Study Area.

Overall, the socio-economic profile of the Study Area aligns with the typical characteristics of residents in Melbourne's residential greenfield markets. That is, households are young couples with children with steady household incomes servicing a mortgage.

Table 2 Socio-Economic Characteristics, 2021

Category	Study Area	Cardinia	Greater Melbourne
Income			
Median individual income (annual)	\$49,110	\$43,310	\$43,800
Variation from Greater Melbourne median	+12.1%	-1.1%	n.a.
Median household income (annual)	\$112,320	\$97,710	\$100,020
Variation from Greater Melbourne median	+12.3%	-2.3%	n.a.
Age Structure			
0-4 years	8.6%	7.7%	5.9%
5-19 years	20.8%	21.1%	17.8%
20-34 years	24.3%	21.7%	22.7%
35-64 years	37.5%	36.9%	38.5%
65-84 years	8.3%	11.3%	13.0%
85 years and over	0.5%	1.3%	2.0%
Median Age (years)	32.1	33.7	37.1
Country of Birth			
Australia	70.1%	75.3%	64.1%
Other Major English Speaking Countries	7.4%	7.2%	6.4%
Other Overseas Born	22.4%	17.5%	29.5%
% speak English only at home	74.1%	81.2%	64.7%
Household Composition			
Couple family with no children	23.8%	25.2%	24.5%
Couple family with children	45.0%	40.1%	34.6%
Couple family - Total	68.9%	65.3%	59.2%
One parent family	11.6%	12.2%	10.6%
Family households - Total	81.1%	78.4%	70.9%
Lone person household	16.9%	19.3%	24.8%
Group household	2.0%	2.2%	4.2%
Dwelling Structure (Occupied Private Dwellings)			
Separate house	92.4%	91.1%	68.0%
Semi-detached, row or terrace house, townhouse etc.	6.6%	7.7%	16.2%
Flat, unit or apartment	0.1%	0.9%	15.6%
Occupancy rate	97.0%	94.9%	90.0%
Average household size	2.9	2.8	2.6
Tenure Type (Occupied Private Dwellings)			
Owned outright	19.3%	23.8%	30.4%
Owned with a mortgage	55.0%	50.9%	37.8%
Rented	25.1%	23.3%	30.3%
Occupation			
Managers	12.2%	12.1%	14.1%
Professionals	21.5%	16.9%	27.4%
Technicians and trades workers	15.2%	17.6%	12.4%
Community and personal service workers	12.1%	12.2%	10.7%
Clerical and administrative workers	14.7%	13.2%	13.1%
Sales workers	9.6%	8.9%	8.4%
Machinery operators and drivers	6.5%	8.4%	5.9%
Labourers	8.2%	10.7%	8.0%

Source: ABS Census of Population and Housing, 2021; Ethos Urban

Labour Force

An analysis of Cardinia Shire's labour force (i.e. resident workers) in 2016 and 2021 highlights:

- Construction is the largest employment industry at 8,090 workers. Over the five-year period to 2021, persons employed in construction increased by +2,010 workers.
- Health care and social assistance represented the largest change in the jobs held by the resident workforce between 2016 and 2021, increasing by +2,910 workers.
- Other major increases in the resident workforce included education and training (+1,390 resident workers), manufacturing (+900 resident workers), retail trade (+870 resident workers) and public administration and safety (+860 resident workers).

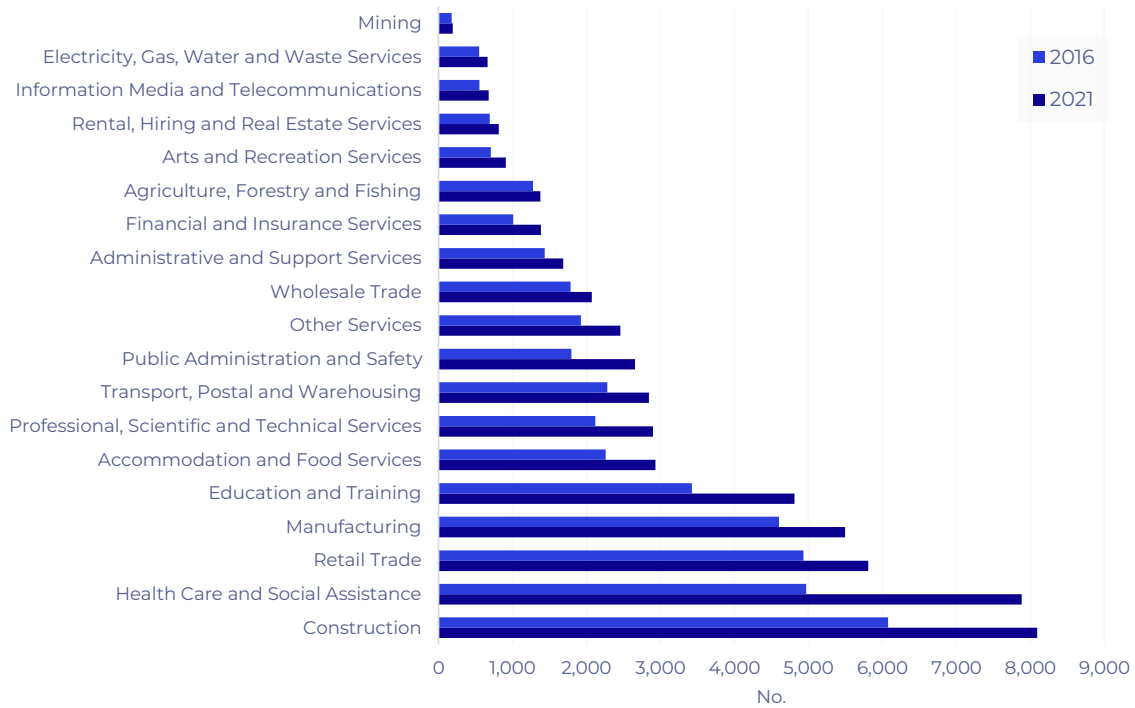


Figure 3 Cardinia Shire Labour Force, by Industry of Employment, 2016 and 2021

Source: ABS Census of Population and Housing

Workforce

Employment by industry (total), modelled by National Institute of Economic and Industry Research (NIEIR), represents the most accurate and up to date measure of employment in an LGA.

Key findings of people employed in Cardinia Shire include:

- Cardinia Shire's workforce was estimated at 39,070 persons in 2022/23, having increased by +16,920 jobs since 2011/12.
- This was driven by increases in the consumer services industries (+11,300 jobs) such as health care and social assistance (+3,040 jobs), education and training (+2,120 jobs), accommodation and food services (+1,540 jobs) and retail trade (1,530 jobs). Construction (+2,650 jobs) and manufacturing (+1,160 jobs) also recorded strong job growth within the shire.
- The three largest industries in Cardinia are currently construction (6,260 jobs), health care and social assistance (5,010 jobs) and education and training (4,380 jobs).

Table 3 Total Work Force by Industry of Employment, Cardinia Shire

Industry	2011/12		2022/23		2011/12 to 2022/23	
	No.	Share (%)	No.	Share (%)	No.	% Share
<u>Primary Sector</u>						
Agriculture, Forestry and Fishing	1,510	6.8%	1,840	4.7%	+330	-2.1%
Mining	110	0.5%	340	0.9%	+230	+0.4%
Sub-Total	1,620	7.3%	2,180	5.6%	+560	-1.7%
<u>Secondary Sector</u>						
Construction	3,610	16.3%	6,260	16.0%	+2,650	-0.3%
Manufacturing	1,730	7.8%	2,890	7.4%	+1,160	-0.4%
Sub-Total	5,340	24.1%	9,150	23.4%	+3,810	-0.7%
<u>Tertiary Sector</u>						
<u>Producer Services</u>						
Electricity, Gas, Water and Waste Services	290	1.3%	240	0.6%	-50	-0.7%
Financial and Insurance Services	250	1.1%	510	1.3%	+260	+0.2%
Information Media and Telecommunications	220	1.0%	270	0.7%	+50	-0.3%
Rental, Hiring and Real Estate Services	380	1.7%	470	1.2%	+90	-0.5%
Transport, Postal and Warehousing	1,120	5.1%	1,850	4.7%	+730	-0.3%
Wholesale Trade	710	3.2%	880	2.3%	+170	-1.0%
Sub-Total	2,970	13.4%	4,220	10.8%	+1,250	-2.6%
<u>Consumer Services</u>						
Accommodation and Food Services	1,640	7.4%	3,180	8.1%	+1,540	+0.7%
Administrative and Support Services	650	2.9%	1,060	2.7%	+410	-0.2%
Arts and Recreation Services	430	1.9%	830	2.1%	+400	+0.2%
Education and Training	2,260	10.2%	4,380	11.2%	+2,120	+1.0%
Health Care and Social Assistance	1,970	8.9%	5,010	12.8%	+3,040	+3.9%
Other Services	900	4.1%	1,720	4.4%	+820	+0.3%
Professional, Scientific and Technical Services	990	4.5%	1,800	4.6%	+810	+0.1%
Public Administration and Safety	630	2.8%	1,260	3.2%	+630	+0.4%
Retail Trade	2,750	12.4%	4,280	11.0%	+1,530	-1.5%
Sub-Total	12,220	55.2%	23,520	60.2%	+11,300	+5.0%
Sub-Total Tertiary Sector	15,190	68.6%	27,740	71.0%	+12,550	+2.4%
Total	22,150	100.0%	39,070	100.0%	+16,920	-

Source: Ethos Urban; National Economic (NIEIR) compiled by .id

Employment Self-Containment

Self-containment measures the share of employed Cardinia Shire residents who are employed within the municipality. Cardinia Shire's self-containment rate in 2021 was 32.5%, a slight increase from 2016 levels at 31.7%.

Employment self-containment is at its highest in the following industries:

- Agricultural, forestry and fishing (65.9%)
- Accommodation and food services (59.2%)
- Arts and recreation services (47.2%)
- Retail trade (39.8%)

Sectors generally requiring office space such as Financial and Insurance Services (21.9%), Information Media and Telecommunications (20.9%), Rental Hiring and Real Estate Services (33.3%), Administrative and Support Services (31.5%) and Professional, Scientific and Technical Services (33.4%) are relatively poor in terms of self-containment.

The subject site as well as other new developments have a valuable role to play through accommodating jobs for local residents.

Table 4 Cardinia Shire Self-Containment, 2021

Industry	Total Resident Workers	Resident Workers employed in Cardinia	% of resident workers employed in Cardinia
<i>Primary Sector</i>			
Agriculture, Forestry and Fishing	1,350	890	65.9%
Mining	160	70	43.8%
Sub-Total	1,510	960	63.6%
<i>Secondary Sector</i>			
Construction	8,060	2,450	30.4%
Manufacturing	5,470	1,380	25.2%
Sub-Total	13,530	3,830	28.3%
<i>Tertiary Sector</i>			
<i>Producer Services</i>			
Electricity, Gas, Water and Waste Services	640	110	17.2%
Financial and Insurance Services	1,370	300	21.9%
Information Media and Telecommunications	670	140	20.9%
Rental, Hiring and Real Estate Services	810	270	33.3%
Transport, Postal and Warehousing	2,830	870	30.7%
Wholesale Trade	2,080	340	16.3%
Sub-Total	8,400	2,030	24.2%
<i>Consumer Services</i>			
Accommodation and Food Services	2,920	1,730	59.2%
Administrative and Support Services	1,680	530	31.5%
Arts and Recreation Services	890	420	47.2%
Education and Training	4,800	1,870	39.0%
Health Care and Social Assistance	7,840	1,890	24.1%
Other Services	2,450	930	38.0%
Professional, Scientific and Technical Services	2,900	970	33.4%
Public Administration and Safety	2,630	530	20.2%
Retail Trade	5,780	2,300	39.8%
Sub-Total	31,890	11,170	35.0%
Sub-Total Tertiary Sector	40,290	13,200	32.8%
Total	55,330	17,990	32.5%

Source: ABS Census of Population and Housing; Ethos Urban

3.0 Economic Assessment

This chapter considers the likelihood of the various permitted uses as well as the proposed development to achieve a practical and commercial development outcome.

In this report, a practical and commercial development outcome is defined as one that will:

1. Ensure the future restoration, preservation and ongoing maintenance of the Kiln, and the creation and maintenance of a vegetation corridor that connects the Kiln to the original clay pit (now the Melbourne Water reserve).
2. Complement the amenity and attraction of the Kiln. For example, a development outcome that requires substantial at grade carparking and signage will likely detract from the Kiln's heritage features.

The following approach evaluates multiple potential uses against the suitability of the Subject Site, its market context and competitive framework.

3.1 Residential

Development Context

The residential market in growth areas is primarily focussed on the delivery of detached dwellings. A development containing detached dwellings on that part of the Subject Site outside the Kiln would accommodate three or four small dwellings of approximately 300m² or 400m² lot size. Moreover, a detached dwelling outcome would effectively 'hide' the Kiln from east-bound traffic and remove the potential for any development that restores and celebrates the Kiln. Accordingly, this development outcome is not considered any further.

The same outcome incorporating townhouses or units would provide a similar outcome where a denser subdivisional outcome would also 'hide' the Kiln and limit any development of the Kiln site.

A higher density residential apartment development (albeit limited in scale) could be physically delivered on the Subject Site but would face the challenge all apartment developments face in growth areas; lack of commercial viability.

The reason, to date and almost certainly for the foreseeable future, multi-level residential apartment developments are not commercially viable in growth areas is that the selling price required to offset high construction costs does not represent a commercially attractive scenario for buyers.

Most recently, the ability of developers to deliver residential products that meet the market has been further reduced by a sharp increase in construction costs, which have radically altered the feasibility landscape (particularly for apartment projects).

Industry discussions suggest that the new selling price per m² for an apartment in a growth area would need to be in the order of \$9,000/m² to \$10,000/m². For an 80m² entry level two-bedroom apartment, this equates to a required selling price of \$700,000 to \$800,000. The current house price in Officer is \$730,000. In summary, home buyers are able to acquire a detached dwelling and land for a similar price to that of a new apartment. When this scenario eventuates, it almost always rules out apartment development as a viable development option.

Conclusion

A conventional residential development of the Subject Site for detached housing or townhouses/units is not considered practical as the development would 'overwhelm' the Subject Site and physically limit any redevelopment of the Kiln building itself.

A higher density development, in which the physical footprint of a residential development would be scaled back and across multiple levels, is unlikely to be commercially viable in a growth area setting.

3.2 Retail

Development Context

The context and drivers of retail development have changed significantly over the past decade. The suburban indoor shopping centres that have proliferated since the 1950s—characterised by enclosed, climate-controlled designs, large amounts of car parking, and chain stores—are increasingly in competition with new forms of retail development that respond to fast-changing customer preferences and new technologies.

The rise of online shopping has led to shop vacancies on high streets and declining department store sales, while retailers and shopping centres are now increasingly emphasising the shopper experience, including improved food and beverage offerings, entertainment and services.

The Officer PSP identifies the future Officer Town Centre as a Major Activity Centre (MAC). The Town Centre is expected to provide a diverse range of uses, including a significant amount of retail floorspace, including a full line supermarket and complementary retail.

At just 1,760m² (including the Kiln), the Subject Site is capable of accommodating only a limited retail offering, noting that front of centre at-grade car parking typically accounts for 50-60% of the land area of a retail centre. Including access to the Subject Site from the Princes Highway, a retail development is considered to represent a poor interface use with the Kiln and the limited scale of any retail development is unlikely to be represent a commercially viable outcome.

An alternative retail/commercial outcome of a service station and takeaway food outlet is also considered unviable due to the scale of the Subject Site as such as development typically requires in the order of 2,000m² and, again, even if a development of this nature could be designed to 'fit the site', it is likely to represent a poor interface with the Kiln.

Conclusion

A limited retail development of the Subject Site is unlikely to represent a practical or commercially viable outcome. Moreover, the extent to which a retail/commercial development would complement the Kiln is questioned.

3.3 Medical and Allied Health

Development Context

Private health services play a significant role in the Australian healthcare system.

Health services, including GPs, dental services, and diagnostic services (pathology, x-ray etc.) are required for any population, regardless of age or any other differentiating socioeconomic characteristics.

Population growth, particularly among children and older age groups, drive demand for GPs and other health services such as specialist practitioners, allied health and medical research and education.

The industry is moving towards large integrated medical centres which include the co-location of GPs, specialist and allied health services.

Medical centres and allied health providers benefit from agglomeration benefits, particularly clusters that are anchored by a private or public hospital.

This is evident in the Berwick Health and Education Precinct which is anchored by Casey Hospital, St John of God Berwick Hospital, Federation University and Chisholm TAFE. The Berwick Health and Education Precinct covers approximately 122 hectares of land in Berwick, located either side of Clyde Road, north of Princes Freeway and south of Berwick Village. Several medical GPs, specialist practitioners and allied health services are clustered nearby the precinct.

Main Street Pakenham is further evidence of agglomeration. This should be further consolidated when the Pakenham Community Hospital is developed. The proposed Pakenham Community Hospital will be a small public hospital operated by Monash Health.

A number of standalone medical centres are also situated through the broader area in new estates and along the Princess Highway. These include Rise Medical Centre Officer, Officer Family Medical Clinic and Officer Family Doctors.

Conclusion

The Subject Site represents a reasonable location for a medical centre. A Princes Highway location would provide an appropriate level of exposure, and the non-kiln part of the Subject Site would provide a sufficient area of land to provide for a small medical centre, similar in scale to the Rise Medical Centre, 700m to the west.

A number of limitations are associated with a medical centre at the subject site, including:

- Access from Grace Street would be impractical, so access from the Princes Highway would be required. This would reduce the development footprint (medical suits and at-grade parking) to a level that would be unviable unless the Kiln itself was used as medical suites.
- At-grade parking would be required, resulting in the Kiln and adjoining buildings being dominated by access and parking arrangements.
- The overall development would be of a relatively limited scale that would be insufficient to generate the return required to subsidise the refurbishment of the Kiln and any ongoing costs associated with its preservation and maintenance.

Accordingly, a medical centre is unlikely to represent a practical or economic outcome.

3.4 Office

Development Context

Office development in outer suburban Melbourne is characterised by relatively small developments that serve a regional, rather than corporate market. In this regard, office development in areas like Officer and Pakenham is typically provided as relatively small floorplates. These are typically targeted at local or regional accountants, solicitors, consultants (such as for the construction industry) and small government agencies requiring a localised presence.

The success of an office development in such locations is enhanced by a location with exposure, access and amenity.

An office development provides several advantages in that:

- Subject to the design and location, it can provide a higher built form quality than alternative uses where significant signage and at-grade parking represent critical success factors.
- Office development can take on a vertical scale that other uses are unlikely to in an outer suburban location.
- With considerably fewer traffic movements per day, an office development is more easily able to accommodate parking within the building's footprint (e.g. basement or undercroft parking).
- An office development is more able to generate a scale of development able to subsidise ongoing costs associated with the Kiln and/or site-specific and heritage-related landscaping.

Conclusion

An office component within the Subject Site is considered to represent a reasonable use that provides several distinct advantages.

4.0 Conclusion

The proposed development represents an appropriate economic response to the Subject Site having regard for:

- The limited scale of the Subject Site.
- The location of the Subject Site.
- The need to refurbish and incorporate the Kiln into any development outcome and provide for its ongoing preservation and maintenance.
- The need to provide a vegetative corridor connecting the Kiln to the Melbourne Water Reserve to the west, and to ensure the vegetive corridor is maintained on an ongoing basis.

The proposed uses are considered appropriate having regard for the need to ensure a built form outcome that minimises at-grade parking and minimises building footprints. An office outcome is particularly important in this regard due to the ability to realise vertical scale and incorporate car parking within the building's footprint, through the use of undercroft parking.

Yours sincerely,



Chris McNeill

Director, Economics
cmcneill@ethosurban.com
0408 145 283



James Hicks Pty Ltd Pottery Site Heritage Review

On behalf of Cardinia Shire Council

05/03/2024



Biosis offices

NEW SOUTH WALES

Albury

Phone: (02) 6069 9200
 Email: albury@biosis.com.au

Gosford

Phone: (02) 9101 8700
 Email: gosford@biosis.com.au

Newcastle

Phone: (02) 4911 4040
 Email: newcastle@biosis.com.au

Sydney

Phone: (02) 9101 8700
 Email: sydney@biosis.com.au

Western Sydney

Phone: (02) 9101 8700
 Email: sydney@biosis.com.au

Wollongong

Phone: (02) 4201 1090
 Email: wollongong@biosis.com.au

VICTORIA

Melbourne

Phone: (03) 8686 4800
 Email: melbourne@biosis.com.au

Ballarat

Phone: (03) 5304 4250
 Email: ballarat@biosis.com.au

Wangaratta

Phone: (03) 5718 6900
 Email: wangaratta@biosis.com.au

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1 Introduction

1.1 Background

Biosis Pty Ltd has been engaged by the Cardinia Shire Council to undertake a heritage impact assessment of the James Hicks Pty Ltd Pottery site, Princes Highway, Officer, in reference to a Planning Application number T230528 and proposed Planning Scheme Amendment C282card, for use of the land for a restaurant, café, office building and carpark (see Figure 29).

1.2 Location

Cadastral information for the James Hicks Pty Ltd Pottery site in Officer is listed in Table 1 and the location of the structure is shown on Figure 1.

Table 1 Cadastral information for the study area

Place Name	James Hicks Pty Ltd Pottery,
Address	365 Princes Highway, Officer / Cotswold Crescent, Officer 3809
Heritage Overlay	HO104
Estimated Date	c1900, 1920
Historical Themes:	4.3
Associated Persons	Hicks, James
Other elements	Clay hole
Local Government Authority	Cardinia Shire
AMG:	EAST 36000 NORTH 5786000
Lot/Plan	Lot AA PS814723
Standard Property Identifier	AA\PS814723
Melways Map	214 G3
Council Property No.	5000028647

1.3 Scope

The owner proposes to construct a new hospitality and commercial venue. This comprises a single level ground floor restaurant and café with an adjoining three storey office building with ground level car parking underneath (Figure 29).

The proposed design integrates the James Hicks kiln within a glazed enclosure, and with outdoor dining area adjacent, attached to the restaurant. The design of the new structure incorporates exposed steel and brick elements reflecting the character of the kiln.



The kiln with its chimney appears in the revised concept drawings as a free standing structure, but will now be encased in a glazed, steel-framed outer shell. Views to the kiln and chimney are retained from the south and east but blocked from the north and partially obscured from the west by the new structure. However, the chimney and part of the kiln will still be visible approaching along the Princes Highway from the west, which have always been the prominent public views. No replacement roof is proposed in the plans provided.

Following the proponent's submission of revised plans, Cardinia Shire Council requested a review of the new designs. This review primarily involves changes to the treatment of the kiln, which is the remaining historic fabric on the site.

James Hicks' pottery was established after the First World War, primarily to make agricultural drainage pipes reflecting both the importance of farming in the district, and the intractability of the soils on the former Koo Wee Rup swamplands, that had been recently drained. The business also made terracotta lumber bricks, expanding to two sites at Officer and another works at Castlemaine. Hicks' pottery clay pit has been reconstructed as a storm water retention pond, while most of the pottery building has been demolished, or was destroyed in storms. Only the brick downdraught kiln and chimney survive.

On the south side of the Princes Highway, a little to the west, the Permasite pottery site (now Berwick Potteries) remains. The claypit is presently filled with water with some planted exotic and native trees and shrubs surrounding it while the pottery buildings are still intact and used for a retail facility for garden pots and other items.

The chimneys are relatively prominent landmarks on both sides of the highway, while both sites adjoin the town of Officer which is undergoing rapid suburban development.



Figure 1 Aerial image from 2023 showing remaining kiln and chimney (NearMap)

1.4 Previous assessments

A conservation management plan was prepared by Heritage Insight in 2015.¹ This CMP confirmed the local level of significance associated with the James Hicks Pty Ltd Pottery and its inclusion on the Heritage Overlay”, and “recommended that the structural remains of the kiln and kiln chimney be retained and all structural instability rectified in a manner.” However, the CMP was undertaken prior to the collapse of the shed over the kiln, and so recommended retention of parts of the buildings. This is no longer possible. The CHMP also recommended retention of the former clay pit “in a stable condition as a dam or lake and as such may easily be retained within any development”. This has been achieved in the surrounding development and the dam is now on a separate parcel of land.

¹ James Hicks Pty. Ltd. Pottery at 365 Princes Highway, Officer Conservation Management Plan Heritage Victoria Report Number: 4481 Report Prepared for Parklea Pty Ltd Authors: Kathleen Hislop and Bianca Di Fazio January 19, 2015



A heritage impact statement was prepared by Robin Riddett in August 2023,² in response at the VCAT Appeal in April, 2021.³ This concluded that “the aims of the Heritage Policy have been complied with”, through consideration of the Tribunal’s findings, by “maintaining the visual and physical connection between the clay pits and the kiln and chimney”, by incorporation of “design and materials of the proposed new buildings ... drawn upon the rugged industrial nature of the kiln and chimney and then have been crafted into a modern industrial aesthetic which is fit for purpose”, and introduction of “a steel-framed glazed structure ... to protect it from further weathering”.⁴

² Former James Hicks Pty. Ltd. Pottery Kiln No. 365 Princes Highway Officer Heritage Impact Statement Prepared for David Morgan By Robyn Riddett Principal Anthemion Consultancies
POB18183 Collins Street East 2021.

³ VCAT Reference No. P1695/2020, Permit Application No. T200214

⁴ Riddett p.18



2 Significance of the place

This industrial complex with its collection of brick and iron structures on the north side of the Princes Highway has historical significance for its associations with the origins and development of the important district brick, pipe and pottery industries. It has rarity not only within the region but within the State as a relatively intact and still operating pottery with some early kiln remains.

2.1 Existing Statements of Significance

A statement of significance is included in the Cardinia Heritage Study and designated in the Planning Scheme with a Heritage Overlay, for the Hicks Pottery (HO104). It reads as follows:

Hicks Pottery

James Hicks Pty Ltd. Pottery (kiln, early clay sheds, office) is significant to the Cardinia Shire as one of the Shire's two early terracotta manufacturing complexes which still retains notable early elements and highlights the development of extractive and secondary industries in the district. This pottery is an important district industrial site with remaining brick kilns and other structures associated with brickmaking, pipe-making and pottery production from the post-First World War era. The site is also linked with the locally important family, Hicks.

2.2 Comparative analysis

There are numbers of kilns surviving in Victoria that were designed for various purposes, including lime, cement, hop, tobacco, chicory, charcoal and others. These are, however, not comparable with pottery or brick kilns because they were fired at much lower temperatures, which meant that very different technologies and designs were employed. Comparable terracotta brick, tile, pipe and pottery kilns are known at the Wunderlich tile works Mitcham, Northcote Pottery, and Bendigo Pottery. The Bizan style pottery kiln at Cottles Bridge is probably not comparable as it was created in 1984 for an art pottery.

Wunderlich in Mitcham may retain a single kiln from its former much larger complex, which is not accessible to the public, and is in poor condition. Northcote is a much smaller kiln formerly used for domestic pottery wares. Bendigo is a far more complex site with 5 circular kilns, 10 bottle kilns and 2 downdraught kilns. The Bendigo downdraught kilns are of a comparable form and scale to the kiln at Officer.

Isolated chimneys and other fragmentary remains and archaeological sites are known from a few other locations.

There are also Hoffman Kilns surviving at Brunswick and Box Hill Brickworks and potentially downdraught kilns at the former Glenthompson and Chiltern Brickworks, although it has not been confirmed if these survive.

The two Officer potteries, therefore, represent about three out of 12 of the surviving downdraught kilns in Victoria. The brick, tile, pipe and pottery works that may have had downdraught kilns in Victoria are listed in Table 1.



Figure 2 Berwick pottery kiln and chimney south of Princes Highway (G. Vines 10/5/2023)

**Table 1 Comparative downdraught kilns in Victoria**

Place	Kiln Type	Designation
James Hicks Pty Ltd Pottery, Officer	1 downdraught	HO104 (Heritage Overlay)
Berwick Pottery, Officer	2 downdraught	HO105
Northcote Pottery, Thornbury	1 downdraught	HO176 VHI H7922-0428 (Victorian Heritage Inventory)
Bendigo Pottery, Epsom	2 downdraught, 5 circular, 10 Bottle	HO420 VHR H0674 (Victorian Heritage Register)
Wunderlich, Mitcham	1 downdraught	HO5 VHR H1008
Hoffman Brickworks, Brunswick	2 Hoffman, 1 Chimney	HO63 VHR H0703 VHI H7822-0091
Standard Brickworks, Box Hill	1 Hoffman	HO3 VHR H0720 VHI H7922-0123
Glenthompson Brickworks, Glenthompson	2 downdraught	HO220
Chiltern Brickworks, Chiltern	1 downdraught	
Daniel Robertson Bricks, Tiles and Pavers, Blackburn	1 chimney only	
Stawell Brickworks, Stawell	1 chimney only	
Tylden Pottery, Tylden	2 chimneys only	
Cottles Bridge Pottery,	Bizan Pottery Kiln	HO10
Chinese Kiln Bendigo, North Bendigo	Chinese kiln - archaeological remains	HO719 VHR H2106
Graham R Ferry's Terra Cotta and Enamelled Brickworks, Brunswick	weighbridge office	HO5 VHR H1285
All Saints Brick Kiln, Wahgunyah	archaeological site	VHI H8126-0001
South Brunswick brickworks, Brunswick East	archaeological site	VHI H7822-0256
South Preston Patent Brick & Tile Co, Preston	archaeological site	VHI H7922-0409
Preston Brickworks, Preston	archaeological site	VHI H7922-0407
Clifton Brickworks, Preston	archaeological site	VHI H7822-0928
Brickworks, Woodend	archaeological site	VHI H7823-0009
North Melbourne Pottery, North Melbourne	archaeological site	VHI H7822-2357
Fowlers Pottery, Thomastown	Building only (electric kiln)	VHI H7822-2357
Maribyrnong Permacite and Clay Potteries, Maribyrnong,	archaeological site	VHI H7822-0500
Yarraville Pottery, Yarraville	archaeological site	HO81



2.3 Revised Statement of Significance

In light of the loss of the sheds since the Heritage Overlay was put in place, the review of the historic background and discussion of the fabric of the surviving structure and the analysis of the landscape associated with the place, the following revised statement of significance has been prepared for the James Hicks Pty Ltd Pottery kiln.

What is its significance?

James Hicks Pty Ltd. Pottery kiln, located at 365 Princes Highway, Officer, is a remnant industrial structure comprising a brick downdraught kiln and brick chimney on the north side of the Princes Highway with an associated former clay pit that has been reformed and landscaped to form a stormwater treatment pond.

How is it significant?

The James Hicks Pty Ltd. Pottery kiln and clay pit is of historical, social and technical significance to the State of Victoria.

Why is it significant?

Criterion A

Importance to the course, or pattern, of Victoria's cultural history.

The James Hicks Pty Ltd. pottery kiln and clay pit is historically significant as an early twentieth century brick and pottery manufacturing site. Such small local clay industries were developed to meet the needs of local builders and played a significant role in the development of Victoria. The bricks, tiles and pipes that were manufactured at such works, were essential to the development of towns and industries throughout Victoria, but because of the high transport costs, were rarely supplied from larger centralised manufacturers to more distant parts of the state. As a result, similar places were created across Victoria. With changes during the second half of the twentieth century in manufacturing and transport methods, the amalgamation and takeover of many smaller works, and the formation of a few much larger manufacturers, the small country and suburban operators disappeared. Hick's Pottery kiln and the nearby Berwick Pottery are the best examples of just a handful of surviving smaller clay using industries left in Victoria.

Criterion B

Possession of uncommon, rare or endangered aspects of Victoria's cultural history.

The James Hicks Pty Ltd. pottery kiln and clay pit represent an extremely rare aspect of Victoria's cultural history, being among a handful of surviving clay using industrial sites employing batch fired downdraught kilns. It is one of only five known sites with surviving downdraught pottery kilns. While there are a number of lime kilns, tobacco kilns, chicory kilns, hop kilns and charcoal kilns remaining in Victoria, these are not comparable due to the lower burning temperatures requiring much simpler technologies. The replacement of batch firing kilns with initially continuous Hoffman kilns, and then tunnel kilns, has resulted in the traditional techniques being lost. The Hicks Pottery is also rare, and probably unique in that the still visible clay pits remain in close association with the works.



Criterion C

Potential to yield information that will contribute to an understanding of Victoria's cultural history.

The James Hicks Pty Ltd. pottery kiln and clay pit represent a poorly understood building technology, and while possibly typical of downdraught fired kilns used in clay industries in the late nineteenth and early twentieth centuries, the details of how this technology was adapted for Australian fuels and products have not been studied. The physical fabric of the kiln used to produce bricks, tiles and pipes provide the best sources for yielding information that will contribute to this aspect of Victoria's cultural history.

Criterion D

Importance in demonstrating the principal characteristics of a class of cultural places and objects.

The James Hicks Pty Ltd. pottery kiln and clay pit demonstrate an aspect of Victoria's history that is little known, but was instrumental in the development of towns, suburbs and industry. The provision of clay products for building was fundamental to the construction of permanent buildings in the state and the burning of clay to produce bricks, tiles and pipes is an ancient craft which among the manufacturers is a distinctive and culturally defining form of work. As the earliest and most basic form of permanent batch operation kiln, the Officer Potteries provide a clear demonstration of the class of place.

Criterion E

Importance in exhibiting particular aesthetic characteristics.

The James Hicks Pty Ltd. pottery kiln and clay pit are visually distinctive as utilitarian industrial structures. They therefore exhibit aesthetic qualities as instantly identifiable as visual markers for a specific type of place and function. The aesthetics of industrial and vernacular structures is now well established and appreciated by at least some sectors of the public. The weathered and worn appearance of the brickwork and structures has its own beauty.

Criterion F

Importance in demonstrating a high degree of creative or technical achievement at a particular period.

The James Hicks Pty Ltd. pottery kiln and clay pit is of a typical design, reflecting the standard approaches to the technology. However, a detailed analysis of the fabric may reveal technical achievement not otherwise documented.

Criterion G

Strong or special association with a particular community or cultural group for social, cultural or spiritual reasons. This includes the significance of a place to Indigenous peoples as part of their continuing and developing cultural traditions.

While the Hicks pottery and the Hicks family are well known in the local community, and there are documented associations between the company and Hicks family and the wider community, this probably did not extend to a state-wide context but is significant at the local level.

Criterion H

Special association with the life or works of a person, or group of persons, of importance in Victoria's history.

James Hicks was prominent in the brick and tile industry, at the local level.



3 History of the place

3.1 Beginnings of brickmaking at Officer

A number of brickworks were established in the Officer district during the 1880s boom years and clay has been extracted in the Officer and Berwick area since the late nineteenth century. The Gippsland Railway facilitated the opening of brickworks by increasing the market for what was generally an expensive product to transport.

At one time there were five brick yards operating in Officer, including Fry's in Starling Road; Holt's near the Railway Station; Reece's on Whiteside Road; Tivendale's near Hick's pipes work (north side of Highway) and Morey's where the Tile Works are (south side of the Highway).⁵ The history of the industry was one of fluctuation as it responded to the booms and busts in the Victorian building trade.

Tivendale's was the first brickworks in the area, opened in 1889 and closed in the 1890s because of the depression. It was located on the north side of the Princes Highway, east of the present Hicks Pottery, near Bayview Road. Tivendale's clay hole is located on this land.⁶

The earliest brickmaking activities on the Officer sites were reputedly on the northern side of the Highway in Crown Allotment 37 purchased by J.A. Rix, farmer and later, orchardist, in 1880.⁷ It was on this land that Rix built his Hedgevale homestead (now Fir Wood Park) and leased land used for a pipe-making plant by his son-in-law. Rix's pipe yards were recorded as being at full swing in 1905.⁸ This establishment produced all the pipes used in draining the Hedgevale orchard.⁹ Their son-in-law was most probably James Hampton, an engineer who married Violet Rix.¹⁰

On the south side of the Highway Crown Allotments 29 and 29A were subdivided in 1889 as part of the Beaconsfield Estate.¹¹ The Gippsland Railway is shown on the 1889 plan of subdivision running east-west across the land, cutting the allotment in half. As early as 1899, and perhaps earlier, Rix and another son-in-law, James Hicks, brick maker, took an interest in this land. Both were rated for parts of it.¹²

3.2 Types of kilns

The type of kiln used for brick, tile and pipe manufacture was predominantly the rectangular downdraught kiln, which was among the most common forms of brick and tile kilns until electric tunnel kilns were introduced in the 1960s. Downdraught kilns became common in the 1870s, as a means for better controlling

⁵ Berwick-Pakenham Historical Society 2005, *In the wake of the pack tracks : a history of the Shire of Berwick*, [4th ed.], Berwick-Pakenham Historical Society, Pakenham, Vic

⁶ Graeme Butler, 1996, *Cardinia Shire (North) Heritage Study Heritage Places* citing Ron Tivendale, grandson of founder of Tivendale's. Pers. Comm.

⁷ Dandenong Advertiser 13 June 1929.

⁸ *South Bourke and Mornington Journal* (Richmond, Vic. : 1877 - 1920; 1926 - 1927), Wednesday 22 February 1905, page 2

⁹ *Dandenong Advertiser* 13 June 1929.

¹⁰ Butler citing Tivendale, Pers. Comm

¹¹ Lodged Plan 2362.

¹² Butler citing Shire of Berwick RB 1899-1900. Beaconsfield Riding. Nos. 705, 908.



the distribution of heat in the kiln, and therefore consistency of product. They came in both rectangular and circular form (the latter usually referred to as beehive kilns).¹³

Where small product runs were generally the norm, the intermittent dawn-draught kiln was sufficient. It was only among a few heavily capitalised companies with guaranteed large production runs that could afford to keep the continuously fired Hoffman kilns operating, as these depended on both continuous production and continuous regular demand.

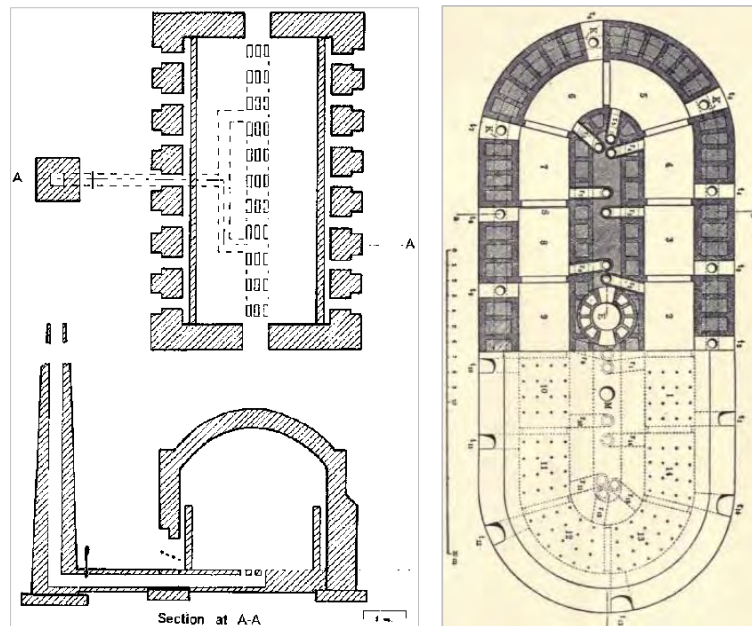


Figure 3 Plan and section of rectangular downdraught kiln (left) and Hoffman continuous kiln (right)

3.3 Post war expansion

After the First World War, there was a revival in the brick-making industry. James Hicks made agricultural pipes on the north side of the Highway. A new firm, Permasite, began to make terracotta lumber at Officer on the south side. These bricks were of hollow construction and used as light-weight partitions (and in some floors) of multi-storey buildings, offices and hospitals to save on dead-loading.¹⁴

James Hicks tried to market his products widely, for example offering the Harcourt Fruitgrowers' Progress Association prices for 2 inch drainpipes, at £2 10/, and 3in. £3/10/ per 1000. More expensive competing quotes from Seelenmeyer of Harcourt, were also received but additional freight costs put Hicks out of contention.¹⁵

¹³ Ritchie T. 1980, A History of the Tunnel Kiln and Other Kilns for Burning Bricks, *Bulletin of the Association for Preservation Technology*, Vol. 12, No. 3 (1980), pp. 46-61

¹⁴ Butler citing Tivendale, pers. Comm

¹⁵ *Mount Alexander Mail* (Vic. : 1854 - 1917), Thursday 24 May 1917, page 2



Beaconsfield Riding rate records confirm that by the 1920s James Hicks owned a shed and kilns on land south of the Highway, east of the present Pottery, and near Toomuc Creek in Crown Allotment 7A.¹⁶ By 1931-32, Hicks was also rated for a house, shed and kilns on 4 acres in Allotment 29, south of the Highway, on land owned by Rix.¹⁷

In the 1930s, James Hicks began to diversify his business. He not only ran pipe works on the sites north and south of the Highway but, in the 1930s, began to manufacture terracotta lumber bricks. This became a lucrative business. Hicks sold many loads of these bricks,¹⁸ which were going to Melbourne to be used in the construction of partitions at the Mercy and Prince Henry's Hospitals as well as a number of other commercial buildings.



Figure 4 Advertisement for Terracotta lumber supplied by Hicks in 1933.¹⁹

Hicks successfully tendered for a number of large contracts including one for 90,000 bricks to be used by Messrs. Duncan Bros., of "Pakenham Park" in building their new homestead. Hicks kept four trucks going during the 1930s to meet the demand.²⁰

The company clearly prospered, despite the Great Depression, so that by the mid-1930s the value of his kiln sites had doubled.²¹ The construction of the works was described in a little detail:

Mr. James Hicks is extending his brick and pipe works by building a new kiln, which will cope with the ever increasing demand for his manufactures. On both sides of the Highway there are up-to-date electrically operated machines for the manufacture of bricks, pipes, and terracotta of every description. More than 20 men are employed, and two huge trucks are kept busy. A branch at Castlemaine is making good progress, and it is hoped will work into a busy hive of industry, as the Officer works have done.²²

In 1934, Hicks expanded his business interests beyond the Officer Brick and Pipe Works and opened a branch in Castlemaine. Several local men from the Officer works were transferred to the new branch.²³ He also

¹⁶ Butler citing Shire of Berwick RB 1924-25 Beaconsfield Riding No. &20; 1928-29 No. 32445.

¹⁷ Butler citing Shire of Berwick RB 1931-32. Nos. 815, 816.

¹⁸ Butler, citing H Hudson, 1996, pers.com. marked 'James Hicks'

¹⁹ *Herald* (Melbourne, Vic. : 1861 - 1954), Wednesday 29 November 1933, page 20

²⁰ *Dandenong Journal* (Vic. : 1927 - 1954), Thursday 9 August 1934, page 4

²¹ Butler citing Tivendale. Pers. Comm.; Shire of Berwick RB 1935-36 Beaconsfield Riding Nos. 863, 864.

²² *Dandenong Journal* (Vic. : 1927 - 1954), Thursday 7 February 1935, page 4

²³ *Dandenong Journal* (Vic. : 1927 - 1954), Thursday 8 February 1934, page 4



bought the rival pipe works at Bunyip and later closed both it and Castlemaine effectively removing competition.²⁴

After the Second World War, Hicks operated tile works on both Officer sites, leasing part of the site south of the Highway to James Wells who made terracotta roof tiles and the firm expanded to a relatively large workforce. District rate records confirm that Hicks owned a number of other properties in the area including houses and a butcher's shop by this time.²⁵

By about 1945, the potteries and their adjacent clay pits had reached their maximum size, while parts of the pits to the north were already being filled in. When the clay pit at Beaconsfield had reached its useful life Hicks available for use as a tip subject to certain conditions.²⁶ Hicks supported many community and social initiatives of over an extensive period, such as supplying the bricks to build the football clubhouse and the Officer Scout Hall free of charge,²⁷ and providing his trucks as transport for local school picnics.²⁸



Figure 5 Officer potteries and clay pits c1945 (State Library Victoria)

²⁴ Butler citing Tivendale. Pers. Comm

²⁵ Butler citing Tivendale. Pers. Comm

²⁶ *Dandenong Journal* (Vic. : 1927 - 1954), Wednesday 24 December 1947, page 13

²⁷ *Dandenong Journal* (Vic. : 1927 - 1954), Wednesday 18 August 1954, page 12

²⁸ *Dandenong Journal* (Vic. : 1927 - 1954), Thursday 13 February 1936, page 4



In the 1960s the southern site was leased by John Hicks, descendant of the firm's founder, to Berwick Potteries, and eventually sold to them. Whilst they no longer manufacture tiles, they continued to manufacture landscaping pavers and flowerpots, however production in the old historic kiln ceased in 2001.

The original kiln at the Berwick Pottery site with its steam engine (presumably for driving clay grinding and brick, pipe or tile pressing machines) no longer exists. It was pulled down when electrical power came to the district. However, two kilns survive within the sheds, now only used for display. It is believed that the newest kiln was constructed as part of the 1930s renovations and expansion.²⁹



Figure 6 Agricultural drainage pipes stacked in the pottery yard³⁰

²⁹ Butler citing Tivendale. Pers. Comm

³⁰ Timbertop Estate 'Officer, <https://timbertopestate.com.au/timbertop-estate/surroundings-and-history/>



4 Description of the place

4.1 Recent condition and changes to the fabric

Until recently, the Hicks Pottery consisted of several timber-framed, corrugated-iron clad, gabled-roofed, sheds of varying ages, with a tapered, brick, strapped chimney, and an early converted kiln. The formerly red-painted gabled shed housing the kiln appeared to date from the 1920s, but the kiln may be older. A gabled-roofed office with Marseilles pattern terracotta tiled roof, weatherboard and fibrous cement sheet wall cladding formerly stood on the east of the complex but was demolished by 2014.

The building covering the kiln suffered storm damage on Tuesday 20 November 2018 when the corrugated iron roof blew off, part landing in the road. It is thought that some of the structure was removed from the site at this time and the brick kiln and chimney were left mostly roofless with only some remaining wall studs and collapsed frame timbers. Subsequently the remaining timber and corrugated iron from the shed were removed from site.

The remaining structure now comprises only the kiln and chimney, some remnants of former fabric including short timbers, steel components and cast iron, which are partially buried in the area immediately surrounding the kiln. Remnants of concrete and brick paving can also be seen.



Figure 7 Hicks Pottery c1996³¹

³¹ Butler, Cardinia Heritage Study



Figure 8 Google Street View Feb 2010



Figure 9 Google Street View August 2017



Figure 10 Hicks Pottery prior to collapse of roof (photo Graeme Butler)



Figure 11 Hicks Pottery after much of the roof blew off in November 2018³²

³² 'Kiln suffers storm damage', *Officer Gazette*, Star Newspapers, https://berwick.starcommunity.com.au/news/2018-11-22/kiln-suffers-storm-damage/attachment/kiln_187977_01-jpg/



Figure 12 Nearmap view of Hicks Pottery, 31 August 2013 (left) and 11 December 2018 (right)



Figure 13 Nearmap view of Hicks Pottery 2023

4.2 Current description of kiln

The kiln comprises a fairly typical brick downdraught design, with freestanding, square, tapered, brick chimney to the north-east corner. This is fed by underground flues which have openings in the floor of the kiln. Six arched firing holes are arranged along the north and south sides, where in the original design, timber or coal was burnt to fire the kiln. The west elevation has a single arched opening 2.6 metres high, for loading and unloading the kiln. The interior has a semicircular brick barrel vault providing about 3.3 metres clearance to the crown of the arch. The arch openings are all constructed of fire bricks, as are the baffles on the inside of the firing holes, only two of which at the eastern end are still in place. Some stacks of fire bricks inside are probably remnants of the other baffles. It might be noted that as these were the hottest parts of the kilns, the baffles were constructed without mortar, and so most of the bricks were installed loose. Scattered bricks both inside and around the kiln have several manufacturers: Gamble, Clifton, Hoffman, Prick & Pipe Industries, Fritsch Holzer, as well as South Yarra and Ordish firebricks. This mix of manufacturers is most likely a result of periodic repair and rebuilding of the kiln and chimney, a common maintenance practice for potteries and brickworks.

The interior brickwork of the kiln has glazed surfaces, a result of the vitrification of the bricks as well as probably remnants of salt and other glazing material from the pots themselves. This is flaking off in many areas, probably due to water penetration of the brickworks. There is also considerable erosion of the mortar between the bricks both inside and out (Figure 14).



Figure 14 Interior of kiln showing flaking surface of fire glazed brickwork and remains of Firehole baffles (G. Vines 10/5/2023)



Figure 15 Looking into rear of kiln (towards east) showing surviving fire hole baffles at far end (G. Vines 10/5/2023)

A number of 60 pound rails have been used to strengthen the structure, providing external compression to the brickwork, and so prevent expansion during heating. These have wide horizontal steel channel braces running underneath them on either side and are linked by threaded tie rods across the top. Similar braces are used on the ends (four on each end) with tie rods running the length of the kiln (Figure 16, Figure 17).

Gad pipes remain along both sides of the kiln, with offtake pipes for connection to the burners (missing) and remnant valves (Figure 18).

Dampers are positioned on the north and south sides of the chimney for controlling draught to the chimney flues below ground level (Figure 20, Figure 21). Remnants of the pulley system for controlling the south damper are still in place (Figure 22). The northern damper is likely to relate to a second kiln located to the north of the existing kiln. This has either been demolished or was planned for in the provision of the flue damper, but not built. It is likely therefore that there would be substantial buried brick structure in the area immediately north of the existing kiln and chimney. Another possibility is that the northern flue damper was used to direct heat from the kiln into a drying shed. A suitable structure was located north of the kiln until about 2010.



Figure 16 View of the kiln from the north-west (G. Vines 10/5/2023)



Figure 17 Eastern elevation of kiln showing bricked-up opening (G. Vines 10/5/2023)



Figure 18 Gas pipes for firing the kiln (G. Vines 10/5/2023)



Figure 19 Metal bar for lifting firing hole door (G. Vines 10/5/2023)



Figure 20 Flue damper on north side of chimney (G. Vines 10/5/2023)



Figure 21 Flue damper on south side of chimney (G. Vines 10/5/2023)



Figure 22 Pulley for operating the flue damper (G. Vines 10/5/2023)

4.3 Archaeology

It is highly likely that buried archaeological features are present on the site. The ground level to the north and east of the kiln has been raised about 200-300 millimetres with imported earth, and partially buried elements including timbers, metal objects and concrete and brick paving are evident exposed in the soil. The northern flue damper on the chimney also indicates possible further underground flues and footings north of the kiln. Remnant footings of the former timber and steel structure that formed the main pottery buildings are also likely to be present along with discarded production materials and possible discarded objects such as glass and ceramic fragments. It is therefore considered appropriate for the place to be included on the Victorian Heritage Inventory as an archaeological site.

Figure 23 shows a proposed extent for a Victorian Heritage Inventory record, which encompasses the potential archaeological features that may be present.

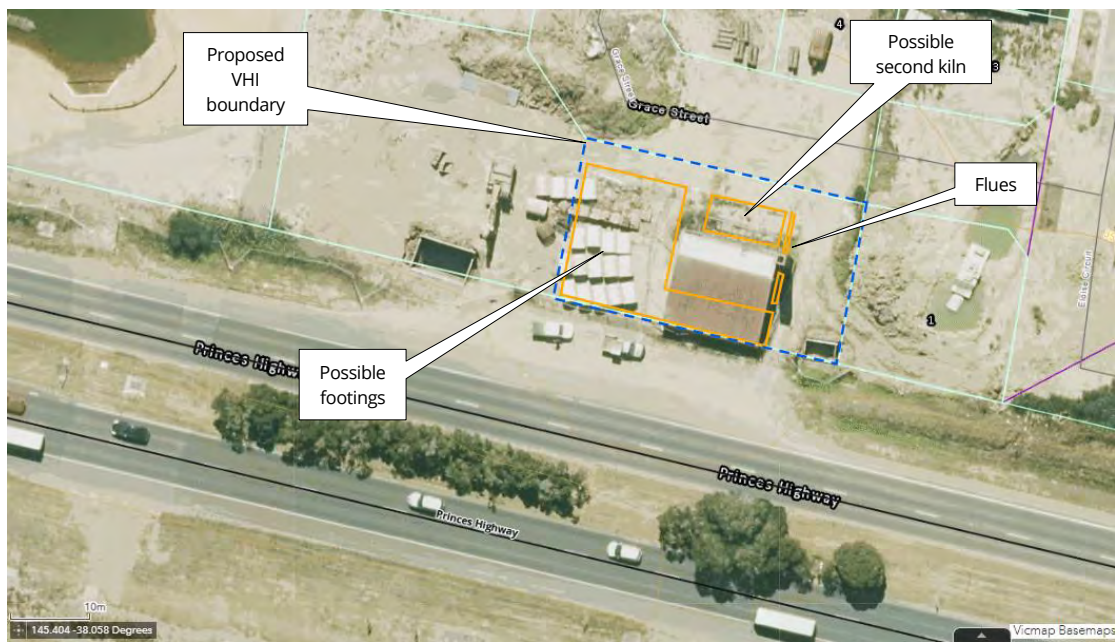


Figure 23 Proposed VHI extent and potential archaeological features

4.4 Setting

The kiln is highly visible from the Princes Highway in each direction. Located only a few metres from the road edge it is constantly passed by pedestrians and motorists. It is also visible in the same views as the Berwick pottery opposite, forming a pair across the highway, and historically seen as a form of proxy gateway to the Officer township (Figure 24, Figure 25).

The land surrounding the kiln comprises a small park to the east, and a residential road to the north – Grace Street. The remaining allotment to the west is proposed for development, and beyond this, about 60 metres west of the kiln is the former clay pit, which has been landscaped and used for stormwater retention.



Figure 24 Looking east along Princess Highway with Hicks kiln on right and Berwick Pottery in left distance (G. Vines 10/5/2023)



Figure 25 View from small park east of kiln looking west (G. Vines 10/5/2023)



5 Condition and integrity

The Hicks Pottery suffered damage from a storm in November 2018 which blew off the remaining roof structure and caused the collapse of other parts of the timber and iron building over the kiln. The kiln is now open to the weather and is sustaining damage from water ingress.

Part of the timber roof frame and corrugated iron of the Hicks Pottery was removed following storm damage. Other buildings adjacent to the kilns have been gradually removed over the past decade, leaving only the kiln, chimney and some remnant timbers and paving.

The former extent of the works is partly discernible from floor paving, footings and post remnants as well as historical photographs. The kiln and chimney are intact. The adjacent clay pit is also clearly evident, and two other former pits have been reshaped into a single basin for stormwater retention.

The kiln is in poor condition with numerous cracks in the brickwork, dislodgement and expansion of the brickwork and displacement of some of the steel reinforcement framework. The former covering of crushed brick and clay, which was used to help insulate the kiln has been removed, exposing the crown of the arch to greater water ingress. Steel members are rusted and deteriorating.

Loss of the protective roofing from the building is a serious problem for its long-term survival as effects of weather will continue to cause rapid deterioration, and potentially lead to catastrophic collapse. It is considered that substantial repair work and protective roofing is needed to secure the structure for the future.



6 Heritage Impact Statement

6.1 Threats

Impact of weather and vandalism to the Hicks Pottery threaten the integrity of the remaining structure, in particular the loss of the roof over the kiln which has led to ingress of water and damage to the brickworks, and without replacement will continue to undermine the stability of the structure.

There have been a number of planning permit applications for works around the Hicks Pottery site and planning permits issued for removal of fabric or trees. Subdivision of the Hicks site has occurred, which has left the remaining kiln on a smaller block (Cardinia Town Planning Committee 5 February 2018). The proposal to construct a new hospitality and commercial building between the kiln and clay pit will visually separate the connection between pottery and kiln and clay pit.

The main current threat to the remaining structure is environmental impacts to the brickwork and steel. Exposure to the weather, water infiltration and conveyance, salt hydration and recrystallization are leading to mortar loss, delamination or exfoliation of bricks and corrosion of metal components. Freeze and thaw cycles are probably not a great risk but thermal expansion and contraction from weather extremes is resulting in cracking and displacement of brickwork. Efflorescence, encrustation and erosion of brick surfaces is extensive. Corrosion and failure of iron banding is evident or imminent.

6.2 Proposed works

The current owner proposed to construct a new hospitality and commercial venue. This comprises a single level ground floor restaurant and café with an adjoining three storey office building with ground level car parking underneath (Figure 29). The kiln is integrated into the design with an outdoor dining area immediately to the north and west, attached to the restaurant. The design of the new structure incorporates exposed steel and brick elements reflecting the character of the kiln.

The kiln appears in the concept drawings within a glazed structure providing weather protection, but still allowing the structure to be viewed from outside. Views to the kiln and chimney are retained from the south and east but blocked from the north and partially obscured from the west by the new structure. However, the chimney and part of the kiln will still be visible approaching along the Princes Highway from the west. No replacement roof is proposed in the plans provided.

6.3 Structural assessments

A Structural Assessment Report was completed by Intrax on 26/10/2021. This identified that the "kiln structure in its current state is not considered structurally sound, posing a high risk to building users." It recommended that restricted access should remain until suitable 'make safe' and remedial works are undertaken.

The chimney was assessed as being structurally sound but required issues to be addressed such as bulging, separation and displacement of brickwork, erosion of mortar and corrosion of the steel frame.

The report also noted that reactive foundation soils, being exposed to different moisture conditions, are causing differential footing movement.

Remedial actions proposed were:



- Repointing of chimney brickwork.
- Repointing of kiln brickwork with similar/appropriate lime based mortar.
- Deconstruction and rebricking of displaced, damaged or bulging sections of brickwork where mortar completely eroded or compromised.
- Permanent propping arch ceiling with advice of structural engineer for appropriate design and installation method.
- Reconstruction of steel frame with heavy duty galvanised steel sections with advice of structural engineer.
- Improve ground surface to drain away water, in accordance with AS2870.

Structural Scope of Works Report Engineering Assessment was prepared by Terry van der Meer of G & P Consulting Engineers on 17/2/2023. This provided engineering designs for temporary propping, and final new structural steel framework set in new concrete footings. It employs six new crank beams set in new concrete footings and a new wall beam encircling the structure. One of the crank beams is shared by a similar reinforcement of the chimney, with three others and beams are proposed to be cast through the chimney. It is unclear if the existing steel frames are retained in this design.

The structural design provided by G & P Consulting Engineers would appear to have substantial impact on the significant elements of the structure involving introduction of substantial new elements, damage to the brick structure including perforations for beams through the chimney and loss of features such as the gas piping, flue dampers and pulley system remains. The footings required for the chimney reinforcing beams in particular, would damage the underground flues and flue dampers.

6.4 Built form assessment

The proposed development comprising one and three story buildings to the east of the kiln and the kiln itself, now proposed to be enclosed in a fully glazed structure. The buildings have an overall footprint of about twice the area to the original pottery works at its greatest extent. The structure proposed for the area of the larger skillion roofed shed is about the same size as the former building on this site. The proposed three story building is to the west of the original extent of the pottery works on land formerly used as a clay stockpile separating the pottery works from the clay hole to the west. The proposed glazed structure over the kiln is slightly smaller than the original corrugated iron clad shelter that was previously over the kiln (Figure 26).



Figure 26 Comparison of original pottery and proposed new building footprints



While the new proposed three story building has a substantial bulk, it is set back from the original southern building line of the pottery works, and so does not obscure the views of the kiln or chimney from the west along Old Princess Highway (Figure 27). The proposed single story section blocks the current view of the kiln from this direction, but as the kiln was historically contained within a corrugated iron shed, this view is not considered particularly significant.



Figure 27 Comparison of views from the west along Old Princess Highway, top NearMap February 2010, middle NearMap March 2023, bottom proposed development



The proposed new buildings do not impact views from the east, as no new structure is proposed east of the kiln (Figure 28). The recommendation that the kiln be roofed in this report, would however change the current views, but restore it to something closer to the original condition.





Figure 28 Comparison of views from the east along Old Princess Highway, top NearMap February 2010, middle NearMap March 2023, bottom proposed development

Proposed materials utilising exposed steel frames and brick walls are sympathetic to the character of the kilns and the industrial nature of the historic site. Glazed elements are necessarily contrasting with the historic appearance of the pottery, which had predominantly corrugated galvanised iron walls and roofs, with little glazing, although the original open sided sheds had a comparable lightness of construction that is conveyed in the proposed single story buildings' floor to ceiling glazing.

The provision of fully glazed surrounds to the kiln provides public visibility to the historic structure while protecting it from the elements.

Overall, the proposed development provides a suitable response to the heritage protected kiln in terms of the visual elements of the new built form. Further design work has been undertaken to provide adequate weather protection to the kiln.

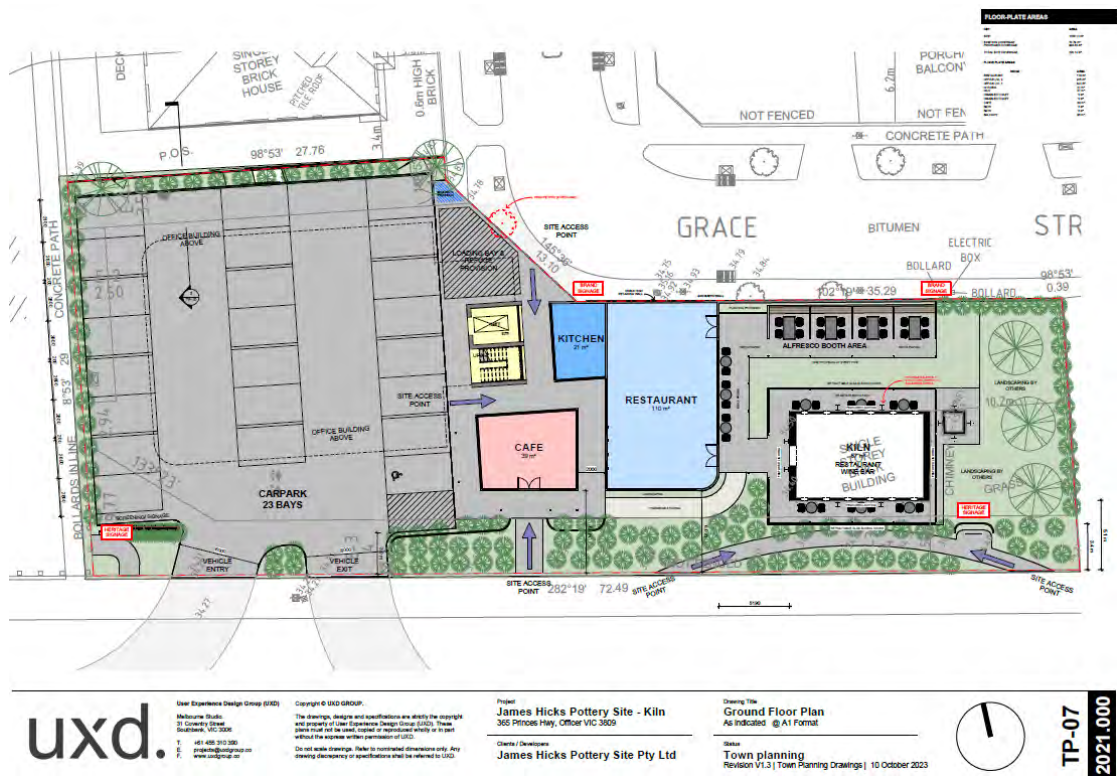


Figure 29 Concept plan for proposed James Hicks Pottery site development (David Morgan)



Figure 30 Isometric view of proposed James Hicks Pottery site development (David Morgan)



Figure 31 Isometric views of proposed James Hicks Pottery site development (David Morgan)



7 Management measures

As noted in Section 6, the main threat to the surviving historical structure is from damage by weather and water ingress. Brick kilns such as this were not designed to be exposed to the weather as water ingress causes expansion and contraction of brickwork and decay of mortar,

The proponent has responded to this by providing a design that affords weather protection in the medium to long term. This is achieved by constructing a steel frame structure over the kiln fully enclosing it. It is not clear if this is integrated into the new steel reinforcing structure intended to secure the kiln brickwork, but if necessary, a design potentially utilising the existing steel rail bracing uprights to affix new framing and cladding would be acceptable. This proposed new enclosure over the kiln reflects the form, scale and materials of the former corrugated iron-clad shed. While a shallow pitched gable roof is proposed, a steeper pitched gable, or a single pitched skillion, with timber or steel frame with enclosed walls in part or full would also be suitable.

A possible issue, however, arises from this design in that glazed roof structures are difficult to maintain, clean, and ensure water tightness, and this may be an unnecessary over-elaboration of the design. An alternative and quite acceptable option from a heritage point of view would be to construct the roof with corrugated iron cladding, (Zincalume, Colorbond or C.G.I would all be acceptable). The walls could then be glazed as proposed.

The surrounding ground should also be reshaped and drained to ensure water is channelled away from the structures. At present, the raised ground to the east, north and south appears to lead to water pooling around the structure.

Structural assessment of the kiln has been carried out to determine what repair and rectification works may be necessary. My assessment is mostly in accord with the Intrax structural report (see Section 6.3), except in two areas:

- Provision of weather protection and drainage for the structure and brickwork is necessary to ensure the long term survival of the kiln. Without this, and rectification and repair work will need to be redone, with further intervention on the structure and therefore loss of significance occurring in the future.
- Rather than replace the steel framing structure, as much of the existing fabric should be reused, repaired, and protected, as possible. The steel rail vertical members are robust and would meet any strength requirements, and so reuse would not be problematic.

However, the G & P Consulting Engineers design for rectification works needs to be re-examined preferably by an engineer versed in restoring historically significant structures, to determine if an alternative can be found that avoids impacts to the remaining fittings on the kiln, the chimney flues and dampers, other potential archaeological features, and whether the existing steel framework can be retained, as this is not clear in the supplied drawings.

Any repair and rectification works should be undertaken under the guidance of an appropriately qualified heritage professional familiar with restoration of industrial structures.

A photographic record should be made of the structure prior to any works being undertaken.

A Victorian Heritage Inventory record should be submitted to Heritage Victoria for the place to acknowledge the archaeological values present. If accepted by Heritage Victoria, then a Consent to Damage will be required for any ground disturbing works that may impact on archaeological features. The property manager should be informed of this obligation as a priority.

Planning and Environment Act 1987

Cardinia Planning Scheme

Amendment C282CARD

Planning Permit Application T230528

Explanatory Report

Overview

This planning scheme amendment seeks to facilitate a mixed-use development at a heritage place, including an 'office' use. 'Office' is currently a prohibited use in the General Residential Zone (the applied zone under the Urban Growth Zone – Schedule 3 for the site) and can not be contemplated unless the Table in the schedule to Clause 43.01 Heritage Overlay is amended to allow prohibited uses for HO104. The table in the schedule to Clause 43.01 contains site specific heritage controls and includes a column that asks whether prohibited uses are permitted for each heritage place. The response in the table for HO104 currently states 'No' and it is proposed to change this to state 'Yes'.

Where you may inspect this amendment

The amendment can be inspected free of charge at:

- the Cardinia Shire Council website at <https://www.cardinia.vic.gov.au/>

The amendment is available for public inspection, free of charge, during office hours at the following places:

- Cardinia Shire Council, 20 Siding Avenue, Officer VIC 3809

The amendment can also be inspected free of charge at the Department of Transport and Planning website at <http://www.planning.vic.gov.au/public-inspection> or by contacting the office on 1800 789 386 to arrange a time to view the amendment documentation.

Submissions

Any person may make a submission to the planning authority about the amendment and/or planning permit T230528. Submissions about the amendment and planning permit must be received by [insert submissions due date]. (to be determined once authorisation is received).

A submission must be sent to: mail@cardinia.vic.gov.au (subject line: Amendment C282)

Or mailed to:

Planning and Design
Cardinia Shire Council
PO Box 7
PAKENHAM VIC 3810

Panel hearing dates

Include for exhibited amendments and remove at adoption.

In accordance with clause 4(2) of Ministerial Direction No.15 the following panel hearing dates have been set for this amendment:

- Directions hearing: [insert directions hearing date] (to be determined once authorisation is received).
- Panel hearing: [insert panel hearing date] (to be determined once authorisation is received).

Details of the amendment

Who is the planning authority?

This amendment has been prepared for the Cardinia Shire Council, which is the planning authority for this amendment.

The amendment has been made at the request of Nobelius Land Surveyors on behalf of James Hicks Pottery Site Pty Ltd.

Land affected by the amendment

The amendment applies to the former James Hicks Pottery Pty Ltd site which is a locally significant heritage place in the Cardinia Shire. The land affected by the amendment includes:

- Lot AA PS814723, Cotswold Crescent, Officer VIC 3809



Figure 1: The Aerial map shows the land affected by the amendment as outlined in orange.

The amendment is a combined planning permit application and planning scheme amendment under section 96A of the *Planning and Environment Act 1987* (the Act).

The planning permit application applies to

- Lot AA PS814723, Cotswold Crescent, Officer VIC 3809

The subject site comprises a total area of approximately 1,759m² and is mapped within the Urban Growth Zone – Schedule 3 (the General Residential Zone is the applied zone), forming part of the Officer Precinct Structure Plan. The Development Contributions Plan Overlay – Schedule 4 (DCPO4) and the Heritage Overlay (HO104) apply to the site. The subject land is located to the immediate north of the Princes Highway.

The site has dual road frontages with interfaces to the Princes Highway to the south for approximately 72.5 metres and Grace Street to the north for approximately 48.71 metres. The site's western boundary abuts an open space reserve that contains a former clay pit which has been incorporated into the drainage system of the adjoining residential estate.

The subject land was previously used as a brickworks operated by James Hicks Pottery Pty Ltd. The former clay pit associated with the brickworks is located on the land immediately to the west of the site and forms part of the heritage place subject to HO104.

What the amendment does

The amendment seeks to facilitate a mixed-use development at a heritage place, including an ‘Office’ use. ‘Office’ is currently a prohibited use in the General Residential Zone (the applied zone under the Urban Growth Zone – Schedule 3 for the site).

The amendment:

- Amends the schedule to Clause 43.01 Heritage Overlay to allow prohibited uses for HO104. The table in the schedule to Clause 43.01 contains site specific heritage controls and includes a column that asks whether prohibited uses are permitted for each heritage place. The response in the table for HO104 currently states ‘No’ and it is proposed to change this to state ‘Yes’.

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
HO104	James Hicks Pty. Ltd. Pottery 265 Princes Highway, Officer	Yes	Yes	NO	Yes	Yes	NO	No	NO

The planning permit application seeks approval for:

- Use the land for **office and food and beverage premises;**
- Buildings and works associated with the above uses;
- Develop the land with an office building, café, restaurant/wine bar and associated car parking;
- Construct and display signage associated with the development;
- Reduce the number of carparks and bicycle spaces required to be provided;
- Use the land to sell or consume liquor; and
- Create access to the Princes Highway (TRZ2)

The planning permit is attached as a separate document to this Explanatory Report.

Strategic assessment of the amendment

Why is the amendment required?

The amendment is required to facilitate a mixed-use development that includes an ‘Office’ use (prohibited use) and the restoration and re-adaptive use of a heritage place at Cotswold Crescent, Officer.

Pursuant to Clause 43.01-9 (Use of a heritage place), a permit may be granted to use a heritage place for a use which would otherwise be prohibited if all of the following apply:

- The schedule to this overlay specifies the heritage place as one where prohibited uses may be permitted.
- The use will not adversely affect the significance of the heritage place.
- The benefits obtained from the use can be demonstrably applied towards the conservation of the heritage place.

Prohibited uses are not currently permitted to be considered for the James Hicks Pottery Pty Ltd site (HO104) in the table contained in the schedule to Clause 43.01.

The proposed Office use will not adversely affect the significance of the heritage place, and a planning permit application (s96a) has been prepared and lodged concurrently with this planning scheme amendment application to demonstrate how the proposed mixed-use development and the proposed office use will aid in the conservation of the heritage place. The office component of the use and development proposed under Planning Permit Application T230528 presents the most reasonable and compatible use of the site in comparison with other permitted uses, and the most economically viable with the capacity to contribute to the ongoing preservation of the heritage components of the site.

Limitation of Precinct Structure Plan (PSP) and Heritage places

While the applied zone for the site is classified as 'General Residential,' the appropriate use that will facilitate the protection and maintenance of the Kiln will be ensured through viable land use.

When the Precinct Structure Plan (PSP) was developed, heritage sites were not addressed in significant detail; these matters were deferred to a later stage (planning permit) to establish a suitable transition for the site. A kiln, as a heritage component, does not have an adaptable use; instead, it requires ongoing maintenance and preservation. The PSP provides limited guidance on the future use of the site. Although a planning permit for a restaurant has been issued for the site, this use is not viable for the maintenance of the kiln or for constructing a structure over it.

According to the heritage report prepared by the Council's heritage expert, the construction of a structure over the kiln is essential. Such a structure would protect the kiln from the elements; without it, the kiln is at risk of deteriorating due to weather exposure, which could lead to its collapse.

The proposed Planning Scheme Amendment will provide the following benefits to the community:

- The site will serve as a buffer between the Princes Highway and residential areas, with the office building to mitigate noise from the highway.
- It will create opportunities for local employment.
- The development will promote nighttime activation of the space and enhance surveillance.
- It will contribute to the preservation of the heritage site and the Shire's history.

Impact on the land identified for employment in Officer Precinct Structure Plan (PSP)

While the applied zone for the site is classified as 'General Residential,' the appropriate use that will facilitate the protection and maintenance of the Kiln will be ensured through viable land use.

The proposal does not negatively affect the availability of employment land designated in the Officer PSP. The office development includes approximately 540 sqm of allocated floor space for office use. With the implementation of the Plan for Victoria, it is anticipated that Cardinia will see an increase in population, which will create a greater demand for employment land. This type of development will contribute positively to the local economy. Furthermore, there are comparable office developments along the Princes Highway, making this proposal consistent with the existing character of the road interface.

How does the amendment implement the objectives of planning in Victoria?

The objectives of planning in Victoria will be implemented by the amendment through the re-development of the site, which contributes to the re-adaptive use and preservation of a valuable community asset via the appropriate employment of the planning framework. Key objectives are addressed as follows:

(1)(a) To provide for the fair, orderly, economic and sustainable use, and development of land.

The proposed amendment will implement this objective by facilitating a mixed-use development for the site, including an Office use, which will have the benefit of:

- extending the use of the site through the day and into the evening;
- providing economic use and development with associated localised employment opportunities;
- localised employment which has the potential to reduce car dependency;
- providing use and development that has reduced demand for car parking when compared to permitted uses;
- providing the opportunity to use the heritage site in a sustainable way, which contributes to the ongoing conservation of the kiln and chimney;
- providing use and development that complements the unique heritage components and supports their revitalisation.

(1)(b) To provide for the protection of natural and man-made resources and the maintenance of ecological processes and genetic diversity.

The amendment protects man-made resources that have identified heritage value through the redevelopment of the site with design that is specifically engineered to

preserve and re-adapt the kiln and chimney.

(1)(c) *To secure a pleasant, efficient and safe working, living and recreational environment for all Victorians and visitors to Victoria.*

The amendment will facilitate development that will contribute to a unique and valuable place of historical interest for the community and the region. The site is an adequate size and suitable location to ensure the safety and convenience of patrons without detrimental impacts on the surrounding community. The development design evidences a sensitivity to the residential use and development to the north through the incorporation of fencing, battered lighting and strategic planting to minimise detrimental effects associated with noise, glare and overlooking. The site addresses the Princes Highway as a deliberate mechanism to prioritise access from that vantage point.

Day to day patronage will likely be localised, with the advantageous geography of the site facilitating non-car dependant access for residents of the surrounding estates. The uniqueness of the site contributes to its appeal to patrons further afield with ease of access aiding its pleasant, efficient and safe appeal.

(1)(d) *To conserve and enhance those buildings, areas or other places which are of scientific, aesthetic, architectural or historical interest, or otherwise of special cultural value.*

The amendment facilitates the proposed use and development of the site for an office, café and restaurant, which presents the most reasonable and economically viable option for the conservation and enhancement of the sites' heritage components (when compared to other permitted uses). Use of the site as an office is considered more reasonable and has more economic benefit than Section 1 uses such as Residential, Medical Centre, Childcare, a Place of Worship or Section 2 uses such as a Car wash, Convenience restaurant or shop, Place of assembly, Service station. This is consistent with *Planning Practice Note 1 – Applying the Heritage Overlay* whereby the activation of the Prohibited Uses column be applied only to specific places 'where it is considered that the normally available range of permissible uses is insufficient to provide for the future conservation of the building'. A financial assessment has been provided by Chris McNeill of *Ethos Urban*, dated 6th of June 2024 in support of the concurrent planning permit application and amendment proposal.

Permissible uses (Section 1 and 2 uses) have been considered and disregarded on a multitude of basis including (but not limited to):

- an inability of the site to accommodate residential development that is considered commercially viable;
- an incompatibility (of residential, retail or medical/allied health use) with the unique heritage features of the site;
- an inability to incorporate the heritage structures into a readapted use and development (such as residential, retail or medical/allied health use);

- an inability of the site to cater to the car parking demand generated by permissible uses (such as Medical Centre, Childcare);
- residential use and development unable to generate ongoing fiscal support for the restoration and preservation of the heritage components on the site;
- historic planning permit for the residential subdivision of the site by Cardinia Shire Council and subsequent VCAT appeal (P1695/2020) suggests a lack of appetite for residential development and subdivision as it fails to prioritise the conservation and revitalisation of the heritage features;
- high potential for amenity impacts associated with permissible uses such as Car wash, Place of Worship, Medical centre, Childcare, Service station.

The planning permit application (T230528) contemplates a mixed-use development that will generate a 'hub' of activity to revitalise the site and contribute financially to the ongoing conservation of the heritage listed brick kiln and chimney structures.

How does the amendment address any environmental, social and economic effects?

The amendment ensures that any potential adverse environmental, social and economic effects will be addressed through the planning permit application prior to the use and development commencing at the site to ensure the proposal results in a net community benefit.

Environmental effects

The amendment addresses environmental effects by:

- Being preceded by detailed site investigations to ensure the former industrial use of the land associated with bricks and pottery works will not adversely impact any proposed use or development of the land.
- Providing assurance as to the ongoing management of the heritage site by requiring a Construction Management Plan in accordance with the Heritage Impact Assessment.
- Supporting the restoration of the site, the provision of landscaping and implementation of water sensitive urban design measures.
- Directing development into a low risk location not subject to inundation or bushfire ensuring the proposal will not elevate environmental risks to the community.

Social effects

The amendment addresses social effects by:

- Providing local employment opportunities proximate to places of residence and a commensurate reduction in car dependency.
- Buffering residential development from the amenity impacts associated with

proximity to the Princes Highway.

- Enabling use and development that will conserve, enhance and celebrate a locally significant heritage place.
- Facilitating a prohibited use that in conjunction with other proposed uses will bring people to the site and encourage interactions and activity within the heritage place.
- Creating a strong sense of place by facilitating uses that encourage visitors to the site and investing in the conservation of a heritage place to reinforce the importance of the site to the community.
- Facilitating the mixed-use development which is envisioned to be a social hub and community meeting place integrated within the residential neighbourhood and the existing walking paths and local open space network.

Potential social effects associated with the use and development of the site for an office will be minimised through design and balcony planter boxes to avoid overlooking from the elevated office, with baffled lighting and acoustic fencing employed to reduce glare, minimise noise and prevent access from Grace Street to the north to avoid through traffic from residential sites to Princes Highway. The beneficial effects of the proposal include the creation of localised employment opportunities and a commensurate reduction of car dependency that addresses such issues as described in the Interface Council report that stated *'Almost 20% of ICR residents report that they spend at least two hours commuting to and from work. The absence of convenient, direct, accessible, reliable and efficient public transport has enhanced car dependency. The ICR is Melbourne's most car-dependent region, with 75% of residents reporting that they commute to work by car and basic essentials such as schools, supermarkets and parks require a vehicle for access.'*

'Many residents work outside the communities they reside in, creating an unhealthy work-life balance. Long travel times to and from work, combined with limited public and active transport are impacting the accessibility of employment and the region's liveability as a whole.'

Economic effects

The amendment addresses economic effects by:

- Making best use of existing land in proximity to services, transport and community facilities.
- Remediating and revitalising an underutilised and redundant former industrial site that is currently making little economic contribution to the local or broader area.
- Providing local employment and opportunities for additional trade within a new residential community where the permitted uses for the site are not compatible.

Does the amendment address relevant bushfire risk?

The amendment meets bushfire policy in Clause 13.02 of the Planning Scheme because the land is not subject to the Bushfire Management Overlay nor is it within a bushfire prone area. The proposed amendment and concurrent planning application for the use and development of the site will not result in an increase of the risk of bushfire to life, property assets, community infrastructure or the natural environment.

Does the amendment comply with the requirements of any other Minister's Direction applicable to the amendment?

The amendment is consistent with the Ministerial Direction regarding the *Form and Content of Planning Schemes* under Section 7 (5) of the *Planning and Environment Act 1987*. The Ministerial Direction regarding the form and content of planning schemes sets out, inter alia, the uses which must be listed as Section 1 – Permit in any Zone, and provides the templates for the schedules to the zones. The amendment is consistent with the Ministerial Direction, as the amendment to 2.0 Heritage Places in Schedule 1 to Clause 43.01 Heritage Overlay is consistent with the template provided.

Ministerial Direction 1 – Potentially Contaminated Land

The amendment complies with Ministerial Direction No. 1 – Potentially Contaminated Land. *The Ministerial Direction requires any amendment which would have the effect of allowing potentially contaminated land to be used for a sensitive use, agriculture or public open space, a planning authority must satisfy itself that the environmental conditions of that land are or will be suitable for that use.*

Site investigations have been undertaken previously as part of the implementation of the Officer Precinct Structure Plan and subsequent development of the land by Parklea. The proposed amendment will allow for the use of the land for 'office' use, and this use is safe for the site, as assured by the results of an environmental Preliminary Environmental & Hydrogeological Assessment of the site undertaken by *Tonkin & Taylor Pty Ltd* (May 2014). The Tonkin & Taylor report found concentrations of measured contaminants below the adopted Health Investigation Levels (HILs) for residential sites (2014:16) and an absence of contaminants that were considered likely to impact on the buildings and structures beneficial use (2014:16). This is consistent with a previous investigation of the site by SKM (2005) for the Cardinia Shire associated with the Casey-Cardinia Growth Areas.

Ministerial Direction 9 – Metropolitan Planning Strategy

The amendment complies with Ministerial Direction No. 9 (*Metropolitan Planning Strategy*). The amendment is consistent with this direction which ensures planning scheme amendments have regard to the Metropolitan Planning Strategy (*Plan Melbourne 2017-2050: Metropolitan Planning Strategy* and *Plan Melbourne 2017-2050: Addendum 2019*). The amendment is consistent with

- Outcome 1: Melbourne is a productive city that attracts investment, supports innovation and creates jobs.
- Direction 1.2: Improves access to jobs across Melbourne and close to where people live.
- Policy 1.2.2: Facilitate investment in Melbourne's outer areas to increase local access to employment.
- Outcome 4: Melbourne is a Distinctive and Liveable City with quality environments.
- Direction 4.4: Respect Melbourne's heritage as we build for the future.
- Policy 4.4.3: Stimulate economic Growth through heritage conservation.
- Outcome 5: Melbourne is a city of inclusive, vibrant and healthy neighbourhoods.
- Direction 5.1: Create a city of 20-minute neighbourhoods.

Ministerial Direction 11 – Strategic Assessment of Amendments

Ministerial Direction 11 – Strategic Assessment of Amendments has the purpose of ensuring comprehensive strategic evaluation of a planning scheme amendment and the outcomes it produces and applies to all planning scheme amendments other than those prescribed in regulation 9A of the Planning and Environment Regulations 2005. This explanatory report meets the requirements of Ministerial Direction 11.

Ministerial Direction 12 – Urban Growth Areas

The amendment complies with Ministerial Direction No. 12 (Urban Growth Areas). The site is contained within the Urban Growth Zone Schedule 3 with the General Residential Zone applied to the site. The Heritage Overlay (HO104) applies to the brick kiln and chimney on the site. The amendment to the schedule of the Heritage Overlay enables prohibited uses (office) to be considered. The office use will complement the additional proposed uses of the site and together will contribute to a distinctive character, create a strong sense of place that is functional and aesthetically pleasing, conserve the heritage place and ensure the prominence of the kiln and chimney in the landscape and buffer the residential development to the north from the Princes Highway, which is consistent with the objectives of the Officer Precinct Structure Plan.

Ministerial Direction 15 – The Planning Scheme Amendment Process

The amendment complies with Ministerial Direction No. 15 (*The planning scheme amendment process*). The amendment will be processed in accordance with this direction.

Ministerial Direction 18 – Victorian Planning Authority advice on Planning Scheme Amendments

The amendment does not contemplate the rezoning of land subject to the Officer Precinct Structure Plan.

Policy Framework and any adopted State policy?

The amendment supports and implements the following Planning Policy Framework:

Clause 13.04-1S - Contaminated and potentially contaminated land

The amendment has been informed by detailed site investigations which aligns with the objective to ensure contaminated and potentially contaminated land is used and developed appropriately and safely.

Clause 13.07-1S Land use compatibility

The amendment is consistent with the objective to protect amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts. The amendment will enable an Office use which will complement the surrounding residential uses and respond to the site's location adjacent to the Princes Highway.

Clause 15 - Built environment and heritage

The amendment is consistent with this Clause, which seeks to ensure planning delivers high quality-built form that is efficient, responsive to the surrounding landscape and character including its associated risks, protective of heritage and provides the functionality required by the community.

Clause 15.01-1S - Urban design

The amendment accords with this Clause, which seeks to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity. The amendment facilitates the provision of high quality and architecturally designed urban space that appropriately responds to the opportunities and constraints of the site and context.

Clause 15.01-2S - Building design

The amendment is consistent with the objective of this Clause to achieve building design and siting outcomes that contribute positively to the local context, enhance the public realm and support environmentally sustainable design. The amendment enables the development of the site in a manner that integrates with surrounding land uses and makes best use of a heritage place of local significance in a highly visible and accessible location.

Clause 15.01-5S - Neighbourhood character

The amendment complies with this Clause, which seeks to recognise, support and protect neighbourhood character, cultural identity, and sense of place. The amendment facilitates development that respects adjoining residential uses, is consistent with commercial development along the Princess Highway, and responds to and enhances the heritage significance of the site.

Clause 15.03-1S - Heritage conservation

The amendment supports the objective of this Clause which is to ensure the

conservation of places of heritage significance. A Heritage Impact Statement (HIS) has informed the proposed use and development of the site and the amendment will provide for the ongoing conservation of a locally significant heritage place.

Clause 17.01-1S - Diversified economy

The amendment supports the objectives of this Clause as it allows for a mixed-use development that will encourage economic development, commercial enterprise, tourism, and improve access to jobs closer to where people live.

Clause 17.02-1S Business

The amendment will enable an Office use to meet the community's needs for employment opportunities proximate to where people live in a location with high levels of access and visibility.

Clause 17.02-2S Out-of-centre development

The amendment is consistent with the objective of Clause 17.02-2S as it will enable an Office use within a mixed-use development that will provide net social and economic benefits from the creation of local employment opportunities within close proximity to where people live, the strengthening of the local community, the creation of a meeting place or social hub, and the bolstering of sense of place and community associated with the preservation and celebration of a heritage site in a prominent location within Officer.

Clause 18.01-1S Land use and transport integration

The amendment will not result in development that encroaches or causes detriment to the current or future function of the Princes Highway.

Clause 18.02-1S Walking and Clause 18.02-2S Cycling

The amendment will support a mixed-use development that makes jobs and services more accessible and promote the Walking and Cycles objectives. The subject site is well serviced in terms of vehicular access and several bus stops are within walking distance. The site immediately adjoins existing footpaths, including a regionally significant Shared User Path that provides connection between the new residential estates and the services and amenities along Princes Highway.

Clause 19.03-2S Infrastructure design and provision

The amendment is required to facilitate a mixed-use development that will contribute social and physical infrastructure to a growth area.

Clause 19.03-5S Waste and resource recovery

The amendment will enable an Office use which is not foreseen to contribute to any significant landfill or environmental, amenity or public health impacts.

How does the amendment support or implement the Local Planning Policy Framework, and specifically the Municipal Strategic Statement?

The amendment supports and implements the Municipal Strategic Statement and the following local sections in the Planning Policy Framework:

- Clause 21.01-3 (Key issues). The amendment helps to address key issues associated with environment, settlement, economic development and particular use and development by facilitating the sustainable development of land in the Urban Growth Zone, enabling the development of a balanced local economy and local employment opportunities for residents, and by protecting and enhancing a place of heritage significance. The amendment will enable a use and development outcome with attractive, functional and sustainable built form that will integrate within its heritage setting and the wider residential neighbourhood.
- Clause 21.01-4 (Strategic vision). The amendment helps to give effect to the vision for Cardinia – *‘Cardinia Shire will be developed in a planned manner to enable present and future generations to live healthy and productive lives and to enjoy the richness of the diverse and distinctive characteristics of the Shire’*. The amendment facilitates development that integrates within the surrounding walking and open space network, will generate social and employment opportunities within a new residential estate, foster the sustained wellbeing of the community and enhance the experience of people who live, work and visit the municipality.
- Clause 21.01-5 (Strategic framework plan). The amendment helps to facilitate a use and development outcome that responds to the key influences and issues for the Shire and helps to achieve the strategic vision for the municipality.
- Clause 21.02-6 (Post-contact heritage). The objective of this clause seeks to provide for the protection and appropriate management of sites of heritage significance. A Heritage Impact Statement has informed the use proposed to be enabled by this amendment by qualifying the compatibility of permitted uses and their ability to achieve the economic return required to contribute to the restoration and readaptation and ongoing conservation of the heritage place. The amendment will enable a prohibited use (Office) in order to create a ‘hub’ of uses that operate in symbiosis. The prohibited use (Office) is the most compatible and reasonable use for the site when having regard for the economic return required to ensure the protection and ongoing conservation of the James Hicks Bricks and Pipe Works site and restoration and reuse the existing heritage structures.
- Clause 21.03-3 (Urban Growth Area). The amendment helps to give effect to the objectives of this Clause by creating a functional, attractive, safe and

sustainable urban environment for the existing and future community of the surrounding urban growth area and the development is generally in accordance with the Office Precinct Structure Plan.

- Clause 21.04-1 (Employment). The amendment responds to the key issues for employment in the Shire and will provide for a use and development outcome that generates local employment opportunities and trade within a growing residential community and along a key transport route. The amendment enables a prohibited use (Office) which helps to give effect to the numerous strategies to facilitate employment opportunities in the Shire.
- Clause 21.06-1 (Urban Design). The amendment is consistent with the objectives that have regard to good urban design. The design plans associated with the concurrent planning application (T230528) evidences a site responsive, high quality architectural design that responds to the heritage setting and the sensitive residential, open space and Princes Highway interfaces. The design provides for extensive landscaping and pedestrian and cycling connectivity to the surrounding area.
- Clause 21.06-2 (Community Safety). The amendment and concurrent planning permit application (T230528) provides for opportunities for passive surveillance of the public realm and adjoining areas of open space, and provides safe and convenient access for pedestrians and vehicles, which is consistent with community safety objectives.
- Clause 22.04 (Highway Development). The amendment is consistent with the objectives for highway development in the shire, ensures the safe and efficient movement of traffic along the Princes Highway, maintains the visual amenity of the highway corridor, and provides a high standard of design that is appropriate for the site's prominent and highly visible location within Officer. The amendment has implemented the advice of the Department of Transport and Planning regarding access to the Princes Highway and does not allow any vehicles to enter or exit Grace Street via the development.

How does the amendment support or implement the Municipal Planning Strategy?

The Cardinia Planning Scheme does not include a Municipal Planning Strategy at Clause 02 when this Planning Scheme Amendment is being considered.

Does the amendment make proper use of the Victoria Planning Provisions?

The amendment makes proper use of the Victorian Planning Provisions by amending the table in the schedule to Clause 43.01 Heritage Overlay to allow prohibited uses. The table in the schedule to Clause 43.01 contains site specific heritage controls and includes a column that asks whether prohibited uses are permitted for each heritage

place. Here, use of the site for an *office* is prohibited in the General Residential Zone (the applied zone under the Urban Growth Zone- Schedule 3). The amendment is consistent with the Ministerial Direction regarding the *Form and Content of Planning Schemes* and ensures that any proposal that contemplates a prohibited use will be subject to the assessment and consent of the Responsible Authorities.

How does the amendment address the views of any relevant agency?

The amendment was referred to the Department of Transport and Planning (DTP), and a request for further information was provided in March 2024. The amendment responds to the comments provided by DTP by ensuring vehicles cannot enter Grace Street from the Princes Highway via the proposed car park, ensuring the existing gravel shoulder area along the highway will not be used as an informal parking space and that vehicles can safely and efficiently manoeuvre within the carpark and ingress and egress the site.

Council also notified the Victorian Planning Authority and Department of Transport and Planning (Planning) of this amendment.

Exhibition stage

The views of relevant agencies will be considered as part of the public exhibition process of the amendment. Agencies including Melbourne Water, VicRoads, and DTP will be notified and consulted as part of this process.

Approval stage

Not applicable at this stage.

Does the amendment address relevant requirements of the Transport Integration Act 2010?

The amendment is consistent with the objectives and decision-making principles in the *Transport Integration Act 2010*. Specifically:

- It promotes social and economic benefits associated with development of land with good access and visibility from the Princes Highway.
- It promotes social and economic inclusion by developing land proximate to residential development, which is accessible by all in the community.
- Access and carparking has been informed by a traffic engineering assessment.

The amendment enables a small-scale mixed-use development that is unlikely to have any significant impact on the transport system as the road network has existing capacity.

As part of the exhibition of the amendment, the Department of Transport and Planning will have an opportunity to review the proposed amendment and provide a submission.

How does the amendment have regard to the principles set out in the *Yarra River Protection (Wilip-gjin Birrarung murrong) Act 2017* in relation to Yarra River land and other land, the use or development of which may affect Yarra River land?

Not applicable to this amendment.

Resource and administrative costs

What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?

This amendment will not have unreasonable impact on the resource and administrative costs of the Cardinia Shire Council. The amendment requires the responsible authority to implement changes to the table contained at Part 2.0 Heritages Places in the schedule to Clause 43.01 Heritage Overlay to allow prohibited uses for HO104. These impacts are not considered onerous, and the costs associated with the restoration and ongoing preservation of the heritage listed brick chimney and kiln structures will be assumed by a private entity for the benefit of the broader community. The amendment is not foreseen to result in any ongoing costs to Council.

The approval of this amendment activates prohibited uses. However, the associated planning permit provides immediate approval for the building, works, and use. If this permit lapses, any future application for the site will be subject to Council's planning permit requirements due to the presence of the Heritage Overlay and the underlying zone.

Planning and Environment Act 1987

Cardinia Planning Scheme

Amendment C282card

Instruction sheet

The planning authority for this amendment is the Cardinia Shire Council.

The Cardinia Planning Scheme is amended as follows:

Planning Scheme Ordinance

The Planning Scheme Ordinance is amended as follows:

1. In **Overlays** – Clause 43.01, replace Schedule 01 with a new Schedule 01 in the form of the attached document.

End of document

Strategic Assessment Guidelines Checklist

This checklist is a tool that provides a quick snapshot of the abovementioned information. It may be useful to use while preparing an amendment assessment.

Note: In the 'Comment' field, you must click in the top left part of the field to enter any comments.

Strategic Consideration		Yes	No	N/A	Comment
Why is an amendment required?	<ul style="list-style-type: none"> • What does the amendment intend to do and what is its desired outcome? • How does it intend to do it? • Is it supported by or is it a result of any strategic study or report? • Will the planning policy, provision or control result in the desired planning outcome? • Will the amendment have a net community benefit? • Will the community benefit outweigh the cost of the new control? • Does the amendment repeat provisions already in the scheme? • Is the planning scheme the most appropriate means of controlling the issue or can other existing regulatory or process mechanisms deal with the issue? • Is the matter already dealt with under other regulations? 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See explanatory report for detailed response.
Does the amendment implement the objectives of planning and any environmental, social and economic effects?	<ul style="list-style-type: none"> • Does the amendment implement the objectives of planning in Victoria? (Refer to section 4 of the <i>Planning and Environment Act 1987</i>) • Does the amendment adequately address any environmental effects? • Does the amendment adequately address any social effects? • Does the amendment adequately address any economic effects? 	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	See explanatory report.
Does the amendment address relevant bushfire risk?	<ul style="list-style-type: none"> • Does the amendment meet the objective and give effect to the strategies to address the risk to life as a priority, property, community infrastructure and the natural environment from bushfire in the Planning Policy Framework (Clause 13.02 of the planning scheme)? • Has the view of the relevant fire authority been sought in formulating the amendment? • If the planning scheme includes a Local Planning Policy Framework at Clause 20, is the amendment consistent with the Local Planning Policy Framework objectives and strategies that apply to bushfire risk? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	

	<ul style="list-style-type: none"> Is local policy for bushfire risk management required to support the amendment? 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Does the amendment comply with all the relevant Minister's Directions?	<ul style="list-style-type: none"> Does the amendment comply with the requirements of the Ministerial Direction - The Form and Content of Planning Schemes? Do any other Minister's Directions apply to the amendment? If so, have they been complied with? Is the amendment accompanied by all of the information required by a Minister's Direction? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See explanatory report.
Does the amendment support or implement the PPF?	<ul style="list-style-type: none"> Does the amendment support or give effect to the PPF? Are there any competing PPF objectives and how are they balanced? Does the amendment support or give effect to any relevant adopted state policy? <p>If the planning scheme includes a Municipal Planning Strategy (MPS) at Clause 02 and the amendment seeks to introduce or amend a local planning policy in the PPF:</p> <ul style="list-style-type: none"> Does the new or amended local planning policy: <ul style="list-style-type: none"> respond to a demonstrated need? implement a strategic direction in the MPS? relate to a specific discretion or group of discretions in the planning scheme? assist the responsible authority to make a decision? (assist any other person to understand whether a proposal is likely to be supported? Does the amendment affect any existing local planning policy or tool? Is a local planning policy necessary OR is the issue adequately covered by another planning tool or decision guideline? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See explanatory report.
Does the amendment support or implement the LPPF?	<ul style="list-style-type: none"> Does the amendment implement or support the MSS? Does the amendment seek to change the objectives or strategies of the MSS? If so, what is the change? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See explanatory report.

<p>*This strategic consideration only applies if the planning scheme includes an LPPF at Clause 20</p>	<ul style="list-style-type: none"> • What effect will any change to the MSS have on the rest of the MSS: <ul style="list-style-type: none"> – Is the amendment consistent/inconsistent with strategic directions elsewhere in the MSS? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> – Has the cumulative effect of this amendment on the strategic directions in the MSS been considered? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> • Does the new or amended local planning policy: <ul style="list-style-type: none"> – respond to a demonstrated need? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> – implement an objective or strategy in the MSS? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> – relate to a specific discretion or group of discretions in the scheme? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> – assist the responsible authority to make a decision? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> – assist any other person to understand whether a proposal is likely to be supported? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> • Does the amendment affect any existing local planning policy or tool? <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> • Is a local planning policy necessary OR is the issue covered by another planning tool or decision guideline? <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 				
<p>Does the amendment support or implement the MPS? *This strategic consideration only applies if the planning scheme includes an MPS at Clause 02</p>	<ul style="list-style-type: none"> • How does the amendment seek to implement or support the MPS? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> • Does the amendment seek to change the strategic directions of the MPS? If so, what is the change? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> • What effect will any change to the MPS have on the rest of the MPS? <ul style="list-style-type: none"> – Is the amendment consistent/inconsistent with strategic directions elsewhere in the MPS? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> – Is the amendment consistent/inconsistent with strategic directions elsewhere in the MPS? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> – What is the cumulative effect of this amendment on the other directions in the MPS? <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> 				
<p>Does the amendment make proper use of the VPP?</p>	<ul style="list-style-type: none"> • Does the amendment use the most appropriate VPP tool to achieve the strategic objective of the scheme? <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> • Does the amendment affect, conflict with or duplicate another existing provision in the planning scheme that deals with the same land, use or development? <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> 				<p>See explanatory report.</p>

	<ul style="list-style-type: none"> • If so, have the provisions been reconciled? • Does the control capture matters that do not specifically relate to the purpose or objectives of the control or matters that should not be dealt with under planning? • Does the amendment make any existing provision in the planning scheme redundant? • Is the amendment consistent with any relevant planning practice note? 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
How does the amendment address the views of any relevant agency?	<ul style="list-style-type: none"> • Have the views of any relevant agency been addressed? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consulted with VPA, DTP- transport and DTP - Planning.
Does the amendment address the requirements of the <i>Transport Integration Act 2010</i> (TIA)?	<ul style="list-style-type: none"> • Is the amendment likely to have a significant impact on the transport system as defined by section 3 of the TIA? If so, explain how the amendment addresses the transport system objectives and decision-making principles set out in Part 2, Divisions 2 and 3 of the TIA. • Are there any applicable statements of policy principles prepared under section 22 of the TIA? If so, assess how the amendment addresses any specified policy principles that apply to the proposal. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
What impact will the new planning provisions have on the resource and administrative costs of the responsible authority?	<ul style="list-style-type: none"> • Has the council considered the cost implications in implementing and administering the new planning provisions including: <ul style="list-style-type: none"> – estimated increase in number of planning permit applications – planning staff resources – other miscellaneous costs including legal or other professional advice, for example, heritage advisers – capacity to consider the new application within the prescribed time? 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>This is a section 96A amendment So a planning permit is issued along with this PSA.</p> <p>Therefore, minimum impact on the existing resource after the approval of the PSA.</p>

AMENDMENT C282CARD

**System Note: The following ordinance will be modified in Sub-Clause:43.01
HERITAGE OVERLAY, Schedule:SCHEDULE TO CLAUSE 43.01 HERITAGE OVERLAY**

AMENDMENT C282CARD

2.0
c282card

Heritage places

The requirements of this overlay apply to both the heritage place and its associated land.

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
AVONSLEIGH									
HO13	Avonsleigh Church of Christ 17 Avon Road, Avonsleigh	Yes	Yes	Yes	Yes	No	No	No	No
BAYLES									
HO146	House 683 Koo Wee Rup-Longwarry Road, Bayles	No	No	No	Yes	No	No	No	No
BEACONSFIELD									
HO133	Woods Street Commercial & Civic Precinct War memorial on Old Princes Highway, 11-17, 19-21, 23-25, 24-26 and 37 Woods Street, Beaconsfield	Yes	No	Yes	Yes	No	No	No	No
HO147	Woods Street Residential Precinct 48, 54 & 56 Woods Street, Beaconsfield Incorporated plan: Cardinia Residential Heritage Precincts Incorporated Plan.	No	No	No	Yes	No	No	No	No

AMENDMENT C282CARD

PS map ref	Heritage place	External paint controls apply?	Internal alteration controls apply?	Tree controls apply?	Solar energy system controls apply?	Outbuildings or fences not exempt under Clause 43.01-4	Included on the Victorian Heritage Register under the Heritage Act 2017?	Prohibited uses permitted?	Aboriginal heritage place?
	Statement of Significance: Jesmond Dene, 425 Officer South Road, Officer								
HO105	Benwick Pottery 350 Princes Highway, Officer	Yes	Yes	Yes	Yes	Yes	No	Yes	No
HO102	Primrose Park 250 Princes Highway, Officer	Yes	No	Yes	Yes	No	No	Yes	No
HO103	Fitwood Park 265 Princes Highway, Officer	Yes	No	Yes	Yes	No	No	Yes	No
HO104	James Hicks Pty. Ltd, Pottery 365 Princes Highway, Officer	Yes	Yes	No	Yes	Yes	No	No Yes	No
HO143	Officer Union Church & Officer Public Hall 16 to 18 Tivendale Road, Officer	Yes	Yes (Church only)	No	Yes	No	No	Yes	No
HO130	Grant House 36 Whiteside Road, Officer	Yes	Yes	Yes	Yes	No	No	Yes	No
HO262	Hybrid Oaks 13-23 Tivendale Road, Officer	No	No	Yes	Yes	No	No	No	No
PAKENHAM									
HO10	Salvation Army Commandant's & Nurses Barracks	Yes	No	No	Yes	No	No	No	No

Planning and Environment Regulations 2015
Form 9

Section 96J

**PLANNING PERMIT GRANTED UNDER SECTION 96I OF
THE PLANNING AND ENVIRONMENT ACT 1987**

Permit No.:	T230528
Planning scheme:	Cardinia Planning Scheme
Responsible authority:	Cardinia Shire Council
ADDRESS OF THE LAND:	Cotswold Crescent, Officer VIC 3809 (Lot AA on PS814723U)

THE PERMIT ALLOWS:

Planning scheme clause	Matter for which the permit has been granted:
Clause 32.08-1	To use the land for a food and drink premises (Section 2 use) and office use (Section 2 use) where the conditions specified are not met.
Clause 32.08-10	To construct a building or construct or carry out works for a use in Section 2 of Clause 32.08-2.
Clause 43.01-1	To construct a building or construct or carry out works. To display a sign. To externally alter a building by structural work, rendering, sandblasting or in any other way. To internally alter a building if the schedule to this overlay specifies the heritage place as one where internal alteration controls apply.
Clause 52.05-13	To display business identification signage. To display internally-illuminated signage.
Clause 52.06-3	To reduce (including reduce to zero) the number of car parking spaces required.
Clause 52.27	To use the land to sell or consume liquor.
Clause 52.29-2	To create or alter access to a road in a Transport Zone 2.
Clause 52.34-2	To vary, reduce or waive the bicycle facilities requirement under Clause 52.34-5 of the Scheme.

Date issued: XX Month XXXX	Signature for the responsible authority: <i>Cardinia Shire Council</i>
Date permit comes into operation: XX Month XXXX (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)	

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OFFICIAL

Planning and Environment Regulations 2015
Form 9

Section 96J

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

Amended Plans

1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. Once approved, the plans will be endorsed and will then form part of the permit. The plans must be in accordance with the plans prepared by User Experience Design (UXD) Group, Revision V2.6, dated 25 November 2024, but modified to show:
 - a) Red line area plan for the full extent of the liquor license areas for both internal and external dining areas;
 - b) All north-facing windows along the northern elevation of the proposed office building (as shown on TP-11) to be installed with fixed obscure glazing;
 - c) Details of any wheel stops proposed for the car parking spaces (if none proposed, please state this);
 - d) Provision of the existing footpath within Grace Street to be extended for the entire length of the site's respective street frontage, to ensure that continuous footpath connectivity is made;
 - e) Pedestrian access to the site from Grace Street shown to utilise the existing kerb ramps on the west and east sides of the street at the "L" bend;
 - f) Deletion of the pedestrian path access point at the site's western boundary through to the adjoining north/south footpath located within the adjoining Council reserve;
 - g) A notation on the plans stating: "all plantings shown along the perimeter of the north, west and south edges of the proposed Level 2 balcony area associated with the office to be maintained to Council's satisfaction";
 - h) Deletion of the "site gate access point" nominated at the site's eastern boundary;
 - i) Improved elevation plans showing full details of the proposed fencing treatment along the site's western property boundary and the interface with the adjoining Council reserve at 355 Princes Highway;
 - j) Boundary fencing details (including height, materials, colours, finishes, etc.) for the northern boundary of the subject land which shares a boundary with 13 Grace Street; and
 - k) Boundary fencing details (including height, materials, colours, finishes, etc.) for the eastern boundary of the subject land which shares a boundary with 1 Shale Rise.

Prior to Commencement

2. Before any development starts, the Owner must enter into an agreement with the Responsible Authority made pursuant to Section 173 of the *Planning and Environment Act 1987* to provide for the following:

<p>Date issued: XX Month XXXX</p> <p>Date permit comes into operation: XX Month XXXX (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)</p>	<p>Signature for the responsible authority:</p> <p style="text-align: center;"><i>Cardinia Shire Council</i></p>
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Planning and Environment Regulations 2015
Form 9

Section 96J

- a) That the bored footings be deepened to below the invert level of the existing drainage pipe.
- b) That the Owner of the subject land applies for and obtains “build over easement” approval from council prior to commencement of any works associated with the existing kiln structure.
- c) The Owner’s responsibilities regarding the potential need to remove and replace any structure within the easement, at the Owner’s expense, should Council have the need to repair or replace their existing drainage asset in the future.

Except with the written consent of the Responsible Authority.

- 3. Before any development starts, application must be made to the Registrar of Titles to register the Section 173 agreement on the title to the land under Section 181 of the Act.
- 4. The Owner under this permit must pay to the Responsible Authority the reasonable costs incurred by the Responsible Authority in the preparation or review, execution *and registration* of the Section 173 agreement.
- 5. Prior to any works commencing on the site, a photographic record of the heritage fabric to be demolished or altered to the satisfaction of the responsible authority must be submitted to and approved by the Responsible Authority. The study must include:
 - a) Views of each elevation of the heritage building;
 - b) Two diagonally opposed views of each internal space in the building; and
 - c) Architectural design detailing of the building.

Photographic record must be of a high standard and taken with appropriate photographic equipment to the satisfaction of the Responsible Authority.

- 6. Prior to any works commencing on the site, a Schedule of Conservation Works report (to be prepared by a suitably qualified professional) is to be submitted to and approved by the Responsible Authority). This report must outline all conservation repairs and maintenance required for the heritage building, including details of any structural engineering remediation required, as follows:
 - a) Stage 1 - specific conservation works (these works should be undertaken prior to new works); and
 - b) Stage 2 - ultimate conservation works (these works should be undertaken during or after the new works).

To the satisfaction of the Responsible Authority.

- 7. Prior to the endorsement of plans under Condition 1 of this permit, including any demolition works, a fully detailed demolition method statement must be submitted to and approved by the Responsible Authority. When approved, the statement will be endorsed and will then form part of the permit. The demolition method statement must:

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- a) Fully describe and clearly demonstrate the methods of dismantling of the heritage fabric, restoration and repair and the subsequent reconstruction of the building.
- b) Include reference to the staging of demolition and reconstruction works on the site.
- c) Detail the necessary protection works required during the demolition works to protect those parts of the building to be retained.

Once approved by the Responsible Authority, all buildings and works must be in accordance with the demolition method statement.

Layout Not Altered

- 8. The development and/or use of land must be in accordance with the plan/s endorsed under this permit and subject to the conditions set out in this permit.
- 9. The layout of the access/use/development as shown on the endorsed plan/s must not be altered without the written consent of the Responsible Authority.
- 10. The layout and licensed red line area as shown on the endorsed plan/s, must not be altered unless with the prior written consent of the Responsible Authority.
- 11. Once the development starts, it must be continued and completed to the satisfaction of the Responsible Authority.

Use

- 12. No more than sixty (60) patrons (not including staff) may be present at any time on the site in association with the restaurant and wine bar use unless with the prior written consent of the Responsible Authority.
- 13. Except with the prior written consent of the Responsible Authority, the use (restaurant and wine bar) may only operate:
 - a) Monday and Tuesday: 5:00pm to 9:00pm
 - b) Wednesday: 5:00pm to 10:00pm
 - c) Thursday and Friday: 5:00pm to 11:00pm
 - d) Saturday: 11:00am to 11:00pm
 - e) Sunday 11:00am to 11:00pm.
- 14. Except with the prior written consent of the Responsible Authority, the use (food and drink premises) may only operate between 6:00am and 3:00pm seven (7) days per week.
- 15. Except with the prior written consent of the Responsible Authority, the use (office) may only operate between 7:00am and 5:00pm between Monday and Friday.

Conservation Management Plan (Built Heritage)

- 16. Before the development (including any demolition works) starts, a conservation management plan for the heritage building to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the conservation management plan will be endorsed and will then form part of the permit. The conservation management plan must include:
 - a) Window and door repairs/restoration.
 - b) External joinery restoration.
 - c) Stripping of painted brickwork.
 - d) Fence design.

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- e) Removal of the slate tiles on the portion of the building, which is to be demolished, and their re-use to repair the remaining roof.

Works to the heritage building must be undertaken in accordance with the conservation management plan to the satisfaction of the Responsible Authority.

Construction Environmental Management Plan

- 17. Prior to the commencement of any buildings or works a Construction Environmental Management Plan (CEMP) is to be prepared, where appropriate.

The CEMP must specifically address significant flora and fauna where the buildings or works are within:

- a) 50 metres of any native vegetation to be retained in the *Officer Precinct Native Vegetation Precinct Plan (September 2011)*; and/or
- b) 100 metres of any waterbody (including creeks, drains, dams and wetlands) under the provisions of the incorporated *Officer Precinct Structure Plan Conservation Management Plan (excluding Cardinia Creek)*; and/or
- c) the area shown as Environmental Residential (south of the railway line) in Plan 2.

The CEMP must address all requirements specified in the *Officer Native Vegetation Precinct Plan (September 2011)* and the relevant Conservation Management Plan and be to the satisfaction of the responsible authority.

Conservation Management Plan (Environment)

- 18. Where the *Officer Precinct Structure Plan Conservation Management Plan (excluding Cardinia Creek) (Ecology Partners, 15 September 2011)* or the *Officer Precinct Structure Plan Cardinia Creek Conservation Management Plan (Ecology Australia, 8 September 2011)* has been approved by the Secretary to the Department of Sustainability and Environment and it applies to the land (refer Plan 13 of the incorporated *Officer Precinct Structure Plan*), any permit granted for subdivision or the construction of a building or the carrying out of works must include the following conditions:

- a) The actions which identify the responsible agent as the "landowner" or "developer" in the Conservation Management Plan (CMP) must be implemented to the satisfaction of the Department of Sustainability and Environment.

and the following conditions, where appropriate:

- b) Prior to any works commencing within 100 metres of the edge of any waterbody which is to be retained, a highly visible fence is to be installed 20 metres from the edge of the water body.
- c) No polluted and/or sediment laden run-off is to be discharged directly or indirectly into drains or watercourses.
- d) Pollution or litter traps must be provided on the land at appropriate points along the drainage system or drainage lines.
- e) A salvage and translocation plan must be prepared and implemented to the satisfaction of the Department of Sustainability and Environment and the approval of the responsible authority.

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Landscape Masterplan (Development)

19. Before the development starts (including any demolition works), a landscape plan to the satisfaction of the Responsible Authority prepared by a suitably qualified person in landscape design must be submitted to and approved by the Responsible Authority. When approved, the landscaping plan will be endorsed and will then form part of the permit. All species selected must be drought tolerant and proven hardy cultivars suitable to the local conditions. Planting must not impact sightlines for vehicles, pedestrians or cyclists. The landscaping plan must be generally in accordance with the landscape concept plan dated 24 February 2025 (Revision A) prepared by Zenith Concepts Pty Ltd, but modified to show:
- a) A survey (including botanical names) of all existing vegetation to be retained and/or removed.
 - b) Buildings and trees (including botanical names, trunk location, trunk diameter and canopy spread) on neighbouring properties within three metres of the boundary (or where the Tree Protection Zones of such trees fall within the subject site as calculated in accordance with Australian Standards AS4970-2009 (or its successor/equivalent)).
 - c) Details of surface finishes of pathways and driveways.
 - d) A planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities of each plant.
 - e) Landscaping and planting within all open areas of the subject land.
 - f) Screening vegetation adjacent to the bin storage enclosure/s.
 - g) All fencing along a common boundary with land which is or is intended to become public open space must not exceed 1.2m in height and must include a pedestrian gate and/or stairs as required.
 - h) All fencing treatment shown on endorsed plans as a part of this permit, to be in accordance with the Arborist Impact Assessment report (prepared by Arbkey, dated 11 November 2024).

Landscape Conditions

- 20. Before the development is occupied or by such later date as is approved by the Responsible Authority in writing, the landscaping works shown on the endorsed plans must be carried out and completed to the satisfaction of the Responsible Authority.
- 21. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and used for no other purpose. Any dead, diseased or damaged plants are to be replaced.
- 22. Before the development including demolition starts, a tree protection fence must be erected around the existing street trees to be retained outside the canopy zone of the tree to define a "Tree Protection Area". The fence must be constructed of star pickets and chain mesh or similar to the satisfaction of the Responsible Authority. The tree protection fence must remain in place until construction is completed. No vehicular or pedestrian access, trenching or soil excavation is to occur within the Tree Protection Area without the written consent of the Responsible Authority. No storage or dumping of tools, equipment or waste is to occur within the Tree Protection Area. Any pruning that is required to be done

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to the canopy or roots of any tree to be retained is to be done with permission by Council's Arborist by a qualified arborist to Australian Standard – Pruning of Amenity Trees AS4373-2007.

- 23. Before the development starts a fee per tree, as amended from time to time, must be paid to the Responsible Authority for the replacement of the existing street tree/s nominated to be removed for the development. Replacement will be undertaken by Council contractors within the streetscape in the next planting season.

Tree Management Plan

- 24. Before the commencement of any works, a Tree Management Plan must be prepared by a suitably qualified arborist in accordance with AS4970 (2009) and be submitted to and approved by the responsible authority. The Tree Management Plan must detail the following:
 - a) A structural assessment of all retained trees.
 - b) The procedure for protecting any impacted trees through the implementation of the endorsed development plans.
 - c) Identification of requisite tree protection zones.
 - d) Underground services must not encroach into the Structural Root Zone of any tree retained. Services should not be installed by open trenching but use boring/tunnelling if they pass through a TPZ and be at >1000mm depth.
 - e) Landscaping works (e.g. paving new turf) should not reduce the natural soil level >50mm within TPZs. Any landscaping works within the TPZs should be done by hand, and large roots (>50mm diameter) if encountered must be left intact.
 - f) Mulch the TPZ areas where possible with coarse mulch (e.g. composted wood chips 100mm deep), prior to heavy machinery entering the site.
 - g) Direction for management activities to improve the health of the retained trees over the long term.

Waste Management Plan

- 25. Before the use commences, an amended Waste Management Plan to the satisfaction of the Responsible Authority and prepared by a suitably qualified person must be submitted to and approved by the Responsible Authority. When approved, the Waste Management Plan will be endorsed and will then form part of the permit. The Waste Management Plan, generally consistent with that prepared by One Mile Grid, dated 1 August 2023, must be updated to:
 - a) Provide detail of the proposed arrangements for collection of waste from the land.
 - b) Demonstrate and show swept path diagrams for proposed waste collection vehicles.
 - c) Be consistent with relevant guidelines prepared by Cardinia Shire Council regarding waste management for new residential and mixed-use developments.
- 26. The endorsed Waste Management Plan must be complied with to the satisfaction of the Responsible Authority. The Waste Management Plan may only be amended with the written consent of the Responsible Authority.

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Engineering Conditions

- 27. Stormwater must not be discharged from the subject land other than by means of an underground pipe drain discharged to an outlet in the street or to an underground pipe drain to the satisfaction of the Responsible Authority.
- 28. Before the development starts, a stormwater management plan showing the stormwater works to the nominated point of discharge must be submitted for the approval of the Responsible Authority. The stormwater management plan must be prepared by a suitably qualified person and show details of the proposed stormwater works including all existing and proposed features that may have impact (including trees to be retained, crossings, services, fences, abutting buildings, existing boundary levels etc). All works must be undertaken in accordance with the approved stormwater management plan.
- 29. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.
- 30. Before the development is occupied, all proposed areas set aside on the approved plan/s for access, circulation and car parking must be constructed with concrete, asphalt or other approved hard surfacing material, drained and the parking areas delineated to the satisfaction of the Responsible Authority. Once constructed, these areas must be maintained to the satisfaction of the Responsible Authority.
- 31. At least 14 days before any works start, a site specific Construction Environmental Management Plan (CEMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved the CEMP will be endorsed and will then form part of the permit. All works must be undertaken in accordance with the approved CEMP.

The CEMP must address all environmental risks and include:
 - a) Temporary stormwater management including sedimentation control,
 - b) Provision of pollution and contamination controls including noise and dust,
 - c) Location of stockpiles and stockpile management,
 - d) Location of site office and facilities
 - e) Equipment, materials and goods management.
 - f) Tree protection zones, trees to be retained and trees to be removed.
- 32. Sediment control measures must be undertaken during construction to the satisfaction of the Responsible Authority to ensure that the development subject land is adequately managed in such a way that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the stormwater drainage system.

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Patron and Premises Plan

33. Before the use (restaurant and wine bar) starts, a Patron and Premises Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. Once approved, the Site Management Plan will be endorsed and will then form part of the permit. The Site Management Plan must show:
- a) Hours of operation (days and hours in accordance with that permitted under this permit).
 - b) Site security.
 - c) Provision of security cameras.
 - d) Details about minimising and managing graffiti and its removal.
 - e) Maintenance of parking areas, loading bay areas and any other paved areas.
 - f) Maintenance of the public realm (including paving, street furniture and landscaping).
 - g) Management of advertising signs.
 - h) Arrangements for managing the car park, landscape areas, bins, bicycle racks, deliveries (delivery truck routes, delivery times) and waste collection.
 - i) Outdoor dining standards.
 - j) Management of litter, rubbish bins and skips.
 - k) Arrangements for achieving surveillance and views into and out of the development and to car parking areas through the provision and maintenance of clear unobstructed glazing (no tinting, reflective film, advertising or storage displays) to at least 80% of all glazing.
 - l) Contact details of the site manager.
34. Unless with the prior written consent of the Responsible Authority, the use must operate in accordance with the approved Patron and Premises Plan to the satisfaction of the Responsible Authority.

Traffic, Loading and Parking Management Plan

35. Before the use starts, a Traffic, Loading and Parking Management Plan to the satisfaction of the Responsible Authority and prepared by a suitably qualified engineer must be submitted to and approved by the Responsible Authority. Once approved, the Traffic, Loading and Parking Management Plan will be endorsed and will then form part of the permit. The Traffic, Loading and Parking Management Plan must show:
- a) The location of all areas on and/or off-site to be used for staff and patron parking.
 - b) Owner's permission and any required planning permission for parking on other land.
 - c) Specification of staff numbers adequate to enable efficient operation of car parking areas both on- and off-site.
 - d) The number and location of all on and off-site security staff.
 - e) The means by which the direction of traffic and pedestrian flows to and from car parking areas will be managed and controlled both on and off-site.

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- f) Measures to discourage patron car parking in Grace Street.
 - g) Measures to preclude staff parking in designated patron car parking areas.
 - h) Staffing and other measures to ensure the orderly departure and arrival of patrons especially any large groups departing at closing time.
 - i) Servicing of the drainage and maintenance of car parking areas.
 - j) Signage/devices to direct loading/unloading vehicles.
 - k) Designated loading and unloading bay/s.
36. All traffic, loading and parking on the land must be implemented and complied with at all times in accordance with the approved Traffic, Loading and Parking Management Plan to the satisfaction of the Responsible Authority.

Licensed Premises

37. The sale and consumption of liquor must only occur within the red line licensed area/s as shown on the endorsed plan/s, unless with the prior written consent of the Responsible Authority.
38. Unless with the prior written consent of the Responsible Authority, the sale and consumption of liquor (within both internal and external dining areas) may only operate between:
- a) Monday and Tuesday: 5:00pm to 9:00pm
 - b) Wednesday: 5:00pm to 10:00pm
 - c) Thursday and Friday: 5:00pm to 11:00pm
 - d) Saturday: 11:00am to 11:00pm
 - e) Sunday 11:00am to 11:00pm.

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- 39. All patrons within the external dining area(s) must be seated when consuming food and drink, unless with the prior written consent of the Responsible Authority.
- 40. Alcohol purchased from the premises must be consumed on the premises.
- 41. The predominant activity carried out on the premises (where a liquor license has been permitted under this permit) must be the preparation and serving of meals for consumption on the premises.
- 42. Except with the written consent of the Responsible Authority, no live or amplified music or entertainment may occur on the premises.
- 43. No live music, live entertainment, pre-recorded or amplified music may be played outside the building at any time, unless with the prior written consent of the Responsible Authority.
- 44. Speakers must not be installed or located outside the building, unless with the prior written consent of the Responsible Authority.
- 45. The use of the licenced premises must be managed to the satisfaction of the Responsible Authority so that the amenity of the area is not detrimentally affected including through:
 - a) The transportation of materials, goods or commodities to or from the land.
 - b) The emission of noise, odour, fumes, smoke, vapour, water or waste products.
- 46. Empty bottles must be stored internally to the satisfaction of the Responsible Authority. Any transfer of bottles to external areas must not occur after 10.00 pm or before 7.00 am daily on any day. If a bottle crusher is used on the premises, the transfer of crushed material to external areas may take place at any time with the prior written consent of the Responsible Authority.
- 47. A copy of this permit must be displayed in a conspicuous position on the premises and, in addition where possible, adjacent to any statutory notices required to be exhibited.

Fencing to Public Open Space

- 48. Before the use starts and/or development is occupied, or at any other time agreed to by the Responsible Authority, all fencing along a common boundary with land which is or is intended to become public open space must be erected in accordance with the Officer Precinct Structure Plan or otherwise to the satisfaction of the Responsible Authority. The fencing must be designed and erected in accordance with the endorsed plans that form part of this permit.

Works Required Prior to Occupation

- 49. Before the use starts and/or development is occupied, the recommendations made in the Preliminary Environmental & Hydrogeological Site Investigation report (prepared by Tonkin & Taylor Pty Ltd, dated May 2024), in regard to appropriate design of infrastructure to consider salinisation of soils and monitoring of groundwater levels during development works must be implemented to the satisfaction of the Responsible Authority.
- 50. Where saline groundwater is encountered during construction that is detrimental to infrastructure, management strategies to protect the development must implemented to the satisfaction of the Responsible Authority.

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51. Before the development is occupied, the following must be completed for that stage to the satisfaction of the Responsible Authority:
- a) Any redundant existing vehicle crossing must be removed and the footpath, nature strip and kerb and channel reinstated at no cost to the Responsible Authority and to the satisfaction of the Responsible Authority.
 - b) All car parking spaces located within the common property driveway must be finished to the satisfaction of the Responsible Authority.
 - c) All areas set aside for access, crossovers and footpaths must be constructed, sealed, drained and delineated.
 - d) Outfall drainage must be designed and constructed to a satisfactory point of discharge in accordance with plans and specifications approved by the Responsible Authority.
 - e) The premises are connected to reticulated water supply, sewerage, drainage and underground electricity to the requirements of the relevant servicing authority.
 - f) All landscaping works shown on the endorsed plan/s must be carried out and completed to the satisfaction of the Responsible Authority. The landscaped areas must be maintained to the satisfaction of the Responsible Authority.
 - g) A bin storage area must be provided for each premises/tenancy and must be located so as not to be detrimental to the visual amenity of the neighbourhood and/or as shown on the endorsed plans.
 - h) Lighting must be provided near the front entrance of each premises/tenancy and along accessways.

General Conditions

52. The use/development must be managed so that the amenity of the area is not detrimentally affected including through the:
- a) Transport of materials, goods or commodities to or from the land.
 - b) Appearance of any building, works or materials.
 - c) Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
 - d) Presence of vermin.

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- 53. The exterior colour and cladding of the development must not result in any adverse visual impact on the environment of the area and all external cladding and trim of the building, including the roof, must be of a non-reflective nature.
- 54. Before the use starts/the development is occupied, all pipes, fixtures, fittings and vents servicing any building on the subject land must be concealed in service ducts or otherwise hidden from view to the satisfaction of the Responsible Authority.
- 55. Before the use starts/the development is occupied, all external plant and equipment must be acoustically treated or placed in soundproof housing to ensure no unreasonable noise impact, to the satisfaction of the Responsible Authority.
- 56. No plant, equipment, services or architectural features other than those shown on the endorsed plan/s are permitted above the roof level of the building/s without the written consent of the Responsible Authority.
- 57. All rooftop plant and equipment (including air conditioning units, heating units and hot water systems) must be concealed or screened from the public realm (and remain so), all to the satisfaction of the Responsible Authority.
- 58. All buildings and works must be maintained in good order and appearance to the satisfaction of the Responsible Authority.
- 59. The loading and unloading of goods from vehicles must not disrupt the circulation and parking of vehicles on the land and must only be carried out on the land:
 - a) Within the designated loading bay/s.
 - b) In accordance with the endorsed Traffic, Loading and Parking Management Plan required under this permit.

Advertising Signs

- 60. The location and details of the signs, including those on the supporting structure, as shown on the endorsed plan/s, must not be altered without the prior written consent of the Responsible Authority.
- 61. The illumination of the sign/s must not detrimentally affect the amenity of the area through the emission of unreasonable levels of light beyond the boundary of the subject land.
- 62. The sign/s lighting must be designed, baffled and located to prevent any adverse effect on adjoining land to the satisfaction of the Responsible Authority.
- 63. Sign/s must not contain any flashing light.
- 64. Sign/s must be displayed and maintained to the satisfaction of the Responsible Authority.
- 65. The intensity of the illuminated signage must be limited to the satisfaction of the Responsible Authority to not cause distraction to motorists or any detriment to the amenity in the surrounding area.

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Department of Transport & Planning (DTP)

- 66. Prior to the endorsement of plans, amended plans must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the Ground Floor Plan date stamped 14/03/2024 (Drawing no: 2021.000, TP-07, Revision V2.2) but modified or annotated to show:
 - a) The provision of a left turn deceleration lane on the Princes Highway to the satisfaction of and at no cost to the Head, Transport for Victoria.
 - b) No overflow parking permitted on the existing gravel shoulder on the Princes Highway.
- 67. Unless otherwise agreed in writing by the Head, Transport for Victoria, prior to the commencement of roadworks on Princes Highway, a Functional Layout Plan (FLP) and functional stage Road Safety Audit must be submitted to the Head, Transport for Victoria for approval. The FLP must include:
 - a) The provision of a left turn deceleration lane length in accordance with AustRoads Guidelines.
 - b) The provision of appropriate signage or parking controls to prohibit parking on Princes Highway along the frontage of the site to the satisfaction of the Responsible Authority.
 - c) The hours of operation and patron numbers associated with the use must not be altered without the written consent of the Head, Transport for Victoria.
- 68. Subsequent to the approval of the Functional Layout Plans and prior to the commencement of any roadworks on Princes Highway required by the Head, Transport for Victoria under this permit, the permit holder must submit detailed engineering design plans, along with a detail design stage Road Safety Audit, to the Head, Transport for Victoria for review and obtain written approval. The detailed design plans must be generally in accordance with the approved Functional Layout Plan. Any identified issues in the Road Safety Audit must be addressed in the detailed design plan to the satisfaction of and at no cost to the Head Transport for Victoria.
- 69. Prior to the commencement of the use, all required roadworks on Princes Highway as per the approved detailed design plan must be completed to the satisfaction of and at no cost to the Head, Transport for Victoria.
- 70. All vehicles must enter and exit the site in a forward direction at all times.

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Expiry Conditions

71. This permit will expire if one of the following circumstances applies:

- a) The development does not start within **two (2) years** of the date of this permit; or
- b) The development is not completed within **four (4) years** of the date of this permit; or
- c) The use does not start within **one (1) year** of the completion of the development; or
- d) The use is discontinued for a period of **two (2) years**.

The Responsible Authority may extend the periods referred to if a request is made in writing in accordance with section 69 of the *Planning and Environment Act 1987*.

72. The permit for signage will expire **fifteen (15) years** from the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing in accordance with section 69 of the *Planning and Environment Act 1987*.

USEFUL INFORMATION:

(the following information does not form part of this permit)

- 1. The permitted use or development may need to comply with, or obtain the following further approvals:
 - a. A building permit under the *Building Act 1993*.
 - b. Removal of any asbestos containing fibro-cement sheeting in accordance with the Victorian Occupational Health and Safety Regulations.

<p>Date issued: XX Month XXXX</p>	<p>Signature for the responsible authority:</p>
<p>Date permit comes into operation: XX Month XXXX (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)</p>	<p><i>Cardinia Shire Council</i></p>

Planning and Environment Regulations 2015
Form 9

Section 96J

IMPORTANT INFORMATION ABOUT THIS PERMIT

WHAT HAS BEEN DECIDED?

The responsible authority has issued a permit. This permit was granted by the Minister under section 96I of the **Planning and Environment Act 1987** on approval of Amendment No. [insert planning scheme number] to the [insert planning scheme].

WHEN DOES A PERMIT BEGIN?

The permit operates from a day specified in the permit being a day on or after the day on which the amendment to which the permit applies comes into operation.

WHEN DOES A PERMIT EXPIRE?

1. A permit for the development of land expires if–
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development requires the certification of a plan of subdivision or consolidation under the **Subdivision Act 1988** and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or
 - the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation, within five years of the certification of the plan of subdivision or consolidation under the **Subdivision Act 1988**.
2. A permit for the use of land expires if–
 - the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or
 - the use is discontinued for a period of two years.
3. A permit for the development and use of land expires if–
 - the development or any stage of it does not start within the time specified in the permit; or
 - the development or any stage of it is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or
 - the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or
 - the use is discontinued for a period of two years.
4. If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the **Planning and Environment Act 1987**, or to any combination of use, development or any of those circumstances requires the certification of a plan under the **Subdivision Act 1988**, unless the permit contains a different provision–
 - the use or development of any stage is to be taken to have started when the plan is certified; and
 - the permit expires if the plan is not certified within two years of the issue of the permit.
5. The expiry of a permit does not affect the validity of anything done under that permit before the expiry.

WHAT ABOUT REVIEWS?

- In accordance with section 96M of the **Planning and Environment Act 1987**, the applicant may not apply to the Victorian Administrative Tribunal for a review of any condition in this permit.

<p>Date issued: XX Month XXXX</p> <p>Date permit comes into operation: XX Month XXXX (or if no date is specified, the permit comes into operation on the same day as the amendment to which the permit applies comes into operation)</p>	<p>Signature for the responsible authority:</p> <p style="text-align: center;"><i>Cardinia Shire Council</i></p>
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7.2 General Reports

7.2.1 RESPONSE TO NOTICE OF MOTION 1109 – GENDER EQUALITY ACTION PLAN

Responsible GM:	Wayne Mack
Author:	Fiona Sewell
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<p>1.1 We empower our communities to be healthy, connected and resilient</p> <p>1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.</p> <p>1.1.3 Lead by example in creating an inclusive and welcoming community for all by facilitating community education, capacity building, connection and celebration of our diversity.</p> <p>2.1 We support the creation of liveable spaces and places</p> <p>2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need.</p> <p>2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.</p> <p>5.1 We practise responsible leadership</p> <p>5.1.1 Build trust through meaningful community engagement and transparent decision-making.</p> <p>5.1.5 Champion the collective values of the community through the Councillors' governance of the shire.</p>

Recommendation

That Council confirms its support for Gender Impact Assessment reporting improvements as outlined in this report.

Executive Summary

The purpose of this report is to respond to Notice of Motion 1109 resolved at the Council meeting 17 March 2025 as follows:

That Council Officers report to a future Council meeting on the implementation of the Gender Equality Action Plan with respect to Gender Impact Assessments.

It is recommended that Council support the way forward outlined in this report as a way of improving Council's governance of Gender Impact Assessment considerations, when considering matters that impact policies, program and services.

Background

As a defined entity under the *Gender Equality Act* (the Act), Council must submit progress reports to the Commission for Gender Equality in the Public Sector (the Commission) every two years.

Under section 19(3)(a), progress reports must, in relation to any GIAs undertaken in the relevant period:

- identify the policy, program or service that was the subject of the assessment; and
- report on the actions taken in response to the requirements in section 9(2)(b).

Council submitted its report to the Commission in February 2024 as required. In October 2024 Council was deemed compliant for its workplace gender audit. For the progress report, Council was compliant for three out of four key measures. The single non-compliance item related to GIA actions not being clearly evidenced. This feedback was to support Council in meeting future obligations and was not a formal compliance notice under the Act.

Discussion

Council has made significant progress on the implementation of its Gender Equality Action Plan (GEAP).

An internal audit on the GEAP was conducted in May 2024, which reviewed policies and procedures, GIAs and employee training and awareness. A Governance Framework has been developed in response to guide the organisations implementation of the GEAP.

Since the last progress report to the Commission, Council officers have also made improvements and progress in the completion of GIAs.

To support recommendations and requirements around the GIAs, Executive Leadership Team (ELT) report templates were updated in 2024 to include a mandatory response on the requirement of the submitting Council Officer to declare if a GIA is required for the work contained within the report.

This enhancement has introduced a further oversight by ELT and enabled internal reporting and audits to verify that any GIAs are completed as required.

As the organisation has been improving its capability in undertaking GIAs, it is appropriate for information on the requirement for a GIA, and the outcomes of a GIA being undertaken, to now be included in reports to Council moving forward. This will strengthen Council's governance and reporting and provide further confidence to the community that these matters have been considered in services, policies and programs. This will take effect from the July 2025 Ordinary Council meeting.

Policy Implications

The recommendation within this report supports the implementation of the Gender Equality Action Plan, as required by the Act.

Financial and Resource Implications

There are no financial implications associated with the recommendation.

Climate Emergency Consideration

There are no implications to Council's Climate Change Emergency Declaration.

Consultation/Communication

Council Officers will receive the necessary information, resources and training to ensure awareness of the change to the report template for all new reports created from July 2025.

Conclusion

Significant progress has been achieved on Council's GEAP, including the required completion of GIAs. Ongoing enhancements to internal processes will ensure effective governance and continued progress in promoting gender equality and inclusivity in Cardinia Shire.

Attachments

Nil

7.2.2 INSTRUMENT OF APPOINTMENT AND AUTHORISATION - PLANNING AND ENVIRONMENT ACT 1987

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

Recommendation

That Council in the exercise of the powers conferred by s 147(4) of the *Planning and Environment Act 1987*, resolves that:

1. The member of Council staff referred to in the attached Instrument be appointed and authorised as set out in the instrument:
 - a. Catriona Little
2. That the instrument comes into force immediately it is signed by Council's Chief Executive Officer and remains in force until Council determines to vary or revoke it.

Executive Summary

Council under Section 147(4) of the *Planning and Environment Act 1987* appoints authorised officers to act on behalf of Council. It is recommended that Council appoint Catriona Little as an Authorised Officer.

Background

Council and the CEO under delegated powers, often appoint officers to be authorised officers under the relevant legislation to allow them to perform the duties of their role.

Section 147 (4) of the *Planning and Environment Act 1997* allows Council to appoint officers to be an authorised officer for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act;

Authorised officers exercise these powers in accordance with the Planning Scheme.

Discussion

The named officers are required to be authorised officers in the performance of their duties.

Authorised Officers under the *Planning and Environment Act 1987* can only be appointed by resolution of Council.

Policy Implications

Cardinia Planning Scheme

Financial and Resource Implications

Nil

Climate Emergency Consideration

Nil

Consultation/Communication

Nil

Conclusion

It is recommended that Council appoint the named officer to be an Authorised Officer.

Attachments

1. Attachment 1 - Planning and Environment Appointment - Catriona Little June 2025
[7.2.2.1 - 2 pages]

*S11A Instrument of Appointment and Authorisation (Planning and
Environment Act 1987)*

Cardinia Shire Council

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

**Instrument of Appointment and Authorisation
(*Planning and Environment Act 1987*)**

In this instrument "**officer**" means -

- Catriona LITTLE

By this instrument of appointment and authorisation Cardinia Shire Council -

under s 147(4) of the *Planning and Environment Act 1987* - appoints the officers to be **an** authorised officers for the purposes of the *Planning and Environment Act 1987* and the regulations made under that Act;

It is declared that this instrument -

comes into force immediately upon its execution;

remains in force until varied or revoked.

This instrument is authorised by a resolution of the Cardinia Shire Council on 16 June 2025.

Peter Benazic
Chief Executive Officer

Date: 16 June 2025

7.2.3 ARTS AND CULTURE REFERENCE GROUP APPOINTMENTS

Responsible GM:	Debbie Tyson
Author:	Dana Harding
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	1.1 We empower our communities to be healthy, connected and resilient 1.1.1 Plan for, and support the delivery of, accessible health and social services that address critical gaps in provision.

Recommendation

That Council:

1. Appoints the following six persons to the Cardinia Arts and Culture Reference Group:
 - a. Jillian Ronald
 - b. Kaiser Tsango
 - c. Patricia Buoncristiani
 - d. Phil Byers
 - e. Peter Biran
 - f. Andrew Russell

2. Thanks community members for submitting applications.

Executive Summary

This report seeks endorsement of the Cardinia Arts and Culture Reference Group.

Background

Historically, Cardinia Shire had an Arts Advisory Group; however, the group had not convened for several years following the COVID-19 pandemic. During this period, a decision was made to discontinue the group, it was not recognised at the time the group's formal status as a Council-endorsed advisory body.

In light of this, the current approach seeks to reevaluate and reestablish the Arts Advisory Group, ensuring its role is clearly defined and elevated as a key strategic advisor to Council. A renewed focus will be placed on aligning the group's work with the broader strategic direction for arts and culture in Cardinia Shire, supported by a structured agenda and clear terms of reference.

Discussion

The EOI process was designed to reflect the best practice principles, particularly the need for broad and inclusive outreach. Key steps included promotion in various Council electronic direct newsletters, social media, and media releases, direct outreach to known arts organisations and via a public notice.

An assessment panel comprising the nominated Councillor representatives and the Manager Arts and Creative Industries reviewed all applications against the selection criteria, which required nominees to either be a resident of the Shire or have a strong connection to Cardinia, demonstrated understanding of local arts and culture and have the ability to represent community interests and report back to the broader community.

Due to current limitations in membership, the appointment process outlined in the ToR could not be fully upheld. At present, the Arts and Culture Reference Group (ACRG) includes only two

appointed Councillors and the Arts and Creative Industries Manager. As such, these three individuals formed the assessment panel for the current round of appointments.

The panel conducted individual assessments of all applications, scoring each against the following selection criteria:

- Experience: Relevance of demonstrated experience and expertise in the arts and creative industries.
- Local Understanding: Depth of knowledge and insight into local issues relating to arts and culture in Cardinia Shire.
- Connection to Community: Capacity to act as a liaison between the ACRG and the broader creative community.

In addition to scoring against these criteria, the panel considered broader representational factors to ensure a balanced and inclusive group. These included:

- Representation across a range of cultural disciplines, including but not limited to performing, visual, and literary arts.
- Inclusion of members with varying levels of involvement, from recreational to professional practice.
- Demographic and geographic diversity to ensure fair representation across Cardinia Shire.

All future appointments and terms will be managed in accordance with the established Terms of Reference.

Assessment Outcome

Following the assessment process, the Panel recommends the appointment of six community members to the Arts and Culture Reference Group. These individuals represent a diverse range of artistic disciplines, geographic areas, and levels of engagement across Cardinia Shire:

Growth Corridor

- Jillian Ronald – Community Arts
- Kaiser Tsango – Film

Hills Region

- Patricia Buoncristiani – Literary Arts
- Phil Byers – Tourism and Digital Arts
- Peter Biran – Arts Education

Rail Towns

- Andrew Russell – Theatre

The reestablished ACRG will play a key role in shaping the future of arts and culture in Cardinia Shire. Its strategic agenda is designed to align with Council's broader objectives while responding to the needs of the local creative community. The following focus areas will guide the group's work:

Policy and Strategy Development:

- Contribute to the review and development of Council's arts and culture-related strategies and policies, such as the upcoming Public Art Policy
- Identify emerging needs and opportunities for new policy initiatives.
- Ensure alignment with broader Council priorities, including community wellbeing and placemaking.

Community Engagement and Representation:

- Act as a conduit between Council and the creative community.
- Facilitate inclusive consultation processes to capture diverse perspectives.
- Promote equitable representation across demographics and geographic areas.

Support for Creative Practice:

- Advise on funding priorities and support mechanisms for artists and organisations.
- Encourage professional development, collaboration, and sector growth.
- Support initiatives that build capacity and resilience within the creative sector.

Public Art and Placemaking:

- Provide input into public art planning and cultural infrastructure projects.
- Support arts-led placemaking initiatives that activate public spaces and foster community identity.
- Promote integration of arts into urban design and development.

Cultural Tourism and Economic Development:

- Explore opportunities to position arts and culture as a driver of local tourism.
- Support initiatives that celebrate Cardinia's cultural identity and heritage.
- Encourage growth of the creative industries as part of the local economy.

Monitoring and Evaluation:

- Establish key performance indicators (KPIs) to measure the impact of arts initiatives.
- Review and report on the effectiveness of the ACRG's contributions annually.
- Recommend adjustments to strategy based on community feedback and sector trends.

Once the new members are appointed, the Arts and Culture Reference Group will collaboratively develop and agree upon a detailed strategic agenda for its first year of operation. This agenda will guide the group's priorities and activities, ensuring alignment with Council's broader objectives. Progress against the agenda will be reported back to Council on a quarterly basis, supporting transparency, accountability, and continuous improvement.

Policy Implications

While the reestablishment of the Arts and Culture Reference Group does not directly amend existing Council policies, it plays a critical role in supporting the ongoing development, review, and implementation of arts and culture-related strategies and frameworks within Cardinia Shire. The group will serve as a key advisory body, providing informed community and sector-based input into future policy directions.

Its work will align with and inform strategic documents such as the Arts and Creative Industries Strategy, Creative Industries Development Plans, Public Art Policy, Arts and Culture Policy, and broader Community Wellbeing and Placemaking initiatives. Through its diverse representation and strategic agenda, the group will help ensure that arts and cultural policy development remains responsive, inclusive, and reflective of the Shire's evolving needs.

Financial and Resource Implications

There are no financial and resource implications as part of this report.

Climate Emergency Consideration

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

Consultation/Communication

The development and recruitment process for the Arts and Culture Reference Group was informed by a comprehensive consultation and communication process.

As part of the initial phase, benchmarking was undertaken to review the structure and function of arts advisory groups in comparable municipalities.

Consultation was conducted with the two appointed Councillors on the Arts and Culture Reference Group to review and refine the ToR, ensuring alignment with Council's strategic objectives and community expectations.

To promote the opportunity and encourage diverse community participation, a multi-channel communication campaign was implemented. This included:

- A media release and public notice issued through Council's official channels
- Promotion via Council e-newsletters (EDMs) and social media platforms
- Listing on the Cardinia Cultural Centre (CCC) website and promoted through their respective promotional channels
- Distribution through ArtsHub and local cultural networks

This approach ensured broad visibility across the creative community and the wider public, supporting an inclusive and transparent recruitment process.

Conclusion

A thorough process has been undertaken to select new members to the Cardinia Arts and Culture Reference Group, it is respectfully requested that Councillors endorse these appointments.

Confidential Attachments

The Confidential Attachment 1 - Self Nomination Forms is designated confidential information pursuant to the Act, s.3(1) (f) Personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs.

Attachments

1. Confidential Attachment 1 - Self Nomination Forms [7.2.3.1 - 38 pages]

7.4 Financial Reports

7.4.1 REVENUE AND RATING PLAN 2025-2029

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

Recommendation

That Council adopts the Revenue and Rating Plan 2025-2029 which is attached to this report.

Executive Summary

This report recommends Council adopt the Revenue and Rating Plan (Plan), which is required to be adopted by 30 June to comply with the *Local Government Act 2020*.

This Plan determines the most appropriate and affordable revenue and rating approach for Cardinia Shire Council, and sets guidelines for use in developing Councils Budget, Financial Plan and other strategic planning documents.

A period of public exhibition of the draft Revenue and Rating Plan 2025-2029 has been undertaken and no community submissions were received. It is recommended Council adopts the Plan as exhibited.

It is highlighted that in adopting the draft Plan, Council resolved to undertake a further review of the differential rating structure to inform the development of the 2026-27 annual budget. This review is scheduled to commence in the second half of 2025.

Background

In accordance with Section 93 of the *Local Government Act 2020*, Council must prepare and adopt a Revenue and Rating Plan by the 30 June following a general election. This Plan must be for a period of at least the next four financial years.

The Revenue and Rating Plan determines the most appropriate and affordable revenue and rating approach for Cardinia Shire Council, and sets guidelines for use in developing Councils Budget, Financial Plan and other strategic planning documents.

The Revenue and Rating Plan contains detail on how Council will raise the revenue needed to fund its activities. This includes advocating for funding from other levels of government, engaging in available investment opportunities and ensuring the fair and equitable distribution of the remaining burden between ratepayers and other users of Council facilities and services.

Discussion

Over 50% of Council Revenue is currently funded by rates. Council continues to actively seek alternative revenue sources to help reduce the reliance on rate revenue to fund essential services and infrastructure for the community. The Revenue and Rating Plan has been updated to provide additional scope for seeking out revenue streams independent of rate

revenue and further enhance the importance of alternate revenues as the cost-of-service delivery continues to rise at a higher rate than annual rate increases.

Councils differential rating structure sets out how the rate burden is distributed across the different property types in the community. Changing economic conditions, property valuations and other factors outside of Councils control may impact the equitable distribution of rates.

The differentials contained in the exhibited Revenue and Rating Plan are as follows:

Differential Property Class	Number of properties per class	Current Differential Rate	Proposed Differential Rate
Base Rate	17,522	100%	100%
Farm Rate	1,162	75%	75%
Urban Farm Rate	41	85%	85%
Urban Vacant Land	2,021	229%	200%
Urban Commercial & Industrial	1,178	145%	145%
Urban Residential Rate	30,955	107%	107%
Cultural and Recreational Land	5	75%	75%

During the preparation of the Plan and review of differential rates, it was identified that the current differential property class definitions need further analysis and consideration, noting any substantial changes would require extensive community engagement. Council resolved to commence a further review of the differential rating structure at its April 2025 Council meeting.

The review process will commence during the second half of 2025, and will further consider factors including financial pressures, taxation benefits, financial investment impacts and other property-specific benefits derived from Council services. Any changes as part of this review will be presented to Council for adoption as part of an updated Revenue and Rating Plan and subsequently included in the 2026-27 Budget development process.

Policy Implications

Nil

Financial and Resource Implications

This Plan provides strategic direction for Council's revenue.

Climate Emergency Consideration

Nil

Consultation/Communication

This Plan has been developed by Council officers in consultation with Councillors. Council sought community feedback on the Draft Revenue and Rating Plan through community consultation between 15 April 2025 and 9 May 2025. No community submissions were received.

Conclusion

Officers are recommending Council's adopt the Revenue and Rating Plan.

Further consideration of differential rate property classes will be considered by Council later in 2025. Any further proposed changes would include extensive community consultation. Any updates will be included in the 2026-27 Budget development process.

Attachments

1. Attachment 1 - Revenue and Rating Plan 2025-29 [7.4.1.1 - 17 pages]

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Cardinia Shire Council



Revenue and Rating Plan 2025 - 2029

June 2025

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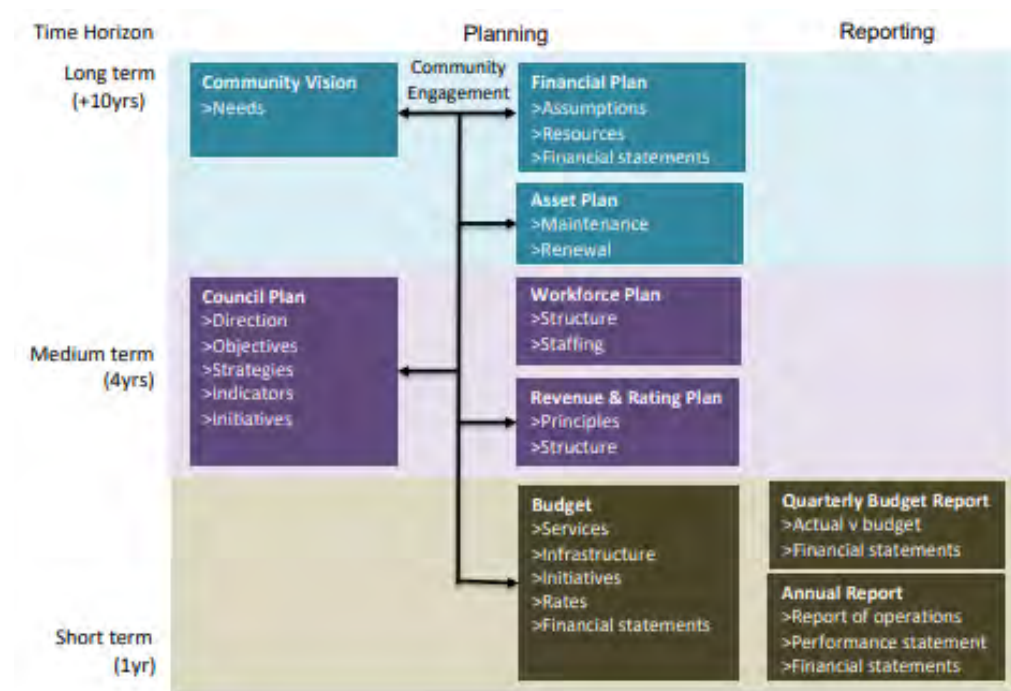
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1.1 PURPOSE

The Revenue and Rating Plan establishes a revenue raising framework within which Council proposes to work. This plan determines the most appropriate and affordable revenue and rating approach for Cardinia Shire Council, which will adequately finance the vision and objectives outlined in the Council Plan.

The *Local Government Act 2020* requires Council to prepare a Revenue and Rating Plan to cover a minimum period of four years following each Council election.

The Revenue and Rating Plan is part of the Council’s Integrated Strategic Planning Framework as set out in the following diagram.



Strategies outlined in this plan align with the objectives contained in the Council Plan and feed into Council’s Budget and Financial Plan, as well as other strategic planning documents.

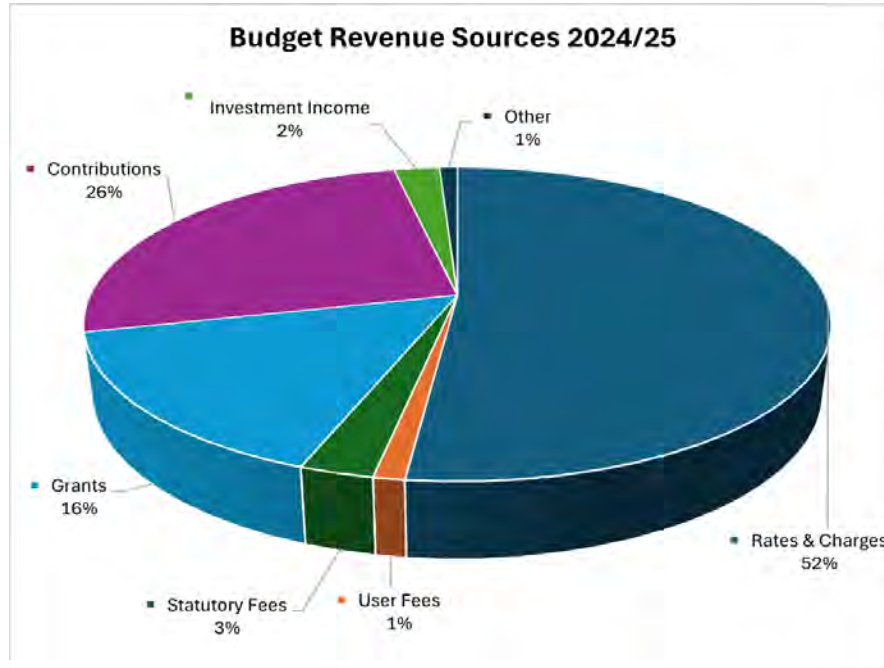
This plan explains how Council calculates the revenue needed to fund its activities, and how the funding burden will be apportioned between ratepayers and other users of Council facilities and services. This plan sets out decisions of Council in relation to rating options available to it under the *Local Government Act 2020* to ensure the fair and equitable distribution of rates across property owners. It also sets out principles used in decision making for other revenue sources such as fees and charges. The plan does not set revenue targets.

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1.2 INTRODUCTION

In line with the Council Plan and Community Vision, Council provides a wide variety of services and facilities to our local community. In doing this, Council must collect revenue to cover the cost of providing these services and facilities.

The below graph presents the various revenue sources that are budgeted for Cardinia Council in 2024/25.



Council’s major revenue source is Rates and Charges (\$126million), followed by Developer Contributions (\$62million), and Government Grants (\$38million). This plan seeks to address Council’s reliance on rate income and provide alternate revenue options to actively reduce that reliance.

In determining its revenue requirements, Council identifies what each source of revenue is, how much will be raised in each class, and the policy rationale/assumptions for each. Council considers:

- How revenue will be generated through rates on properties
- Fixed service charges that might be applied on services such as waste or recycling
- Fees and charges for services and programs including cost recovery policies and user charges
- Recurrent and non-recurrent operational and capital grants from other levels of Government
- Developer contributions and other revenue
- Revenue generated from the use or allocation of Council assets (including the application of discounts and waivers)
- Entrepreneurial, business, or collaborative activities established to deliver programs or services and generate income or reduce costs.

The Council provides public goods and services, private goods and services and a mix of both to the community. In determining if services should be funded through rates and charges or other revenue sources such as user charges, the Council considers whether services are either entirely or partially public goods. That is, where a service provides a broad benefit to the whole community then it will be funded from rates. Where individual or groups of ratepayers receive a particular benefit, the service will be funded from user charges.

Each revenue source is discussed in more detail within the relevant section of this plan.

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1.3 COMMUNITY ENGAGEMENT

The Revenue and Rating Plan outlines Council's decision-making process on how revenues are calculated and collected. The following public consultation process was followed to ensure due consideration and feedback is received from relevant stakeholders.

Revenue and Rating Plan community engagement process:

- Proposed Revenue and Rating Plan prepared.
- Proposed Revenue and Rating Plan placed on public exhibition via Creating Cardinia, our online Community Engagement Platform for a period of 28 days seeking public feedback.
- Consider public feedback and perform revisions as required; and
- Revenue and Rating Plan presented to the June Council meeting for adoption.

1.4 RATES AND CHARGES

Rates are property taxes that allow Council to raise revenue to fund essential public services within their municipal population. This taxation system provides Council with flexibility in its rating structure to accommodate issues of equity and to ensure fairness in rating for all ratepayers.

Rates and charges are an important source of revenue, accounting for over 50% of revenue received by Council. Council is conscious of achieving a sustainable balance between collecting rate revenue to fund the delivery of essential community services and infrastructure, and the community's ability to manage the financial burden of paying annual rates.

Planning for future rate increases is an essential component of Council's long-term financial sustainability. These increases are considered during the long-term financial planning process and are used to fund both additional service delivery and the increasing costs related to providing Council services.

1.4.1 RATING FRAMEWORK

This plan outlines the principles and strategic framework that Council will utilise in calculating and distributing the rating burden to property owners. The legislative framework determines Council's ability to develop a rating system, the adoption requirements, and how the information is to be presented to the community. Legislation provides significant flexibility for Council to tailor a system that suits the needs of both Council and Community.

Local Government Act 2020

Section 94 states that Council must adopt a budget by 30 June each year (or at another time fixed by the Minister) to include:

- a) the total amount that the Council intends to raise by rates and charges
- b) a statement as to whether the rates will be raised by the application of a uniform rate or a differential rate
- c) a description of any fixed component of the rates, if applicable
- d) if the Council proposes to declare a uniform rate, the matters specified in section 160 of the *Local Government Act 1989*
- e) if the Council proposes to declare a differential rate for any land, the matters specified in section 161(2) of the *Local Government Act 1989*

If applicable, the budget must also contain a statement –

- a) that the Council intends to apply for a special order to increase the Council's average rate cap for the financial year or any other financial year; or
- b) that the Council has made an application to the ESC for a special order and is waiting for the outcome of the application; or
- c) that a special Order has been made in respect of the Council and specifying the average rate cap that applies for the financial year or any other financial year.

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Local Government Act 1989

Section 155 Charges that may be Declared: A Council may declare the following rates and charges on rateable land:

- General rates under Section 158
- Municipal charges under Section 159
- Service rates and charges under Section 162
- Special rates and charges under Section 163.

The recommended strategy in relation to these rates are discussed in the relevant sections within this document.

Fair Go Rates System

The Victorian Government established the Fair Go Rates system (FGRS) in 2015 to govern the amount Victorian Councils can increase rates in a year without seeking additional approval. Each year the Minister for Local Government sets the average rate cap for the following rating year based on the forecast change in the consumer price index (CPI). The annual cap, which applies to Council's average rate and charge, cannot be increased without the permission of the Essential Services Commission.

The FGRS has challenged long-term financial sustainability across local government, and it continues to restrict Council's ability to raise revenue to maintain service delivery levels and invest in community assets. The CPI does not accurately reflect increases in costs faced by Councils because they have a significantly different composition of expenditure compared to households. Key Council expenditures (wages, construction, utilities, etc.) required to provide Council services and deliver infrastructure projects have been increasing faster than the CPI. This Plan seeks to address Council's reliance on rate income and provide options to actively reduce that reliance.

Any applications to the Essential Services Commission to apply for a rate cap variation will be considered by Council during the planning and adoption processes of Council's Annual Budget and Long-Term Financial Plan.

Rating Principles

When developing a Rating Plan, Council considers the following good practice taxation principles:

Wealth Tax: The "wealth tax" principle implies that the rates paid are dependent upon the value of a ratepayer's real property and have no correlation to the individual ratepayer's consumption of services or the perceived benefits derived by individual ratepayers from the expenditures funded from rates.

Equity: *Horizontal equity* – ratepayers in similar situations should pay similar amounts of rates (ensured mainly by accurate property valuations, undertaken in a consistent manner, their classification into homogenous property classes and the right of appeal against valuation). *Vertical equity* – those who are better off should pay more rates than those worse off (the rationale applies for the use of progressive and proportional income taxation. It implies a "relativity" dimension to the fairness of the tax burden).

Efficiency: Economic efficiency is measured by the extent to which production and consumption decisions by people are affected by rates.

Simplicity: How easily a rates system can be understood by ratepayers and the practicality and ease of administration.

Benefit: The extent to which there is a nexus between consumption/benefit and the rate burden.

Capacity to Pay: The capacity of ratepayers or groups of ratepayers to pay rates.

Diversity: The capacity of ratepayers within a group to pay rates.

The rating challenge for Council therefore is to determine the appropriate balancing of competing considerations.

When developing rates and charges revenue, the following good practice principles will apply:

- to be reviewed annually.
- not change dramatically from one year to next; and
- be sufficient to fund current expenditure commitments and deliverables outlined in the Council Plan, Financial Plan and Asset Plan.

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Exemptions

Section 154 of the *Local Government Act 1989* declares that all land is rateable with several exceptions. This includes land held or used for public or municipal purposes, land used exclusively for charitable, education or religious purposes, and certain clubs or memorials under the *Veterans Act 2005*, Returned Services League and related associations as defined.

The *Cultural and Recreational Land Act 1963* (CRLA) requires Council to set an applicable Charge 'in lieu of Rates' for 'recreational lands'. Benefits of cultural and recreational land include social interaction, sporting programs, cultural promotion, provision of premises, employment opportunities and community development/meeting places. Council considers the services utilised by each property occupier and the benefit their land provides to the community and may levy a 'charge in lieu of rates' that provides a 25% discount to the equivalent municipal rates they would otherwise pay.

1.4.2 GENERAL RATES

In line with section 158 of the *Local Government Act 1989*, by 30 June Council must declare; the amount which the Council intends to raise by general rates for the coming year and whether the general rates will be raised by application of a uniform rate, or differential rate.

General Rates are calculated as: **Property Valuation x Rate in the Dollar (Differential or Uniform Rate)**.

These two components of the general rate charge are discussed in the following sections.

Property Valuation

Legislation

Under Section 157 the *Local Government Act 1989*, Council has three options as to the valuation base it elects to use. They are:

- **Capital Improved Value (CIV)** – Value of land and improvements upon the land.
- **Site Value (SV)** – Value of land only.
- **Net Annual Value (NAV)** – Rental valuation based on CIV.

The *Valuation of Land Act 1960* is the principal legislation in determining property valuations and states the Victorian Valuer-General must conduct property valuations on an annual basis. The value of land is always derived by the principal of valuing land for its highest and best use at the relevant time of valuation.

Regular reviews of property values are conducted by the Victorian Valuer-General during the year to ensure consistency and equity for rating purposes. These supplementary valuations are carried out for a variety of reasons including rezoning, subdivisions, amalgamations, renovations, new constructions, extensions, occupancy changes and corrections. Council is advised on a regular basis of valuation and Australian Valuation Property Classification Code (AVPCC) changes and rate adjustments are processed accordingly.

Part 3 of the *Valuation of Land Act 1960* provides that a property owner may lodge an objection against the valuation of a property or the Australian Valuation Property Classification Code (AVPCC) within two months of the issue of the original or amended (supplementary) Rates and Valuation Charges Notice (Rates Notice), or within four months if the notice was not originally issued to the occupier of the land.

Policy

Cardinia Shire Council applies Capital Improved Value (CIV) to all properties within the municipality. This basis of valuation considers the total market value of land plus buildings and other improvements. It also allows for differential rating to be applied where it is believed to improve the equitable distribution of rates.

Capital Improved Value is the most used valuation base by local government with over 90% of Victorian Councils applying this methodology. Based on the value of both land and all improvements on the land, it is generally easily understood by ratepayers as it equates to the market value of the property.

Rate in the Dollar

Application of a rate against property valuations gives Council the opportunity to shift part of the rate burden from some groups of ratepayers to others through different "rates in the dollar" for each class of property. Councils may consider applying this when doing so will contribute to the equitable and efficient distribution of the cost of carrying out of its functions across the municipality.

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Legislation

Section 158 of the *Local Government Act 1989* requires Council to declare whether they intend to apply a differential or uniform rate in their general rate calculation.

Section 160 of the *Local Government Act 1989* requires Councils that elect to apply a Uniform Rate to specify the uniform rate percentage and calculate the rates charge by multiplying the value of the land by that percentage. Uniform rate allows differential rates in relation to farmland, urban farmland or residential use land.

Section 161 of the *Local Government Act 1989* allows Council to raise any general rates by the application of a differential rate if it uses the Capital Improved Value (CIV) system of valuing land. If the differential rate method is elected, Section 161 requires Council to specify the objectives of the differential rates and the characteristics of the land which the differential criteria apply. The highest differential rate in a municipal district must be no more than four times the lowest differential rate.

The *Ministerial Guidelines for Differential Rating 2013* provide guidelines which describe what types and classes of land may be considered for differentials and those that may not be appropriate for differential categories. Differential rating should be applied as equitably as is practical.

Policy

Council considers that the application of a differential rate will contribute to the equitable and efficient distribution of the costs associated with carrying out its functions.

The Cardinia Shire Council rating structure comprises 6 differential rates. This includes:

- Base Rate
- Farm Rate
- Urban Farm Rate
- Urban Vacant Land Rate
- Urban Commercial and Industrial Rate
- Urban Residential Rate

Further detail on each of these differential rates can be found in the Appendix section of this document.

The general objectives of each of the differential rates are to ensure that all rateable land makes an equitable financial contribution to the cost of carrying out the functions of Council. These rating differentials are based on the location and purpose for which a property is used. That is, whether the property is vacant land, or is used for residential, commercial/industrial, or farming purposes, with higher rates in the urban growth corridor. Further consideration is given for properties with current or future opportunity for development. This distinction is based on the concept that different property categories should pay a fair and equitable contribution, accounting for the benefits those properties derive from the local community.

Most Victorian Local Government bodies apply a differential rate. A differential rate allows for a more equitable distribution of the rate burden between all classes of property. They allow consideration for ratepayer's ability to pay, the unique circumstances of some property types, the provision of specific property related services, development activity within the municipality, and any associated income tax benefits. Differential rates can be more complicated to understand and administer compared to applying a uniform rate to all property types.

Changing economic conditions, property valuations and other factors outside of Councils control may impact the equitable distribution of rates. To ensure the desired objectives of a differential rate continue to be achieved, Council review the differential rating definitions during the adoption of the Rating and Revenue Plan every four years, or periodically as required.

1.4.3 MUNICIPAL CHARGE

Legislation

Section 159 of the *Local Government Act 1989* permits Council to declare a municipal charge to cover some of the administrative costs of the Council. The total revenue from a municipal charge in a financial year must not exceed 20 per cent of the combined total of the Council's total rate revenue.

The legislation is not definitive on what comprises administrative costs and does not require Council to specify what is covered by the charge. The application of a municipal charge represents a choice to raise a portion of the rates by a flat fee for all properties.

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Policy

Cardinia Shire Council has not applied a Municipal Charge due to its regressive nature, as it would result in lower valued properties paying comparatively higher rates and charges.

1.4.4 SPECIAL CHARGE SCHEMES

Legislation

Section 163 of the *Local Government Act 1989* permits Council to declare a special rate or charge to recover the cost of works from property owners who will gain special benefit from that work.

The special rates and charges provisions are flexible and can be used to achieve a wide range of community objectives. The fundamental principle of a special rate or charge is proof "special benefit" applies to those being levied.

Policy

The application of special charge schemes will be considered as required by Council, during the medium and long-term financial planning processes.

1.4.5 SERVICE RATES AND CHARGES

Legislation

Section 162 of the *Local Government Act 1989* provides Council with the opportunity to raise service rates and charges for the collection and disposal of refuse or any other prescribed service.

The *Minister's Good Practice Guidelines for Service Rates and Charges* stipulate that service charges for disposal of refuse must only fund services that provide a specific and tangible benefit to the occupancy subject to that charge. This includes the cost of kerbside collection of waste and/or recycling bins that are provided for the exclusive use of the occupancy. It can also reflect the costs of the subsequent management of this waste, including transport, storage, processing and disposal and associated infrastructure.

The *Local Government (Planning and Reporting) Regulations 2020* state that any declared Service Rates or Charges are described in the Council's Annual Budget and The *Local Government (General) Regulations 2015* requires details of declared Service Rate or Charge to be described on the rate notice.

Policy

Council applies a service charge for the collection and disposal of refuse on residential properties (compulsory), rural properties (compulsory), and commercial/industrial (optional). These properties have the option to acquire an additional bin or upgrade to a larger bin where available for an extra charge. Council retains the objective of setting the service charge for waste at a sustainable level that recovers the cost of waste services.

Applying a waste service charge is a simple and efficient charge which ensures equity in that those who receive the benefits of kerbside collection cover the costs of that service. If this charge was not applied, the costs would be required to be raised by way of an increased general rate - meaning that residents in higher valued properties would substantially pay for the waste service of lower valued properties.

1.4.6 EMERGENCY SERVICES AND VOLUNTEERS FUND

Legislation

The Victorian State Government legislates the collection of an annual charge for property owners to contribute towards the cost of the Victorian State Emergency Services, through the Emergency Services and Volunteers Fund (ESVF). The ESVF will include two components, a fixed charge, and a variable charge which is linked to the Capital Improved Value of the property. From 1 July 2026, a non-residential fixed charge will apply to all non-principal places of residence.

This charge was originally called the Fire Services Property Levy and was legislated by the *Fire Services Property Levy Act 2012*. On 1 July 2025 this levy is due to be replaced by the ESVF. This fund will help support a wider range of emergency services including but not limited to VICSES, Triple Zero Victoria, Emergency Management Victoria, as well as the Country Fire Authority (CFA) and Fire Rescue Victoria.

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Active volunteers with VICSES and CFA may receive an exemption from the ESVF for their primary place of residence. Pensioner Concession Card and Department of Veterans' Affairs Gold Card holders are entitled to a \$50 concession on their ESVF liability for their principal place of residence. Farmers with multiple properties that operate as a single enterprise may be eligible to pay a single fixed charge under the single farming enterprise exemption.

Policy

The ESVF charge will be collected by Council and passed through to the State Government as legislated. This charge is not included in the rate cap and increases in the charge are at the discretion of the State Government.

Council will continue to abide by the legislation set by the Victorian State Government and any updates to the calculation or application of this charge will be applied as required.

1.4.7 ADMINISTRATION OF RATES AND CHARGES

Collection Policy

Legislation

Section 167 of the *Local Government Act 1989* allows ratepayers to pay a rate or charge in four instalments. Councils also have the option to allow a lump sum instalment. Instalment dates are set by the Minister by notice published in the Government Gazette.

Section 172 of the *Local Government Act 1989* allows Council to charge interest on all overdue rates. The interest rate applied is fixed under Section 2 of the *Penalty Interest Rates Act 1983*, which is determined by the Minister and published by notice in the Government Gazette.

Policy

Council's Rates and Charges Recovery and Financial Hardship Policy details all rate and charge instalment dates and debt recovery practices. This policy provides the various payment plan options that are available to ratepayers and outlines the collection process and application of interest charges if rates payments become overdue.

Council offers a range of payment options including:

- in person at Council offices (EFTPOS, credit/debit cards and cash),
- online via Council's eNotices portal,
- direct debit via Council's FlexiPay service (weekly, fortnightly, monthly or quarterly),
- BPAY,
- Australia Post (over the counter, over the phone via credit card and on the internet),

Rebates and Concessions

Legislation

Section 169 of the *Local Government Act 1989* provides that a Council may grant a rebate or concession in relation to any rate or charge to:

- Assist the proper development of the municipal district; or
- Preserve buildings or places in the municipal district which are of historical or environmental interest; or
- Restore or maintain buildings or places of historical, environmental, architectural or scientific importance in the municipal district; or
- Assist the proper development of part of the municipal district.

A Council resolution granting a rebate or concession must specify the benefit to the community resulting from the rebate or concession.

Policy

Council do not currently provide rebates in relation to Section 169 of the Local Government Act 1989. See the section on Financial Hardship, Rate Deferrals and Waivers for alternate concessions.

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Financial Hardship, Rate Deferrals and Waivers

Legislation

Section 170 of the *Local Government Act 1989*, states Council may defer the payment of any rate or charge payable if it considers the payment of the rate or charge would cause financial hardship to that person.

Section 171 of the *Local Government Act 1989* states a Council may waive whole or part of any rate or charge or interest for an eligible recipient or any other class of persons determined by the Council for the purpose of waiving rates or charges on the grounds of financial hardship.

The *State Concessions Act 2004* provides a waiver of whole or part of any rates, charges or interest obligation for eligible recipients. This process is initiated by the Victorian Government and offers a concession on municipal rates to assist eligible ratepayers in affording rates on their principal place of residence.

To be eligible for the concession, the ratepayer must be the holder of a:

- Pensioner Concession Card issued by Centrelink or Department of Veterans Affairs DVA)
- DVA Gold Card - Totally and Permanently Incapacitated
- DVA Gold Card - War Widow.

Policy

Council acknowledges that various ratepayers may experience financial hardship for a range of reasons and that meeting rate obligations constitutes just one element of many difficulties that may be faced.

Councils Rates and Charges Recovery and Financial Hardship Policy outlines the options available to those ratepayers who are suffering, or who would suffer financial hardship, if they paid the rates and charges for which they are liable. This policy aims to provide viable options for ratepayers facing such circumstances to deal with the situation positively and reduce the strain imposed by financial hardship. Where Council approves an application for the deferral of rates or charges, interest will not be levied on the outstanding balance of rates and charges during the deferral period.

To efficiently recognise financial hardship for ratepayers who have been unemployed over a period, Council offers a \$50 waiver on the principal place of residence to those who are receiving JobSeeker payments. Ratepayers seeking to apply for this initiative will be required to submit a JobSeeker Rates Concession Application form each year.

Council administers the pensioner concession as outlined in the *State Concessions Act 2004* on behalf of the Victorian Government. Eligible ratepayers may claim a rebate on their sole or principal place of residence. Upon initial application with Cardinia, eligibility is confirmed with the Victorian Government. Once confirmation is received, the pensioner rebate is deducted from the rate account.

Eligible ratepayers can apply for the pensioner concession rebate at any time throughout the rating year. Retrospective claims up to a maximum of one previous financial year can be approved by Council on verification of eligibility criteria. For periods prior to this, claims will need to be approved by the relevant government department. Where a rebate was recognised in the previous year and where the ratepayer remains eligible, no further application is required.

1.5 FEES AND CHARGES

The provision of infrastructure and services form a key part of Council's role in supporting the local community. If a service provides a direct benefit or service to a specific group or groups in the community, a fee or charge may be raised for the use of that service. The nature of how a fee and charge is priced depends on whether it is related to the provision of a statutory (legislated) or discretionary service.

Section 106 of *The Local Government Act 2020* provides the following key service performance principles in relation to fee and charge setting which must be met:

- Services should be provided in an equitable manner and be responsive to the diverse needs of the municipal community.
- Services should be accessible to the members of the municipal community for whom the services are intended.
- Quality and costs standards for services set by the Council should provide good value to the municipal community.

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1.5.1 USER FEES AND CHARGES

User Fees and Charges are discretionary fees that are set by Council based on the principles outlined in this Revenue and Rating Plan. These charges are to support the delivery of non-statutory services and for public use of community infrastructure. Examples include:

- Leases and Facility Hire Fees
- Asset Protection Fees
- Parking Fees
- Planning Fees and Building Certificates

In collecting a fee for these services, Council must consider a range of 'Best Value' principles. These include service cost and quality standards, value-for-money, community expectations and values. Council must balance the affordability and accessibility of infrastructure and services with its financial capacity and long-term financial sustainability.

Councils must comply with the government's Competitive Neutrality Policy for significant business activities they provide and adjust their service prices to neutralise any competitive advantages when competing with the private sector.

Services are provided based on one of the following pricing methods:

- a. Market Price
- b. Full Cost Recovery Price
- c. Subsidised Price

Market pricing (A) is where Council sets prices based on the benchmarked competitive prices of alternate suppliers. Generally, market price represents full cost recovery plus an allowance for profit. Market prices will be used when other providers exist in the given market, and Council needs to meet its obligations under the government's Competitive Neutrality Policy.

It should be noted that if a market price is lower than Council's full cost price, then the market price would represent Council subsidising that service. If this situation exists, and there are other suppliers existing in the market at the same price, this may mean that Council is not the most efficient supplier in the marketplace. In this situation, Council will consider whether there is a community service obligation and whether Council should be providing this service at all.

Full cost recovery price (B) aims to recover all direct and indirect costs incurred by Council. This pricing should be used where a service provided by Council benefits individual customers specifically, rather than the whole community. In principle, fees and charges should be set at a level that recovers the full cost of providing the services unless there is an overriding policy or imperative in favour of subsidisation.

Subsidised pricing (C) is where Council subsidises a service by not passing the full cost of that service onto the customer. Subsidies may range from full subsidies (i.e Council provides the service free of charge) to partial subsidies, where Council provides the service to the user with a discount. The subsidy can be funded from Council's rate revenue or other sources such as Commonwealth and State funding programs. Full Council subsidy pricing and partial cost pricing should always be based on knowledge of the full cost of providing a service.

Council will develop a fees and charges schedule as part of the annual Budget process. Proposed pricing changes and the pricing structure will be included in this schedule and stakeholders will be provided the opportunity to review and provide feedback before the fees are finalised by Council adoption.

1.5.2 STATUTORY FEES AND FINES

Council collects statutory fees and fines under the direction of legislation or other government directives. The rates used for statutory fees and fines are advised by the State government department responsible for the corresponding services or legislation, and Councils have limited discretion in applying these fees.

Examples of statutory fees and fines include:

- Planning and subdivision fees
- Building and Inspection fees
- Registration fees
- Infringements and fines

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- Land Information Certificate fees.

Penalty and fee units are used in Victoria's Acts and Regulations to describe the amount of a fine or a fee. Any change to the value of a penalty or fee unit will occur on 1 July each year.

1.6 GRANTS

Grant revenue represents income received from other levels of government to support the delivery of services or infrastructure. Grants can be singular or recurrent in nature and may be conditional on the delivery of specific projects or services.

Grant funding is a critical component of Councils revenue sources. Council pro-actively advocates to other levels of government for grant funding, which enables significant investments in community assets and delivery of valued community services.

When preparing its financial plan, Council considers its project proposal pipeline, advocacy priorities, upcoming grant program opportunities, and co-funding options to determine what grants to apply for. Grant assumptions are clearly detailed in Council's budget document. No project that is reliant on grant funding will proceed until a signed funding agreement is in place.

The opportunity for grant funding may arise at any time of the year. These opportunities will be considered by Council as required and can be approved via resolution outside the budget cycle. Council may use its own funds to leverage the maximum external funding opportunities as required. Council will only apply for and accept external funding if it is consistent with the Community Vision, able to be delivered within the required timeline and does not lead to the distortion of financial sustainability or Council Plan priorities.

1.7 CONTRIBUTIONS

Contributions represent funds received by Council, usually from non-government sources, and are usually linked to projects.

Contributions can be made to Council in the form of either cash payments or physical assets.

Examples of contributions include:

- Monies collected from developers under planning and development agreements.
- Monies collected under developer contribution plans and infrastructure contribution plans.
- Contributions from user groups towards upgrade of facilities
- Assets handed over to Council from developers at the completion of a subdivision, such as roads, drainage, and streetlights.

Contributions should always be linked to a planning or funding agreement. Council will not undertake any work on a contribution-funded project until a signed agreement outlining the contribution details is in place. Contributions linked to developments can be received well before any Council expenditure occurs. In this situation, the funds will be identified and held separately for the specific works identified in the agreements.

1.8 INTEREST ON INVESTMENTS

Council receives interest on funds managed as part of its investment portfolio, where funds are held in advance of expenditure, or reserved for special purposes. Interest is added to Council's general revenue unless legislation requires it to be held and expended for a specific purpose. The investment portfolio is managed per Council's investment policy, which seeks to maximise return on funds, whilst minimising risk.

1.9 OTHER REVENUE

1.9.1 SALE OF ASSETS

Council may consider the sale of Council owned assets if the sale is in line with the objectives set in the Council Plan, Long Term Financial Plan and Asset Management Plan. These strategic decisions will be considered in line with annual and long-term planning processes, or as required, and will be accompanied with a business case outlining the benefits and impacts to community and Council.

The sale of a Council owned asset will be approved by Council resolution.

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1.9.2 BORROWINGS

Whilst not a source of income, borrowings can be an important cash management tool in appropriate circumstances. Loans can only be approved by Council resolution. Council will continue to review its existing loans and look for opportunities to renegotiate where possible.

The following financial sustainability principles must be adhered to with new borrowings:

- Borrowings must not be used to fund ongoing operations. Borrowings are appropriate for funding extraordinary financial events, or large capital works where the benefits are provided to future generations.
- Council will maintain debt at sustainable levels which are line with the Council Plan and VAGO requirements.

1.9.3 ALTERNATE REVENUES

Rates are the most significant revenue source for Council, providing approximately 50% of its annual income and funding the delivery of a wide range of community services. With legislative restrictions and a changing economic environment that impacts the community's financial capacity to pay, Council is limited in how much income can be raised through rates.

Council is committed to maintaining service delivery levels and continuing to invest in quality, fit for purpose community infrastructure. As the cost to deliver services and infrastructure continues to rise with inflation and associated economic conditions, a distinct funding gap is impacting Council's long-term financial sustainability.

To help address the funding-gap, Council will continually assess and advocate for alternate revenue opportunities. These opportunities seek to help reduce the current reliance on rate revenue to fund the delivery of community services and infrastructure.

Alternate revenue streams that are identified will be considered and adopted via Council resolution as and when required.

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APPENDIX – DIFFERENTIAL RATES

Council believes each differential rate will contribute to the equitable and efficient carrying out of council functions. The level of each differential rate is what Council considers necessary to achieve the objectives of that rate. Details of the rates, objectives, and classes of land subject to each differential rate are set out below. The zoning applicable to each category is determined by consulting maps within the relevant Planning Scheme.

1.9.4 Base Rate

Base Rate includes any rateable land which is:

- a) not in the Urban Growth Corridor and does not have the characteristics of any other specified rate; or
- b) used for retirement village units.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Base Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

Level of Rate:

100% of Base Rate.

Geographic Location:

Outside the Urban Growth Corridor of the municipal district; and all retirement villages located within the Urban Growth Corridor of the municipal district.

Use of Land:

Any use permitted under the relevant Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

1.9.5 Farm Rate

Farm rate includes any rateable land outside the Urban Growth Corridor which is "Farmland" within the meaning of Section 2(1) of the *Valuation of Land Act 1960*. This includes any rateable land that:

- a) is not less than 2 hectares in area; and
- b) is used primarily for primary production through its activities on the land. This includes being used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
- c) is used by a business that:
 - has a significant and substantial commercial purpose of character.
 - seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Farmland properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services. Aims to maintain agriculture as a major industry in the municipal district, facilitate the longevity of the farm sector and achieve a balance between providing for municipal growth and retaining the important agricultural economic base.

Level of Rate:

75% of the Base Rate.

Geographic Location:

Outside the Urban Growth Corridor of the municipal district.

Use of Land:

Farmland use permitted under the relevant Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

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1.9.6 Urban Farm Rate

Urban Farm Rate is any rateable land within the Urban Growth Corridor which is "Farmland" within the meaning of Section 2(1) of the *Valuation of Land Act 1960*. This includes any rateable land that;

- a) is not less than 2 hectares in area; and
- b) is used primarily for primary production through its activities on the land. This includes being used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
- c) is used by a business that:
 - has a significant and substantial commercial purpose or character.
 - seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Urban Farmland properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services. Aims to encourage commerce, maintain agriculture as a major industry in the municipal district, facilitate the longevity of the farm sector and achieve a balance between providing for municipal growth and retaining the important agricultural economic base.

Level of Rate:

85% of the Base Rate.

Use of Land:

Farmland use permitted under the relevant Planning Scheme.

Geographic Location:

Within the Urban Growth Corridor of the municipal district.

Types of Buildings:

All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

1.9.7 Urban Residential Rate

Urban Residential land is any rateable land which is;

- a) in the Urban Growth Corridor; and
- b) does not have the characteristics of Urban Farmland, Urban Vacant Land, or Urban Commercial and Industrial Land; and
- c) is not used for retirement village units.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Urban Residential land properties is fair and equitable. It considers the cost and the level of benefits derived from the provision of Council services given to the greater and easier access properties in the Urban Growth Corridor have to services and infrastructure.

Level of Rate:

107% of Base Rate.

Geographic Location:

Within the Urban Growth Corridor of the municipal district.

Use of Land:

Residential use permitted under the relevant Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

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1.9.8 Urban Vacant Land Rate

Urban Vacant Land is any rateable land that:

- a) no dwelling or other building designed or adapted for occupation is constructed; and
- b) is located within the Urban Growth Corridor; and
- c) does not have the characteristics of Urban Commercial and Industrial Land.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Urban Vacant land properties is fair and equitable considering the cost and the level of benefits derived from provision of Council services. It aims to encourage development of residential land in the Urban Growth Corridor.

Level of Rate:

200% of the Base Rate.

Geographic Location:

Within the Urban Growth Corridor of the municipal district.

Use of Land:

Any land zoned as Residential or Urban Growth under the relevant Planning Scheme.

1.9.9 Urban Commercial and Industrial Rate

Urban Commercial and Industrial Land is any rateable land, which is:

- a) In the Urban Growth Corridor; and
- b) Used primarily for carrying out the manufacture or production of, or trade in goods or services (including tourist facilities and in the case of a business providing accommodation for tourists, is prescribed accommodation under the *Public Health and Wellbeing Act (Vic) 2008*; or
- c) Unoccupied building erected which is zoned Commercial or Industrial under the relevant Cardinia Shire Council Planning Scheme; or
- d) Unoccupied land which is zoned Commercial or Industrial under the relevant Cardinia Shire Council Planning Scheme.

Objectives:

To ensure that Council has adequate funding to undertake its strategic, statutory, service provision and community services obligations and to ensure that the differential rate in the dollar declared for defined Urban Commercial and Industrial Rate land properties is fair and equitable, having regard to the cost and the level of benefits derived from provision of Council services.

The commercial businesses of Cardinia Shire Council benefit from ongoing investment by Council in services and infrastructure. Council also notes the tax deductibility of Council rates for commercial properties which is not available to the residential sector, and the income generating capability of commercial based properties.

The Commercial differential rate is applied to recognise the additional demands placed on public infrastructure due to commerce attracting non-residents to the shire, the higher demands of commercial and industrial properties on the natural environment, and provision of support services and promotion of business in the municipality.

Level of Rate:

145% of the Base Rate.

Geographic Location:

Within the Urban Growth Corridor of the municipal district.

Use of Land:

Any commercial or industrial use permitted under the relevant Planning Scheme.

Types of Buildings:

All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

7.4.2 ADOPTION OF 2025-26 BUDGET, INCLUDING THE CAPITAL WORKS PROGRAM

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

Recommendation

That Council:

1. Adopts the 2025-26 Budget along with the supporting Capital Works Program for the purposes of section 94 of the *Local Government Act 2020*.
2. Provides funding support towards the Koo Wee Rup netball courts refurbishment and lighting replacement, subject to the successful confirmation of external funding commitments and confirmation of landowner permission.
3. Adopts the declaration and levy of rates and charges for the 2025-26 financial year contained within the 2025-26 Budget for the purposes of section 94 of the *Local Government Act 2020*.

Executive Summary

This report presents the 2025-26 Budget and supporting Capital Works Program (the documents) for adoption.

Council has complied with the statutory requirements contained in the *Local Government Act 2020* to enable it to adopt the documents.

The documents outline key activities that will be undertaken by Council and how the activities will be funded.

Background

Council must prepare and adopt a rolling four-year budget that contains financial statements and other matters. This must be approved by Council by 30 June each year. The purpose of this report is to present Cardinia Shire Council's four-year budget, including its Capital Works Program for adoption.

The budget is a financial plan that specifies the resources required to fund Council's services and initiatives for the next 12 months and the subsequent three financial years. The budget includes both strategic and operational information, and details how the services and initiatives to be funded will contribute to the achievement of the strategic objectives in the draft Council Plan as well as the indicators and measures to monitor service performance outcomes.

Cardinia Shire Council's 2025-26 Budget seeks to deliver high quality services as well as deliver projects and infrastructure that are valued by the community, while ensuring Council remains financially sustainable in the long-term to continue to invest in the future generations of our people and communities. The Budget has been shaped through a lens of significant, targeted and continuing community support, services and investment.

This Budget includes an allocation of \$71.6 million towards a number of significant capital works projects. Of this \$52.3 million is allocated for asset renewals and upgrades, while \$19.2 million will help fund the construction of new and expanded assets.

To enable Council to provide this support and investment, Council will be adopting a general rates increase of 3.0%, in line with the State Government rate cap.

This report also proposes the adoption of the Schedule of Fees and Charges for the 2025-26 financial year, as contained in the attached document.

The documents were made available for community exhibition from 17 April to 15 May 2025. A summary of community comments and submissions was provided for Councillors' consideration.

While no material changes were made to the documents, Council wishes to acknowledge all submissions and feedback received. A response to all submissions is attached to this report and further information is also provided below in relation to the submissions from the Koo Wee Rup Netball Club and Officer City Soccer Club.

In relation to Koo Wee Rup Netball Club, it is recommended that Council contributes funding towards this project, managed as an 'in-year' budget variation, once funding commitments and landowner permissions have been confirmed. It is noted:

- Council had previously foreshadowed a contribution by way of a Community Capital Grant of up to \$300k in the 2024-25 Budget.
- The netball club has obtained a commitment from the State Government of \$275k, has achieved fundraising of \$50k and identified a further grant funding opportunity of up to \$250k.
- The most recent project cost estimate is \$1,035k, noted a funding shortfall of approximately \$160k should all funding opportunities be confirmed.
- Permission from the landowner, DEECA, needs to be formally sought prior to any works commencing.

Council officers will continue discussions with the netball club on progressing this project to obtain confirmation of funding commitments and landowner permissions.

In relation to Officer City Soccer Club and their submission to progress McMullen Reserve master planning, opportunities to bring this project forward will be considered in the development of the 2026/27 budget, with a view to commence master plan development in 2026/27.

The adoption of these documents is the culmination of extensive consultation with Councillors, Council officers, as well as feedback received from the community through a variety of engagement activities, on how the priorities for the upcoming financial year will be funded.

Policy Implications

Nil

Financial and Resource Implications

This Budget outlines Council's management of financial resources for a four-year period and the proposed resources allocated to the delivery of proposed capital works, delivery of services and funding of key community priorities.

Climate Emergency Consideration

This Budget includes funding for several environmental initiatives that enables the delivery of Council's Sustainable Environmental Policy to improve the health and biodiversity of our natural environment.

Consultation/Communication

The 2025-26 Budget, including the Capital Works Program, have been prepared through rigorous consultation with Councillors and Council officers. These documents have been developed to respond to the current and future needs of the community considering the significant impact of the current volatile economic environment.

The documents were made available for community comment and feedback between 17 April to 15 May 2025, where a total of 16 comments and submissions were received. 10 individuals contributed online, and 6 direct submissions received via email making a total of 15 contributions.

During the Budget consultation period, the following engagement activities also occurred:

Social media

Information on the Budget consultation was posted on Facebook, reaching a total of 5,960 people, with 355 people reacting, commenting, sharing to clicking through to the Budget page.

Media

In the media, the Budget received 11 mentions and reached a potential audience of more than 50,000. Council's media release inviting feedback was also sent to local print/online media and community e-news.

The community exhibition information was included in the April edition of the Connect+ e-newsletter, with 68 people clicking the link to the consultation page. An article also appeared in the Autumn addition of the Connect print magazine, which is distributed to several community locations across the Shire including Council facilities, libraries and community centres.

The opportunity was also promoted in the Cardinia Business e-news with direct invites sent to industries (local and regional) including the Cardinia branch of the Victorian Farmers Federation.

In person

8 pop up activities occurred across the municipality in Beaconsfield, Bunyip, Cockatoo, Emerald, Koo Wee Rup, Lang Lang, Officer and Pakenham touching base with over 200 people, although none of whom specifically raised the subject of the draft Budget. The team did receive some general comments around spending money on reducing rural roadside weed growth, fixing roads, and infrastructure, such as playgrounds and maintenance around the Shire.

Additionally, the opportunity for community members to have their say on current engagement projects, including the draft Budget, was presented at the following:

- Access and Inclusion Advisory Group – 16 April 2025
- Multicultural Advisory Group – 17 April 2025

Online engagement

The Budget page was live on Creating Cardinia from 17 April to 15 May 2025 (28 days). A total of 56 people visited the page. There were 108 downloads of the draft Budget.

Conclusion

Having complied with the relevant sections of the *Local Government Act 2020* and having considered the community feedback and submissions received, Council is able to resolve to formally adopt its 2025-26 Budget, including the Capital Works Program, as well as the declaration and levy of rates and charges contained within the Budget.

Attachments

1. Attachment 1 - 2025-26 Budget [7.4.2.1 - 115 pages]
2. Attachment 2 - 2025-26 Capital Works Program [7.4.2.2 - 2 pages]
3. Attachment 3 - Submissions summary and responses [7.4.2.3 - 4 pages]
4. Attachment 4 - Budget submissions 1 - 6 - redacted [7.4.2.4 - 26 pages]

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Cardinia Shire Council

Budget 2025 - 26

June 2025

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Mayor and CEO introduction

We are proud to present Cardinia Shire Council's Budget 2025–26, marking the first annual budget of our new four-year Council term. This budget strives to reflect the key priorities identified as part of the development of our new 2025–29 Council Plan to ensure our efforts align with the aspirations of our community.

This budget signifies the beginning of a new era, guided by a fresh set of strategic objectives shaped through a deliberative panel process followed by broader community consultation. One key theme from the panel was a strong desire for Council to invest effectively and efficiently in its programs and services. While previous budgets emphasised new infrastructure, this year's budget has a greater focus on renewing our existing assets through our capital program to ensure they continue to support our community's needs. Cardinia is experiencing exponential growth, with 3 families moving into our municipality daily, and at the same time our Shire is incredibly diverse with more than 800km of unsealed roads and nationally significant farming areas. With our current asset base valued at \$3.1 billion, it's crucial to invest our resources carefully to ensure these assets are available for our whole community.

In formulating the 2025–26 budget, we have worked hard to balance the delivery of Council services and projects with the recognition of ongoing cost of living pressures facing our community. The budget proposes a rate increase of 3 per cent in line with the State Government rate cap. Once again, Council has chosen not to apply to the Essential Services Commission (ESC) for a variation on the rate cap. We are currently budgeting for a \$3.4 million adjusted underlying deficit, which includes borrowing \$17 million to support our investment in the capital program for asset renewal. Overall, our debt position remains very low, reflecting Council's responsible financial management to date.

The rate cap continues to challenge the local government sector, particularly where it does not factor in rising costs, the underfunding of Developer Contributions and Infrastructure Contributions Plans for growth councils, and cost shifting of services from other levels of government. Cardinia Shire Council has begun exploring strategies to address these challenges and their impact on our ability to maintain service levels while minimising cost of living pressures for residents.

Council made a submission to the State Parliamentary Inquiry into Local Government Funding and Services and the Federal Parliamentary Inquiry into Local Government Sustainability to address the financial challenges faced by Cardinia Shire Council and local government more broadly, highlighting the difficult financial challenges and decisions that will be required in the coming years. Over the next 12 months, we will review our rating strategy and differential rates structures to better distribute rates contributions and ensure adequate funding to support the infrastructure needs of new residents. Each year, we work hard to deliver community infrastructure projects through our Capital Works Program, including renewal and upgrades to existing facilities. Last year, we completed several exciting projects, including the construction of Officer District Park (stage one), Worrell Reserve Skate Park and Youth Plaza, Jim Parkes Reserve upgrade, new Garfield Netball Pavilion, and the Toun-nun Child and Family Centre in Officer.

Over the coming Council term, we plan to invest \$251.7 million in capital infrastructure, with \$74.2 million allocated for the 2025-26 Capital Works Program. Key initiatives include:

- \$8.9 million for building maintenance and improvements.
- \$42.36 million for roads and drainage.
- \$1.05 million for bridges.

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- \$1.3 million for footpaths and cycleways.
- \$2.7 million for recreation, leisure, and community facilities.
- \$1.45 million for parks and open spaces.

Additionally, we have allocated funds towards the ongoing delivery of more than 120 services to the community, including:

- \$6.3 million for early years development and early childhood education and care.
- \$2.05 million for community safety and inclusion, including ageing well, access and inclusion and community safety initiatives.
- \$706,000 for youth services, including health, wellbeing, social and life skills initiatives.
- \$2.5 million for libraries.
- \$6.4 million for compliance services and emergency management, including animal management and supporting the community during emergency events.

These are just some of the many projects that Council will deliver throughout the year. We encourage you to review the budget document and visit Council's website for more information and project updates.

The local government sector continues to face significant financial sustainability challenges, and Cardinia Shire is not exempt from these pressures. As such, advocacy will be a key focus for Council as we seek external funding sources for vital community infrastructure and services.

Waste management remains a significant challenge for local councils across the state. Council acknowledges the changes that resulted from the new Ministerial guidelines for general waste charge released in December 2023, which requires Council to recover only those costs that are directly related to individual properties. For the 2025–26 Budget, Council has determined that it will continue to include the costs associated with dumped rubbish and public litter in its general waste charge, to ensure the cleanliness and general amenity of the Shire. Furthermore, the EPA landfill levy has increased once again, underscoring the need for more sustainable waste solutions and reducing our reliance on landfill. While this budget assumes a \$40 per tonne landfill levy increase, we are concerned that the amount could be much higher.

Council is also concerned about the impact on our community, especially local farmers, as a result of the Emergency Services and Volunteer Fund (ESVF) legislation that passed parliament in May 2025. The new levy will come into effect on 1 July 2025 and replaces the current Fire Services Property Levy (FSPL). Council will be required to collect the levy on behalf of the State Government through the annual rates notice. Council will continue to seek clarification from the State Government on the level of financial support the State will provide to councils to administer the increased levy.

Strategic planning is another area straining council budgets, particularly for growth councils like Cardinia. These services are essential to support the State Government's housing agenda and urban expansion. However, it is important to recognise that councils must fund the maintenance of roads, parks, and lighting in these new developments through their existing budgets, relying heavily on rates income.

Cardinia Council's focus for the next year will be to continue delivering projects and services that make our Shire a great place to live while addressing the challenges we face. We will continue to seek operational efficiencies, ensuring that you, as a ratepayer, receive the best value for your money.

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The 2025–26 Budget seeks to respond financial challenges facing Council, while prioritising existing services and infrastructure, and delivering projects to help achieve the community's vision.

Cr Jack Kowarzik
Mayor

Peter Benazic
Interim Chief Executive Officer

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Executive summary

Council has prepared a budget that funds a range of projects, programs and services while managing significant ongoing financial challenges and prioritising long term financial sustainability.

It should be noted that at the time of drafting, Council is still working with the community and Councillors on reviewing the Community Vision and the development of the 2025-29 Council Plan. The Council Plan, with its strategic objectives and initiatives, is still being drafted and any reference may be amended as Council works through this process prior to final adoption.

This budget seeks to enable the delivery of high-quality services, projects and infrastructure that are valued by our community, while ensuring Council remains financially sustainable to continue to invest in the future generations of our people and communities.

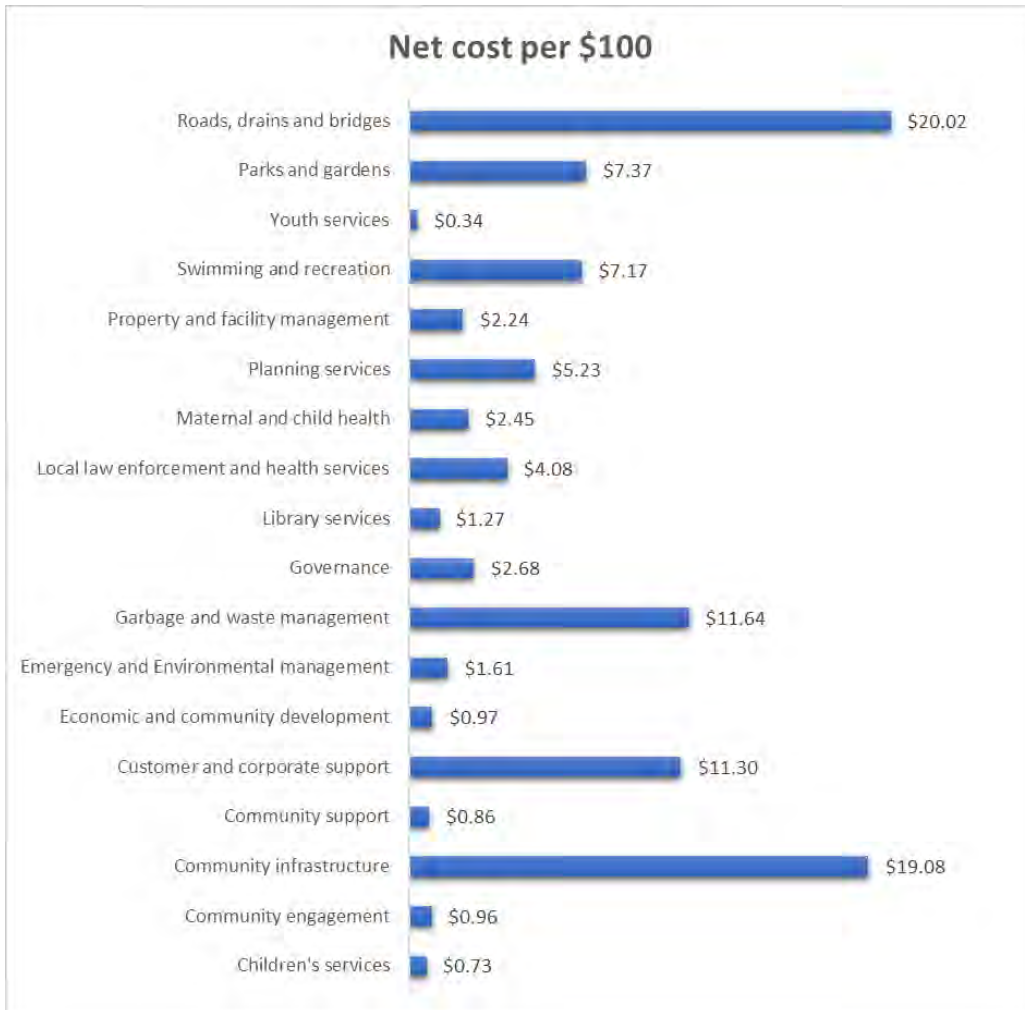
Key statistics	2025-26 Budget (\$,000)	2024-25 Forecast Actual (\$,000)
Total revenue	\$285,573	\$250,599
Total expenditure	\$177,000	\$170,980
Comprehensive operating surplus (The comprehensive operating surplus reflects the anticipated annual performance of Council's day-to-day operations based on recurrent incomes and expenditures)	\$108,573	\$79,619
Underlying operating surplus/(deficit) (Underlying operating result is an important measure of financial sustainability as it excludes income which is to be used for capital from being allocated to cover operating expenses)	(\$3,448)	(\$7,801)
Capital works program	\$74,167	\$82,465
Funding the capital works program		
Grants	\$34,141	\$19,934
Contributions	\$3,732	\$3,578
Council cash	\$19,294	\$38,953
Borrowings	\$17,000	\$20,000

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Where Council spends its funding

The chart below provides an indication of how Council allocates its expenditure across the main services that it delivers. It shows how much is allocated to each service area for every \$100 that Council spends.



Budgeted income statement

The budgeted income statement shows a comprehensive operating surplus of \$108.6 million for the year ending 30 June 2026.

The comprehensive operating surplus is required to be reported but is not a true indication of Council's underlying result or financial sustainability.

This is because it includes external capital contributions which are not available for operational expenditure and must be used for capital works (the purpose the funding was received).

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When capital contributions are removed from the comprehensive operating surplus, the adjusted underlying result is a deficit of \$3.4 million.

Total revenue

Council is expecting to generate total revenue of \$285.6 million, with revenue from general rates is projected to be \$105.2 million, which incorporates the average rate increase of 3%.

This is in line with the Fair Go Rates System (FGRS) which caps rates increases by Victorian Councils for the 2025-26 financial year.

Council has elected to not apply to the Essential Services Commission (ESC) for a variation.

Cash and investments

Cash and investments are expected to increase by \$50.5 million. Council is required to maintain a reasonable amount of cash to meet the requirements of Council's operations.

This ensures all accounts can be paid during times of low income and that we have the required funds for our long-term reserve commitments.

Without these funds, we would be unable to deliver strategic projects such the Better Local Roads – Connect Cardinia program or maintaining our Council-owned buildings.

Capital works program

Expenditure on Council assets is detailed in the Capital Works Program and this amounts to \$74.2 million, including carry forward projects (\$19.2 million funded by rates, \$37.8 million from grants and contributions and \$17 million from borrowings).

Highlights of the capital works program include:

- Roads and Bridges (\$38.3 million) – continuing delivery of the “Better Local Roads – Connect Cardinia” and “Sealing the Hills” projects, commence design and construction for the roads associated with the Pakenham Revitalisation project, along with upgrading intersections at Arena Parade and McGregor/Henty Roads, and works on the bridge at Temby Road.
- Buildings (\$10.2 million) – completion of pavilions at Upper Beaconsfield and Cora Lynn recreation reserves, along with completion of the Garfield North Cannibal Creek Community Hub and ongoing refurbishments for Council-owned buildings.
- Recreational, leisure and community facilities (\$2.2 million) – turf resurfacing and drainage enhancements at Holm Park Oval 2, as well as commencing design for resurfacing works at Heatherbrae Netball.
- Parks, open space, and streetscapes (\$1.6 million) – completing playground works on Greenland Court Reserve, Lauriston Estate Park and Ron Andrews Reserve, completing the off-leash dog park at Alma Treloar Reserve and the renewal and upgrade of the BMX track at Bunyip Sanctuary.

The Statement of Capital Works can be found in Section 0 and further details on the capital works program can be found in Section 4.5.

It is noted that construction costs (materials and labour) are escalating beyond that which can be reliably estimated. This will increase pressure on our budgets as we seek to deliver the program of projects that have been costed with known escalation rates built in.

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Economic assumptions

The budget is based on several key assumptions about what might happen in the future.

Whilst we take every care in assessing each of these assumptions, the information is sensitive to changes that are often outside the control of Council.

In preparing our assumptions, we need to balance our financial opportunities and our risks. In determining our assumptions, we use a range of information that includes historical trends, State or Federal Government sources, census data and projected cost estimates.

Our confidence in the accuracy of our assumptions is greatest in the near-future and decreases as we approach the outer years. Further work is being undertaken on these assumptions as part of the development of Council's Financial Plan, which is due to be adopted no later than 31 October 2025.

An overview and context for each of the key assumption areas has been included below:

Assumption	Notes	Forecast 2024-25	Budget 2025-26	Projections			Trend +/o/-
				2026-27	2027-28	2028-29	
Rate cap increase	1	2.75%	3.00%	2.50%	2.50%	2.50%	-
Population growth	2	2.40%	2.50%	2.40%	2.70%	2.70%	+
CPI	3	2.50%	3.00%	2.50%	2.50%	2.50%	-
Materials and services	4	2.50%	2.50%	2.50%	2.50%	2.50%	o

Notes to assumptions

1. Rate cap

Under the "Fair Go Rates System", the Minister for Local Government sets the maximum amount that total rates revenue can be increased each year. The rate cap for 2025-26 has been set at 3%.

2. Population growth

Cardinia's population was an estimated 132,289 in 2025 and forecasts suggest that population will grow to 164,083 in 2041. Over the budget period, this is an annual average growth of 2.6%. (Source: [forecast.id Population Forecasts](#))

3. Consumer Price Index (CPI)

Consumer price index is consistent with the Victorian State Government's CPI outlook, which has been set in its 2024-25 Budget Update. A conservative approach has been adopted in the outer years. (Source: [2024-25 Budget Update](#))

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4. Materials and services

Materials and services basic indexation has been set at 2.5% for 2025-26 and 2.5% per annum for the remaining years (with the exception of major contracts and utilities). This lower than CPI increase reflects Council's commitment to continuous improvement and finding efficiencies to continue delivering Council services without seeking an exemption from the rate cap.

Budget influences

This section sets out the key budget influences arising from the internal and external environment in which Council operates.

External influences

- **Population growth** averaging at 2.6% per annum over the budget period will continue to place significant stress on Council's resources.
- **Rate capping** – the Victorian State Government continues to apply a cap on average rate revenue increases. The cap for 2025-26 has been set at 3.0%. The cumulative financial impact of the historical lower rate cap compared to CPI continues to lead Council to review its services and capital works program and to source alternative funding streams.
- **Cost shifting** – this occurs where Council provides a service to the community on behalf of the State or Federal Government. Over time, the funds received through funding agreements do not increase in line with real cost increases, which adds pressure to meet service obligations within financial constraints. Council will continually review its service levels to ensure that we are meeting community needs within financially sustainable limits.
- **Natural disasters** – the timing and impact of these events are unknown and unfortunately the regularity is increasing because of climate change. Whilst Council undertakes significant prevention and recovery measures, these events have a significant impact on the community, businesses, and the economy, as well as Council's human and financial resources.
- **Public infrastructure maintenance** – Councils across Australia raise approximately 3% of the total taxation collected by all levels of government in Australia. In addition, Councils are entrusted with the maintenance of more than 30% of all public assets, including roads, bridges, parks, footpaths, and public buildings. This means that a large proportion of Council's income must be allocated to the maintenance and replacement of these valuable public assets to ensure the quality of public infrastructure is maintained at satisfactory levels.
- **Defined benefits superannuation** – Council has an obligation to fund any investment shortfalls in the Defined Benefits Superannuation Scheme. The last call on Local Government was in the 2012-13 financial year, where Council was required to pay \$2.7 million to top up its share in the Defined Benefits Scheme. The amount and timing of any liability is dependent on the global investment market. At present, actuarial ratios are at a level that additional calls from the sector are not expected in the next 12 months.
- **Enterprise Agreement (EA)** – Impacts of Council's 2024 Enterprise Agreement have been included in current and future budgets.
- **Waste disposal costs** – The Environment Protection Agency (EPA) regulation has a sustained impact on Council regarding compliance with existing and past landfill sites. Waste disposal costs are also impacted by industry changes such as levies and negotiation of contracts.

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Internal influences

As well as the above external influences, there are a number of internal influences expected to impact the budget projections, including:

- Continued demands on Council resources for the renewal of existing assets.
- The value of developer contributed assets and completed capital works, together with an increase in the value of existing assets, is impacting depreciation and maintenance expenditure.

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Budget reports

The following reports include all statutory disclosures of information and are supported by the analyses contained in Section O of this report.

This section includes the following reports and statements in accordance with the *Local Government Act 2020* and the Local Government Model Budget.

1. Link to Integrated Planning and Reporting Framework
2. Services and service performance indicators
3. Financial statements
4. Notes to financial statements
5. Performance indicators
6. Schedule of fees and charges

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1. Link to Integrated Planning and Reporting Framework.

This section describes how the Budget links to the achievement of the Community Vision and Council Plan within an overall integrated strategic planning and reporting framework.

This framework guides the Council in identifying community needs and aspirations over the long term (Community Vision and Financial Plan), medium term (Council Plan, Workforce Plan, and Revenue and Rating Plan) and short term (Budget) and holding itself accountable (Annual Report).

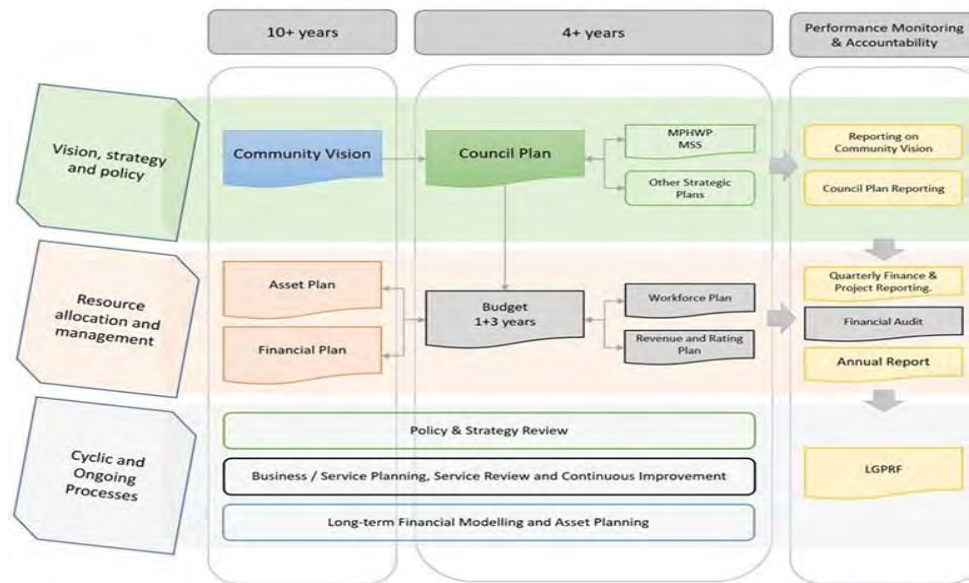
1.1. Legislative planning and accountability framework

The Budget is a rolling four-year plan that outlines the financial and non-financial resources that Council requires to achieve the strategic objectives described in the Council Plan.

The diagram below depicts the integrated strategic planning and reporting framework that applies to local government in Victoria.

At each stage of the integrated strategic planning and reporting framework there are opportunities for community and stakeholder input.

This is important to ensure transparency and accountability to both residents and ratepayers.



Source: Department of Jobs, Precinct and Regions

The timing of each component of the integrated strategic planning and reporting framework is critical to the successful achievement of the planned outcomes.

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Key planning considerations

Service level planning

Although councils have a legal obligation to provide some services (such as animal management, local roads, food safety and statutory planning), most council services are not legally mandated, including some services closely associated with councils, such as libraries and sporting facilities. Further, over time, the needs and expectations of communities can change.

Therefore, councils need to have robust processes for service planning and review to ensure all services continue to provide value for money and are in line with community expectations.

In doing so, councils should engage with communities to determine how to prioritise resources and balance service provision against other responsibilities such as asset maintenance and capital works.

Community consultation needs to be in line with the Council's adopted Community Engagement Policy and Public Transparency Policy.

1.2. Our purpose

Our vision

The unique identity of our urban, hills and rural areas is strengthened. We meet the challenges we face together as a community. How we respond balances the needs of our people, businesses, our productive land and natural environments.

Our commitment

Council will provide leadership, including community engagement with stakeholders, to ensure long-term sustainability of our communities and townships.

We will be mindful of the social, environmental and economic impacts of our decisions and ensure future generations benefit from our decisions.

We will practise good governance and meet recognised standards of excellence.

Council will work diligently to achieve excellence in every aspect of our activities.

Our values

Underpinning Council's Human Resources Strategy, our values framework considers how staff work as individuals, across the organisation, and with the local community.

The framework also supports Council's vision with the five key values:

- Teamwork
- Respect
- Accountability
- Communication
- Customer focus

Each of these values includes four key behaviours to demonstrate and call to account the way staff behave each day at work.

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1.3. Strategic objectives

The Council delivers activities and initiatives under 53 major service categories. Each contributes to the achievement of Council's Vision as set out in the Council Plan.

Council has identified five Strategic Objective Areas for its draft Council Plan 2025-29, which are integral to achieving the Council Plan. We note that a new Council Plan will come into effect from 1 July 2025, with work still being undertaken to finalise this prior to its adoption before the end of October 2025.

The Annual Budget converts these activities and initiatives into financial terms to ensure that there are sufficient resources for their achievement.

The following table lists the draft Strategic Objectives as described in the draft 2025-29 Council Plan.

Strategic objective	Description
Thriving communities <i>The programs, facilities and places that we support are safe, inclusive, and enhance participation, wellbeing and resilience.</i>	With our many partner agencies and community groups, we promote community wellbeing, resilience, and a strong sense of belonging across our diverse and multicultural municipality. We provide opportunities for meaningful engagement and expression, support volunteerism, and maintain safe and accessible places and spaces.
Vibrant places <i>We value our well-designed towns and infrastructure that fosters belonging and connections.</i>	Our vibrant places are built on thoughtful planning that balances growth with the preservation of Cardinia's unique character and natural landscapes. Residents feel a strong sense of belonging and pride in their distinctive local identity. We plan and advocate for the infrastructure that our growing and changing community needs.
Adaptive environments <i>We care for our natural environment and support recovery from challenges.</i>	We take a collaborative approach to environmental stewardship, working alongside community and partners to build climate resilience and mitigate the impacts of climate change. We continuously improve our practices, promote circular economies, and strengthen our collective capacity to respond to environmental challenges.
Prosperous economies <i>We encourage urban and rural business and local employment to grow.</i>	We work to position our Shire for long-term investment, attract new industries, encourage innovation, and to generate jobs within our community. We balance our unique local history and opportunities, with our role in regional planning.
Responsible leaders <i>We demonstrate responsible leadership and financial stewardship.</i>	We aspire to set the standard for responsible governance through community engagement, service excellence and prudent financial management. Our decisions are transparent and accountable. Through careful resource management and forward-thinking decision-making, we provide for current residents and generations to come.

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2. Services and service performance indicators

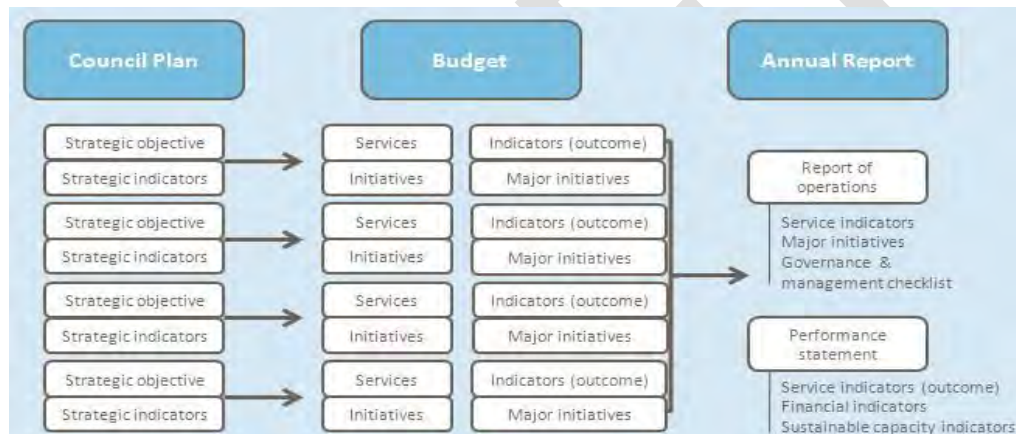
This section provides a description of the services to be funded in the Budget for the 2025-26 year and how these will contribute to achieving the strategic objectives outlined in the Council Plan.

It also describes the service performance outcome indicators for key areas of Council's operations.

Council is required by legislation to identify major initiatives, initiatives and service performance outcome indicators in the Budget and report against them in their Annual Report to support transparency and accountability.

At the time of developing its budget, Council is still working through the development of its Council Plan, along with the strategic objectives and initiatives that will support the successful delivery of the Council Plan. Council's services are being aligned as per the draft Council Plan.

The relationship between these accountability requirements in the Council Plan, the Budget and the Annual Report is shown below.



Source: Department of Jobs, Precincts and Regions

Unless otherwise stated, amounts in the budget have been entered in whole dollars and cents then rounded to the nearest thousand dollars.

Total figures in the financial statements and accompanying notes and schedules reflect the true budgeted amount and may differ slightly when rounded figures are manually added due to rounding.

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2.1. THRIVING COMMUNITIES: The programs, facilities and places that we support are safe, inclusive, and enhance participation, wellbeing and resilience.

Services	Service Objective		2023-24	2024-25	2025-26
			Actual	Forecast	Budget
			\$'000	\$'000	\$'000
Arts and Creative Industries	Centred around the Cardinia Cultural Centre (CCC) and extending to the Hills Hub Art Space, this service provides the community and visitors with high quality venues for community, civic, cultural, social, business, and entertainment events and services.	Expense	1,768	2,086	2,290
		Income	780	549	662
		Net cost	(988)	(1,537)	(1,628)
Health and Social Planning	To provide consistent and integrated planning for positive health and social outcomes across Council services, with partner agencies and the community.	Expense	515	705	829
		Income	11	19	0
		Net cost	(504)	(686)	(829)
Early Years	Provides families with the opportunity to access quality, inclusive early years services and improve social connectedness with the wider community.	Expense	741	1,091	1,235
		Income	850	1,067	993
		Net cost	109	(23)	(242)
Social Infrastructure Planning	Oversees the planning for the existing, new and future community infrastructure that is required for the provision of community services, programs or needs within Cardinia Shire.	Expense	1,345	558	502
		Income	28	23	0
		Net cost	(1,318)	(536)	(502)
Connected Communities	Supports the development of strong and resilient communities that have the ability to identify and meet their needs, achieve self-reliance, contribute to solutions and support their own advocacy efforts.	Expense	1,586	1,597	1,801
		Income	371	330	258
		Net cost	(1,214)	(1,267)	(1,544)
Compliance Services	Compliance Services perform law enforcement functions, including parking, animal management and safety, Local Laws, building site and planning enforcement.	Expense	5,434	6,002	5,953
		Income	3,224	3,265	3,375
		Net cost	(2,210)	(2,737)	(2,578)
Environmental Health	To minimise environmental problems within the	Expense	1,830	1,920	1,955
		Income	724	735	783

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Services	Service Objective		2023-24	2024-25	2025-26
			Actual \$'000	Forecast \$'000	Budget \$'000
	community and as far as practicable to ensure food safety within the community.	Net cost	(1,106)	(1,185)	(1,172)
Library	Council's Library program services the Pakenham and Emerald Libraries and provides for a mobile library service to other townships within the Shire.	<i>Expense</i>	2,463	2,453	2,724
		<i>Income</i>	0	0	0
		Net cost	(2,463)	(2,453)	(2,724)
Maternal and Child Health	Promotes healthy outcomes for children from birth to school age and their families, by providing a comprehensive and focused approach for the prevention & early identification of the physical, emotional and social factors affecting young children & their families.	<i>Expense</i>	4,677	5,046	5,259
		<i>Income</i>	3,349	3,087	2,980
		Net cost	(1,328)	(1,959)	(2,279)
Community Safety and Inclusion	Supports our diverse community to be connected, safe, empowered and engaged through equality, social justice and respect.	<i>Expense</i>	2,090	1,975	2,155
		<i>Income</i>	224	148	140
		Net cost	(1,867)	(1,827)	(2,016)
Youth Services	Youth Services provides a range of health, well-being, social, recreation and life skills programs, services, activities and events to young people, enabling them to build resilience around issues they may face, fulfil their potential and develop themselves as young adults.	<i>Expense</i>	1,103	1,034	726
		<i>Income</i>	158	126	69
		Net cost	(944)	(908)	(657)

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Initiatives

1	Develop and implement a Volunteer Strategy to support volunteers and encourage volunteer participation.
2	Support the delivery of an annual calendar of events, programs and grants that celebrate our diverse community, its arts and culture.
3	Co-ordinate public health planning processes in partnership with local agencies.
4	Implement Arts & Creative Industries Strategy.
5	We engage with our first nations communities to develop and implement Reconciliation Action Plans 2025-2027.
6	Undertake a gap analysis for community and human services in the Shire to support service attraction where there are critical gaps.

Service performance outcome indicators

Libraries	Participation	Library membership (Percentage of resident municipal population who are registered library members)	[Number of registered library members / Population] x100
Maternal and Child Health	Participation	Participation in the MCH service. (Percentage of children enrolled who participate in the MCH service)	[Number of children who attend the MCH service at least once (in the financial year) / Number of children enrolled in the MCH service] x100
Maternal and Child Health	Participation	Participation in the MCH service by Aboriginal children. (Percentage of Aboriginal children enrolled who participate in the MCH service)	[Number of Aboriginal children who attend the MCH service at least once (in the financial year) / Number of Aboriginal children enrolled in the MCH service] x100
Animal Management	Health and safety	Animal management prosecutions. (Percentage of animal management prosecutions which are successful)	[Number of successful animal management prosecutions / Total number of animal management prosecutions] x 100

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Food safety	Health and safety	<p>Critical and major non-compliance outcome notifications.</p> <p>(Percentage of critical and major non-compliance outcome notifications that are followed up by Council)</p>	<p>[Number of critical non-compliance outcome notifications and major non-compliance outcome notifications about a food premises followed up / Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises] x100</p>
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2.2. **VIBRANT PLACES: We value our well-designed towns and infrastructure that fosters belonging and connections.**

Services	Service Objective		2023-24	2024-25	2025-26
			Actual \$'000	Forecast \$'000	Budget \$'000
Aquatic and Leisure Facilities	Oversees the planning, development and maintenance of quality aquatic and leisure facilities to support and encourage community use and participation in sport and active recreation.	Expense	2,213	1,189	946
		Income	891	483	538
		Net cost	(1,322)	(706)	(409)
Asset Management	To ensure that Council's strategic and corporate objectives in relation to assets and infrastructure are lead and effectively implemented.	Expense	1,309	1,499	1,434
		Income	0	0	0
		Net cost	(1,309)	(1,499)	(1,434)
Civil maintenance	Ensure the safety and functionality of roads, drains and most assets associated with its function. This includes fixing and maintaining roads and gravel footpaths by smoothing out bumps and filling holes.	Expense	11,686	14,331	13,909
		Income	152	126	77
		Net cost	(11,534)	(14,206)	(13,831)
Building Project Delivery	To ensure Council can adequately respond to reactive and routine maintenance and repairs of all Council buildings in compliance with regulations and Council expectations. This includes servicing of Council plant, equipment and vertical transport.	Expense	1,923	3,171	4,982
		Income	225	466	260
		Net cost	(1,698)	(2,705)	(4,722)
Facilities Maintenance and Management	Manages all Council buildings, plant, equipment and lifts to ensure they comply with regulations and Council standards. The service manages reactive and routine maintenance, repairs, cleaning, access management, facility security, utilities management, and asbestos management for Council facilities.	Expense	4,827	4,689	5,435
		Income	39	36	30
		Net cost	(4,788)	(4,654)	(5,405)
Community Infrastructure (Civil Projects and Open Spaces)	To deliver and renew Council's civil community and open space Infrastructure, including roads, drains, footpaths and recreation reserves.	Expense	4,231	3,311	4,277
		Income	113	125	28
		Net cost	(4,118)	(3,186)	(4,249)

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Services	Service Objective		2023-24	2024-25	2025-26
			Actual \$'000	Forecast \$'000	Budget \$'000
Sports and Active Recreation	Support our community to participate in a range of recreation activities and engage them in the planning and delivery of community recreation facilities and services.	Expense	2,963	2,589	2,516
		Income	572	261	204
		Net cost	(2,391)	(2,328)	(2,311)
Development	To assess, support and coordinate engineering and landscape development to ensure that Council's strategic and corporate objectives in relation to developer delivered assets and infrastructure are effectively implemented.	Expense	1,967	2,370	1,846
		Income	2,629	2,622	2,627
		Net cost	662	251	782
Precinct Structure Plans, Developer and Infrastructure Contribution Plan Management	To perform legislated duties of collection agency for DCP and ICPs, including record the operating income and expenditure of Developer & Infrastructure Contribution Plans (DCPs and ICPs) for existing Precinct Structure Plans (PSPs).	Expense	5	1	743
		Income	0	0	0
		Net cost	(5)	(1)	(743)
Traffic and Transport	Maintain a plant fleet in an efficient manner, whilst minimising Council's costs, to deliver the standards agreed to by Council.	Expense	3,138	2,990	3,184
		Income	4,612	5,795	5,060
		Net cost	1,474	2,804	1,876
Growth Area Planning and Subdivisions	Prepare and implement Precinct Structure Plans, Infrastructure Contributions Plans and Urban Design Frameworks.	Expense	1,911	1,588	1,944
		Income	30	3	3
		Net cost	(1,882)	(1,585)	(1,941)
Major Roads Projects	Deliver major roads capital projects, including Sealing the Hills project, plus other civil capital works outlined in the capital works budget	Expense	1,144	1,129	1,341
		Income	1	0	0
		Net cost	(1,144)	(1,129)	(1,341)
Major Projects	This service plans, advocates, develops and delivers major projects outlined in the Council Plan and budget with a strong focus on facilitating and bringing to life the Major Activity Centre Structure Plan objectives to create precincts that are well planned, loved and enjoyed by the community.	Expense	1,078	1,305	1,109
		Income	373	449	185
		Net cost	(705)	(855)	(925)

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Services	Service Objective		2023-24	2024-25	2025-26
			Actual \$'000	Forecast \$'000	Budget \$'000
Open Space Maintenance	Repair and replace playground equipment, ensuring safety and adequate mulch coverage. They refurbish park infrastructure and furniture, clean footpaths and hard surfaced areas, and maintain timber bridges, boardwalks, and lookouts.	Expense	12,196	15,715	15,584
		Income	168	104	51
		Net cost	(12,028)	(15,612)	(15,534)
Parks Planning	Quality open spaces are vital to supporting the health and wellbeing of our community and the environment they live and work in.	Expense	618	648	806
		Income	193	288	338
		Net cost	(425)	(360)	(468)
Statutory Planning	To assess planning permit applications against the Cardinia Planning Scheme to maintain and facilitate orderly development consistent with both local and state policies.	Expense	2,748	2,821	3,050
		Income	1,630	1,991	1,743
		Net cost	(1,118)	(830)	(1,308)
Strategic Planning and Urban Design	Develop and maintain a sound planning policy framework to provide for the sustainable development of the natural and built environment in the Shire.	Expense	1,263	1,643	2,274
		Income	14	10	57
		Net cost	(1,248)	(1,633)	(2,216)

Initiatives

1	Develop a 10-year Asset Plan.
2	Plan and deliver infrastructure upgrades to our road network and public assets to meet the needs of the current and future population.
3	Develop an Unsealed Roads strategy to improve the maintenance of unsealed roads, and improve the resident experience, and implement the adopted strategy.
4	Develop a Drainage Strategy to improve the operation and maintenance of our drainage networks and implement the adopted strategy.
5	Review the Pedestrian and Bicycle Strategy, including initial consideration of rail and tourist trail enhancement.
6	Plan and deliver accessible and inclusive recreation and community facilities.

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7	Advocate for further funding to expand and redevelop Cardinia Life
8	Deliver funded stages of Pakenham Revitalisation, and advocate for funding for additional stages.
9	Review the Cardinia Shire Planning Scheme.
10	Develop and endorse a Yarra Valley and Dandenong Ranges and Southern Ranges Green Wedge Management Plan.
11	Deliver a 4-year schedule of strategic planning priority projects and policies.
12	Plan for a library and community facilities in the Officer Town Centre and advocate for funding to ensure the successful delivery of the facilities.
13	Work with partners to progress the Officer Town Centre.
14	Assess the feasibility of the Golf Course at Deep Creek Reserve, and develop a plan for identified future use.
15	Undertake an audit of all facility utilisation and develop a strategy to maximise community benefit.

Service performance outcome indicators

Service	Indicator	Performance	Computation
Aquatic Facilities	Utilisation	Utilisation of aquatic facilities. (Number of visits to aquatic facilities per head of municipal population)	Number of visits to aquatic facilities / Municipal population
Statutory planning	Service standard	Planning applications decided within required time frames (percentage of regular and VicSmart planning application decisions made within legislated time frames)	$[(\text{Number of regular planning application decisions made within 60 days}) + (\text{Number of VicSmart planning application decisions made within 10 days}) / \text{Number of planning application decisions made}] \times 100$

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Service	Indicator	Performance	Computation
Roads	Condition	Sealed local roads -maintained to condition standards (percentage of sealed local roads that are below the renewal intervention level set by Council and not requiring renewal)	[Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100

2.3. ADAPTIVE ENVIRONMENTS: We care for our natural environment and support recovery from challenges.

Services	Service Objective		2023-24	2024-25	2025-26
			Actual \$'000	Forecast \$'000	Budget \$'000
Biodiversity	Preserve and actively care for the natural environment, for future generations, through delivery of relevant legislation and strategies, in partnership with the community.	Expense	378	1,381	1,307
		Income	220	215	1
		Net cost	(158)	(1,165)	(1,306)
Climate Change and Heritage	To assist Council and the community to reduce emissions and transition to renewable energy, adapt to climate change, conserve heritage assets and move to a model of integrated water management.	Expense	1,444	1,193	1,188
		Income	124	12	0
		Net cost	(1,320)	(1,181)	(1,188)
Waste Management	Delivers an efficient, safe and cost-effective waste and recycling service to the community. This includes a variety of collection and processing services for garbage, recycling, food and green waste.	Expense	21,495	22,405	24,491
		Income	516	408	422
		Net cost	(20,978)	(21,997)	(24,069)
Natural Reserves	To effectively manage shire's natural reserves and vegetated road reserve network, with a long-term aim to achieve a reduction in weed coverage and improve biodiversity values.	Expense	893	970	1,192
		Income	33	32	33
		Net cost	(861)	(938)	(1,160)

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Initiatives

1	Implement initiatives in the Climate Change Adaptation Strategy 2022-2033, the Biolinks Plan 2023-2033 and the Biodiversity Conservation Strategy 2019-2029 and Weed Management Strategy 2019-2029.
2	Develop a Towards Zero Emissions Plan 2025-2035 to ensure progress towards Zero emissions and carbon neutrality and implement the Plan.
3	Develop new Integrated Water management Plan and implement the plan.
4	Develop a future Waste Resource and Recovery Strategy 2026-2036 and implement the actions under the strategy.
5	Review the Sustainable Environment Policy 2018-2028.

Service performance outcome indicators

Service	Indicator	Performance Measure	Computation
Waste management	Waste diversion	Kerbside collection waste diverted from landfill. (Percentage of garbage, recyclables and green organics collected from kerbside bins that is diverted from landfill)	[Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins] x100

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2.4. PROSPEROUS ECONOMIES: We encourage urban and rural business and local employment to grow.

Services	Service Objective		2023-24	2024-25	2025-26
			Actual \$'000	Forecast \$'000	Budget \$'000
Economic Development	The Economic Development service is responsible for shaping the economic landscape and tourism potential of Cardinia Shire. Through strategic partnerships and targeted programs, the service delivers initiatives to attract and nurture businesses, stimulate job creation, facilitate private investment, respond to industry issues, develop the local workforce and showcase the unique offerings of Cardinia Shire to visitors.	<i>Expense</i>	801	850	1,022
		<i>Income</i>	2	41	0
		Net cost	(800)	(809)	(1,022)

Initiatives

1 Partner with GSEM and key stakeholders to progress planning and advocacy for a South East Melbourne Airport and Thompsons Road Upgrade and Extension, that supports regional economic growth, freight movement, and improved access to national and global markets.
2 Implement initiatives in accordance with the Investment Attraction Plan.
3 Develop a Food and Agribusiness Strategy that builds on the findings of the 2025 Agribusiness Audit and implement the actions of the strategy.
4 Support implementation of the Tourism East Destination Management Plan and report progress annually.
5 Conduct a comprehensive education and skills gap analysis, with recommendations to support the attraction of providers and inform advocacy.
6 Review and refine the Economic Development strategy, while implementing key initiatives to drive business & industry development.

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2.5. RESPONSIBLE LEADERSHIP: We demonstrate responsible leadership and financial stewardship.

Services	Service Objective		2023-24	2024-25	2025-26
			Actual \$'000	Forecast \$'000	Budget \$'000
Advocacy	The Advocacy service champions the interests and needs of the Cardinia community and the broader south-east (GSEM) region. This service is responsible for strategically navigating policy landscapes, interfaces with government bodies and other external stakeholders, and seeking alternative funding or grant opportunities.	Expense	62	205	202
		Income	0	0	0
		Net cost	(62)	(205)	(202)
Communications	Raise awareness of Council programs and initiatives and deliver effective communication between Council, the community and other stakeholders.	Expense	1,458	1,443	1,929
		Income	1	0	0
		Net cost	(1,457)	(1,443)	(1,929)
Engagement	Support effective community engagement between Council and the community through the preparation of engagement plans in accordance with Local Govt Act requirements.	Expense	53	32	118
		Income	0	0	0
		Net cost	(53)	(32)	(118)
Rates and Revenue Services	Manage Cardinia's rateable properties and provide a responsive, solution focused service to rate queries.	Expense	1,333	1,640	1,295
		Income	350	303	270
		Net cost	(983)	(1,337)	(1,025)
Customer Support	Provide a professional customer service experience with an inclusive, respectful, and positive attitude.	Expense	1,298	1,445	1,453
		Income	(60)	0	0
		Net cost	(1,358)	(1,445)	(1,453)
Emergency Management	Capture all income and expenditure relating to Emergency Events (floods, storms, bushfires) and the COVID-19 pandemic.	Expense	961	930	950
		Income	83	328	216
		Net cost	(879)	(601)	(734)
Corporate Financials, Finance Management and Purchasing	Manages all financial functions of Council including the planning for balanced budget outcomes and prudent management of debts and assets. This is to ensure Council has a sustainable financial position, recognising inter-generational responsibility.	Expense	9,486	9,327	3,734
		Income	2,786	2,326	1,307
		Net cost	(6,700)	(7,002)	(2,426)
Governance, Mayor and Councillors	Ensures that Council complies with the governance requirements of the Local Government Acts and ensures that Council and Town Planning meetings are transparent and effective, distributing agendas and minutes promptly.	Expense	2,638	3,180	2,531
		Income	77	74	252
		Net cost	(2,561)	(3,106)	(2,279)

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Services	Service Objective		2023-24	2024-25	2025-26
			Actual \$'000	Forecast \$'000	Budget \$'000
Property Services	Manage Council's property portfolio ensuring any sales and acquisitions comply with legislation and best practice guidelines achieving the best outcome for Council and the community. Ensure appropriate tenancy agreements are in place and managed, seeking the best return for Council where possible.	Expense	711	590	816
		Income	367	258	273
		Net cost	(344)	(332)	(542)
People and Culture	Provide services that are responsive to organisational needs, ensure legislative compliance, and support the development of a competent, flexible, and focused workforce committed to our shared values.	Expense	2,285	2,514	3,171
		Income	0	0	0
		Net cost	(2,285)	(2,514)	(3,171)
Information Services	The Information Services business unit exists to work with the business to provide information services that maximise Council's ability to achieve its vision and objectives. This includes Information and Communication Technology, Geographic Information System and Records Management Services.	Expense	4,858	5,366	6,780
		Income	71	4	0
		Net cost	(4,787)	(5,362)	(6,780)
Risk, Health and Safety	Minimise Council's exposure to risk and ensure Council staff have received the appropriate training and are operating in a safe workplace.	Expense	1,954	2,544	3,207
		Income	8	19	13
		Net cost	(1,946)	(2,524)	(3,194)
Performance and Improvement	Provide consistent integrated business planning processes ensuring actions align to the key directions of Council, monitor the effectiveness of these plans and associated service delivery through corporate performance and business activity monitoring, and build a culture of innovation through a continued focus on analysis, improvement and change implementation.	Expense	563	854	932
		Income	0	0	0
		Net cost	(563)	(854)	(932)

Initiatives

- 1 Provide opportunities for meaningful, informed and representative community engagement to guide Council's decision-making.
- 2 Adopt Advocacy Agenda 2025-2029 and annually review Council Advocacy priorities and report on efforts and outcomes.
- 3 Develop a Transformation Roadmap to enhance Council processes and systems, improve customer experience, and are future-ready, and implement the roadmap.

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4	Develop an Investment Policy and Advisory Committee to guide potential investment and revenue opportunities.
5	Identify, assess and implement alternative revenue and investment opportunities.
6	Undertake focused service reviews to ensure alignment to the Council Plan and optimal service delivery.
7	Develop and review a Financial Plan to ensure that it supports long term financial sustainability.
8	Undertake a review of Council's Revenue Rating Strategy.

Service performance outcome indicators

Service	Indicator	Performance Measure	Computation
Governance	Consultation and engagement	Satisfaction with Council decisions. (Community satisfaction rating out of 100 with the consultation and engagement efforts of the council.)	Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement

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2.6. Reconciliation with budgeted operating result

	Surplus/ (Deficit)	Expenditure	Income/ Revenue
1 Thriving Communities	(16,170)	25,429	9,259
2 Vibrant Places	(54,180)	65,381	11,201
3 Adaptive Environments	(27,723)	28,178	455
4 Prosperous Economies	(1,022)	1,022	0
5 Responsible Leadership	(24,786)	27,118	2,332
TOTAL	(123,881)	147,128	23,247
Expenses added in:			
Depreciation/Amortisation	33,286		
Finance costs	1,534		
Surplus/(Deficit) before funding sources	(158,700)		
Funding sources added in:			
Rates and charges revenue	132,825		
Capital grants and contributions	112,021		
Grants commission funding	17,134		
Interest income	5,294		
Total funding sources	267,274		
Operating surplus/(deficit) for the year	108,573		

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3. Financial statements

This section presents information regarding the Financial Statements and Statement of Human Resources. The budget information for the year 2025-26 has been supplemented with projections to 2028-29

This section includes the following financial statements prepared in accordance with the *Local Government Act 2020* and the *Local Government (Planning and Reporting) Regulations 2020*.

- 3.1 Comprehensive Income Statement
- 3.2 Balance Sheet
- 3.3 Statement of Changes in Equity
- 3.4 Statement of Cash Flows
- 3.5 Statement of Capital Works
- 3.6 Statement of Human Resources

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3.1. Comprehensive Income Statement

For the four years ending 30 June 2029

	NOTES	Forecast	Budget	Projections		
		Actual		2027/28	2028/29	
		2024/25	2025/26	2026/27	2027/28	2028/29
		\$'000	\$'000	\$'000	\$'000	\$'000
Income / Revenue						
Rates and charges	4.1.1	123,959	132,826	137,447	142,183	147,037
Statutory fees and fines	4.1.2	7,259	7,587	7,792	7,966	8,178
User fees	4.1.3	3,011	3,076	3,159	3,230	3,316
Grants - operating	4.1.4	20,679	21,513	21,936	22,367	22,807
Grants - capital	4.1.4	20,169	34,141	12,565	-	-
Contributions - monetary	4.1.5	20,793	41,745	10,534	21,445	18,526
Contributions - non-monetary	4.1.5	46,606	36,329	42,030	41,038	39,724
Net gain (or loss) on disposal of property, infrastructure, plant and equipment		(2,069)	500	500	500	500
Other income	4.1.6	10,192	7,856	7,956	8,019	8,084
Total income / revenue		250,599	285,573	243,918	246,748	248,172
Expenses						
Employee costs	4.1.7	57,612	61,296	63,748	65,660	67,630
Materials and services	4.1.8	83,344	78,518	80,399	82,326	84,302
Depreciation	4.1.9	28,412	32,568	32,874	34,449	35,861
Amortisation - intangible assets	4.1.10	160	155	145	107	107
Depreciation - right of use assets	4.1.11	573	562	562	562	562
Allowance for impairment losses		217	223	220	220	220
Borrowing costs		330	1,070	1,773	2,500	2,967
Finance costs - leases		119	107	79	49	18
Other expenses	4.1.12	213	2,501	97	151	206
Total expenses		170,980	177,000	179,895	186,024	191,873
Surplus/(deficit) for the year		79,619	108,573	64,023	60,724	56,299
Other comprehensive income						
Items that will not be reclassified to surplus or deficit in future periods						
Net asset revaluation gain/(loss)		(1)	-	-	-	-
Total other comprehensive income		(1)	-	-	-	-
Total comprehensive result		79,618	108,573	64,023	60,724	56,299
Adjusted underlying result		(7,801)	(3,448)	(912)	(1,565)	(1,757)

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3.2. Balance Sheet

For the four years ending 30 June 2029

	NOTES	Forecast	Budget	Projections		
		Actual 2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000
Assets						
Current assets						
Cash and cash equivalents		164,018	214,538	214,557	210,059	211,569
Trade and other receivables		31,012	21,036	17,082	17,302	17,572
Other assets		4,928	4,928	4,928	4,928	4,928
Total current assets	4.2.1	199,958	240,502	236,567	232,289	234,069
Non-current assets						
Trade and other receivables		1,250	1,250	1,250	1,250	1,250
Property, infrastructure, plant & equipment		3,186,193	3,264,121	3,342,075	3,411,105	3,474,096
Right-of-use assets	4.2.4	2,248	1,686	1,124	562	-
Intangible assets		1,480	1,325	1,180	1,073	966
Total non-current assets	4.2.1	3,191,171	3,268,382	3,345,629	3,413,990	3,476,312
Total assets		3,391,129	3,508,885	3,582,197	3,646,279	3,710,381
Liabilities						
Current liabilities						
Trade and other payables		2,842	7,325	7,278	7,436	7,640
Trust funds and deposits		13,381	13,381	13,381	13,381	13,381
Contract and other liabilities		21,859	12,616	6,606	-	-
Provisions		9,922	9,295	8,643	7,971	7,279
Interest-bearing liabilities	4.2.3	725	4,818	8,997	13,149	17,881
Lease liabilities	4.2.4	211	582	612	643	-
Total current liabilities	4.2.2	48,940	48,017	45,517	42,581	46,181
Non-current liabilities						
Provisions		4,895	4,919	4,944	4,969	4,996
Interest-bearing liabilities	4.2.3	20,011	31,017	43,394	50,305	54,482
Lease liabilities	4.2.4	2,180	1,255	643	-	-
Total non-current liabilities	4.2.2	27,086	37,191	48,981	55,275	59,478
Total liabilities		76,026	85,208	94,497	97,855	105,659
Net assets		3,315,103	3,423,676	3,487,699	3,548,423	3,604,722
Equity						
Accumulated surplus		1,489,510	1,559,659	1,619,384	1,668,035	1,719,397
Reserves		1,825,593	1,864,017	1,868,315	1,880,388	1,885,325
Total equity		3,315,103	3,423,676	3,487,699	3,548,423	3,604,722

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3.3. Statement of Changes in Equity

For the four years ending 30 June 2029

	NOTES	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
2025 Forecast Actual					
Balance at beginning of the financial year		3,192,385	1,390,596	1,706,516	95,273
Surplus/(deficit) for the year		79,619	79,619	-	-
Net asset revaluation gain/(loss)		(1)	-	(1)	-
Transfers (to)/from other reserves		43,100	19,295	-	23,805
Balance at end of the financial year		3,315,103	1,489,510	1,706,515	119,078
2026 Budget					
Balance at beginning of the financial year		3,315,103	1,489,510	1,706,515	119,078
Surplus/(deficit) for the year		108,573	108,573	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers (to)/from other reserves	4.3.1	-	(38,424)	-	38,424
Balance at end of the financial year	4.3.2	3,423,676	1,559,659	1,706,515	157,502
2027					
Balance at beginning of the financial year		3,423,676	1,559,659	1,706,515	157,502
Surplus/(deficit) for the year		64,023	64,023	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers (to)/from other reserves		0	(4,298)	-	4,298
Balance at end of the financial year		3,487,699	1,619,384	1,706,515	161,800
2028					
Balance at beginning of the financial year		3,487,699	1,619,384	1,706,515	161,800
Surplus/(deficit) for the year		60,724	60,724	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers (to)/from other reserves		-	(12,073)	-	12,073
Balance at end of the financial year		3,548,423	1,668,035	1,706,515	173,873
2029					
Balance at beginning of the financial year		3,548,423	1,668,035	1,706,515	173,873
Surplus/(deficit) for the year		56,299	56,299	-	-
Net asset revaluation gain/(loss)		-	-	-	-
Transfers (to)/from other reserves		(0)	(4,937)	-	4,937
Balance at end of the financial year		3,604,722	1,719,397	1,706,515	178,810

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3.4. Statement of Cash Flows

For the four years ending 30 June 2029

	Notes	Forecast	Budget	Projections		
		Actual 2024/25 \$'000	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000
		Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)	Inflows (Outflows)
Cash flows from operating activities						
Rates and charges		120,304	133,524	132,882	137,060	146,453
Statutory fees and fines		7,789	8,390	8,291	8,455	8,965
User fees		3,311	3,401	3,361	3,428	3,635
Grants - operating		21,652	21,626	21,232	21,586	22,741
Grants - capital		16,816	34,320	13,883	986	-
Contributions - monetary		20,793	41,745	10,534	21,445	18,526
Interest received		6,012	5,294	5,294	5,294	5,294
Other receipts		10,339	7,249	6,238	3,307	5,145
Net GST refund / payment		12,503	8,775	11,650	10,283	10,365
Employee costs		(64,964)	(61,899)	(64,375)	(66,306)	(68,295)
Materials and services		(103,680)	(82,025)	(88,268)	(90,405)	(92,533)
Short-term, low value and variable lease payments		(353)	-	-	-	-
Other payments		-	(2,613)	(324)	(161)	(222)
Net cash provided by/(used in) operating activities	4.4.1	52,001	117,787	60,398	54,971	60,073
Cash flows from investing activities						
Payments for property, infrastructure, plant and equipment		(42,925)	(81,185)	(75,052)	(67,921)	(64,394)
Proceeds from sale of property, infrastructure, plant and equipment		413	550	550	550	550
Net cash provided by/ (used in) investing activities	4.4.2	(42,512)	(80,635)	(74,502)	(67,371)	(63,844)
Cash flows from financing activities						
Finance costs		(676)	(1,070)	(1,773)	(2,500)	(2,967)
Proceeds from borrowings		20,000	17,000	21,693	20,360	22,387
Repayment of borrowings		(10,755)	(1,901)	(5,137)	(9,297)	(13,478)
Interest paid - lease liability		(119)	(107)	(79)	(49)	(18)
Repayment of lease liabilities		(847)	(554)	(582)	(612)	(643)
Net cash provided by/(used in) financing activities	4.4.3	7,603	13,368	14,123	7,902	5,281
Net increase/(decrease) in cash & cash equivalents		17,092	50,520	19	(4,498)	1,510
Cash and cash equivalents at the beginning of the financial year		146,926	164,018	214,538	214,557	210,059
Cash and cash equivalents at the end of the financial year		164,018	214,538	214,557	210,059	211,569

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3.5. Statement of Capital Works

For the four years ending 30 June 2029

	NOTES	Forecast	Budget	Projections		
		Actual		2026/27	2027/28	2028/29
		2024/25	2025/26	\$'000	\$'000	\$'000
Property						
Land		4,843	3,990	6,258	7,636	6,478
Total land		4,843	3,990	6,258	7,636	6,478
Buildings		14,160	10,222	9,017	12,497	9,528
Building improvements		2,510	-	-	-	-
Total buildings		16,670	10,222	9,017	12,497	9,528
Total property		21,513	14,212	15,275	20,133	16,006
Plant and equipment						
Plant, machinery and equipment		2,885	3,036	2,700	2,700	2,700
Fixtures, fittings and furniture		289	1,641	1,726	1,743	1,853
Computers and telecommunications		345	2,665	10,550	10,550	10,550
Total plant and equipment		3,519	7,341	14,976	14,993	15,103
Infrastructure						
Roads		33,750	37,244	28,034	15,952	14,597
Bridges		1,330	1,057	1,337	1,397	1,400
Footpaths and cycleways		1,481	1,835	2,200	2,429	2,610
Drainage		991	1,135	950	950	950
Recreational, leisure and community facilities		2,627	2,156	2,530	2,550	5,621
Parks, open space and streetscapes		7,348	1,583	3,097	3,636	2,442
Off street car parks		480	-	-	-	-
Other infrastructure		9,426	7,604	400	400	400
Total infrastructure		57,433	52,614	38,547	27,314	28,020
Total capital works expenditure	4.5.1	82,465	74,167	68,798	62,440	59,129
Represented by:						
New asset expenditure		5,025	6,309	8,158	13,306	17,773
Asset renewal expenditure		25,990	23,244	27,284	29,102	24,839
Asset expansion expenditure		10,413	12,301	7,672	3,928	200
Asset upgrade expenditure		41,037	32,313	25,685	16,105	16,318
Total capital works expenditure	4.5.1	82,465	74,167	68,798	62,440	59,129
Funding sources represented by:						
Grants		19,934	34,141	12,565	-	-
Contributions		3,578	3,732	6,042	9,178	13,395
Council cash		38,953	19,294	28,499	32,903	23,347
Borrowings		20,000	17,000	21,693	20,360	22,387
Total capital works expenditure	4.5.1	82,465	74,167	68,798	62,440	59,129

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3.6. Statement of Human Resources

For the four years ending 30 June 2029

	Forecast	Budget	Projections		
	Actual				
	2024/25	2025/26	2026/27	2027/28	2028/29
	\$'000	\$'000	\$'000	\$'000	\$'000
Staff expenditure					
Employee costs - operating	56,416	58,696	61,044	62,875	64,761
Employee costs - capital	1,196	2,600	2,704	2,785	2,869
Total staff expenditure	57,612	61,296	63,748	65,660	67,630
	FTE	FTE	FTE	FTE	FTE
Staff numbers					
Employees	526.1	527.3	527.3	527.3	527.3
Total staff numbers	526.1	527.3	527.3	527.3	527.3

A summary of human resources expenditure categorised to the organisational structure of Council is included below:

Department	Budget	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
2025/26	Full Time	Part time	Casual	Temporary	
	\$'000	\$'000	\$'000	\$'000	\$'000
Chief Executive Officer	588	588	-	-	-
Community & Planning Services	25,207	18,018	6,806	348	35
Corporate Services	14,908	12,618	2,247	43	-
Infrastructure & Environment	22,404	20,906	636	-	862
Total permanent staff expenditure	63,107	52,129	9,690	391	897
Other employee related expenditure	789				
Capitalised labour costs	(2,600)				
Total expenditure	61,296				

A summary of the number of full time equivalent (FTE) Council staff in relation to the above expenditure is included below:

Summary of planned human resources

Department	Budget	Comprises			
		Permanent		Casual	Temporary
		Full Time	Part time		
2025/26	Full Time	Part time	Casual	Temporary	
Chief Executive Officer	2.0	2.0	-	-	-
Community & Planning Services	217.0	148.7	59.8	8.0	0.6
Corporate Services	115.7	94.1	20.6	1.0	-
Infrastructure & Environment	192.5	178.3	6.2	-	8.0
Total staff	527.3	423.1	86.6	9.0	8.6

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Expenditure for the four years ending 30 June 2029

	2025/26	2026/27	2027/28	2028/29
	\$'000	\$'000	\$'000	\$'000
Chief Executive Officer				
Permanent - Full time	588	612	630	649
Women	588	612	630	649
Men	0	0	0	0
Persons of self-described gender	0	0	0	0
Vacant positions	0	0	0	0
New positions	0	0	0	0
Permanent - Part time	0	0	0	0
Women	0	0	0	0
Men	0	0	0	0
Persons of self-described gender	0	0	0	0
Vacant positions	0	0	0	0
New positions	0	0	0	0
Total Chief Executive Officer	588	612	630	649
Community & Planning Services				
Permanent - Full time	18,019	18,740	19,303	19,882
Women	11,364	11,819	12,174	12,539
Men	4,694	4,882	5,028	5,179
Persons of self-described gender	0	0	0	0
Vacant positions	755	785	809	833
New positions	1,206	1,254	1,292	1,331
Permanent - Part time	6,840	7,113	7,327	7,547
Women	6,181	6,428	6,621	6,820
Men	277	288	297	306
Persons of self-described gender	0	0	0	0
Vacant positions	262	272	280	288
New positions	120	125	129	133
Total Community & Planning Services	24,859	25,853	26,630	27,429
Corporate Services				
Permanent - Full time	12,618	13,122	13,516	13,921
Women	8,226	8,555	8,812	9,076
Men	3,426	3,563	3,670	3,780
Persons of self-described gender	0	0	0	0
Vacant positions	182	189	195	201
New positions	784	815	839	864
Permanent - Part time	2,248	2,338	2,408	2,480
Women	1,924	2,001	2,061	2,123
Men	202	210	216	222
Persons of self-described gender	0	0	0	0
Vacant positions	122	127	131	135
New positions	0	0	0	0
Total Corporate Services	14,866	15,460	15,924	16,401
Infrastructure & Environment				
Permanent - Full time	21,268	22,118	22,782	23,466
Women	5,161	5,367	5,528	5,694
Men	13,579	14,122	14,546	14,982
Persons of self-described gender	0	0	0	0
Vacant positions	1,267	1,318	1,358	1,399
New positions	1,261	1,311	1,350	1,391
Permanent - Part time	636	662	682	702

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	2025/26 \$'000	2026/27 \$'000	2027/28 \$'000	2028/29 \$'000
Women	499	519	535	551
Men	72	75	77	79
Persons of self-described gender	0	0	0	0
Vacant positions	65	68	70	72
New positions	0	0	0	0
Total Infrastructure & Environment	21,904	22,780	23,464	24,168
Casuals, temporary and other expenditure	1,679	1,747	1,797	1,852
Capitalised labour costs	(2,600)	(2,704)	(2,785)	(2,869)
Total staff expenditure	61,296	63,748	65,660	67,630

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Staff numbers (FTE) for the four years ending 30 June 2029

	2025/26	2026/27	2027/28	2028/29
	FTE	FTE	FTE	FTE
Chief Executive Officer				
Permanent - Full time	2.0	2.0	2.0	2.0
Women	2.0	2.0	2.0	2.0
Men	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Vacant positions	0.0	0.0	0.0	0.0
New positions	0.0	0.0	0.0	0.0
Permanent - Part time	0.0	0.0	0.0	0.0
Women	0.0	0.0	0.0	0.0
Men	0.0	0.0	0.0	0.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Vacant positions	0.0	0.0	0.0	0.0
New positions	0.0	0.0	0.0	0.0
Total Chief Executive Officer	2.0	2.0	2.0	2.0
Community & Planning Services				
Permanent - Full time	148.7	148.7	148.7	148.7
Women	96.4	96.4	96.4	96.4
Men	35.8	35.8	35.8	35.8
Persons of self-described gender	0.0	0.0	0.0	0.0
Vacant positions	6.0	6.0	6.0	6.0
New positions	10.5	10.5	10.5	10.5
Permanent - Part time	60.4	60.4	60.4	60.4
Women	53.6	53.6	53.6	53.6
Men	3.1	3.1	3.1	3.1
Persons of self-described gender	0.0	0.0	0.0	0.0
Vacant positions	2.5	2.5	2.5	2.5
New positions	1.2	1.2	1.2	1.2
Total Community & Planning Services	209.1	209.1	209.1	209.1
Corporate Services				
Permanent - Full time	94.2	94.2	94.2	94.2
Women	64.3	64.3	64.3	64.3
Men	22.8	22.8	22.8	22.8
Persons of self-described gender	0.0	0.0	0.0	0.0
Vacant positions	2.1	2.1	2.1	2.1
New positions	5.0	5.0	5.0	5.0
Permanent - Part time	20.6	20.6	20.6	20.6
Women	17.6	17.6	17.6	17.6
Men	2.0	2.0	2.0	2.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Vacant positions	1.0	1.0	1.0	1.0
New positions	0.0	0.0	0.0	0.0
Total Corporate Services	114.8	114.8	114.8	114.8
Infrastructure & Environment				
Permanent - Full time	181.3	181.3	181.3	181.3
Women	39.5	39.5	39.5	39.5
Men	120.0	120.0	120.0	120.0
Persons of self-described gender	0.0	0.0	0.0	0.0
Vacant positions	11.0	11.0	11.0	11.0
New positions	10.8	10.8	10.8	10.8
Permanent - Part time	6.2	6.2	6.2	6.2

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	2025/26	2026/27	2027/28	2028/29
	FTE	FTE	FTE	FTE
Women	4.8	4.8	4.8	4.8
Men	0.8	0.8	0.8	0.8
Persons of self-described gender	0.0	0.0	0.0	0.0
Vacant positions	0.6	0.6	0.6	0.6
New positions	0.0	0.0	0.0	0.0
Total Infrastructure & Environment	187.5	187.5	187.5	187.5
Casuals and temporary staff	13.9	13.9	13.9	13.9
Capitalised labour	22.4	22.4	22.4	22.4
Total staff numbers	527.3	527.3	527.3	527.3

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4. Notes to the financial statements

This section presents detailed information on material components of the financial statements.

Unless otherwise stated, amounts in the budget have been entered in whole dollars and cents then rounded to the nearest thousand dollars.

Total figures in the financial statements and accompanying notes and schedules reflect the true budgeted amount and may differ slightly when rounded figures are manually added due to rounding.

4.1. Comprehensive Income Statement

4.1.1. Rates and charges

Rates and charges are required by the Act and the Regulations to be disclosed in Council's budget.

As per the Local Government Act 2020, Council is required to have a Revenue and Rating Plan which is a four-year plan for how Council will generate income to deliver on Council Plan strategic objectives and initiatives, programs and services and capital works commitments over a four-year period.

In developing the Budget, rates and charges were identified as an important source of revenue. Planning for future rate increases has therefore been an important component of the financial planning process. The Fair Go Rates System (FGRS) sets out the maximum amount councils may increase rates in a year. For 2025-26 the FGRS cap has been set at 3.00%. The cap applies to both general rates and municipal charges and is calculated based on council's average rates and charges.

The level of required rates and charges has been considered in this context, with reference to Council's other sources of income and the planned expenditure on services and works to be undertaken for the community.

To achieve these objectives while maintaining service levels and a strong capital expenditure program, the average general rate will increase by 3.00% in line with the rate cap. It should be noted that Cardinia Shire Council does not apply a municipal charge.

The total garbage charge for 2025-26 is budgeted to increase by \$3.6 million (16.5%) from \$21.7 million to \$25.3 million.

The charge for the optional green waste service is budgeted to increase by \$846k (22.3%) from \$3.8 million to \$4.6 million.

This will raise total rates and charges for 2025-26 of \$132.8 million, which also includes interest on rates and charges of \$934k in 2025-26.

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4.1.1(a) The reconciliation of the total rates and charges to the Comprehensive Income Statement is as follows:

	2024/25		2025/26	Change	%
	Forecast	Actual	Budget		
	\$'000		\$'000		
General rates*	99,800		105,243	5,444	5.5%
Service rates and charges	21,747		25,349	3,602	16.6%
Supplementary rates and rate adjustments	1,461		1,300	(161)	-11.0%
Interest on rates and charges	951		934	(17)	-1.8%
Total rates and charges	123,959		132,826	8,867	7.2%

* This item is subject to the rate cap established under the FGRS.

4.1.1(b) The rate in the dollar to be levied as general rates under section 158 of the Act for each type or class of land compared with the previous financial year

Type or class of land	2024/25 cents/\$CIV*	2025/26 cents/\$CIV*	Change
General rate for rateable residential properties (base rate)	0.0021041	0.0021652	2.9%
General rate for rateable farming properties	0.0015781	0.0016239	2.9%
General rate for rateable urban residential properties	0.0022509	0.0023163	2.9%
General rate for rateable urban farming properties	0.0017880	0.0018399	2.9%
General rate for rateable urban vacant properties	0.0048187	0.0043304	-10.1%
General rate for rateable urban commercial & industrial properties	0.0030511	0.0031397	2.9%
Concession rate for cultural and recreational land	0.0015781	0.0016239	2.9%

4.1.1(c) The estimated total amount to be raised by general rates in relation to each type or class of land, and the estimated total amount to be raised by general rates, compared with the previous financial year

Type or class of land	2024/25	2025/26	Change	
	\$'000	\$'000	\$'000	%
Residential (base rate)	34,494	35,957	1,464	4.2%
Farming	4,065	4,279	214	5.3%
Urban Residential	44,840	48,641	3,801	8.5%
Urban Farming	2,464	2,343	(121)	-4.9%
Urban Vacant land	6,496	5,658	(839)	-12.9%
Urban commercial & industrial	7,363	8,285	922	12.5%
Cultural and recreational	79	81	2	2.6%
Total amount to be raised by general rates	99,800	105,243	5,444	5.45%

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4.1.1(d) The number of assessments in relation to each type or class of land, and the total number of assessments, compared with the previous financial year

Type or class of land	2024/25	2025/26	Change	
				%
Residential (base rate)	17,384	17,543	159	0.9%
Farming	1,147	1,163	16	1.4%
Urban Residential	29,714	31,123	1,409	4.7%
Urban Farming	41	40	(1)	-2.4%
Urban Vacant land	2,282	2,131	(151)	-6.6%
Urban commercial & industrial	1,714	1,833	119	6.9%
Cultural and recreational	5	5	0	0.0%
Total number of assessments	52,287	53,838	1,551	3.0%

4.1.1(e) The basis of valuation to be used is the Capital Improved Value (CIV).

4.1.1(f) The estimated total value of each type or class of land, and the estimated total value of land, compared with the previous financial year.

Type or class of land	2024/25	2025/26	Change	
	\$'000	\$'000	\$'000	%
Residential (base rate)	16,416,730	16,608,508	191,778	1.2%
Farming	2,542,065	2,635,255	93,190	3.7%
Urban Residential	19,771,355	20,999,595	1,228,240	6.2%
Urban Farming	1,378,035	1,273,170	(104,865)	-7.6%
Urban Vacant land	1,473,868	1,306,893	(166,975)	-11.3%
Urban commercial & industrial	2,412,304	2,638,652	226,348	9.4%
Cultural and recreational	49,940	50,320	380	0.8%
Total value of land	44,044,297	45,512,393	1,468,096	3.33%

4.1.1(g) The municipal charge under Section 159 of the Act compared with the previous financial year. Cardinia Shire Council does not apply a municipal charge.

4.1.1(h) The estimated total amount to be raised by municipal charges compared with the previous financial year. Cardinia Shire Council does not apply a municipal charge.

4.1.1(i) The rate or unit amount to be levied for each type of service rate or charge under Section 162 of the Act compared with the previous financial year.

Type of Charge	Per Rateable Property		Change	
	2024/25	2025/26		%
	\$	\$	\$	%
General garbage charge (120l)	361.70	384.50	22.80	6.3%
General garbage charge (80l)	331.70	354.50	22.80	6.9%
Green waste charge (240l)	128.70	139.45	10.75	8.4%
Green waste charge (120l)	98.70	109.45	10.75	10.9%

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4.1.1(j) The estimated total amount to be raised by each type of service rate or charge, and the estimated total amount to be raised by service rates and charges, compared with the previous financial year

Type of Charge	2024/25	2025/26	Change	
	\$	\$	\$	%
General garbage charge	17,957	20,700	2,743	15.3%
Green waste charge	3,803	4,649	846	22.3%
Total	21,760	25,349	3,589	16.5%

4.1.1(k) The estimated total amount to be raised by all rates and charges compared with the previous financial year.

	2024/25	2025/26	Change	
	\$'000	\$'000	\$'000	%
General rates	99,800	105,243	5,444	5.5%
General garbage charge	17,957	20,700	2,743	15.3%
Green waste charge	3,803	4,649	846	22.3%
Total Rates and charges	121,560	130,592	9,033	7.4%

Excludes interest on rates and charges

4.1.1(l) Fair Go Rates System Compliance

Cardinia Shire Council is required to comply with the State Government’s Fair Go Rates System (FGRS). The table below details the budget assumptions consistent with the requirements of the Fair Go Rates System.

	2024/25	2025/26
Total Rates	\$ 99,726,080	\$ 105,162,601
Number of rateable properties	52,367.00	53,833.00
Base Average Rate	1,904.37	1,953.50
Maximum Rate Increase (set by the State Government)	2.75%	3.00%
Capped Average Rate	1,906.31	1,950.96
Maximum General Rates and Municipal Charges Revenue	\$ 99,827,760	\$ 105,162,601
Budgeted General Rates and Municipal Charges Revenue	\$ 99,983,000	\$ 105,162,601
Budgeted Supplementary Rates	\$ 1,300,000	\$ 1,300,000
Budgeted Total Rates and Municipal Charges Revenue	\$ 101,283,000	\$ 106,462,601

** Excludes Cultural and Recreational Land*

4.1.1(m) Any significant changes that may affect the estimated amounts to be raised by rates and charges.

There are no known significant changes which may affect the estimated amounts to be raised by rates and charges. However, the total amount to be raised by rates and charges may be affected by:

- The making of supplementary valuations (2025-26: estimated \$1.3 million and 2024-25 forecast \$1.5 million)
- The variation of returned levels of value (e.g. valuation appeals)

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- Changes of use of land such that rateable land becomes non-rateable land and vice versa.
- Changes of use of land such that residential land becomes business land and vice versa.

4.1.1(n) Differential rates

Rates to be levied

The rate in the dollar and the amount of rates payable per category of differential are:

Type or class of land	2025/26	2025/26
	cents / \$CIV	Rates payable (\$'000)
Residential (base rate)	0.0021652	35,957
Farming	0.0016239	4,279
Urban Residential	0.0023163	48,641
Urban Farming	0.0018399	2,343
Urban Vacant land	0.0043304	5,658
Urban commercial & industrial	0.0031397	8,285
Cultural and recreational	0.0016239	81
Total		105,243

Council's Rating and Revenue Plan outlines the differential rates which Council applies when collecting property rates. Council considers that each differential rate will contribute to the equitable and efficient carrying out of council functions.

An overview of each differential rate is provided below. Detailed information on these differentials can be found in Council's current Rating and Revenue Plan.

1. Base Rate

Base Rate includes any rateable land which is:

- not in the Urban Growth Corridor and does not have the characteristics of any other specified rate; or
- used for retirement village units.

Level of Rate: 100% of Base Rate.

Geographic Location: Outside the Urban Growth Corridor of the municipal district; and all retirement villages located within the Urban Growth Corridor of the municipal district.

Use of Land: Any use permitted under the relevant Planning Scheme.

Types of Buildings: All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

2. Farm Rate

Farm rate includes any rateable land outside the Urban Growth Corridor which is "Farmland" within the meaning of Section 2(1) of the *Valuation of Land Act 1960*. This includes any rateable land that:

- is not less than 2 hectares in area; and
- is used primarily for primary production through its activities on the land. This includes being used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and

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- c. is used by a business that:
 - has a significant and substantial commercial purpose of character.
 - seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

Level of Rate: 75% of the Base Rate.

Geographic Location: Outside the Urban Growth Corridor of the municipal district.

Use of Land: Farmland use permitted under the relevant Planning Scheme.

Types of Buildings: All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

3. Urban Farm Rate

Urban Farm Rate is any rateable land within the Urban Growth Corridor which is "Farmland" within the meaning of Section 2(1) of the *Valuation of Land Act 1960*. This includes any rateable land that;

- a. is not less than 2 hectares in area; and
- b. is used primarily for primary production through its activities on the land. This includes being used primarily for grazing (including agistment), dairying, pig-farming, poultry farming, fish farming, tree farming, bee keeping, viticulture, horticulture, fruit growing or the growing of crops of any kind or for any combination of those activities; and
- c. is used by a business that:
 - has a significant and substantial commercial purpose or character.
 - seeks to make a profit on a continuous or repetitive basis from its activities on the land; and
 - is making a profit from its activities on the land, or that has a reasonable prospect of making a profit from its activities on the land if it continues to operate in the way that it is operating.

Level of Rate: 85% of the Base Rate.

Use of Land: Farmland use permitted under the relevant Planning Scheme.

Geographic Location: Within the Urban Growth Corridor of the municipal district.

Types of Buildings: All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

4. Urban Residential Rate

Urban Residential land is any rateable land which is;

- a. in the Urban Growth Corridor; and
- b. does not have the characteristics of Urban Farmland, Urban Vacant Land, or Urban Commercial and Industrial Land; and
- c. is not used for retirement village units.

Level of Rate: 107% of Base Rate.

Geographic Location: Within the Urban Growth Corridor of the municipal district.

Use of Land: Residential use permitted under the relevant Planning Scheme.

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Types of Buildings: All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

5. Urban Vacant Land Rate

Urban Vacant Land is any rateable land that:

- a. no dwelling or other building designed or adapted for occupation is constructed; and
- b. is located within the Urban Growth Corridor; and
- c. does not have the characteristics of Urban Commercial and Industrial Land.

Level of Rate: 200% of the Base Rate.

Geographic Location: Within the Urban Growth Corridor of the municipal district.

Use of Land: Any land zoned as Residential or Urban Growth under the relevant Planning Scheme.

6. Urban Commercial and Industrial Rate

Urban Commercial and Industrial Land is any rateable land, which is:

- a. In the Urban Growth Corridor; and
- b. Used primarily for carrying out the manufacture or production of, or trade in goods or services (including tourist facilities and in the case of a business providing accommodation for tourists, is prescribed accommodation under the *Public Health and Wellbeing Act (Vic) 2008*; or
- c. Unoccupied building erected which is zoned Commercial or Industrial under the relevant Cardinia Shire Council Planning Scheme; or
- d. Unoccupied land which is zoned Commercial or Industrial under the relevant Cardinia Shire Council Planning Scheme.

Level of Rate: 145% of the Base Rate.

Geographic Location: Within the Urban Growth Corridor of the municipal district.

Use of Land: Any commercial or industrial use permitted under the relevant Planning Scheme.

Types of Buildings: All buildings which are already constructed on the land, or which are constructed prior to the end of the financial year.

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4.1.2. Statutory fees and fines

	Forecast Actual		Budget	Change	
	2024/25		2025/26		
	\$'000		\$'000	\$'000	%
Infringements and costs	856	980	124	14.5%	
Statutory registration fees	1,521	1,620	99	6.5%	
Town planning fees	3,863	3,972	109	2.8%	
Land information certificates	156	168	12	7.7%	
Permits	800	795	(5)	-0.6%	
Other statutory fees	63	52	(11)	-17.5%	
Total statutory fees and fines	7,259	7,587	328	4.5%	

Statutory fees and fines relate mainly to fees and fines levied in accordance with legislation and include animal registrations, Health Act registrations and parking fines. Increases in statutory fees and fines are made in accordance with legislative requirements and are not set by Council.

Revenue from statutory fees and fines is estimated to increase by \$328k or 4.5% from 2024-25 levels. The projected increase in fees and fines will be driven by both CPI and volume increases. This includes a rise in fines, which are non-voting, as well as higher statutory registration fees, with a specific push for pet registration. Additionally, town planning fees will see an increase, encompassing statutory planning and development fees.

4.1.3. User fees

	Forecast Actual		Budget	Change	
	2024/25		2025/26		
	\$'000		\$'000	\$'000	%
Leisure centre and recreation	1,096	1,377	281	25.6%	
Childcare/children's programs	152	151	(1)	-0.7%	
Parking	154	174	20	13.0%	
Registrations and other permits	521	480	(41)	-7.9%	
Other fees and charges	1,088	894	(194)	-17.8%	
Total user fees	3,011	3,076	65	2.2%	

User fees relate mainly to the recovery of service delivery costs through the charging of fees to users of Council's services. These include income from Community Asset Committees, the use of leisure, entertainment and other community facilities. One of three pricing strategies is applied to determine the level of budgeted user charges; Market price; Full cost recovery price; or Subsidised price.

Revenue from user fees is projected to marginally decrease by \$65k or 2.2% from 2024-25 levels. The decrease is mainly due to reduced Compliance Services for The Lost Dogs Home, fewer building certificates in Regulatory Services, and less in Civil Maintenance for dust suppressant works. However, this is partially offset by increased revenue from leisure centres and recreation, including Community Asset Committees, event revenue, and room and equipment hire at Cardinia Cultural Centre.

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4.1.4. Grants

Grants are required by the Act and the Regulations to be disclosed in Council's annual budget.

	Forecast Actual		Budget	Change	
	2024/25	2025/26	2025/26		
	\$'000	\$'000	\$'000	%	
Grants were received in respect of the following:					
Summary of grants					
Commonwealth funded grants	25,377	31,646	6,269	24.7%	
State funded grants	15,471	24,008	8,537	55.2%	
Total grants received	40,848	55,654	14,806	36.2%	
(a) Operating Grants					
Recurrent - Commonwealth Government					
Financial Assistance Grants	16,049	16,983	934	5.8%	
Health & Social Planning	123	150	27	22.3%	
Recurrent - State Government					
Primary care partnerships	526	528	2	0.4%	
Aged care	55	73	18	32.7%	
School crossing supervisors	600	600	-	0.0%	
Maternal and child health	2,526	2,660	134	5.3%	
Emergency Management	60	-	(60)	-100.0%	
Community safety	56	106	50	89.3%	
Youth Services	22	-	(22)	-100.0%	
Weed Control	153	32	(121)	-79.1%	
Other	4	-	(4)	-100.0%	
Total recurrent grants	20,174	21,133	959	4.8%	
Non-recurrent - Commonwealth Government					
Youth Services	3	3	-	0.0%	
Non-recurrent - State Government					
Community health	-	69	69	0.0%	
Family and children	24	123	99	412.5%	
Maternal and child health	75	-	(75)	-100.0%	
Other	403	185	(218)	-54.1%	
Total non-recurrent grants	505	380	(125)	-24.8%	
Total operating grants	20,679	21,513	834	4.0%	

Operating grants include all monies received from State and Federal Government sources for the purpose of funding the delivery of Council's services to ratepayers. Overall, the level of operating grants is expected to increase by 4% or \$834k from 2024-25.

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	Forecast Actual	Budget	Change	
	2024/25 \$'000	2025/26 \$'000	\$'000	%
(b) Capital Grants				
Recurrent - Commonwealth Government				
Roads to recovery	1,746	8,039	6,293	360.4%
Recurrent - State Government				
Total recurrent grants	1,746	8,039	6,293	360.4%
Non-recurrent - Commonwealth Government				
Building Better Regions Fund (BBRF)	744	-	(744)	-100.0%
Sealing Roads in the Dandenong Ranges	6,712	6,470	(242)	-3.6%
Non-recurrent - State Government				
Building Blocks Grant - Thewlis Integrated Child and Family Centre	1,388	-	(1,388)	-100.0%
Growing Suburbs fund	4,336	-	(4,336)	-100.0%
Growth areas infrastructure contributions (GAIC)	3,115	11,020	7,905	253.8%
Local Community Sport and Recreation Projects	771	-	(771)	-100.0%
Bridges	12	279	267	2224.3%
Buildings	213	1,090	877	411.7%
Footpaths	367	-	(367)	-100.0%
Off Street Car parks	295	-	(295)	-100.0%
Parks, open space and streetscapes	325	50	(275)	-84.6%
Recreational	-	2,450	2,450	100.0%
Roads	145	4,743	4,598	3171.0%
Total non-recurrent grants	18,423	26,102	7,679	41.7%
Total capital grants	20,169	34,141	13,972	69.3%
Total Grants	40,848	55,654	14,806	36.2%

Capital grants include all monies received from State and Federal Government sources for the purpose of funding the capital works program. Budgeted capital grants are expected to increase by \$14.0 million compared to the 2024-25 forecast. In total, \$34.1 million in capital grants are budgeted.

Some of the more significant budgeted capital grants for 2025-26 are \$11.0 million for Growth Area Infrastructure Contributions (GAIC), \$8.0 million in Roads to Recovery, and \$6.5 million in Sealing Roads in the Dandenong Ranges programs.

The major variances relate to non-recurrent funding for capital works projects, for which capital works delivery is expected in 2025-26 and the funding is recognised in 2025-26.

Due to the implementation of AASB1058 *Income for Not-for-Profit Entities* from 1 July 2019, grant income is recognised on the fulfilment of performance obligation on the funding agreement rather than cash receipt. Therefore, some grant cash payments would be deferred to be recognised as income across financial years until Council achieves the project milestones.

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4.1.5. Contributions

	Forecast Actual		Budget	Change	
	2024/25		2025/26		
	\$'000		\$'000	\$'000	%
Monetary	20,793	41,745	20,952	100.8%	
Non-monetary	46,606	36,329	(10,277)	-22.1%	
Total contributions	67,399	78,074	10,675	15.8%	

Contributions relate to monies paid by non-government third parties for the purpose of funding the delivery of Council's services to ratepayers. Non-monetary contributions relate to the gifting of assets by third parties after they have been constructed.

Revenue from contributions is projected to increase by \$10.7 million or 15.8% compared to 2024-25. This is primarily due to an estimated increase in the value of monetary developer levies, being partially offset by a decrease in estimated gifted assets (non-monetary contributions).

4.1.6. Other income

	Forecast Actual		Budget	Change	
	2024/25		2025/26		
	\$'000		\$'000	\$'000	%
Interest	6,011	5,294	(717)	-11.9%	
Cost recoveries	2,694	1,452	(1,243)	-46.1%	
Other rent	498	499	1	0.1%	
Other income	988	611	(378)	-38.2%	
Total other income	10,192	7,856	(2,336)	-22.9%	

Other income relates to a range of items such as cost recoveries, rent/lease income and other miscellaneous income items, and includes interest revenue on investments, including DCP investments.

Other income is budgeted to decrease by \$2.3 million or 22.9% from 2024-25, primarily due to lower one-off storm damage recoveries received in 2024-25 (\$920k) and a decrease in projected interest income because of lower forecast interest rates.

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4.1.7. Employee costs

	Forecast Actual		Budget	Change	
	2024/25		2025/26		
	\$'000		\$'000	\$'000	%
Wages and salaries	51,042		54,958	3,916	7.7%
WorkCover	1,446		1,842	396	27.4%
Superannuation	5,563		6,307	744	13.4%
Fringe Benefits Tax	414		408	(6)	-1.4%
Staff capitalisation (transfer to capital program)	(1,196)		(2,600)	1,404	117.4%
Other	343		381	38	11.1%
Total employee costs	57,612		61,296	3,684	6.4%

Employee costs include all labour-related expenditure, such as wages and salaries, and on-costs, such as allowances, leave entitlements, employer superannuation, and work cover premiums. It also includes Fringe Benefits Tax (FBT).

Employee costs overall are expected to increase by \$3.7 million or 6.4% compared to 2024-25. This increase is primarily due to a combination of:

- full year effect of new staff appointed during 2024-25,
- new staff appointments in 2025-26,
- implementation of Council's new Enterprise Agreement
- staff increment movements,
- Workcover premium increases,
- Superannuation Guarantee Levy increase from 11.5% in 2024-25 to 12% in 2025-26.

A summary of human resources expenditure categorised according to the organisational structure of Council is included in Section 3.6 Statement of Human Resources.

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4.1.8. Materials and services

	Forecast Actual		Budget		Change	
	2024/25		2025/26		\$'000	%
	\$'000		\$'000			
Contract payments						
- Waste and garbage contracts	21,051		22,880		1,829	8.7%
- Parks and gardens contracts	7,453		7,680		227	3.0%
- Library contract	2,404		2,494		90	3.7%
Building maintenance	3,941		4,823		882	22.4%
General maintenance	2,502		2,954		452	18.1%
Utilities	2,834		3,296		462	16.3%
Information Technology	3,425		3,566		141	4.1%
General administration	11,686		11,433		(253)	-2.2%
Insurance	1,881		2,135		254	13.5%
Consultants	2,634		1,890		(744)	-28.2%
Materials and services	19,211		11,281		(7,930)	-41.3%
Community events	1,698		1,653		(45)	-2.7%
Contractors and temporary staff	464		267		(197)	-42.5%
Plant and equipment	160		168		8	5.0%
Marketing and promotion	284		537		253	89.1%
Legal and professional	1,716		1,461		(255)	-14.9%
Total materials and services	83,344		78,518		(4,826)	-5.8%

Materials and services include the purchases of consumables, contractor payments for the provision of services, and utility costs, as well as the costs for operational projects that are not capital in nature. Materials and services are budgeted to decrease by \$4.8 million or 5.8% compared to 2024-25.

Contracts are forecast to increase by \$2.1 million or 7% from 2024-25. The main contracts contributing to this increase are the waste and garbage contract - combination of population growth (increased service delivery) and CPI, which is being offset by an increase in garbage charge income.

Materials and services expenditure for 2024-25 forecast includes the costs to construct assets on Crown land (pavilions at Cora Lynn Reserve and Upper Beaconsfield) which are not considered capital and will be realised as an expense. The 41.3% decrease reflects that these costs are not included in the 2025-26 draft budget.

4.1.9. Depreciation

	Forecast Actual		Budget		Change	
	2024/25		2025/26		\$'000	%
	\$'000		\$'000			
Property	5,977		6,385		408	6.8%
Plant & equipment	1,908		2,463		555	29.1%
Infrastructure	20,528		23,719		3,192	15.5%
Total depreciation	28,412		32,568		4,155	14.6%

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Depreciation is an accounting measure which attempts to allocate the value of an asset over its useful life for Council's property, plant and equipment including infrastructure assets such as roads, bridges, footpaths, and drains.

The increase of \$4.2 million or 14.6% over 2024-25 is mainly due to an increase in the value of Council's infrastructure assets due to the completed capital works and the recognition of gifted assets from developers and the state government.

4.1.10. Amortisation - Intangible assets

	Forecast Actual	Budget	Change	
	2024/25	2025/26	\$'000	%
	\$'000	\$'000	\$'000	%
Intangible assets	160	155	(5)	-3.1%
Total amortisation - intangible assets	160	155	(5)	-3.1%

4.1.11. Depreciation - Right of use assets

	Forecast Actual	Budget	Change	
	2024/25	2025/26	\$'000	%
	\$'000	\$'000	\$'000	%
Right of use assets	573	562	(11)	-1.9%
Total depreciation - right of use assets	573	562	(11)	-1.9%

4.1.12. Other expenses

	Forecast Actual	Budget	Change	
	2024/25	2025/26	\$'000	%
	\$'000	\$'000	\$'000	%
Auditor remuneration - VAGO	76	80	4	5.4%
Auditor remuneration - Internal audit	162	186	24	14.8%
Bank charges	346	357	11	0.0%
Councillor allowances	499	478	(20)	-4.1%
Other expenses	-	1,400	2,270	-260.9%
Total other expenses	213	2,501	2,289	1074.9%

Other expenses relate to a range of unclassified items including audit fees, rent and lease expenditure, government fees & charges and other miscellaneous expenditure items.

Other expenses in total are budgeted to increase by \$2.3 million from 2024-25, which is being impacted by costs incurred in 2024-25 for Council elections which will not be required in 2025-26 and a one-off adjustment occurring in 2024-25.

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4.2. Balance Sheet

4.2.1. Assets

Current assets are those assets which can be converted to cash within twelve months.

Current assets are forecast to increase by \$40,544million during 2025-26, mainly due to an increase in cash and cash equivalents, driven by increased cash holdings and borrowings, of \$50.5 million which is partially offset by decrease in trade and other receivables by \$9.98 million as detailed in 3.4 Statement of Cash Flows.

Conversely, non-current assets are those assets that are not expected to be converted to cash within twelve months.

Non-current assets are expected to increase by \$77,211 million during the 2025-26 year, mainly in property, infrastructure, plant and equipment due to the addition of completed capital works and the recognition of gifted assets from developers and the state government.

4.2.2. Liabilities

Current liabilities are those obligations Council must pay within the next year.

These liabilities are budgeted to decrease by \$923k, mainly due to the change in unearned capital grant income, being offset by increase in trade and other payables (creditors) and current interest bearing liabilities.

Non-current liabilities (obligations Council must pay beyond the next year) are expected to increase by \$10.1 million.

This is mainly due to increase in interest-bearing liabilities, with Council anticipating drawing down borrowings of \$17 million in 2025-26 to partially fund capital works.

4.2.3. Borrowings

The table below shows information on borrowings specifically required by the Regulations.

	Forecast	Budget		Projections	
	Actual	2025/26	2026/27	2027/28	2028/29
	2024/25				
	\$	\$	\$	\$	\$
Amount borrowed as at 30 June of the prior year	11,491	20,736	35,835	52,391	63,454
Amount proposed to be borrowed	20,000	17,000	21,693	20,360	22,387
Amount projected to be redeemed	(10,755)	(1,901)	(5,137)	(9,297)	(13,478)
Amount of borrowings as at 30 June	20,736	35,835	52,391	63,454	72,363

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4.2.4. Leases by category

As a result of the introduction of *AASB 16 Leases*, right-of-use assets and lease liabilities have been recognised as outlined in the table below.

	Forecast Actual	Budget
	2024/25	2025/26
	\$	\$
Right-of-use assets	-	-
Property	202	152
Vehicles	2,046	1,534
Other, etc.	-	-
Total right-of-use assets	2,248	1,686
Lease liabilities		
Current lease Liabilities		
Land and buildings	-	-
Plant and equipment	211	582
Other, etc.	-	-
Total current lease liabilities	211	582
Non-current lease liabilities		
Land and buildings	196	113
Plant and equipment	1,984	1,142
Other, etc.	-	-
Total non-current lease liabilities	2,180	1,255
Total lease liabilities	2,391	1,837

Where the interest rate applicable to a lease is not expressed in the lease agreement, Council applies the average incremental borrowing rate in the calculation of lease liabilities.

Generally, Council uses an appropriate incremental borrowing rate as the discount rate.

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4.3. Statement of Changes in Equity

4.3.1. Reserves

Transfers from reserves is the movement of developer infrastructure levies collected in previous years to partly fund the Developer Contribution Plan (DCP) projects in the current year capital works program.

4.3.2. Equity

Total equity always equals net assets and is made up of the following components:

- Asset revaluation reserve which represents the difference between the previously recorded value of assets and their current valuations.
- Other reserves, which are funds that Council wishes to separately identify as being set aside to a specific purpose in the future and to which there is no existing liability. These amounts are transferred from Council's Accumulated Surplus and is separately disclosed.
- Accumulated surplus which is the value of all net assets less reserves that have accumulated over time.

4.4. Statement of Cash Flows

4.4.1. Net cash flows provided by/used in operating activities

Operating activities refer to the cash generated or used in the normal service delivery functions of Council.

Net cash inflow of operating activities is forecast to increase by \$65.8 million from 2024-25 primarily due to increase in cash inflows for rates and charges, capital grants, development levies, and decreased cash outflows of material and services.

4.4.2. Net cash flows provided by/used in investing activities

Investing activities refer to activities that are generated or used in the enhancement or creation of infrastructure and other assets. These activities also include the acquisition and sale of other assets such as vehicles, property, equipment, etc.

Net cash outflow of investing activities is expected to increase by \$38.1 million due to increases in payments for the capital works program.

4.4.3. Net cash flows provided by/used in financing activities

Financing activities refer to activities that are generated or used in the financing of Council functions and includes borrowings from financial institutions. These activities also include repayment of the principal and interest components of loan repayments for the year.

Net cash inflow from financing activities is expected to increase by \$5.8 million due to changes in Council's borrowing levels, with older debt being retired and the anticipated draw down of new borrowings.

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4.5. Capital works program

This section presents a listing of the capital works projects that will be undertaken for the 2025-26 year, classified by expenditure type and funding source. Works are also disclosed as current budget or carried forward from prior year.

4.5.1. Summary

	Forecast Actual	Budget	Change	%
	2024/25	2025/26		
	\$'000	\$'000		
Property	21,513	14,212	(7,301)	-33.9%
Plant and equipment	3,519	7,341	3,822	108.6%
Infrastructure	57,433	52,614	(4,819)	-8.4%
Total	82,465	74,167	(8,298)	-10.1%

Project Cost	Asset expenditure types					Summary of Funding Sources			
	New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	
Property	14,212	3,990	4,600	1,401	4,221	1,090	1,436	5,132	6,554
Plant and equipment	7,341	89	3,812	3,241	200	-	-	2,395	4,947
Infrastructure	52,614	2,230	14,832	27,672	7,880	33,051	2,296	11,767	5,500
Total	74,167	6,309	23,244	32,313	12,301	34,141	3,732	19,294	17,000

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4.5.2. Current Budget

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Land									
<i>Land acquisition</i>	3,990	3,990	-	-	-	-	1,436	-	2,554
Buildings									
<i>Cardinia Youth Hub</i>	4,000	-	-	-	4,000	-	-	-	4,000
<i>Public Toilets Renewals</i>	478	-	478	-	-	-	-	478	-
<i>Public Buildings Major Renewals Program</i>	84	-	84	-	-	-	-	84	-
<i>Building Minor Renewal Program Reactive</i>	600	-	600	-	-	-	-	600	-
<i>Building Minor Renewal Program Strategic</i>	3,439	-	3,439	-	-	1,090	-	2,349	-
<i>Universal Design (Incl Rec Pav Renewal)</i>	221	-	-	-	221	-	-	221	-
TOTAL PROPERTY	12,811	3,990	4,600	-	4,221	1,090	1,436	3,731	6,554
PLANT AND EQUIPMENT									
Plant, Machinery and Equipment									
<i>Plant Replacement Program</i>	2,947	-	2,947	-	-	-	-	-	2,947
<i>New Plan program</i>	89	89	-	-	-	-	-	89	-
Fixtures, Fittings and Furniture									
<i>Electronic Access Upgrade Program</i>	400	-	-	200	200	-	-	400	-
<i>Furniture and Equipment Renewal Program</i>	200	-	200	-	-	-	-	200	-
<i>CCC Minor Equipment</i>	104	-	-	104	-	-	-	104	-
<i>Disability Access Upgrade Program</i>	240	-	-	240	-	-	-	240	-
<i>Energy and water strategy programs</i>	100	-	-	100	-	-	-	100	-
<i>HVAC renewal program</i>	597	-	-	597	-	-	-	597	-
Computers and Telecommunications									
<i>IT Strategy</i>	665	-	665	-	-	-	-	665	-
<i>Business Improvement Program</i>	2,000	-	-	2,000	-	-	-	-	2,000
TOTAL PLANT AND EQUIPMENT	7,341	89	3,812	3,241	200	-	-	2,395	4,947

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Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New	Renewal	Upgrade	Expansion	Grants	Contributions	Council cash	Borrowings
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
INFRASTRUCTURE									
Roads									
<i>Streetlight upgrades - MV Lights to LED</i>	495	-	-	495	-	-	204	291	-
<i>Road Pavement Renewal Program</i>	1,669	-	1,669	-	-	-	-	1,669	-
<i>Sealed Road Resurfacing Program</i>	3,039	-	3,039	-	-	3,039	-	-	-
<i>Carpark resurfacing Program</i>	170	-	170	-	-	-	-	170	-
<i>Lighting (Road Reserves) Program</i>	148	-	148	-	-	-	-	148	-
<i>Local Area Traffic Improvements Program</i>	376	-	-	376	-	267	-	109	-
<i>Unsealed Road Resheeting Program</i>	2,404	-	2,404	-	-	-	-	1,677	727
<i>Main Street Central</i>	57	-	-	-	57	-	-	57	-
<i>Brunt/Rix road and roundabout</i>	1,120	-	-	1,120	-	-	1,120	-	-
<i>Better Local Roads - Connect Cardinia</i>	5,000	-	-	5,000	-	5,000	-	-	-
<i>Sealing of the Hills Program</i>	6,470	-	-	6,470	-	6,470	-	-	-
<i>Main Street Gateway</i>	1,027	-	-	513	513	1,027	-	-	-
<i>GAIC - Drake Place</i>	6,020	-	-	3,010	3,010	6,020	-	-	-
<i>GAIC - John Street extension</i>	1,000	-	-	500	500	1,000	-	-	-
<i>GAIC - Arena Pde</i>	3,600	-	-	1,800	1,800	2,800	800	-	-
<i>GAIC - McGregor/Henty</i>	4,000	-	-	2,000	2,000	4,000	-	-	-
<i>Blackspot road/intersection program</i>	513	-	-	513	-	513	-	-	-
<i>Bergun wayfinding - Princes Hwy intersections</i>	136	136	-	-	-	136	-	-	-
Bridges									
<i>Bridge renewal program</i>	1,057	-	1,057	-	-	-	-	257	800
Footpaths and Cycleways									
<i>Sealed Pathway Renewal Program</i>	1,268	-	1,268	-	-	-	-	-	1,268
<i>Gravel Pathway Renewal</i>	102	-	102	-	-	-	-	102	-

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Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
<i>Footpath network expansion program</i>	465	465	-	-	-	-	-	465	-
Drainage									
<i>Drainage Renewal and Upgrade Program</i>	722	-	722	-	-	-	172	550	-
<i>WSUD Assets Renewal Program</i>	413	-	413	-	-	-	-	413	-
Recreational, Leisure & Community Facilities									
<i>Shade structures renewal program</i>	100	-	100	-	-	-	-	100	-
<i>Netball/Tennis Court Resurfacing Program</i>	100	-	100	-	-	-	-	100	-
<i>Rec Reserve lighting and power renewal</i>	50	-	50	-	-	-	-	50	-
<i>Rec reserve turf resurfacing program</i>	1,300	-	1,300	-	-	-	-	-	1,300
<i>Swimming Facilities Renewal Program</i>	586	-	586	-	-	-	-	186	400
<i>Public art</i>	20	20	-	-	-	-	-	20	-
Parks, Open Space and Streetscapes									
<i>Emerald Lake Park</i>	220	-	220	-	-	-	-	220	-
<i>Playspace and supporting infra renewal</i>	777	-	777	-	-	50	-	498	229
<i>Basketball court renewal program</i>	10	-	10	-	-	-	-	10	-
<i>BMX Facility Asset renewal program</i>	287	-	287	-	-	-	-	287	-
<i>Exercise Equipment Renewal Program</i>	10	-	10	-	-	-	-	10	-
<i>New playspaces and associated infrastructure</i>	279	279	-	-	-	279	-	-	-
Other Infrastructure									
<i>Capital advancement fund</i>	400	-	400	-	-	-	-	400	-
<i>Upper Beaconsfield Rec Reserve Pavilion</i>	5,874	-	-	5,874	-	2,450	-	3,424	-
TOTAL INFRASTRUCTURE	51,284	900	14,832	27,672	7,880	33,051	2,296	11,213	4,723
TOTAL NEW CAPITAL WORKS	71,436	4,979	23,244	30,912	12,301	34,141	3,732	17,339	16,224

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4.5.3. Works carried forward from the 2024-25 year

Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
PROPERTY									
Buildings									
<i>Garfield Nth Cannibal Creek Community Hub</i>	1,401	-	-	1,401	-	-	-	1,401	-
TOTAL PROPERTY	1,401	-	-	1,401	-	-	-	1,401	-
Capital Works Area	Project Cost \$'000	Asset expenditure types				Summary of Funding Sources			
		New \$'000	Renewal \$'000	Upgrade \$'000	Expansion \$'000	Grants \$'000	Contributions \$'000	Council cash \$'000	Borrowings \$'000
INFRASTRUCTURE									
Other Infrastructure									
<i>Cora Lynn Reserve Pavilion</i>	1,330	1,330	-	-	-	-	-	554	777
TOTAL INFRASTRUCTURE	1,330	1,330	-	-	-	-	-	554	777
TOTAL CARRIED FORWARD CAPITAL WORKS	2,731	1,330	-	1,401	-	-	-	1,955	777
TOTAL 2024-25 CAPITAL WORKS	74,167	6,309	23,244	32,313	12,301	34,141	3,732	19,294	17,000

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4.6. Summary of Planned Capital Works Expenditure

For the years ending 30 June 2027, 2028 & 2029

2026/27	Asset Expenditure Types					Funding Sources				
	Project Cost \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000	
Property										
Land	6,258	6,258	0	0	0	0	3,000	0	3,258	
Total Land	6,258	6,258	0	0	0	0	3,000	0	3,258	
Buildings	9,017	250	5,487	280	3,000	0	250	5,767	3,000	
Total Buildings	9,017	250	5,487	280	3,000	0	250	5,767	3,000	
Total Property	15,275	6,508	5,487	280	3,000	0	3,250	5,767	6,258	
Plant and Equipment										
Plant, machinery and equipment	2,700	100	2,600	0	0	0	0	100	2,600	
Fixtures, fittings and furniture	1,726	0	220	1,306	200	0	0	1,726	0	
Computers and telecommunications	10,550	0	550	10,000	0	0	0	550	10,000	
Total Plant and Equipment	14,976	100	3,370	11,306	200	0	0	2,376	12,600	
Infrastructure										
Roads	28,034	0	9,464	14,098	4,472	12,565	2,442	13,027	0	
Bridges	1,337	0	1,337	0	0	0	0	0	1,337	
Footpaths and cycleways	2,200	600	1,600	0	0	0	0	702	1,498	
Drainage	950	0	950	0	0	0	0	950	0	
Recreational, leisure and community facilities	2,530	450	2,080	0	0	0	350	2,180	0	
Parks, open space and streetscapes	3,097	500	2,597	0	0	0	0	3,097	0	
Other infrastructure	400	0	400	0	0	0	0	400	0	
Total Infrastructure	38,547	1,550	18,427	14,098	4,472	12,565	2,792	20,356	2,835	
Total Capital Works Expenditure	68,798	8,158	27,284	25,685	7,672	12,565	6,042	28,499	21,693	

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2027/28	Asset Expenditure Types					Funding Sources			
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property									
Land	7,636	7,636	0	0	0	0	3,000	0	4,636
Total Land	7,636	7,636	0	0	0	0	3,000	0	4,636
Buildings	12,497	4,000	6,227	280	1,990	0	4,000	8,497	0
Total Buildings	12,497	4,000	6,227	280	1,990	0	0	0	0
Total Property	20,133	11,636	6,227	280	1,990	0	3,000	0	4,636
Plant and Equipment									
Plant, machinery and equipment	2,700	100	2,600	0	0	0	0	100	2,600
Fixtures, fittings and furniture	1,743	0	220	1,323	200	0	0	1,743	0
Computers and telecommunications	10,550	0	550	10,000	0	0	0	550	10,000
Total Plant and Equipment	14,993	100	3,370	11,323	200	0	0	2,393	12,600
Infrastructure									
Roads	15,952	0	9,713	4,502	1,737	0	705	15,247	0
Bridges	1,397	0	1,397	0	0	0	0	0	1,397
Footpaths and cycleways	2,429	600	1,829	0	0	0	523	179	1,727
Drainage	950	0	950	0	0	0	0	950	0
Recreational, leisure and community facilities	2,550	820	1,730	0	0	0	800	1,750	0
Parks, open space and streetscapes	3,636	150	3,486	0	0	0	150	3,486	0
Other infrastructure	400	0	400	0	0	0	0	400	0
Total Infrastructure	27,314	1,570	19,505	4,502	1,737	0	2,178	22,012	3,124
Total Capital Works Expenditure	62,440	13,306	29,102	16,105	3,928	0	5,178	24,405	20,360

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2028/29	Asset Expenditure Types					Funding Sources			
	Total \$'000	New \$'000	Renewal \$'000	Expansion \$'000	Upgrade \$'000	Grants \$'000	Contributions \$'000	Council Cash \$'000	Borrowings \$'000
Property									
Land	6,478	6,478	0	0	0	0	0	0	6,478
Total Land	6,478	6,478	0	0	0	0	0	0	6,478
Buildings	9,528	5,578	3,950	0	0	0	5,578	3,950	0
Leasehold improvements	0	0	0	0	0	0	0	0	0
Total Buildings	9,528	5,578	3,950	0	0	0	0	0	0
Total Property	16,006	12,056	3,950	0	0	0	0	0	6,478
Plant and Equipment									
Plant, machinery and equipment	2,700	100	2,600	0	0	0	0	100	2,600
Fixtures, fittings and furniture	1,853	0	220	1,433	200	0	0	1,853	0
Computers and telecommunications	10,550	0	550	10,000	0	0	0	550	10,000
Total Plant and Equipment	15,103	100	3,370	11,433	200	0	0	2,503	12,600
Infrastructure									
Roads	14,597	0	9,712	4,885	0	0	2,753	11,844	0
Bridges	1,400	0	1,400	0	0	0	0	0	1,400
Footpaths and cycleways	2,610	600	2,010	0	0	0	148	554	1,908
Drainage	950	0	950	0	0	0	0	950	0
Recreational, leisure and community facilities	5,621	3,866	1,755	0	0	0	3,766	1,855	0
Parks, open space and streetscapes	2,442	1,150	1,292	0	0	0	1,150	1,292	0
Other infrastructure	400	0	400	0	0	0	0	400	0
Total Infrastructure	28,020	5,616	17,519	4,885	0	0	7,817	16,894	3,308
Total Capital Works Expenditure	59,129	17,773	24,839	16,318	200	0	7,817	19,397	22,387

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5. Performance indicators

The following tables highlight Council's current and projected performance across a selection of targeted service and financial performance indicators. These indicators provide a useful analysis of Council's intentions and performance and should be interpreted in the context of the organisation's objectives.

The targeted performance indicators below are the prescribed performance indicators contained in Schedule 4 of the Local Government (Planning and Reporting) Regulations 2020. Results against these indicators and targets will be reported in Council's Performance Statement included in the Annual Report.

Key to Forecast Trend:

- + Forecasts improvement in Council's financial performance/financial position indicator
- o Forecasts that Council's financial performance/financial position indicator will be steady
- Forecasts deterioration in Council's financial performance/financial position indicator

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5a Targeted performance indicators

Targeted performance indicators – Service

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	+/-
Governance									
Consultation and engagement (Council decisions made and implemented with community input)	Satisfaction with community consultation and engagement Community satisfaction rating out of 100 with the consultation and engagement efforts of Council	1	67.00	67.00	68.00	69.00	70.00	71.00	+
Roads									
Condition (sealed local roads are maintained at the adopted condition standard)	Sealed local roads below the intervention level Number of kms of sealed local roads below the renewal intervention level set by Council / Kms of sealed local roads	2	99.39%	99.52%	99.00%	99.00%	99.00%	99.00%	o
Statutory planning									
Service standard (planning application processing and decisions are in accordance with legislative requirements)	Planning applications decided within the relevant required time Number of planning application decisions made within the relevant required time / Number of planning application decisions made	3	63.00%	48.13%	65.00%	65.00%	65.00%	65.00%	o
Waste management									
Waste diversion (amount of waste diverted from landfill is maximised)	Kerbside collection waste diverted from landfill Weight of recyclables and green organics collected from kerbside bins / Weight of garbage, recyclables and green organics collected from kerbside bins	4	48.09%	46.43%	47.90%	48.00%	48.09%	48.19%	+

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Targeted performance indicators - Financial

Indicator	Measure	Notes	Actual	Forecast	Target	Target Projections			Trend
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	+/-
Liquidity									
Working Capital (sufficient working capital is available to pay bills as and when they fall due)	Current assets compared to current liabilities Current assets / current liabilities	5	278.0%	408.6%	500.9%	519.7%	545.5%	506.8%	+
Obligations									
Asset renewal (assets are renewed as planned)	Asset renewal compared to depreciation Asset renewal and upgrade expense / Asset depreciation	6	169.3%	235.9%	170.6%	161.1%	131.2%	114.8%	-
Stability									
Rates concentration (revenue is generated from a range of sources)	Rates compared to adjusted underlying revenue Rate revenue / adjusted underlying revenue	7	78.6%	73.9%	75.8%	76.1%	76.4%	76.7%	+
Efficiency									
Expenditure level (resources are used efficiently in the delivery of services)	Expenses per property assessment Total expenses / no. of property assessments	8	\$3,080	\$3,314	\$3,281	\$3,238	\$3,251	\$3,255	+

Notes to indicators 5a

- Satisfaction with community consultation and engagement** – Council’s Community Engagement Policy and Guidelines are current being reviewed, with a view to building our engagement skills and improving engagement practices. We hope to see this work reflected by an improvement in satisfaction scores in Community Engagement.
- Sealed local roads below the intervention level** – The target is based on average performance over the last five years.
- Planning applications decided within the relevant required time** – The methodology used for calculations has been updated to reflect advice received from Local Government Victoria and has altered the results. A target has been set to demonstrate ongoing improvement and exceeds growth area averages.

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4. **Kerbside collection waste diverted from landfill** – The target is based on the average performance over the last five years.
5. **Working Capital** -Sufficient working capital is projected to meet Council's obligations as and when they fall due. Working capital is budgeted to steadily increase over the four-year period, with Council funds being supplemented with loan borrowings to fund capital works projects.
6. **Asset renewal** - This indicator shows the extent of Council's asset renewals and upgrades against its depreciation charge, which measures the decline existing capital asset values.

A result over 100% indicates Council is maintaining its existing assets, while a percentage less than 100% indicates its assets are deteriorating faster than asset renewal.

Future capital expenditure will be required to renew assets. Cardinia Shire offers urban and rural landscapes and strives to balance the needs of growth, interface, and rural environments.

This adds pressure for new and renewal assets as Council strives to balance individual town needs. Council will renew assets where resources are available and will actively advocate and seek grant funding to increase new and upgrade opportunities.

Council will continue to prioritise renewal projects to direct limited renewal funds where they are most needed and closely monitor the impacts of not achieving sufficient asset renewal.

7. **Rates concentration** - Revenue should be generated from a range of sources to improve revenue stability. This indicator reflects the increasing reliance on rate revenues to fund Council's ongoing services.

Council is working to identify alternative revenue sources in order to reduce this reliance. Additional funding will assist funding of key services in addition to enhancing service delivery.
8. **Expenditure level** - The increasing trend over the four years reflects forecasts in CPI and increasing service contract prices and volumes associated with economic conditions and council's growth.

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5b Financial performance indicators

The following table highlights Council’s current and projected performance across a range of key financial performance indicators.

These indicators provide a useful analysis of Council’s financial position and performance and should be interpreted in the context of the organisation’s objectives.

The financial performance indicators below are the prescribed financial performance indicators contained in Part 3 of Schedule 3 of the *Local Government (Planning and Reporting) Regulations 2020*.

Results against these indicators will be reported in Council’s Performance Statement included in the Annual Report.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	+/-
Operating position									
Adjusted underlying result (an adjusted underlying surplus is generated in the ordinary course of business)	Adjusted underlying surplus (or deficit) Adjusted underlying surplus (deficit) / Adjusted underlying revenue	9	-4.3%	-4.7%	-2.0%	-0.5%	-0.8%	-0.9%	+
Liquidity									
Unrestricted cash (sufficient cash that is free of restrictions is available to pay bills as and when they fall due)	Unrestricted cash compared to current liabilities Unrestricted cash / current liabilities	10	24.5%	33.3%	78.4%	86.5%	53.6%	42.0%	-
Obligations									
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council’s activities)	Loans and borrowings compared to rates Interest bearing loans and borrowings / rate revenue	11	15.9%	12.8%	9.9%	16.9%	27.2%	38.5%	+
Loans and borrowings (level of interest bearing loans and borrowings is appropriate to the size and nature of Council’s activities)	Loans and borrowings repayments compared to rates Interest and principal repayments on interest bearing loans and borrowings / rate revenue		12.1%	3.6%	2.7%	9.3%	2.3%	5.1%	-
Indebtedness (level of long term liabilities is appropriate to the size and nature of a Council’s activities)	Non-current liabilities compared to own-source revenue Non-current liabilities / own source revenue		25.1%	16.3%	13.1%	18.7%	24.5%	31.2%	+

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Indicator	Measure	Notes	Actual	Forecast	Budget	Projections			Trend
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	+/-
Stability									
Rates effort (rating level is set based on the community's capacity to pay)	Rates compared to property values Rate revenue / CIV of rateable properties in the municipal district	12	0.3%	0.3%	0.3%	0.3%	0.3%	0.3%	o
Efficiency									
Revenue level (resources are used efficiently in the delivery of services)	Average rate per property assessment General rates and municipal charges / no. of property assessments	13	\$2,323	\$2,367	\$2,462	\$2,474	\$2,484	\$2,494	+

Notes to indicators 5b

- 9. **Adjusted underlying result** - An indicator of the sustainable operating result required to enable Council to continue to provide core services and meet its objectives.

A key goal of the Budget is to maintain a positive adjusted underlying surplus in the long term. The adjusted underlying deficit is projected to return to a breakeven position four years but highlights the highly restrictive nature of the rate cap and the adverse impact of it continually being set below CPI and well below service contract terms.

Cost shifting from other levels of government contributes to continued losses, thereby increasing Council's reliance on its cash reserves, external funding and increased debt to maintain services and invest in capital works.

- 10. **Unrestricted Cash** - Unrestricted cash is impacted by funds set aside for developer contributions and other trust funds. It is forecast to improve with the assistance of borrowings which is supporting the ability to achieve the delivery of the capital works program and to ensure Council's reserves are cash backed.

Long term investments are appropriately managed to be available to cover commitments if required.

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- 11. **Debt compared to rates** - Council's current plan includes borrowings for capital expenditure. The loans and borrowing balance increases over the period due to repayments of existing loans being lower than the value of drawdown of new loans during the period.
- 12. **Rates effort** - Rates effort is intended to examine the community's capacity to pay, presents rate revenue as a percentage of the capital improved value (CIV) of rateable properties in the municipality. The trend is relatively steady for rates effort.
- 13. **Revenue level** - The trend indicates a steady increase over the four years, which is consistent with general rate revenue forecasts.

5c Additional indicators

The following table presents indicators that are not prescribed in the *Local Government (Planning and Reporting) Regulations 2020*.

These indicators are used by the Department of Treasury and Finance to conduct credit assessments on councils under the Treasury Corporation of Victoria (TCV) loans framework.

Subject to these financial covenants being satisfied over the prior three years to the budget year, the budget year, and subsequent three projected financial years, a borrowing limit will be determined under the framework.

Indicator	Measure	Notes	Actual	Forecast	Budget	Projections		Trend	
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	+/-
TCV loans framework indicators									
Interest Cover Ratio	EBITDA : interest expenses	14	221:3	208:3	97:6	37:4	17:3	31:6	+
Interest bearing liabilities to own source revenue	Interest bearing liabilities / own source revenue	15	8.3%	14.3%	23.6%	33.4%	39.1%	43.3%	+

Notes to indicators 5c

- 1. **Interest cover ratio** - The interest cover ratio demonstrates Council's ability to pay interest on outstanding debt. While the decrease is being influenced by a reduction in capital grant income, Council still has adequate funds to cover its interest payments.

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2. **Interest bearing liabilities to own source revenue** - Interest bearing loans, leases and borrowings must not exceed 60 per cent of own source revenue. This demonstrates Council's ability to service its debt obligations and currently the indicators demonstrate that Council is well within this range.

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6. Schedule of fees and charges

This section presents the fees and charges of a non-statutory nature which will be charged in respect to various goods and services during the financial year 2025-26.

6.1. Fees and charges schedule – sports and aquatics

Fees and charges are based on information available at the time of publishing and may vary during the financial year subject to any changes in Council’s policy or legislation.

Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
				\$	%	
Cardinia Life - Aquatics (Casual)						
Adult Rec Swim	Taxable	8.20	8.50	0.30	4.00%	Non Statutory Fee
Child Rec Swim	Taxable	6.70	7.00	0.30	4.00%	Non Statutory Fee
Concession Rec Swim	Taxable	6.70	7.00	0.30	4.00%	Non Statutory Fee
Family Rec Swim	Taxable	22.00	22.70	0.70	3.00%	Non Statutory Fee
Spectator	Taxable	2.00	2.10	0.10	5.00%	Non Statutory Fee
Casual Health Club	Taxable	19.10	19.70	0.60	3.00%	Non Statutory Fee
Casual Health Club (Concession)	Taxable	19.10	19.70	0.60	3.00%	Non Statutory Fee
Cardinia Life - Group Fitness						
Aqua Aerobics	Taxable	18.00	18.60	0.60	3.00%	Non Statutory Fee
Aqua Aerobics (Concession)	Taxable	14.40	14.90	0.50	3.00%	Non Statutory Fee
Group Fitness	Taxable	18.00	18.60	0.60	3.00%	Non Statutory Fee
Group Fitness (Concession)	Taxable	14.40	14.90	0.50	3.00%	Non Statutory Fee
Group Fitness Virtual	Taxable	10.70	11.10	0.40	4.00%	Non Statutory Fee
Cardinia Life - Older Adults Programs						
Aqua Movers	Taxable	9.20	9.50	0.30	3.00%	Non Statutory Fee
Gentle Exercise	Taxable	9.20	9.50	0.30	3.00%	Non Statutory Fee

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Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
				\$	%	
Cardinia Life - Memberships						
Health and Wellness Membership Fortnightly Fee	Taxable	51.40	53.00	1.60	3.00%	Non Statutory Fee
Health and Wellness Membership Start-up Fee	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Health and Wellness Commitment Membership Start-up Fee	Taxable	31.00	32.00	1.00	3.00%	Non Statutory Fee
Health and Wellness Membership (Concession) Fortnightly Fee	Taxable	41.50	42.80	1.30	3.00%	Non Statutory Fee
Health and Wellness Membership (Concession) Start-up Fee	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Health and Wellness Membership (Concession/Restricted) Fortnightly Fee	Taxable	33.20	34.20	1.00	3.00%	Non Statutory Fee
Health and Wellness Membership (Concession/Restricted) Start-up Fee	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Health and Wellness Membership (Family) Fortnightly Fee	Taxable	41.50	42.80	1.30	3.00%	Non Statutory Fee
Health and Wellness Membership (Family) Start-up Fee	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Health and Wellness Membership (Concession / Family) Fortnightly Fee	Taxable	33.20	34.20	1.00	3.00%	Non Statutory Fee
Health and Wellness Membership (Concession / Family) Start-up Fee	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Aquatic Membership Fortnightly Fee	Taxable	33.20	34.20	1.00	3.00%	Non Statutory Fee
Aquatic Membership Start-up Fee	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Aquatic Commitment Membership Start-up Fee	Taxable	31.00	32.00	1.00	3.00%	Non Statutory Fee
Aquatic Membership Fortnightly Fee (Concession)	Taxable	26.60	27.40	0.80	3.00%	Non Statutory Fee
Aquatic Membership Start-up Fee (Concession)	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Aquatic Membership Fortnightly Fee (Family)	Taxable	26.60	27.40	0.80	3.00%	Non Statutory Fee
Aquatic Membership Start-up Fee (Family)	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Aquatic Membership Fortnightly Fee (Concession & Family)	Taxable	21.20	21.90	0.70	3.00%	Non Statutory Fee

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Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
				\$	%	
Aquatic Membership Start-up Fee (Concession & Family)	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Pryme Mover Membership (Restricted) Fortnightly Fee	Taxable	33.20	34.20	1.00	3.00%	Non Statutory Fee
Pryme Mover Membership (Restricted) Start-up Fee	Taxable	105.00	108.20	3.20	3.00%	Non Statutory Fee
Aquatic Education Membership Fortnightly Fee Month by Month (School Age - Adult)	Taxable	47.95	49.40	1.45	3.00%	Non Statutory Fee
Aquatic Education Membership Fortnightly Fee Month by Month (School Age - Adult Sibling Discount)	Taxable	45.60	47.00	1.40	3.00%	Non Statutory Fee
Aquatic Education Membership UPFRONT TERM FEE (per class - School Age)	Taxable	28.10	29.00	0.90	3.00%	Non Statutory Fee
Aquatic Education Membership Fortnightly Fee Month by Month (Pre School Age)	Taxable	43.00	44.30	1.30	3.00%	Non Statutory Fee
Aquatic Education Membership Fortnightly Fee Month by Month (Pre School Age - Sibling Discount)	Taxable	40.85	42.10	1.25	3.00%	Non Statutory Fee
Aquatic Education Membership UPFRONT TERM FEE (per class - Pre School Age)	Taxable	24.80	25.60	0.80	3.00%	Non Statutory Fee
Aquatic Education Membership Fortnightly Fee month by month (Pre Squad)	Taxable	58.00	59.80	1.80	3.00%	Non Statutory Fee
Aquatic Education UPFRONT TERM FEE (per class - Pre Squad)	Taxable	34.80	35.90	1.10	3.00%	Non Statutory Fee
Aquatic Education Membership Fortnightly Fee month by month (Squad)	Taxable	68.20	70.30	2.10	3.00%	Non Statutory Fee
Aquatic Education Membership UPFRONT TERM FEE (per class - Squad)	Taxable	40.60	41.90	1.30	3.00%	Non Statutory Fee
Aquatic Education Membership Fortnightly Fee month by month (Private)	Taxable	86.80	89.50	2.70	3.00%	Non Statutory Fee
Aquatic Education Membership UPFRONT TERM FEE (per class - Private)	Taxable	47.80	49.30	1.50	3.00%	Non Statutory Fee
Aquatic Education Membership Fortnightly Fee month by month (Access & Inclusion)	Taxable	56.90	58.70	1.80	3.00%	Non Statutory Fee

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Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
				\$	%	
Aquatic Education Membership UPFRONT TERM FEE (per class - Access & Inclusion)	Taxable	33.80	34.90	1.10	3.00%	Non Statutory Fee
Personal Training (Average Fee) - 1/2 hour session per fortnight	Taxable	41.50	42.80	1.30	3.00%	Non Statutory Fee
Cardinia Life - Schools - Aquatic						
Aquatic Education (1:6) - Per Participant	Taxable	9.80	10.10	0.30	3.00%	Non Statutory Fee
Aquatic Education (1:7) - Per Participant	Taxable	9.50	9.80	0.30	3.00%	Non Statutory Fee
Aquatic Education (1:8) - Per Participant	Taxable	9.20	9.50	0.30	3.00%	Non Statutory Fee
Aquatic Education (1:9) - Per Participant	Taxable	8.90	9.20	0.30	3.00%	Non Statutory Fee
Aquatic Education (1:10) - Per Participant	Taxable	8.60	8.90	0.30	3.00%	Non Statutory Fee
Kinder Group	Taxable	15.30	15.80	0.50	3.00%	Non Statutory Fee
Homes School	Taxable	17.20	17.80	0.60	3.00%	Non Statutory Fee
Carnival Hire	Taxable	937.30	965.50	28.20	3.00%	Non Statutory Fee
Casual Stadium Participant - Door Entry						
Casual Stadium Participant	Taxable	6.70	7.00	0.30	4.00%	Non Statutory Fee
Basketball - Junior Teamsheet	Taxable	78.80	81.20	2.40	3.00%	Non Statutory Fee
Basketball - Senior Teamsheet	Taxable	87.40	90.10	2.70	3.00%	Non Statutory Fee
Casual Stadium Participant - Basketball - VBA Teamsheet						
Basketball - Junior Registration	Taxable	64.30	66.30	2.00	3.00%	Non Statutory Fee
Basketball - Senior Registration	Taxable	94.30	97.20	2.90	3.00%	Non Statutory Fee
Late Registration Fee	Taxable	26.80	27.70	0.90	3.00%	Non Statutory Fee
Average Referee Fee per game (Junior)	Taxable	19.30	19.90	0.60	3.00%	Non Statutory Fee
Average Referee Fee per game (Senior)	Taxable	21.90	22.60	0.70	3.00%	Non Statutory Fee
Average Referee Fee per game (VBA)	Taxable	21.00	21.70	0.70	3.00%	Non Statutory Fee
Netball - Junior Teamsheet	Taxable	78.60	81.00	2.40	3.00%	Non Statutory Fee
Netball - Senior Teamsheet	Taxable	87.20	89.90	2.70	3.00%	Non Statutory Fee

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Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
				\$	%	
Netball - Senior Teamsheet (Midweek Competition)	Taxable	87.20	89.90	2.70	3.00%	Non Statutory Fee
Netball - Junior Registration	Taxable	62.50	64.40	1.90	3.00%	Non Statutory Fee
Netball - Senior Registration	Taxable	90.60	93.40	2.80	3.00%	Non Statutory Fee
Netball - Average Junior VNA payment	Taxable	57.00	58.80	1.80	3.00%	Non Statutory Fee
Netball - Average Senior VNA payment	Taxable	57.00	58.80	1.80	3.00%	Non Statutory Fee
Late Registration Fee	Taxable	26.70	27.60	0.90	3.00%	Non Statutory Fee
Average Umpire Fee per game (Junior)	Taxable	19.30	19.90	0.60	3.00%	Non Statutory Fee
Average Umpire Fee per game (Senior)	Taxable	23.90	24.70	0.80	3.00%	Non Statutory Fee
Floorball / /Soccer / Volleyball - Teamsheet	Taxable	84.50	87.10	2.60	3.00%	Non Statutory Fee
Floorball / Soccer / Volleyball Registration	Taxable	87.20	89.90	2.70	3.00%	Non Statutory Fee
Average Floorball / Soccer / Volleyball Referee Fee per game	Taxable	19.80	20.40	0.60	3.00%	Non Statutory Fee
Childcare - Members	Taxable	11.40	11.80	0.40	4.00%	Non Statutory Fee
Childcare - Casuals	Taxable	13.00	13.40	0.40	3.00%	Non Statutory Fee
Childcare - Members (Occasional)	Taxable	11.40	11.80	0.40	4.00%	Non Statutory Fee
Childcare - Casuals (Occasional)	Taxable	15.70	16.20	0.50	3.00%	Non Statutory Fee
Children Birthday Parties (per participant) - Option A	Taxable	33.00	34.00	1.00	3.00%	Non Statutory Fee
Children Birthday Parties (per participant) - Option B	Taxable	34.10	35.20	1.10	3.00%	Non Statutory Fee
Children Birthday Parties (per participant) - Option C	Taxable	35.40	36.50	1.10	3.00%	Non Statutory Fee
Court Rental - Teams	Taxable	46.50	47.90	1.40	3.00%	Non Statutory Fee
Court Rental - Badminton	Taxable	25.20	26.00	0.80	3.00%	Non Statutory Fee
Court Rental - Regular	Taxable	65.10	67.10	2.00	3.00%	Non Statutory Fee
Court Rental - School	Taxable	40.70	42.00	1.30	3.00%	Non Statutory Fee
Court Rental - Casual	Taxable	71.70	73.90	2.20	3.00%	Non Statutory Fee
Facility Rental	Taxable	63.10	65.00	1.90	3.00%	Non Statutory Fee

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Fee Increase/(Decrease)						
Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
Lane Hire	Taxable	43.60	45.00	1.40	3.00%	Non Statutory Fee
Officer Community Hub - Court Hire Casual						
Regular	Taxable	50.70	52.30	1.60	3.00%	Non Statutory Fee
Casual	Taxable	63.00	64.90	1.90	3.00%	Non Statutory Fee
Officer Community Hub - Function						
Room Community (Half-room) Rate / hr	Taxable	50.70	52.30	1.60	3.00%	Non Statutory Fee
Room Community (Full-room) Rate / hr	Taxable	85.50	88.10	2.60	3.00%	Non Statutory Fee
Room Community (Conference room) Rate / hr	Taxable	37.40	38.60	1.20	3.00%	Non Statutory Fee
Pakenham Regional Tennis Centre - Court Hire Casual						
M-F No Lights	Taxable	25.30	26.10	0.80	3.00%	Non Statutory Fee
M-F Lights	Taxable	31.70	32.70	1.00	3.00%	Non Statutory Fee
WE No Lights	Taxable	31.70	32.70	1.00	3.00%	Non Statutory Fee
WE Lights	Taxable	37.90	39.10	1.20	3.00%	Non Statutory Fee
Racquet	Taxable	4.20	4.40	0.20	5.00%	Non Statutory Fee
Ball	Taxable	3.20	3.30	0.10	3.00%	Non Statutory Fee
Pakenham Regional Tennis Centre - Court Hire Members						
M-F No Lights	Taxable	15.20	15.70	0.50	3.00%	Non Statutory Fee
M-F Lights	Taxable	21.40	22.10	0.70	3.00%	Non Statutory Fee
WE No Lights	Taxable	15.20	15.70	0.50	3.00%	Non Statutory Fee
WE Lights	Taxable	21.40	22.10	0.70	3.00%	Non Statutory Fee
Club and School Court Hire/court & hour (2 hours or less) per court	Taxable	14.80	15.30	0.50	3.00%	Non Statutory Fee
Club and School Court Hire/court (2 - 4 hours) per court	Taxable	23.30	24.00	0.70	3.00%	Non Statutory Fee
Club and School Court Hire/hour (4+ hours) per court	Taxable	25.00	25.80	0.80	3.00%	Non Statutory Fee
Tournament Court Hire (all day)	Taxable	47.60	49.10	1.50	3.00%	Non Statutory Fee

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Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
				\$	%	
Tournament Light Hire	Taxable	14.20	14.70	0.50	4.00%	Non Statutory Fee
Racquet	Taxable	4.00	4.20	0.20	5.00%	Non Statutory Fee
Ball	Taxable	2.90	3.00	0.10	3.00%	Non Statutory Fee
Guest Fee	Taxable	6.20	6.40	0.20	3.00%	Non Statutory Fee
Full Access Light Fee	Taxable	10.10	10.50	0.40	4.00%	Non Statutory Fee
Full Access 12 Month Light Fee Per Year	Taxable	118.80	122.40	3.60	3.00%	Non Statutory Fee
Pakenham Regional Tennis Centre - Equipment						
Used Tennis Balls	Taxable	6.20	6.40	0.20	3.00%	Non Statutory Fee
Pakenham Regional Tennis Centre - Membership						
Family	Taxable	504.00	519.20	15.20	3.00%	Non Statutory Fee
Single	Taxable	228.00	234.90	6.90	3.00%	Non Statutory Fee
Concession	Taxable	163.50	168.50	5.00	3.00%	Non Statutory Fee
Junior	Taxable	127.20	131.10	3.90	3.00%	Non Statutory Fee
Pakenham Regional Tennis Centre - Program Costs						
Tennis Hot Shots (Blue / Red)	Taxable	12.40	13.00	0.60	5.00%	Non Statutory Fee
Tennis Hot Shots (Orange)	Taxable	14.60	15.50	0.90	6.00%	Non Statutory Fee
Hot Shot Match Play	Taxable	12.40	12.80	0.40	3.00%	Non Statutory Fee
Hot Shots Squad	Taxable	12.40	12.80	0.40	3.00%	Non Statutory Fee
BDTA Squad	Taxable	12.40	12.80	0.40	3.00%	Non Statutory Fee
Youth Group Coaching and Tennis Hot Shots (Green)	Taxable	18.50	20.00	1.50	8.00%	Non Statutory Fee
Girls Squad	Taxable	14.80	15.30	0.50	3.00%	Non Statutory Fee
Adult Beginners Coaching	Taxable	18.50	20.00	1.50	8.00%	Non Statutory Fee
Holiday Program (Half Day)	Taxable	36.80	38.00	1.20	3.00%	Non Statutory Fee
Holiday Program (Full Day)	Taxable	61.10	63.00	1.90	3.00%	Non Statutory Fee
School Coaching Fee	Taxable	61.10	63.00	1.90	3.00%	Non Statutory Fee
Wheelchair Tennis	Taxable	12.40	12.80	0.40	3.00%	Non Statutory Fee

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Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
				\$	%	
Cardio Tennis	Taxable	14.80	15.30	0.50	3.00%	Non Statutory Fee
Outlook Coaching	Taxable	7.00	7.30	0.30	4.00%	Non Statutory Fee
Schools Coaching (Coach per hour)	Taxable	71.70	73.90	2.20	3.00%	Non Statutory Fee
Fast 4 Tennis	Taxable	14.60	15.10	0.50	3.00%	Non Statutory Fee
Doubles	Taxable	12.40	12.80	0.40	3.00%	Non Statutory Fee
Red Ball Comp	Taxable	61.10	63.00	1.90	3.00%	Non Statutory Fee
Private 30 minutes	Taxable	36.80	40.00	3.20	9.00%	Non Statutory Fee
Private 45 minutes	Taxable	55.20	56.90	1.70	3.00%	Non Statutory Fee
Private 60 minutes	Taxable	73.40	75.70	2.30	3.00%	Non Statutory Fee
Social	Taxable	12.40	12.80	0.40	3.00%	Non Statutory Fee
Junior Squad	Taxable	0.00	20.00	20.00	100.00%	Non Statutory Fee
Pakenham Regional Tennis Centre - Function Room Hire						
5 hour base rate (includes 2 staff, security additional)	Taxable	1,322.00	1,361.70	39.70	3.00%	Non Statutory Fee
Full Room Meeting Rate / h	Taxable	92.20	95.00	2.80	3.00%	Non Statutory Fee
Half Room Meeting Rate / h	Taxable	65.40	67.40	2.00	3.00%	Non Statutory Fee
Full Room Party Hire Rate / h	Taxable	118.80	122.40	3.60	3.00%	Non Statutory Fee
Half Room Party Hire Rate / h	Taxable	82.80	85.30	2.50	3.00%	Non Statutory Fee
Pakenham Regional Tennis Centre - Coaching						
Average Fee	Taxable	73.70	76.00	2.30	3.00%	Non Statutory Fee
Pakenham Regional Tennis Centre - Tournaments						
Entry Fee	Taxable	50.20	51.80	1.60	3.00%	Non Statutory Fee
Outdoor Pools - Aquatic Entry						
Adult Rec Swim	Taxable	6.20	6.40	0.20	3.00%	Non Statutory Fee
Child Rec Swim	Taxable	5.30	5.50	0.20	4.00%	Non Statutory Fee
Concession Rec Swim	Taxable	5.30	5.50	0.20	4.00%	Non Statutory Fee

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Description of Fees and Charges	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
				\$	%	
Family Rec Swim	Taxable	19.30	19.90	0.60	3.00%	Non Statutory Fee
Spectator	Taxable	2.00	2.10	0.10	5.00%	Non Statutory Fee
Outdoor Pools - Season Passes						
Adult	Taxable	145.50	149.90	4.40	3.00%	Non Statutory Fee
Concession/Child	Taxable	121.00	124.70	3.70	3.00%	Non Statutory Fee
Family	Taxable	337.00	347.20	10.20	3.00%	Non Statutory Fee
25 Visit Pass - Adult	Taxable	114.20	117.70	3.50	3.00%	Non Statutory Fee
25 Visit Pass - Child	Taxable	91.80	94.60	2.80	3.00%	Non Statutory Fee
Outdoor Pools - Facility Hire						
Carnival Hire - Full Day	Taxable	843.50	868.90	25.40	3.00%	Non Statutory Fee
Carnival Hire - Half Day	Taxable	409.50	421.80	12.30	3.00%	Non Statutory Fee
Lane Hire (per hour)	Taxable	37.90	39.10	1.20	3.00%	Non Statutory Fee
Lane Hire (paid individually, minimum 10 people)	Taxable	9.60	9.90	0.30	3.00%	Non Statutory Fee

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6.2. Fees and charges schedule – other

Note that this schedule only includes fees set by Council. There are other fees that are set by statute and charged by Council in addition to this listing. These are statutory fees and are made in accordance with legislative requirements. These fees are updated as of 1 July 2025 and will be reflected on Council's website.

Description of Fees and Charges	Unit of Measure	GST Status	2024/25		2025/26		Fee Increase/(Decrease)	
			Fee Inc	Fee Inc GST	Fee Inc	Fee Inc GST	\$	%
Community & Planning Services - Active & Connected Communities - Community Recreation - Personal trainers on all Passive and Active Reserves								
Annual (must be renewed by 30 June each year) - 6-10 sessions	each	Taxable	0.00	609.61	609.61	609.61	100.00%	Non Statutory Fee
Annual (must be renewed by 30 June each year) - Up to 5 sessions	each	Taxable	0.00	388.13	388.13	388.13	100.00%	Non Statutory Fee
Summer Oct 1 to Mar 31 - 6-10 sessions	each	Taxable	0.00	388.13	388.13	388.13	100.00%	Non Statutory Fee
Summer Oct 1 to Mar 31 - Up to 5 sessions	each	Taxable	0.00	277.90	277.90	277.90	100.00%	Non Statutory Fee
Winter Apr 1 to Sep 30 - 6-10 sessions	each	Taxable	0.00	277.90	277.90	277.90	100.00%	Non Statutory Fee
Winter Apr 1 to Sep 30 - Up to 5 sessions	each	Taxable	0.00	166.12	166.12	166.12	100.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Mountain Road Recreation Reserve								
Athletics Facility (seasonal use 6 months)	each	Taxable	0.00	1,644.60	1,644.60	1,644.60	100.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - IYU recreation reserve								
Athletics Facility (seasonal use 6 months)	each	Taxable	0.00	1,644.60	1,644.60	1,644.60	100.00%	Non Statutory Fee
Synthetic Soccer	each	Taxable	0.00	836.40	836.40	836.40	100.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Community & Planning Services - Active & Connected Communities - Community Recreation - Toomuc Recreation Reserve							
Baseball diamonds	each	Taxable	1,142.00	1,182.00	40.00	4.00%	Non Statutory Fee
Netball courts - full year	each	Taxable	744.50	1,489.50	745.00	100.00%	Non Statutory Fee
Netball courts - seasonal use	each	Taxable	373.00	770.60	397.60	107.00%	Non Statutory Fee
Oval (Seasonal use 6 months, summer and winter)	each	Taxable	1,604.50	1,660.70	56.20	4.00%	Non Statutory Fee
Public event bookings (only for commercial or for-profit organisations)	each	Taxable	225.00	232.90	7.90	4.00%	Non Statutory Fee
Public market space hire (only for commercial or for-profit organisations)	each	Taxable	159.50	165.10	5.60	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Active Communities - Council Managed Recreation Reserves - Casual hire rates							
Cardinia Schools - per hour	per hour	Taxable	30.50	31.60	1.10	4.00%	Non Statutory Fee
Cardinia based Sporting Clubs - per hour	per hour	Taxable	58.00	60.00	2.00	3.00%	Non Statutory Fee
Corporate - per hour	per hour	Taxable	89.50	92.60	3.10	3.00%	Non Statutory Fee
Non Cardinia Schools - per hour	per hour	Taxable	39.50	40.90	1.40	4.00%	Non Statutory Fee
Non Cardinia based Sporting Clubs - per hour	per hour	Taxable	69.50	71.90	2.40	3.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - IYU Recreation Reserve							
Full Pitch, no Lights - Full Pitch, no Lights - Cardinia Schools - per hour	per hour	Taxable	30.50	31.60	1.10	4.00%	Non Statutory Fee
Full Pitch, no Lights - Full Pitch, no Lights - Cardinia based Sporting Clubs - per hour	per hour	Taxable	58.00	60.00	2.00	3.00%	Non Statutory Fee
Full Pitch, no Lights - Full Pitch, no Lights - Corporate - per hour	per hour	Taxable	89.50	92.60	3.10	3.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25		2025/26		Fee Increase/(Decrease)		
			Fee Inc	GST	Fee Inc	GST	\$	%	Basis of Fee
Full Pitch, no Lights - Full Pitch, no Lights - Non Cardinia Schools - per hour	per hour	Taxable	39.50		40.90		1.40	4.00%	Non Statutory Fee
Full Pitch, no Lights - Full Pitch, no Lights - Non Cardinia based Sporting Clubs - per hour	per hour	Taxable	69.50		71.90		2.40	3.00%	Non Statutory Fee
Full Pitch, with Lights - Full Pitch, with Lights - Cardinia Schools - per hour	per hour	Taxable	39.50		40.90		1.40	4.00%	Non Statutory Fee
Full Pitch, with Lights - Full Pitch, with Lights - Cardinia based Sporting Clubs - per hour	per hour	Taxable	78.00		80.70		2.70	3.00%	Non Statutory Fee
Full Pitch, with Lights - Full Pitch, with Lights - Corporate - per hour	per hour	Taxable	108.00		111.80		3.80	4.00%	Non Statutory Fee
Full Pitch, with Lights - Full Pitch, with Lights - Non Cardinia Schools - per hour	per hour	Taxable	52.00		53.80		1.80	3.00%	Non Statutory Fee
Full Pitch, with Lights - Full Pitch, with Lights - Non Cardinia based Sporting Clubs - per hour	per hour	Taxable	89.50		92.60		3.10	3.00%	Non Statutory Fee
Half Pitch, no Lights - Half Pitch, no Lights - Cardinia Schools - per hour	per hour	Taxable	22.00		22.80		0.80	4.00%	Non Statutory Fee
Half Pitch, no Lights - Half Pitch, no Lights - Cardinia based Sporting Clubs - per hour	per hour	Taxable	39.50		40.90		1.40	4.00%	Non Statutory Fee
Half Pitch, no Lights - Half Pitch, no Lights - Corporate - per hour	per hour	Taxable	69.50		71.90		2.40	3.00%	Non Statutory Fee
Half Pitch, no Lights - Half Pitch, no Lights - Non Cardinia Schools - per hour	per hour	Taxable	30.00		31.10		1.10	4.00%	Non Statutory Fee
Half Pitch, no Lights - Half Pitch, no Lights - Non Cardinia based Sporting Clubs - per hour	per hour	Taxable	52.00		53.80		1.80	3.00%	Non Statutory Fee
Half Pitch, with Lights - Half Pitch, with Lights - Cardinia Schools - per hour	per hour	Taxable	28.00		29.00		1.00	4.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Half Pitch, with Lights - Half Pitch, with Lights - Cardinia based Sporting Clubs - per hour	per hour	Taxable	52.00	53.80	1.80	3.00%	Non Statutory Fee
Half Pitch, with Lights - Half Pitch, with Lights - Corporate - per hour	per hour	Taxable	84.00	86.90	2.90	3.00%	Non Statutory Fee
Half Pitch, with Lights - Half Pitch, with Lights - Non Cardinia Schools - per hour	per hour	Taxable	39.50	40.90	1.40	4.00%	Non Statutory Fee
Half Pitch, with Lights - Half Pitch, with Lights - Non Cardinia based Sporting Clubs - per hour	per hour	Taxable	64.50	66.80	2.30	4.00%	Non Statutory Fee
IYU Recreation Reserve - Northern / Junior Turf Soccer Pitches (Seasonal use 6 months, summer and wint	each	Taxable	1,090.00	1,128.20	38.20	4.00%	Non Statutory Fee
IYU Recreation Reserve - Southern / Senior Turf Soccer Pitch (Seasonal use 6 months, summer and wint	each	Taxable	816.00	844.60	28.60	4.00%	Non Statutory Fee
Pavilion Community Space (no kitchen) - Commercial Rate - per hour	per hour	Taxable	34.50	35.70	1.20	3.00%	Non Statutory Fee
Pavilion Community Space (no kitchen) - Community Group - per hour	per hour	Taxable	23.00	23.80	0.80	3.00%	Non Statutory Fee
Pavilion Community Space (with kitchen) - Commercial Rate - per hour	per hour	Taxable	45.00	46.60	1.60	4.00%	Non Statutory Fee
Pavilion Community Space (with kitchen) - Community Group - per hour	per hour	Taxable	29.00	30.00	1.00	3.00%	Non Statutory Fee
Quarter Pitch, - Quarter Pitch, - Cardinia Schools - per hour	per hour	Taxable	17.00	17.60	0.60	4.00%	Non Statutory Fee
Quater Pitch with Lights- Cardinia Schools - per hour	per hour	Taxable	22.00	22.80	0.80	4.00%	Non Statutory Fee
Quater Pitch, no Lights - Quater Pitch, no Lights - Cardinia based Sporting Clubs - per hour	per hour	Taxable	28.00	29.00	1.00	4.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Quater Pitch, no Lights - Quater Pitch, no Lights - Corporate - per hour	per hour	Taxable	49.00	50.70	1.70	3.00%	Non Statutory Fee
Quater Pitch, no Lights - Quater Pitch, no Lights - Non Cardinia Schools - per hour	per hour	Taxable	22.00	22.80	0.80	4.00%	Non Statutory Fee
Quater Pitch, with Lights - Quater Pitch, with Lights - Cardinia based Sporting Clubs - per hour	per hour	Taxable	35.50	36.70	1.20	3.00%	Non Statutory Fee
Quater Pitch, with Lights - Quater Pitch, with Lights - Corporate - per hour	per hour	Taxable	58.00	60.00	2.00	3.00%	Non Statutory Fee
Quater Pitch, with Lights - Quater Pitch, with Lights - Non Cardinia Schools - per hour	per hour	Taxable	28.00	29.00	1.00	4.00%	Non Statutory Fee
Quater Pitch, with Lights - Quater Pitch, with Lights - Non Cardinia based Sporting Clubs - per hour	per hour	Taxable	48.00	49.70	1.70	4.00%	Non Statutory Fee
Quater Pitch, with Lights - Quater Pitch, with Lights - Non Cardinia based Sporting Clubs - per hour	per hour	Taxable	39.50	40.90	1.40	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Nar Nar Goon Recreation Reserve							
Netball Courts (Seasonal use 6 months, summer and winter)	each	Taxable	744.50	770.60	26.10	4.00%	Non Statutory Fee
Netball Courts (full year)	each	Taxable	1,489.50	1,541.60	52.10	3.00%	Non Statutory Fee
Oval (Seasonal use 6 months, summer and winter)	each	Taxable	1,604.50	1,660.70	56.20	4.00%	Non Statutory Fee
Public event bookings (only for commercial or for-profit organisations)	each	Taxable	159.50	165.10	5.60	4.00%	Non Statutory Fee
Public market space hire (only for commercial or for-profit organisations)	each	Taxable	225.00	232.90	7.90	4.00%	Non Statutory Fee
Tennis Courts (full year)	each	Taxable	1,120.00	1,159.20	39.20	4.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Heatherbrae Recreation Reserve							
Netball courts - full year	each	Taxable	744.50	1,526.70	782.20	105.00%	Non Statutory Fee
Oval (Seasonal use 6 months, summer and winter)	each	Taxable	1,604.50	1,660.70	56.20	4.00%	Non Statutory Fee
Pavilion Community Space (no kitchen) - Commercial Rate - per hour	per hour	Taxable	34.50	35.70	1.20	3.00%	Non Statutory Fee
Pavilion Community Space (no kitchen) - Community Group - per hour	per hour	Taxable	23.00	23.80	0.80	3.00%	Non Statutory Fee
Pavilion Community Space (with kitchen) - Commercial Rate - per hour	per hour	Taxable	45.00	46.60	1.60	4.00%	Non Statutory Fee
Pavilion Community Space (with kitchen) - Community Group - per hour	per hour	Taxable	29.00	30.00	1.00	3.00%	Non Statutory Fee
Public event bookings (only for commercial or for-profit organisations)	each	Taxable	159.50	165.10	5.60	4.00%	Non Statutory Fee
Public market space hire (only for commercial or for-profit organisations)	each	Taxable	225.00	232.90	7.90	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Holm Park Road Recreation Reserve Community Room							
Netball courts - full year	each	Taxable	1,489.50	1,541.60	52.10	3.00%	Non Statutory Fee
Ovals (Seasonal use 6 months, summer and winter)	each	Taxable	1,604.50	1,660.70	56.20	4.00%	Non Statutory Fee
Pavilion Community Room - Community Group - per hour	per hour	Taxable	21.00	21.70	0.70	3.00%	Non Statutory Fee
Pavilion Community Room - Non-Community Group - per hour	per hour	Taxable	31.50	32.60	1.10	3.00%	Non Statutory Fee
Public event bookings (only for commercial or for-profit organisations)	each	Taxable	159.50	165.10	5.60	4.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Public market space hire (only for commercial or for-profit organisations)	each	Taxable	225.00	232.90	7.90	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - James Bathe Recreation Reserve							
Netball courts - full year	each	Taxable	744.50	1,526.70	782.20	105.00%	Non Statutory Fee
Netball courts -seasonal use (6 months)	each	Taxable	373.00	763.10	390.10	105.00%	Non Statutory Fee
Oval (seasonal use 6 months, summer and winter)	each	Taxable	0.00	1,644.60	1,644.60	100.00%	Non Statutory Fee
Ovals (Seasonal use 6 months, summer and winter)	each	Taxable	1,604.50	1,660.70	56.20	4.00%	Non Statutory Fee
Pavilion Community Space (no kitchen) - Commercial Rate - per hour	per hour	Taxable	34.50	35.70	1.20	3.00%	Non Statutory Fee
Pavilion Community Space (no kitchen) - Community Group - per hour	per hour	Taxable	23.00	23.80	0.80	3.00%	Non Statutory Fee
Pavilion Community Space (with kitchen) - Commercial Rate - per hour	per hour	Taxable	45.00	46.50	1.50	3.00%	Non Statutory Fee
Pavilion Community Space (with kitchen) - Community Group - per hour	per hour	Taxable	29.00	30.00	1.00	3.00%	Non Statutory Fee
Public event bookings (only for commercial or for-profit organisations)	each	Taxable	159.50	165.10	5.60	4.00%	Non Statutory Fee
Public market space hire (only for commercial or for-profit organisations)	each	Taxable	225.00	232.90	7.90	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Pepis Land Netball Courts							
Netball courts - seasonal use	each	Taxable	0.00	763.30	763.30	100.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - O'Neil Road Recreation Reserve							

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Oval (Seasonal use 6 months, summer and winter)	each	Taxable	1,604.50	1,660.70	56.20	4.00%	Non Statutory Fee
Public event bookings (only for commercial or for-profit organisations)	each	Taxable	159.50	165.10	5.60	4.00%	Non Statutory Fee
Public market space hire (only for commercial or for-profit organisations)	each	Taxable	225.00	232.90	7.90	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Comely Banks Recreation Reserve							
Oval (rugby fields x2 - seasonal use 6 months)	each	Non - Taxable	0.00	1,644.60	1,644.60	100.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Lakeside Recreation Reserve							
Oval (seasonal use 6 months, summer and winter)	each	Taxable	0.00	1,644.60	1,644.60	100.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Koo Wee Rup High School							
Oval - seasonal use	each	Non - Taxable	0.00	763.30	763.30	100.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Don Jackson Recreation Reserve							
Ovals (Seasonal use 6 months, summer and winter)	each	Taxable	1,604.50	1,660.70	56.20	4.00%	Non Statutory Fee
Public event bookings (only for commercial or for-profit organisations)	each	Taxable	159.50	165.10	5.60	4.00%	Non Statutory Fee
Public market space hire (only for commercial or for-profit organisations)	each	Taxable	225.00	232.90	7.90	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Recreation - Active Communities -Council Managed Recreation Reserves -Passive Reserves							
Public event bookings (only for commercial or for-profit organisations)	each	Taxable	223.00	230.80	7.80	3.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Public market space hire (only for commercial or for-profit organisations)	each	Taxable	214.50	222.00	7.50	3.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Halls and Hubs - Bond							
Bond High risk 1	each	Non - Taxable	1,000.00	1,035.00	35.00	4.00%	Non Statutory Fee
Bond High risk 2	each	Non - Taxable	1,500.00	1,552.50	52.50	4.00%	Non Statutory Fee
Bond High risk 3	each	Non - Taxable	2,000.00	2,070.00	70.00	4.00%	Non Statutory Fee
Bond Low Risk	each	Non - Taxable	200.00	207.00	7.00	4.00%	Non Statutory Fee
Bond Medium Risk	each	Non - Taxable	500.00	517.50	17.50	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Halls and Hubs - Community Bus							
Community Bus hire fees	per hour	Non - Taxable	9.50	10.00	0.50	5.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Halls and Hubs - Standard - Peak							
Level five space - rate per hour	per hour	Taxable	67.50	70.00	2.50	4.00%	Non Statutory Fee
Level four space - rate per hour	per hour	Taxable	52.00	53.50	1.50	3.00%	Non Statutory Fee
Level one space - rate per hour	per hour	Taxable	16.00	16.50	0.50	3.00%	Non Statutory Fee
Level six space - rate per hour	per hour	Taxable	88.00	90.00	2.00	2.00%	Non Statutory Fee
Level three space - rate per hour	per hour	Taxable	31.50	32.50	1.00	3.00%	Non Statutory Fee
Level two space - rate per hour	per hour	Taxable	21.00	21.50	0.50	2.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Halls and Hubs - Standard - Off Peak							
Level five space - rate per hour	per hour	Taxable	54.00	56.00	2.00	4.00%	Non Statutory Fee
Level four space - rate per hour	per hour	Taxable	41.50	43.00	1.50	4.00%	Non Statutory Fee
Level one space - rate per hour	per hour	Taxable	12.50	13.00	0.50	4.00%	Non Statutory Fee
Level six space - rate per hour	per hour	Taxable	70.50	73.00	2.50	4.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
Level three space - rate per hour	per hour	Taxable	25.00	26.00	1.00	4.00%	Non Statutory Fee
Level two space - rate per hour	per hour	Taxable	17.00	17.50	0.50	3.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Halls and Hubs - Community discount 40% off - Peak							
Level five space - rate per hour	per hour	Taxable	40.50	42.00	1.50	4.00%	Non Statutory Fee
Level four space - rate per hour	per hour	Taxable	31.20	32.10	0.90	3.00%	Non Statutory Fee
Level one space - rate per hour	per hour	Taxable	9.60	9.90	0.30	3.00%	Non Statutory Fee
Level six space - rate per hour	per hour	Taxable	52.80	54.00	1.20	2.00%	Non Statutory Fee
Level three space - rate per hour	per hour	Taxable	18.90	19.50	0.60	3.00%	Non Statutory Fee
Level two space - rate per hour	per hour	Taxable	12.60	12.90	0.30	2.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Community Halls and Hubs - Community discount 40% off - Off peak							
Level five space - rate per hour	per hour	Taxable	32.40	33.60	1.20	4.00%	Non Statutory Fee
Level four space - rate per hour	per hour	Taxable	24.90	25.80	0.90	4.00%	Non Statutory Fee
Level one space - rate per hour	per hour	Taxable	7.50	7.80	0.30	4.00%	Non Statutory Fee
Level six space - rate per hour	per hour	Taxable	42.30	43.80	1.50	4.00%	Non Statutory Fee
Level three space - rate per hour	per hour	Taxable	15.00	15.60	0.60	4.00%	Non Statutory Fee
Level two space - rate per hour	per hour	Taxable	10.20	10.50	0.30	3.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Early Years - Child and Family Centre - Community Hire Rate							
Activity Room Full Day Community	each	Taxable	38.50	40.50	2.00	5.00%	Non Statutory Fee
Activity Room Half Day Community	each	Taxable	20.00	21.00	1.00	5.00%	Non Statutory Fee
Community Room Full Day Community	each	Taxable	52.00	54.50	2.50	5.00%	Non Statutory Fee
Community Room Half Day Community	each	Taxable	26.00	27.50	1.50	6.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Early Years - Child and Family Centre - NFP Hire Rate							

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Activity Room Full Day NFP	each	Taxable	76.00	80.00	4.00	5.00%	Non Statutory Fee
Activity Room Half Day NFP	each	Taxable	38.50	40.50	2.00	5.00%	Non Statutory Fee
Community Room Full Day NFP	each	Taxable	90.50	95.00	4.50	5.00%	Non Statutory Fee
Community Room Half Day NFP	each	Taxable	45.00	47.00	2.00	4.00%	Non Statutory Fee
Consult Room Full Day NFP	each	Taxable	76.00	80.00	4.00	5.00%	Non Statutory Fee
Consult Room Half Day NFP	each	Taxable	38.50	40.50	2.00	5.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Early Years - Child and Family Centre - Standard Hire Rate							
Activity Room Full Day Standard	each	Taxable	152.50	160.50	8.00	5.00%	Non Statutory Fee
Activity Room Half Day Standard	each	Taxable	76.00	80.00	4.00	5.00%	Non Statutory Fee
Community Room Full Day Standard	each	Taxable	179.50	189.00	9.50	5.00%	Non Statutory Fee
Community Room Half Day Standard	each	Taxable	90.50	95.00	4.50	5.00%	Non Statutory Fee
Consult Room Full Day Standard	each	Taxable	152.50	160.50	8.00	5.00%	Non Statutory Fee
Consult Room Half Day Standard	each	Taxable	76.00	80.00	4.00	5.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Parks Planning - Active Communities -CCC -Amphitheatre							
3 Phase power - provision thereof	each	Taxable	224.00	231.80	7.80	3.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Parks Planning - Emerald Lake Park Administration							
Amphitheatre Hire - Bunurong	each	Taxable	160.00	165.60	5.60	3.00%	Non Statutory Fee
Amphitheatre Hire - Carl Stemp	each	Taxable	160.00	165.60	5.60	3.00%	Non Statutory Fee
Amphitheatre Hire - Gus Ryberg	each	Taxable	342.00	354.00	12.00	4.00%	Non Statutory Fee
Amphitheatre Hire - Gus Ryberg - Events	each	Taxable	315.00	326.00	11.00	3.00%	Non Statutory Fee
Amphitheatre Hire - Gus Ryberg - Weddings	each	Taxable	550.00	569.30	19.30	4.00%	Non Statutory Fee
Amphitheatre hire	each	Taxable	267.50	276.90	9.40	4.00%	Non Statutory Fee
Shelter Hire - Band Stand	each	Taxable	160.00	165.60	5.60	3.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
Shelter Hire - Bandstand - Events	each	Taxable	315.00	326.00	11.00	3.00%	Non Statutory Fee
Shelter Hire - Boatshed	each	Taxable	160.00	165.60	5.60	3.00%	Non Statutory Fee
Shelter Hire - Lakeside	each	Taxable	160.00	165.60	5.60	3.00%	Non Statutory Fee
Shelter Hire - Poolside	each	Taxable	160.00	165.60	5.60	3.00%	Non Statutory Fee
Weddings - Nobelius	each	Taxable	550.00	569.30	19.30	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Parks Planning - Emerald Lake Park Parking Meters							
Annual Car Parking - Non-Cardinia Residents	each	Taxable	40.00	41.40	1.40	3.00%	Non Statutory Fee
Parking - 2 hour	per hour	Taxable	2.00	2.10	0.10	5.00%	Non Statutory Fee
Parking - all day	each	Taxable	8.00	8.30	0.30	4.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Parks Planning - Active Communities - Torongo Park							
Officer District Park Food trucks	quarterly	Non - Taxable	0.00	900.00	900.00	100.00%	Non Statutory Fee
Community & Planning Services - Active & Connected Communities - Parks Planning - Active communities							
Shelter Hire - Officer District Park main Shelter	each	Taxable	0.00	165.00	165.00	100.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - CCC THEATRE							
CCC - Additional hire - Per hour (when a hire exceeds 8 hours) - Theatre Hire - per hour	per hour	Taxable	160.00	165.60	5.60	3.00%	Non Statutory Fee
CCC - Additional hire - Per hour (when a hire exceeds 8 hours) - Theatre Hire - per hour	per hour	Taxable	0.00	165.60	165.60	100.00%	Non Statutory Fee
CCC - Advertising Recovery - Theatre	each	Taxable	0.00	220.00	220.00	100.00%	Non Statutory Fee
CCC - Cleaning Recovery - Theatre	each	Taxable	0.00	110.00	110.00	100.00%	Non Statutory Fee
CCC - Dark Tenancy (per day) - Theatre Hire	each	Taxable	200.00	207.00	7.00	4.00%	Non Statutory Fee
CCC - Dark Tenancy (per day) - Theatre Hire	each	Taxable	0.00	207.00	207.00	100.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
CCC - Lakeview Large - When used as overflow Dressing Room (4 hours)	each	Taxable	360.00	372.60	12.60	4.00%	Non Statutory Fee
CCC - Lakeview Large - When used as overflow Dressing Room (8 hours)	each	Taxable	540.00	558.90	18.90	3.00%	Non Statutory Fee
CCC - Second Performance (on the same day) - Theatre Hire	each	Taxable	550.00	569.30	19.30	4.00%	Non Statutory Fee
CCC - Second Performance (on the same day) - Theatre Hire	each	Taxable	0.00	569.30	569.30	100.00%	Non Statutory Fee
CCC - Staff Recovery - Theare Usher	each	Taxable	47.00	48.60	1.60	3.00%	Non Statutory Fee
CCC - Staff Recovery - Theatre FOH	each	Taxable	57.00	59.00	2.00	4.00%	Non Statutory Fee
CCC - Staff Recovery - Theatre FOH	each	Taxable	0.00	59.00	59.00	100.00%	Non Statutory Fee
CCC - Staff Recovery - Theatre Technicians	each	Taxable	62.00	64.20	2.20	4.00%	Non Statutory Fee
CCC - Staff Recovery - Theatre Technicians	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
CCC - Studios - Combined Room (Theatre Overflow) - Per day	each	Taxable	0.00	134.60	134.60	100.00%	Non Statutory Fee
CCC - Theatre - Orchestra Pit	each	Taxable	385.50	399.00	13.50	4.00%	Non Statutory Fee
CCC - Theatre - Orchestra Pit	each	Taxable	0.00	399.00	399.00	100.00%	Non Statutory Fee
CCC - Theatre - Paino hire and tuning	each	Taxable	250.00	258.80	8.80	4.00%	Non Statutory Fee
CCC - Theatre - Paino hire and tuning	each	Taxable	0.00	258.80	258.80	100.00%	Non Statutory Fee
CCC - Theatre - Rehearsal (min 5 hours) / Lighting Plot (min 2 hours) per hour - Standard	per hour	Taxable	100.00	103.50	3.50	4.00%	Non Statutory Fee
CCC - Theatre - Rehearsal (min 5 hours) / Lighting Plot (min 2 hours) per hour - Standard	per hour	Taxable	0.00	103.50	103.50	100.00%	Non Statutory Fee
CCC - Theatre - Stage extension	each	Taxable	561.00	580.60	19.60	3.00%	Non Statutory Fee
CCC - Theatre - Stage extension	each	Taxable	0.00	580.60	580.60	100.00%	Non Statutory Fee
CCC - Theatre - Theatre Hire (max 8 hours)	each	Taxable	1,100.00	1,138.50	38.50	4.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
CCC - Theatre - Theatre Hire (max 8 hours)	each	Taxable	0.00	1,138.50	1,138.50	100.00%	Non Statutory Fee
CCC - Ticketing fees - Administration Costs Allocation of Ticket set/Admin of performance schedule	each	Taxable	300.00	310.50	10.50	4.00%	Non Statutory Fee
CCC - Ticketing fees - Comp Ticket Booking fee	each	Taxable	2.00	2.00	0.00	0.00%	Non Statutory Fee
CCC - Ticketing fees - Standard Booking fee	each	Taxable	3.00	3.10	0.10	3.00%	Non Statutory Fee
CCC - Ticketing fees - Subsequent additional printing of ticket sets	each	Taxable	200.00	207.00	7.00	4.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - CCC Functions							
CCC - Boardroom - 4 hours - Standard	each	Taxable	115.00	119.00	4.00	3.00%	Non Statutory Fee
CCC - Boardroom - 8 hours - Standard	each	Taxable	170.00	176.00	6.00	4.00%	Non Statutory Fee
CCC - Boardroom - Expo - Standard	each	Taxable	238.00	246.30	8.30	3.00%	Non Statutory Fee
CCC - Lakeview Extra room - Expo - Standard	each	Taxable	756.00	782.50	26.50	4.00%	Non Statutory Fee
CCC - Lakeview Large Room - 4 hours - Standard	each	Taxable	620.00	641.70	21.70	4.00%	Non Statutory Fee
CCC - Lakeview Large Room - 8 hours - Standard	each	Taxable	930.00	962.60	32.60	4.00%	Non Statutory Fee
CCC - Lakeview Large Room - Expo - Standard	each	Taxable	1,480.00	1,531.80	51.80	3.00%	Non Statutory Fee
CCC - Lakeview Room - Expo - Standard	each	Taxable	819.00	847.70	28.70	4.00%	Non Statutory Fee
CCC - Lakeview Room / Gallery - 4 hours - Standard	each	Taxable	390.00	403.70	13.70	4.00%	Non Statutory Fee
CCC - Lakeview Room / Gallery - 8 hours - Standard	each	Taxable	585.00	605.50	20.50	4.00%	Non Statutory Fee
CCC - Staff Recovery - Function FOH	each	Taxable	57.00	59.00	2.00	4.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
CCC - Staff Recovery - Function Technician	each	Taxable	62.00	64.20	2.20	4.00%	Non Statutory Fee
CCC - Staff Recovery - Function Usher	each	Taxable	47.00	48.60	1.60	3.00%	Non Statutory Fee
CCC - Studios (Combined Room) / Lakeview Extra - Artists - 4 hours - Standard	each	Taxable	180.00	186.30	6.30	4.00%	Non Statutory Fee
CCC - Studios (Combined Room) / Lakeview Extra - Artists - 8 hours - Standard	each	Taxable	280.00	289.80	9.80	4.00%	Non Statutory Fee
CCC - Studios (Combined Room) / Lakeview Extra - Corporate - 4 hours - Standard	each	Taxable	360.00	372.60	12.60	4.00%	Non Statutory Fee
CCC - Studios (Combined Room) / Lakeview Extra - Corporate - 8 hours - Standard	each	Taxable	540.00	558.90	18.90	3.00%	Non Statutory Fee
CCC - Studios - Combined Room (Theatre Overflow) - Per day	each	Taxable	130.00	134.60	4.60	4.00%	Non Statutory Fee
CCC - Studios - Expo - Standard	each	Taxable	756.00	782.50	26.50	4.00%	Non Statutory Fee
CCC - Waterfront Room - 4 hours - Standard	each	Taxable	215.00	222.50	7.50	3.00%	Non Statutory Fee
CCC - Waterfront Room - 8 hours - Standard	each	Taxable	325.00	336.40	11.40	4.00%	Non Statutory Fee
CCC - Waterfront Room - Expo - Standard	each	Taxable	455.00	470.90	15.90	3.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - CCC Lakeview							
CCC - Cleaning Recovery - Lakeview	each	Taxable	0.00	275.00	275.00	100.00%	Non Statutory Fee
CCC - Equipment Recovery - Lakeview	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
CCC - Lakeview Contract Income (function)	each	Taxable	0.00	5,500.00	5,500.00	100.00%	Non Statutory Fee
CCC - Lakeview Large Room - 4 hours - Standard	each	Taxable	0.00	641.70	641.70	100.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
CCC - Lakeview Large Room - 8 hours - Standard	each	Taxable	0.00	963.00	963.00	100.00%	Non Statutory Fee
CCC - Lakeview Large Room - Expo - Standard	each	Taxable	0.00	1,531.80	1,531.80	100.00%	Non Statutory Fee
CCC - Lakeview Room - Expo - Standard	each	Taxable	0.00	847.70	847.70	100.00%	Non Statutory Fee
CCC - Lakeview Room / Gallery - 4 hours - Standard	each	Taxable	0.00	403.70	403.70	100.00%	Non Statutory Fee
CCC - Lakeview Room / Gallery - 8 hours - Standard	each	Taxable	0.00	605.50	605.50	100.00%	Non Statutory Fee
CCC - Staff Recovery - Lakeview	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - CCC Ampitheatre							
CCC - Equipment Recovery - Ampitheatre	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
CCC - Staff Recovery - Ampitheatre	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
Fees - Hire - Ampitheatre	each	Taxable	0.00	550.00	550.00	100.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - CCC GALLERY							
CCC - Equipment Recovery - Gallery	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
CCC - Gallery - 4 hours - Standard	each	Taxable	0.00	403.70	403.70	100.00%	Non Statutory Fee
CCC - Gallery - 8 hours - Standard	each	Taxable	0.00	605.50	605.50	100.00%	Non Statutory Fee
CCC - Staff Recovery - Gallery	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
CCC - Staff Recovery - Gallery FOH	each	Taxable	57.00	59.00	2.00	4.00%	Non Statutory Fee
CCC - Staff Recovery - Gallery Technician	each	Taxable	62.00	64.20	2.20	4.00%	Non Statutory Fee
CCC - Staff Recovery - Gallery Usher	each	Taxable	47.00	48.60	1.60	3.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - CCC Studio							
CCC - Equipment Recovery - Studio	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
CCC - Staff Recovery - Studio	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
CCC - Studios (Combined Room) / Lakeview Extra - Artists - 4 hours - Standard	each	Taxable	0.00	186.30	186.30	100.00%	Non Statutory Fee
CCC - Studios (Combined Room) / Lakeview Extra - Artists - 8 hours - Standard	each	Taxable	0.00	289.80	289.80	100.00%	Non Statutory Fee
CCC - Studios (Combined Room) / Lakeview Extra - Corporate - 4 hours - Standard	each	Taxable	0.00	372.60	372.60	100.00%	Non Statutory Fee
CCC - Studios (Combined Room) / Lakeview Extra - Corporate - 8 hours - Standard	each	Taxable	0.00	558.90	558.90	100.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - CCC Waterfront							
CCC - Equipment Recovery - Waterfront	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
CCC - Staff Recovery - Waterfront	each	Taxable	0.00	64.20	64.20	100.00%	Non Statutory Fee
CCC - Waterfront Room - 4 hours - Standard	each	Taxable	0.00	222.50	222.50	100.00%	Non Statutory Fee
CCC - Waterfront Room - 8 hours - Standard	each	Taxable	0.00	336.40	336.40	100.00%	Non Statutory Fee
CCC - Waterfront Room - Expo - Standard	each	Taxable	0.00	470.90	470.90	100.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - AA&E - CCC - Staff Recovery							
CCC - Staff Recovery - FOH Supervisor	each	Taxable	57.00	59.00	2.00	4.00%	Non Statutory Fee
CCC - Staff Recovery - Technicians	each	Taxable	62.00	64.20	2.20	4.00%	Non Statutory Fee
CCC - Staff Recovery - Ushers	each	Taxable	47.00	48.60	1.60	3.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - AA&E - CCC - Ticketing fees							
CCC - Ticketing fees - Administration levy 3.5% on all EFTPOS and CC sales administered at Centre	each	Taxable	0.00	0.90	0.90	100.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Cardinia Cultural Centre - CCC Cafe							
CCC - Waste Recovery - Cafe	each	Taxable	0.00	2,200.00	2,200.00	100.00%	Non Statutory Fee
Community & Planning Services - Arts, Advocacy, Economy and Social Strategy - Economic Development - AA&E - CCC - Ticketing fees							
Ticket Sales	each	Non - Taxable	500.00	517.50	17.50	4.00%	Non Statutory Fee
Community & Planning Services - Community & Family Services - Youth Services - Family & Community Services - Youth Services - Cardinia Youth Hub							
Casual Room Hire - Activity/Program Room Full Half Day Rate	each	Taxable	137.00	142.00	5.00	4.00%	Non Statutory Fee
Casual Room Hire - Activity/Program Room Half Day Rate	each	Taxable	68.00	71.00	3.00	4.00%	Non Statutory Fee
Casual Room Hire - Consulting/Counselling Room Full Day Rate	each	Taxable	94.00	97.30	3.30	4.00%	Non Statutory Fee
Casual Room Hire - Consulting/Counselling Room Half Day Rate	each	Taxable	51.00	52.80	1.80	4.00%	Non Statutory Fee
Casual Room Hire - Meeting/Training Room Full Day Rate	each	Taxable	124.00	128.30	4.30	3.00%	Non Statutory Fee
Recording Booth- External Hire - Hourly Rate	each	Taxable	29.00	30.00	1.00	3.00%	Non Statutory Fee
Regular Room Hire - Activity/Program Room Full Day Rate	each	Taxable	88.00	91.10	3.10	4.00%	Non Statutory Fee
Regular Room Hire - Activity/Program Room Half Day Rate	each	Taxable	44.00	45.50	1.50	3.00%	Non Statutory Fee
Regular Room Hire - Consulting/Counselling Room Full Day Rate	each	Taxable	56.00	58.00	2.00	4.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
Regular Room Hire - Consulting/Counselling Room Half Day Rate	each	Taxable	31.00	32.10	1.10	4.00%	Non Statutory Fee
Regular Room Hire - Meeting/Training Room Full Day Rate	each	Taxable	75.00	77.60	2.60	3.00%	Non Statutory Fee
Regular Room Hire - Meeting/Training Room Half Day Rate	each	Taxable	39.00	40.40	1.40	4.00%	Non Statutory Fee
Community & Planning Services - Community & Family Services - Youth Services - Family & Community Services - Youth Services - The Point							
Full Day Casual Rate	each	Taxable	157.00	163.00	6.00	4.00%	Non Statutory Fee
Full Day Regular Rate	each	Taxable	113.00	117.00	4.00	4.00%	Non Statutory Fee
Half Day Regular Rate	each	Taxable	56.00	58.00	2.00	4.00%	Non Statutory Fee
Half day Casual Rate	each	Taxable	79.00	82.00	3.00	4.00%	Non Statutory Fee
Community & Planning Services - Planning & Design - Statutory Planning - Planning Enquiries							
Additional sign	each	Non - Taxable	68.50	71.00	2.50	4.00%	Non Statutory Fee
Advertising Fee (11 to 20 notices)	each	Non - Taxable	265.00	275.00	10.00	4.00%	Non Statutory Fee
Advertising Fee (over 21 notices)	each	Non - Taxable	327.00	340.00	13.00	4.00%	Non Statutory Fee
Advertising Fee (up to 10 notices)	each	Non - Taxable	141.00	146.00	5.00	4.00%	Non Statutory Fee
Endorsement of plans - resubmission fee	each	Taxable	0.00	223.00	223.00	100.00%	Non Statutory Fee
Extension of time (second or subsequent request)	each	Taxable	0.00	550.00	550.00	100.00%	Non Statutory Fee
Extension of time to planning permit (first request)	each	Non - Taxable	360.00	400.00	40.00	11.00%	Non Statutory Fee
Planning Certificate (Priority)	each	Non - Taxable	86.00	89.00	3.00	3.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Planning Enquiries	each	Non - Taxable	275.00	285.00	10.00	4.00%	Non Statutory Fee
Pre-Application Advice (Advanced)	each	Non - Taxable	569.50	600.00	30.50	5.00%	Non Statutory Fee
Pre-Application Advice (Intermediate)	each	Non - Taxable	265.00	315.00	50.00	19.00%	Non Statutory Fee
Provide a copy of an endorsed plan	each	Non - Taxable	211.00	219.00	8.00	4.00%	Non Statutory Fee
Reinspection Fee	each	Taxable	372.50	385.00	12.50	3.00%	Non Statutory Fee
Secondary Consent	each	Non - Taxable	695.50	720.00	24.50	4.00%	Non Statutory Fee
Secondary Consent (VicSmart)	each	Non - Taxable	251.50	260.00	8.50	3.00%	Non Statutory Fee
Section 173 Agreement Administration	each	Taxable	372.00	385.00	13.00	3.00%	Non Statutory Fee
Sign (one)	each	Taxable	292.00	302.00	10.00	3.00%	Non Statutory Fee
Community & Planning Services - Planning & Design - Statutory Planning - Advertising							
Newspaper Advertising Admin	each	Non - Taxable	200.00	207.00	7.00	4.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Building Services - Regulatory Services - Building							
Application for a farm shed - exempt from Building permit	each	Non - Taxable	0.00	1,000.00	1,000.00	100.00%	Non Statutory Fee
Application to regularise non-compliant building - Commercial building work/structure	each	Non - Taxable	1,714.00	1,774.00	60.00	4.00%	Non Statutory Fee
Application to regularise non-compliant building - Domestic building work/structure	each	Non - Taxable	1,171.00	1,212.00	41.00	4.00%	Non Statutory Fee
Copy of Documents (printed copies) - in addition to retrieval - Commercial	each	Non - Taxable	22.00	22.80	0.80	4.00%	Non Statutory Fee
Copy of Documents (printed copies) - in addition to retrieval - Domestic	each	Non - Taxable	11.50	11.90	0.40	3.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25		2025/26		Basis of Fee	
			Fee Inc	GST	Fee Inc	GST		
Fee Increase/(Decrease)								
					\$	%		
Copy of Plans (printed copies) - in addition to retrieval - Commercial	each	Non - Taxable	22.00		22.80	0.80	4.00%	Non Statutory Fee
Copy of Plans (printed copies) - in addition to retrieval - Domestic	each	Non - Taxable	11.50		11.90	0.40	3.00%	Non Statutory Fee
Occupancy Permits - Place of Public Entertainment (POPE)	each	Non - Taxable	1,176.00		1,217.20	41.20	4.00%	Non Statutory Fee
Reassess pool barrier standard	each	Non - Taxable	0.00		200.00	200.00	100.00%	Non Statutory Fee
Report and consent (sighting) seeking adjoining owners comment	each	Non - Taxable	0.00		400.00	400.00	100.00%	Non Statutory Fee
Request new or amend Occupancy Permit (ESM)	each	Non - Taxable	0.00		550.00	550.00	100.00%	Non Statutory Fee
Request/create/amend a Maintenance Determination Schedule (ESM)	each	Non - Taxable	0.00		200.00	200.00	100.00%	Non Statutory Fee
Retrieval and provision (PDF) of Documents - Commercial	each	Non - Taxable	124.50		128.90	4.40	4.00%	Non Statutory Fee
Retrieval and provision (PDF) of Documents - Domestic	each	Non - Taxable	99.50		103.00	3.50	4.00%	Non Statutory Fee
Retrieval (PDF) of Plans - Commercial	each	Non - Taxable	124.50		128.90	4.40	4.00%	Non Statutory Fee
Retrieval (PDF) of Plans - Domestic	each	Non - Taxable	99.50		103.00	3.50	4.00%	Non Statutory Fee
Search fee - building permits, plans and documents	each	Non - Taxable	28.00		29.00	1.00	4.00%	Non Statutory Fee
Temporary Public Structure Siting	each	Non - Taxable	408.00		422.30	14.30	4.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Building Services - Pool Registrations Fees								
Pool inspection certification	each	Non - Taxable	420.00		435.00	15.00	4.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Compliance Services - Local Laws								
Abandoned Vehicle Release (as per contract)	each	Non - Taxable	195.00		200.00	5.00	3.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Any other permit not otherwise mentioned	each	Non - Taxable	195.00	200.00	5.00	3.00%	Non Statutory Fee
Impounded Item Release	each	Non - Taxable	166.00	170.00	4.00	2.00%	Non Statutory Fee
Permit - Footpath - Bali Flags	each	Non - Taxable	195.00	200.00	5.00	3.00%	Non Statutory Fee
Permit - Footpath - Display goods (per size)	each	Non - Taxable	195.00	200.00	5.00	3.00%	Non Statutory Fee
Permit - Footpath - Table and Chairs - Fee per chair	each	Non - Taxable	38.50	39.00	0.50	1.00%	Non Statutory Fee
Permit - Footpath - Table and Chairs - Fee per table	each	Non - Taxable	61.50	63.00	1.50	2.00%	Non Statutory Fee
Permit - Footpath - Umbrella	each	Non - Taxable	61.50	63.00	1.50	2.00%	Non Statutory Fee
Permit - Footpath - Windbreaker screen	each	Non - Taxable	61.50	63.00	1.50	2.00%	Non Statutory Fee
Permit - Footpath - Windbreaker screen (1/2 size)	each	Non - Taxable	0.00	31.00	31.00	100.00%	Non Statutory Fee
Permit - Heavy Vehicle – on land under 0.8ha (2 acres)	each	Taxable	195.00	200.00	5.00	3.00%	Non Statutory Fee
Permit - Liquor - Consumption in public or consumption/Possession – within 500 metres of licensed pr	each	Non - Taxable	193.00	200.00	7.00	4.00%	Non Statutory Fee
Permit - Real Estate Pointer Boards	each	Non - Taxable	535.00	550.00	15.00	3.00%	Non Statutory Fee
Permit - Roadside Trading - per day	each	Non - Taxable	107.00	110.00	3.00	3.00%	Non Statutory Fee
Permit - Rubbish Containers - Skips Building Sites up to 3 months	each	Non - Taxable	136.00	140.00	4.00	3.00%	Non Statutory Fee
Permit - Rubbish Containers - Skips residential 1- 7 days	each	Non - Taxable	61.00	63.00	2.00	3.00%	Non Statutory Fee
Permit - Shipping container	each	Non - Taxable	0.00	200.00	200.00	100.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25		2025/26		Basis of Fee
			Fee Inc	Fee Inc GST	Fee Inc	Fee Inc GST	
Fee Increase/(Decrease)							
					\$	%	
Permit - Street Stalls (inc. sausage sizzles) (No charge applicable to Community Groups) per day	each	Non - Taxable	58.00	60.00	2.00	3.00%	Non Statutory Fee
Permit - roadside Trading - per month	each	Non - Taxable	426.00	440.00	14.00	3.00%	Non Statutory Fee
Permit - roadside Trading - per year	each	Non - Taxable	0.00	2,000.00	2,000.00	100.00%	Non Statutory Fee
Permit Advertising Signs - A Frames	each	Non - Taxable	195.00	200.00	5.00	3.00%	Non Statutory Fee
Permit Advertising Signs - Real Estate Auction Boards (3 months)	each	Taxable	255.00	264.00	9.00	4.00%	Non Statutory Fee
Permit Advertising Signs, Flags overhanging roads-3 metres (3 months)	each	Taxable	255.00	264.00	9.00	4.00%	Non Statutory Fee
Permit Caravan/Motorhome Storage/Occupation	each	Non - Taxable	195.00	200.00	5.00	3.00%	Non Statutory Fee
Permit Charity bins	each	Non - Taxable	85.00	88.00	3.00	4.00%	Non Statutory Fee
Permit Community Temporary Advertising Signage	each	Non - Taxable	23.00	24.00	1.00	4.00%	Non Statutory Fee
Provide print copies of any local laws	each	Non - Taxable	20.00	21.00	1.00	5.00%	Non Statutory Fee
Recreational Vehicles	each	Non - Taxable	445.00	460.00	15.00	3.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Compliance Services - Animal Control							
Animal Register inspection fees	each	Non - Taxable	44.50	46.00	1.50	3.00%	Non Statutory Fee
Bonds/deposits on cat traps and anti bark device hire"	each	Non - Taxable	166.00	170.00	4.00	2.00%	Non Statutory Fee
Dog registration	each	Non - Taxable	180.00	185.00	5.00	3.00%	Non Statutory Fee
Dog registration - Member Canine Assoc (unsterilized)	each	Non - Taxable	59.00	61.00	2.00	3.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Dog registration of Dangerous / Restricted / Menacing Breed	each	Non - Taxable	330.00	380.00	50.00	15.00%	Non Statutory Fee
Domestic animal businesses	each	Taxable	588.00	608.00	20.00	3.00%	Non Statutory Fee
Permit - Animals - Excess numbers permit	each	Non - Taxable	94.00	97.00	3.00	3.00%	Non Statutory Fee
Permit - Animals – application to Fence off nature strip for grazing	each	Non - Taxable	197.00	200.00	3.00	2.00%	Non Statutory Fee
Permit - Animals – application to graze on nature strips	each	Non - Taxable	197.00	200.00	3.00	2.00%	Non Statutory Fee
Reduced registration Fee Cat - (microchipped, sterilised, 10 years of age plus)	each	Non - Taxable	59.00	61.00	2.00	3.00%	Non Statutory Fee
Reduced registration Fee Sterilised Cat - Pensioner	each	Non - Taxable	27.00	28.00	1.00	4.00%	Non Statutory Fee
Reduced registration fee Dog - (microchipped, sterilised, 10 years of age plus, working dog)	each	Non - Taxable	59.00	61.00	2.00	3.00%	Non Statutory Fee
Reduced registration fee Sterilised Dog - Pensioner	each	Non - Taxable	27.00	28.00	1.00	4.00%	Non Statutory Fee
Reduced registration fee Unsterilized Dog - Pensioner	each	Non - Taxable	85.00	88.00	3.00	4.00%	Non Statutory Fee
Surrender of animal	each	Taxable	155.00	160.00	5.00	3.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Compliance Services - Asset Protection							
Asset protection - admin fee	each	Non - Taxable	0.00	100.00	100.00	100.00%	Non Statutory Fee
Asset protection blanket bond	each	Non - Taxable	10,800.00	13,000.00	2,200.00	20.00%	Non Statutory Fee
Asset protection bond - large multi lot dwelling (6-20)	each	Non - Taxable	0.00	12,000.00	12,000.00	100.00%	Non Statutory Fee
Asset protection bond - multi lot dwelling (up to 5)	each	Non - Taxable	0.00	5,000.00	5,000.00	100.00%	Non Statutory Fee
Asset protection bond - single lot dwelling	each	Non - Taxable	1,230.00	2,000.00	770.00	63.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
Asset protection fee - large multi dwelling (6-20)	each	Non - Taxable	0.00	2,260.00	2,260.00	100.00%	Non Statutory Fee
Asset protection fee - multi lot dwelling (up to 5)	each	Non - Taxable	0.00	690.00	690.00	100.00%	Non Statutory Fee
Asset protection fee - single lot dwelling	each	Non - Taxable	365.00	377.00	12.00	3.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Emergency Management - Regulatory Services - Fire Prevention							
Fire Prevention Works - Administration Fee	each	Taxable	25.00	25.90	0.90	4.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Environmental & Public Health - Food Act							
Class 1 Registration – New	each	Non - Taxable	1,040.00	1,076.40	36.40	4.00%	Non Statutory Fee
Class 1 Registration – Renewal	each	Non - Taxable	696.00	720.40	24.40	4.00%	Non Statutory Fee
Class 2 Registration – Mobile	each	Non - Taxable	397.00	410.90	13.90	4.00%	Non Statutory Fee
Class 2 Registration – New	each	Non - Taxable	953.00	986.40	33.40	4.00%	Non Statutory Fee
Class 2 Registration – Renewal	each	Non - Taxable	638.00	660.30	22.30	3.00%	Non Statutory Fee
Class 2 Registration – Supermarket, large convenience, fast food or manufacture - new	each	Non - Taxable	1,345.00	1,392.10	47.10	4.00%	Non Statutory Fee
Class 2 Registration – Supermarket, large convenience, fast food or manufacture – Renewal	each	Non - Taxable	900.00	931.50	31.50	4.00%	Non Statutory Fee
Class 3 - Minor Community Group (Food served 1 day a week and less than 100 members, registered prio	each	Non - Taxable	145.00	150.10	5.10	4.00%	Non Statutory Fee
Class 3 - low risk home based business (registered prior to 30 June 2023)	each	Non - Taxable	227.00	234.90	7.90	3.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Class 3 Registration – Mobile	each	Non - Taxable	227.00	234.90	7.90	3.00%	Non Statutory Fee
Class 3 Registration – New	each	Non - Taxable	550.00	569.30	19.30	4.00%	Non Statutory Fee
Class 3 Registration – Renewal	each	Non - Taxable	368.00	380.90	12.90	4.00%	Non Statutory Fee
Failed sample result – 2nd and subsequent sampling	each	Non - Taxable	232.00	240.10	8.10	3.00%	Non Statutory Fee
Fee for inspections pursuant to s. 19UA (per hour, all classes)	each	Non - Taxable	128.00	132.50	4.50	4.00%	Non Statutory Fee
Food Vending Machine Registration (Class 2 & 3) – New & Renewal	each	Non - Taxable	341.00	352.90	11.90	3.00%	Non Statutory Fee
Professional services audits conducted at request of business (per hour) or one-off non compliance	each	Non - Taxable	128.00	132.50	4.50	4.00%	Non Statutory Fee
Registration of Temporary component against Fixed food premises	each	Non - Taxable	155.00	160.40	5.40	3.00%	Non Statutory Fee
School canteen - Not for Profit, registered prior to 30 June 2023)	each	Non - Taxable	145.00	150.10	5.10	4.00%	Non Statutory Fee
Temporary Food Premises Registration (Class 2 & 3) – New	each	Non - Taxable	186.00	192.50	6.50	3.00%	Non Statutory Fee
Temporary Food Premises Registration (Class 2 & 3) – Renewal	each	Non - Taxable	93.00	96.30	3.30	4.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Environmental & Public Health - Health Act							
Registration - Renewal Category 1 Aquatic facility	each	Non - Taxable	372.00	385.00	13.00	3.00%	Non Statutory Fee
Registration - each additional pool or spa on the premises	each	Non - Taxable	145.00	150.10	5.10	4.00%	Non Statutory Fee
Registration – New Application Category 1 Aquatic facility	each	Non - Taxable	560.00	579.60	19.60	4.00%	Non Statutory Fee
Registration – New High Risk Premises	each	Non - Taxable	465.00	481.30	16.30	4.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Registration – New Med Risk Premises	each	Non - Taxable	362.00	374.70	12.70	4.00%	Non Statutory Fee
Registration – Ongoing registration of low-risk premises	each	Non - Taxable	412.00	426.40	14.40	3.00%	Non Statutory Fee
Registration – Renewal High Risk Premises	each	Non - Taxable	310.00	320.90	10.90	4.00%	Non Statutory Fee
Registration – Renewal Med Risk Premises	each	Non - Taxable	258.00	267.00	9.00	3.00%	Non Statutory Fee
Registration/Renewal of Prescribed Accommodation (11-20 Persons)	each	Non - Taxable	432.00	447.10	15.10	3.00%	Non Statutory Fee
Registration/Renewal of Prescribed Accommodation (21-30 Persons)	each	Non - Taxable	517.00	535.10	18.10	4.00%	Non Statutory Fee
Registration/Renewal of Prescribed Accommodation (31-40 Persons)	each	Non - Taxable	724.00	749.30	25.30	3.00%	Non Statutory Fee
Registration/Renewal of Prescribed Accommodation (4-10 Persons)	each	Non - Taxable	356.00	368.50	12.50	4.00%	Non Statutory Fee
Registration/Renewal of Prescribed Accommodation (>40 Persons)	each	Non - Taxable	931.00	964.00	33.00	4.00%	Non Statutory Fee
Transfer of Health, Rooming House or Aquatic Facility registration (excluding one-off Hairdressers)	each	Non - Taxable	326.00	337.40	11.40	3.00%	Non Statutory Fee
Community & Planning Services - Regulatory Services - Environmental & Public Health - Domestic Waste Water							
Reissue Septic permit	each	Non - Taxable	83.00	85.90	2.90	3.00%	Non Statutory Fee
Wastewater written advice	each	Non - Taxable	83.00	85.90	2.90	3.00%	Non Statutory Fee
Corporate Services - Finance - Rating Services - Finance							
Complex financial reconciliation	each	Non - Taxable	60.00	62.10	2.10	4.00%	Non Statutory Fee
Copy of Rates Notice/Rates Search	each	Non - Taxable	13.00	13.45	0.45	3.00%	Non Statutory Fee
Sale of supplementary valuations to Water Authorities	each	Non - Taxable	17.50	18.10	0.60	3.00%	Non Statutory Fee

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Fee Increase/(Decrease)							
Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	Basis of Fee
Standard financial reconciliation	each	Non - Taxable	30.00	31.05	1.05	4.00%	Non Statutory Fee
Urgent request - financial reconciliation	each	Non - Taxable	10.00	10.35	0.35	3.00%	Non Statutory Fee
Corporate Services - Governance, Safety and Property - Governance - Governance - Community Liability Insurance							
Community Liability Insurance - for groups/individuals using Council facilities	each	Taxable	28.00	29.00	1.00	4.00%	Non Statutory Fee
Corporate Services - Governance, Safety and Property - Governance - Governance - statutory fees applicable under FOI							
Photocopy charge	each	Non - Taxable	0.50	0.50	0.00	0.00%	Non Statutory Fee
Corporate Services - Governance, Safety and Property - Property Services - Property fee							
Agreement/Variation Preparation Fee	each	Taxable	165.00	170.80	5.80	4.00%	Non Statutory Fee
Community group licence fee	per annum	Non - Taxable	0.00	460.00	460.00	100.00%	Non Statutory Fee
Municipal or Government Road Closure or Discontinuance	each	Non - Taxable	0.00	5,791.90	5,791.90	100.00%	Non Statutory Fee
Road Discontinuance Application Fee	each	Taxable	550.00	569.25	19.25	4.00%	Non Statutory Fee
Telecommunications application fee	each	Non - Taxable	0.00	4,000.00	4,000.00	100.00%	Non Statutory Fee
Corporate Services - Information Services - Information Services Management - Plan printing charges (per copy)							
Plan printing charges - A0 SIZE PLAN	each	Taxable	27.00	27.90	0.90	3.00%	Non Statutory Fee
Plan printing charges - A1 SIZE PLAN	each	Taxable	14.50	15.00	0.50	3.00%	Non Statutory Fee
Plan printing charges - A4 PHOTOCOPIES	each	Taxable	1.10	1.10	0.00	0.00%	Non Statutory Fee
Plan printing charges - Multiple Copies (10+)	each	Taxable	1.10	1.10	0.00	0.00%	Non Statutory Fee
Plan printing charges - PLAN OF SUBDIVISION (A3)	each	Taxable	5.20	5.40	0.20	4.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Plan printing charges - SHIRE PLAN (AO)	each	Taxable	41.40	42.80	1.40	3.00%	Non Statutory Fee
Corporate Services - Information Services - Information Services Management - Geographic Information System maps							
Setup fee per map - A0 (per map)	each	Taxable	71.50	74.00	2.50	3.00%	Non Statutory Fee
Setup fee per map - A1 (per map)	each	Taxable	49.70	51.40	1.70	3.00%	Non Statutory Fee
Setup fee per map - A2 (per map)	each	Taxable	32.10	33.20	1.10	3.00%	Non Statutory Fee
Setup fee per map - A3 Plotter (per map)	each	Taxable	22.80	23.60	0.80	4.00%	Non Statutory Fee
Setup fee per map - Setup fee per map	each	Taxable	64.20	66.40	2.20	3.00%	Non Statutory Fee
Infrastructure & Environment - Community Infrastructure Delivery - Traffic & Transport Services - Decorative Light Poles Developer Contribution							
Non-standard lighting fee	each	Taxable	0.00	3,000.00	3,000.00	100.00%	Non Statutory Fee
Infrastructure & Environment - Infrastructure Services - Development - Infrastructure Services - Development							
Drainage plan checking fees - 1 to 2 houses	each	Taxable	160.50	166.10	5.60	3.00%	Non Statutory Fee
Drainage plan checking fees - 11-plus houses	each	Taxable	536.50	555.30	18.80	4.00%	Non Statutory Fee
Drainage plan checking fees - 3 to 10 houses	each	Taxable	322.00	333.30	11.30	4.00%	Non Statutory Fee
Drainage plan checking fees - Industrial/Commercial	each	Taxable	428.50	443.50	15.00	4.00%	Non Statutory Fee
Drainage/stormwater inspection	each	Taxable	160.50	166.10	5.60	3.00%	Non Statutory Fee
Infrastructure & Environment - Infrastructure Services - Development - Infrastructure Services - Landscape Development							
Landscape plan checking, 1 - 2 houses	each	Taxable	0.00	155.00	155.00	100.00%	Non Statutory Fee
Landscape plan checking, 11 or more houses	each	Taxable	0.00	518.00	518.00	100.00%	Non Statutory Fee
Landscape plan checking, 3 - 10 houses	each	Taxable	0.00	311.00	311.00	100.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status			Fee Increase/(Decrease)		Basis of Fee
			2024/25 Fee Inc GST	2025/26 Fee Inc GST	\$	%	
Landscape plan checking, Industrial/Commercial	each	Taxable	0.00	414.00	414.00	100.00%	Non Statutory Fee
Infrastructure & Environment - Infrastructure Services - Development - Infrastructure Services - Engineering Services							
Street Occupation (Hoarding) Permit - 101m2 - 500m2 - Per month	each	Non - Taxable	803.50	831.60	28.10	3.00%	Non Statutory Fee
Street Occupation (Hoarding) Permit - Less than 100m2 - Per month	each	Non - Taxable	536.50	555.30	18.80	4.00%	Non Statutory Fee
Street Occupation (Hoarding) Permit - Over 500m2 - Per month	each	Non - Taxable	1,071.50	1,109.00	37.50	3.00%	Non Statutory Fee
Infrastructure & Environment - Infrastructure Services - Development - Landscape Development							
Tree planting	each	Taxable	480.00	496.80	16.80	4.00%	Non Statutory Fee
Infrastructure & Environment - Infrastructure Services - Waste Management - Garbage/Recycling collection							
1st Commercial Garbage service (120 litre bin only)	each	Taxable	270.00	344.30	74.30	28.00%	Non Statutory Fee
1st Commercial Recycling service (240 litre bin only)	each	Taxable	115.00	154.00	39.00	34.00%	Non Statutory Fee
Additional Bundled Branch option - Green and Hard Waste service (being trialled)	each	Non - Taxable	75.00	75.00	0.00	0.00%	Non Statutory Fee
Additional Commercial Garbage Bin	each	Taxable	285.00	325.40	40.40	14.00%	Non Statutory Fee
Additional Commercial Recycling Bin	each	Taxable	140.00	159.85	19.85	14.00%	Non Statutory Fee
Additional Residential Garbage Bin (120 litre bin only)	each	Non - Taxable	235.00	243.90	8.90	4.00%	Non Statutory Fee
Additional Residential Recycling Service	each	Non - Taxable	92.00	96.00	4.00	4.00%	Non Statutory Fee
Commercial Green Waste Service 240L	each	Non - Taxable	156.40	162.30	5.90	4.00%	Non Statutory Fee
Community Event Bin Service	each	Taxable	70.00	79.90	9.90	14.00%	Non Statutory Fee
Green Waste Service 120L	each	Non - Taxable	98.70	109.45	10.75	11.00%	Non Statutory Fee

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Description of Fees and Charges	Unit of Measure	GST Status	2024/25 Fee Inc GST	2025/26 Fee Inc GST	Fee Increase/(Decrease)		Basis of Fee
					\$	%	
Green Waste Service 240L	each	Non - Taxable	128.70	139.45	10.75	8.00%	Non Statutory Fee
Litter and Waste Amenity Charge	each	Non - Taxable	160.00	166.10	6.10	4.00%	Non Statutory Fee
Residential Garbage (1 x 120L garbage bin and 1 recycling bin)	each	Non - Taxable	361.70	384.50	22.80	6.00%	Non Statutory Fee
Residential Garbage (1 x 80L garbage bin and 1 recycling bin)	each	Non - Taxable	331.70	354.50	22.80	7.00%	Non Statutory Fee
Infrastructure & Environment - Operations - Arboriculture - Shire Tree Planting							
Tree replacement fee	each	Taxable	0.00	528.00	528.00	100.00%	Non Statutory Fee
Infrastructure & Environment - Operations - Unsealed Roads - Dust Control							
Voluntary Dust Suppression Scheme- per 100m of unsealed road	each	Non - Taxable	400.00	414.00	14.00	4.00%	Non Statutory Fee

Cardinia Shire Council Capital Plan
FY25/26 to FY29/30

Project number	Name	Year 1 Budget 2526	Year 2 Budget 2627	Year 3 Budget 2728	Year 4 Budget 2829	Year 5 Budget 2930
RENEWAL CAPITAL						
	Infrastructure - Bridges	\$ 1,057,291	\$ 1,337,200	\$ 1,397,224	\$ 1,400,000	\$ 1,400,000
2425-001290	Bridge renewal program	\$ 1,057,291	\$ 1,337,200	\$ 1,397,224	\$ 1,400,000	\$ 1,400,000
	Infrastructure - Drainage	\$ 1,135,000	\$ 950,000	\$ 950,000	\$ 950,000	\$ 950,000
2425-001073	Drainage renewal and upgrade program	\$ 722,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000
2425-001130	WSUD Assets renewal program	\$ 413,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
	Infrastructure - Footpaths and cycleways	\$ 1,369,700	\$ 1,599,500	\$ 1,828,700	\$ 2,010,400	\$ 2,212,800
2425-001295	Sealed Pathway renewal program	\$ 1,267,700	\$ 1,497,500	\$ 1,726,700	\$ 1,908,400	\$ 2,110,800
2425-001297	Gravel Pathway resheeting program	\$ 102,000	\$ 102,000	\$ 102,000	\$ 102,000	\$ 102,000
	Infrastructure - Parks, open spaces and	\$ 1,404,000	\$ 2,653,800	\$ 3,436,000	\$ 982,000	\$ 1,608,500
2425-001281	BMX Facility asset renewal	\$ 287,000	\$ 25,000	\$ 145,000	\$ 20,000	\$ 196,000
2425-001278	Emerald Lake Park	\$ 220,000	\$ 1,927,000	\$ 1,927,000		
2425-000878	Exercise equipment renewal program	\$ 10,000	\$ 175,000	\$ 165,000	\$ 114,400	\$ 102,000
2425-001280	Basketball halfcourt renewal	\$ 10,000	\$ 40,000	\$ 40,000	\$ 30,000	\$ 30,000
2223-000380	Open Space renewal provision		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
2425-001279	Playspace and supporting infra renewal	\$ 777,000	\$ 356,800	\$ 784,000	\$ 687,600	\$ 905,500
2425-001286	Skatepark asset renewal		\$ 30,000	\$ 275,000	\$ 30,000	\$ 275,000
2425-001296	Shade structures renewal program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	Infrastructure - Sport and recreation	\$ 2,035,826	\$ 1,980,000	\$ 1,630,000	\$ 1,655,000	\$ 3,755,000
2425-001282	Cricket Practice Net renewal program	\$ -	\$ -	\$ -	\$ 275,000	\$ 275,000
2425-001283	Netball/Tennis Court Resurfacing program	\$ 100,000	\$ 1,100,000	\$ 850,000	\$ 1,050,000	\$ 950,000
2425-001284	Rec Reserve lighting and power renewal	\$ 50,000	\$ 400,000	\$ 650,000	\$ 50,000	\$ 350,000
2425-001285	Rec reserve turf resurfacing program	\$ 1,300,000	\$ -	\$ -	\$ 150,000	\$ 1,300,000
2425-001287	Swimming Facilities renewal program	\$ 585,826	\$ 480,000	\$ 130,000	\$ 130,000	\$ 880,000
	Infrastructure - Roads	\$ 7,430,500	\$ 9,313,759	\$ 9,563,022	\$ 9,611,566	\$ 9,945,166
2425-001298	Carpark resurfacing program	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000	\$ 170,000
2425-001291	Road Pavement renewal	\$ 1,669,300	\$ 2,303,200	\$ 2,547,366	\$ 2,547,366	\$ 2,547,366
2425-001321	Road Reserve Lighting program	\$ 148,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
2425-001292	Sealed Road Resurfacing program	\$ 3,039,200	\$ 4,972,000	\$ 4,905,000	\$ 4,894,200	\$ 5,227,800
2425-001294	Unsealed Road Resheeting program	\$ 2,404,000	\$ 1,868,559	\$ 1,940,656	\$ 2,000,000	\$ 2,000,000
	Plant and equipment	\$ 3,611,500	\$ 3,250,000	\$ 3,250,000	\$ 3,250,000	\$ 3,250,000
2425-001275	IT Strategy	\$ 665,000	\$ 550,000	\$ 550,000	\$ 550,000	\$ 550,000
2425-001276	Plant Replacement program - heavy plant	\$ 2,946,500	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000
	Property	\$ 5,396,813	\$ 7,211,941	\$ 6,828,598	\$ 5,062,623	\$ 7,029,348
2425-000876	Building Minor renewal program Reactive	\$ 600,000	\$ 520,000	\$ 550,000	\$ 600,000	\$ 600,000
2425-001274	Building Minor renewal program Strategic	\$ 3,439,000	\$ 2,723,082	\$ 2,700,000	\$ 2,000,000	\$ 2,500,000
2425-001272	Furniture and Equipment renewal program	\$ 200,000	\$ 220,000	\$ 220,000	\$ 220,000	\$ 520,000
2425-000875	HVAC renewal program	\$ 596,688	\$ 666,205	\$ 683,191	\$ 792,623	\$ 2,524,348
2425-001394	Living Learning Refresh		\$ 907,308	\$ 1,633,154		
2425-000874	Public Building Major renewal	\$ 83,625	\$ 850,000	\$ 85,000	\$ 850,000	\$ 85,000
2425-001072	Public Toilet renewal program	\$ 477,500	\$ 499,500	\$ 500,000	\$ 500,000	\$ 500,000
RENEWAL CAPITAL TOTAL		\$ 23,440,630	\$ 28,296,200	\$ 28,883,544	\$ 24,921,589	\$ 30,150,814
UPGRADE/EXPANSION						
	Infrastructure - Roads	\$ 29,813,591	\$ 18,444,983	\$ 7,039,207	\$ 4,485,000	\$ 4,550,000
2425-001322	Better Local Roads - Connect Cardinia	\$ 5,000,000	\$ 1,075,000			
2425-001335	Blackspot Road/Intersection program	\$ 512,907	\$ -	\$ 512,907		
2526-001259	DCP road projects	\$ 1,120,000	\$ 4,500,000	\$ 3,300,000	\$ 4,000,000	\$ 4,000,000
2223-000129	Brunt/Rix Road Intersection upgrade	\$ 1,120,000	\$ 4,500,000	\$ 1,400,000		
2425-001328	Local Area Traffic Improvements program	\$ 376,400	\$ 650,000	\$ 265,000	\$ 485,000	\$ 550,000
2223-000108	McGregor-Henty-Rogers Intersection	\$ 4,000,000	\$ 2,000,000	\$ 1,700,000		
2425-001327	Pakenham Revitalisation	\$ 8,103,434	\$ 6,485,000	\$ 1,774,207	\$ -	\$ -
2425-001336	Princes Hwy Intersection upgrade program	\$ 3,735,850	\$ 458,060	\$ -	\$ -	\$ -
2425-001323	Sealing of the Hills program	\$ 6,470,000	\$ 3,276,923			
2425-001293	Streetlight upgrades - MV lights to LED	\$ 495,000				
	Plant and equipment	\$ 2,104,000	\$ 10,100,000	\$ 10,100,000	\$ 10,100,000	\$ 100,000
2223-000410	Business improvement program	\$ 2,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	
2425-001277	CCC Minor Equipment	\$ 104,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
	Property	\$ 13,566,000	\$ 4,020,000	\$ 3,010,407	\$ 1,020,000	\$ 940,000
2223-000136	Cardinia Youth Hub	\$ 4,000,000	\$ 3,000,000			
2425-001318	Depot upgrades	\$ -	\$ 280,000	\$ 280,000	\$ 280,000	
2425-001319	Disability Access upgrade program	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000
2425-001176	Electronic Access upgrade program	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
2425-001317	Energy & Water Strategies program	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
2223-000234	Garfield Nth Cannibal Creek Community	\$ 1,401,000	\$ -			
2425-001288	Universal Design (Incl Rec Pav renewal)	\$ 221,000	\$ -	\$ 1,990,407	\$ -	\$ 200,000
2223-000234	Cora Lynn Reserve Pavilion - non-owned	\$ 1,330,000	\$ -			
2223-000253	Upper Beaconsfield Recreation Reserve Pavilion - non-owned infrastructure	\$ 5,874,000	\$ -			
UPGRADE/EXPANSION TOTAL		\$ 45,483,591	\$ 32,564,983	\$ 20,149,614	\$ 15,605,000	\$ 5,590,000

NEW CAPITAL							
	Infrastructure - Footpaths and cycleways	\$	465,000	\$	600,000	\$	600,000
2425-001324	Footpath network expansion program	\$	465,000	\$	600,000	\$	600,000
	Infrastructure - Parks, open spaces and	\$	278,920	\$	500,000	\$	1,150,000
2526-002225	New playspaces and associated	\$	278,920	\$	500,000	\$	1,150,000
	Infrastructure - Sport and recreation	\$	-	\$	350,000	\$	800,000
2526-002274	New sports reserves - DCP	\$	-	\$	350,000	\$	800,000
	Infrastructure - Roads	\$	-	\$	200,000	\$	400,000
2526-002275	Road sealing - special charge schemes	\$	-	\$	200,000	\$	400,000
	Plant and equipment	\$	89,000				
2425-001542	New Plant program	\$	89,000				
	Property	\$	4,410,000	\$	10,357,918	\$	12,998,000
2425-001320	Land Acquisition	\$	3,990,000	\$	6,257,918	\$	7,400,000
2526-000226	New community buildings - DCP	\$	-	\$	250,000	\$	4,000,000
2223-000339	Public Art program	\$	20,000	\$	100,000	\$	20,000
2425-001395	Capital advancement fund	\$	400,000	\$	100,000	\$	20,000
NEW CAPITAL TOTAL		\$	5,242,920	\$	12,007,918	\$	14,548,000

SUBJECT TO EXTERNAL FUNDING		Funding	Council contribution	Project total			
	Infrastructure - Roads	\$	32,861,000	\$	309,000	\$	33,170,000
24245-001335	Blackspot Road/Intersection program	\$	175,000	\$	-	\$	175,000
	Siding Avenue & Bridge Road	\$	32,000	\$	-		
	Bailey Road, Cockatoo	\$	143,000	\$	-		
2425-001328	Local Area Traffic Improvements program	\$	1,686,000	\$	309,000	\$	1,995,000
2425-001361	Eagle Drive - moved down from LATI	\$	180,000	\$	236,333		
2526-002260	Ahern Road LTM - moved down from LATI	\$	650,000	\$	36,333		
2526-002261	Shearwater Drive LTM - moved down from	\$	856,000	\$	36,333		
24245-001336	Princes Hwy Intersection upgrade program	\$	31,000,000	\$	-	\$	31,000,000
2223-000091	Brunt Rd/Whiteside Rd Intersection	\$	5,000,000	\$	-	\$	5,000,000
2223-000096	Thewlis Road Intersection	\$	6,000,000	\$	-	\$	6,000,000
2324-000864	Pink Hill Blvd - Whiteside to O'Neil	\$	20,000,000	\$	-	\$	20,000,000
	Property -Buildings	\$	47,262,200	\$	10,047,000	\$	57,309,200
	Cardinia Life	\$	45,000,000	\$	10,000,000	\$	55,000,000
	IYU pavilion	\$	800,000	\$	-	\$	800,000
2425-001274	Building Minor renewal program Strategic	\$	864,000	\$	-	\$	864,000
	Cockatoo Kindergarten upgrade	\$	864,000	\$	-		
2425-001317	Energy & Water Strategies program	\$	598,200	\$	47,000	\$	645,200
	Beaconsfield Upper Hall & Community	\$	299,000	\$	32,000	\$	331,000
	Battery installation - KWR Community	\$	299,200	\$	15,000	\$	314,200
	Other	\$	3,010,980	\$	51,000	\$	3,061,980
2425-001580	Pepi's Land wetland restoration	\$	50,000	\$	51,000	\$	101,000
2223-000275	Cardinia Creek Parkland Pedestrian Bridge	\$	150,000	\$	-	\$	150,000
	South East Melbourne Airport	\$	2,810,980	\$	-	\$	2,810,980
SUBJECT TO EXTERNAL FUNDING		\$	83,134,180	\$	10,407,000	\$	93,541,180

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Item #	Date submitted	Theme	Submission detail	Link to supporting information (if any)	Officer response
1	18/02/2025	Road Sealing	Highlight requirement to seal important unsealed roads in Gembook area	Budget submission #1 Gembrook Community Group	<p>The sealing of Bessie Creek Road, Mountain Road, Ure Road and Mt Burnett Roads are all included with the capital plan, to be delivered over FY25/26 and FY26/27.</p> <p>In addition, Council has allocated provisional funding to support special charge schemes to seal unsealed roads across Cardinia Shire, including unsealed roads in the Gembrook area.</p>
2	17/04/2025	Roads and drains	Reference to the drainage I have been trying to get council to clean drainage and gutters along road in front of Bayles general store for years before winter not holding my breath	N/A	<p>Koo Wee Rup - Longwarry Road is a declared road, under the control and management of the State.</p> <p>Council is not authorised or funded to perform works on declared roads and continues to advocate for better management and maintenance of roadsides across the Shire.</p>
3	17/04/2025	Allocation of expenditure	What a joke. Out of every \$100 collected \$16.28 is spent on roads & \$11.73 on library facilities. Whilst I acknowledge the importance of being able to read, with the internet why is so much spent on library facilities when we drive on roads not fit for purpose. You are a joke.	N/A	<p>Thanks for your comments.</p> <p>We realise that an administrative error occurred in the budget document, which impacted the table you are referring to. This has since been updated on our website and hope this clarifies your concerns.</p>
4	22/04/2025	Early years/MCH/Youth services	Our greatest resource is our children and yet early years services, including MCH, have the lowest expenditure. Community expenditure benefits all but children's services, youth services and MCH are shockingly low.	N/A	<p>Thank you for your budget submission and for highlighting the critical importance of early years and community services. Council and the State government have a shared responsibility for funding many early years services and infrastructure. As a growth area, Council has advocated to the state government to support Council in meeting the current and future demands of families in Cardinia Shire.</p> <p>We are committed to a thorough review of the current budget allocation and will consider the points you have raised.</p>
5	28/04/2025	Purchase of plant and equipment	<p>I think the council need to purchase more machines and update some existing ones tou have in your fleet.</p> <p>For example an excavator working on the drains on an Unsealed road i live off looked like it needed updating just like a few of the trucks I've seen lately with the Cardinia logo on the side. Not to mention the Backhoe as well seen on the same day with the excavator, both looked really sad and needs replacing badly.</p> <p>And from my understanding to the council have a very limited amount of machinery, how about buying more machines with some of the budgets money and start being pro active instead of re active. You might start getting more respect from the residents and the community</p>	N/A	<p>The proposed budget includes close to \$1.7M for the replacement of heavy plant and equipment; which includes graders and trucks.</p> <p>The purchase of additional equipment not only requires large investment in plant, but also require employment of additional staff, their appropriate training, and continuous budget to support consumables, service and repairs.</p> <p>Council has access to a panel of contractors who can supply plant for hire, and the Operations team utilises this arrangement when the workload justifies it and allocated budgets allow.</p>

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6	28/04/2025	Emergency Management	<p>Under the Emergency Management line item, the service objective is 'Capture all income and expenditure relating to Emergency Events (floods, storms, bushfires) and the COVID-19 pandemic'.</p> <p>I seek elaboration on what this means beyond simply running a revenue and expense ledger.</p>	N/A	<p>Along with other response agencies, the Emergency Management team focuses on strategic planning and preparedness for emergency responses, ensuring that municipal emergency management plans are well developed and implemented, and are consistent with regional and state planning.</p> <p>Council officers play a role during natural disasters to ensure that Council resources are directed to support the response, relief and recovery phases of emergencies.</p> <p>The Emergency Management service also manages fuel loads in Council reserves, and fire hazard inspections in the municipality. Additionally, the service delivers related projects and education programs aimed at enhancing community resilience.</p>
7	2/05/2025	Movement in reserves	<p>I would like to know how the line in the equity part of the balance sheet called Reserves is calculated and how it moves across the four years. Am I correct in assuming that the line Accumulated surplus is the result of the surplus each year? If that is correct, how does the Reserves increase in value over time?</p>	N/A	<p>Please refer to the Statement of Changes in Equity on the overall movement in equity, which is further supported by note 4.3. The key movements relate to changes in the asset revaluation reserve along with projections for future receipts and use of developer contributions.</p>
8	3/05/2025	Youth services	<p>Increase investment for young people.</p> <ul style="list-style-type: none"> - There will be cost savings in other area's by investing in early intervention/prevention services for young people - The Shire has seen a significant increase in the youth population and needs of young people over last 10yrs however the budget allocation for young people/youth services decreases each year. 	N/A	<p>Thank you for your budget submission and for highlighting the critical importance of the investment in prevention and community services. Council and the State government have a shared responsibility for funding services and infrastructure. As a growth area, Council has advocated to the state government to support Council in meeting the current and future demands of families and young people in Cardinia Shire.</p> <p>We are committed to a thorough review of the current budget allocation and will consider the points you have raised.</p>
9	5/05/2025	Cooking group for at risk women and girls	<p>The council to please consider funding a cooking group for at risk women and young girls. This would be a partnership between Living and Learning at Pakenham and the Community Grocer. The Community Grocer provides a service to up to 75 people per week on it one day at the centre. This Community Grocer hardship vouchers would pay for the produce so only costs would be room hire and a qualified teacher who would not only provide recipes and cooking assistance but would also provide education on food security and incidental nutrition benefits of fresh produce. The total cost would be \$27,000 for one year and this could be seen as an innovative pilot which could attract future funding.</p>	N/A	<p>Council values the work Neighbourhood Houses, including Living Learning, do for the community.</p> <p>As per Council's Neighbourhood House Policy, Council provides Neighbourhood Houses funded under the Neighbourhood House Coordination Program with a facility and an annual operational grant to support them in running programs. Living Learning is one of the beneficiaries of this support.</p> <p>If additional funding is required for Living Learning programs, we encourage you to apply for suitable grants. We have included some examples below:</p> <ul style="list-style-type: none"> -South Side Racing Community Grants -Our Community Company - Bendigo Bank -State Government grants e.g Community Food Relief Program DFFH -Chobani The Big Difference food insecurity grants -Cardinia Wellbeing Support Grants 2026-2027 <p>Our other suggestions include seeking corporate sponsorship or partnering with other Neighbourhood Houses and community groups to make a program like this sustainable and impactful. Some partnership options include:</p> <ul style="list-style-type: none"> -Bless Collective -Have Hope -Timebox Café/Hopeworks -St Patricks Community Kitchen -Frankies Community Kitchen -St Lukes (Cockatoo) -Salvation Army -Cardinia Foundation

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10	6/05/2025	Various for Tynong	1. Drainage needs to be 1st priority in Tynong 2. Something for youth. To do in tynong. Update play ground, bike path, bike track something they want. 3. Fix our roads, no more potholes 4. Update MHC in tynong to a community centre	N/A	<p>A review of the unsealed roads and drainage functions is currently underway. The Council will consider recommendations from officers based on this review. Given the need to prioritise resources, a Shire-wide approach is taken for improvements and maintenance of roads across the municipality.</p> <p>Council is intending to commence masterplanning for the Tynong Hall playground site in conjunction with DECCA, who own half of the location. The masterplan considers co-location of facilities and other amenities for maximised activation and service provision for the community. Council operates MCH services across the shire including Nar Nar Goon and Bunyip. Minor capital works have been conducted at both sites due to demand and provided increased accessibility, carpet, paint and amenity. Community demand and social planning data provides evidence of need where this changes the facility use will be considered by Council.</p>
11	7/05/2025	Road Sealing	To whom it may concern, As a resident in Emerald, and a resident who missed out on the "surfacing of the hills" project, when the government pulled funding. I was wondering if any more thought had gone into the surfacing of the Legg Road project. As we are so close to town, and on such a busy road, the thought of an asphalt road would make sense. Especially since the popularity The Lost Woods Market, (which is a fantastic addition to our beautiful little town, helping the local businesses) the increased parking of cars and foot traffic, which calls for more grating of the gravel road to fill in the forever potholes caused by the high volume of traffic. Thankyou and look forward to hearing if any thought had been given towards this matter.	N/A	<p>Council has allocated provisional funding to support special charge schemes to seal unsealed roads across Cardinia Shire, including important unsealed roads in the Emerald area</p>
12	9/05/2025	Pakenham Golf Course	Refer supporting document . Council to ensure monies are included in the up coming budget for the on going maintenance of the course, which will allow the community time to progress viable solutions for the golf club in collaboration with our council.	Budget submission #2 Pakenham Golf Course maintenance.pdf	<p>Council staff are currently conducting a comprehensive review of the golf course facility. This review process will include a community engagement component to ensure all perspectives are appropriately considered.</p> <p>A detailed report summarising the review findings and Officers recommendation will be presented to the Council in approximately four months. Following this presentation, the final decision regarding the future direction of the facility will be made during a public Council meeting, providing full transparency to the community.</p> <p>This established timeline ensures ample opportunity for thorough consideration of all relevant information prior to any definitive decision being reached.</p>
13	9/05/2025	Pakenham Golf Course	Refer supporting document Request that Council reassess and reinstate funding for Pakenham Golf Course in upcoming budget.	Budget submission #3 Pakenham Golf Course.pdf	<p>Council staff are currently conducting a comprehensive review of the golf course facility. This review process will include a community engagement component to ensure all perspectives are appropriately considered.</p> <p>A detailed report summarising the review findings and Officers recommendation will be presented to the Council in approximately four months. Following this presentation, the final decision regarding the future direction of the facility will be made during a public Council meeting, providing full transparency to the community.</p> <p>This established timeline ensures ample opportunity for thorough consideration of all relevant information prior to any definitive decision being reached.</p>

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Item #	Date submitted	Theme	Submission detail	Link to supporting information (if any)	Officer response
14	9/05/2025	Soccer facility at McMullen Road	Refer supporting document	Budget submission #4 - Officer City Soccer Club	<p>Thank you for your submission to Council's Draft 2025 - 2026 Budget. Council acknowledges the increase in interest and growth in soccer and in particular the wonderful work the Officer City Soccer Club is doing for the sport including improving participation opportunities for women and girls and our multi-cultural community.</p> <p>As a growth corridor there are several new reserves that have been identified in precinct structure plans for Council to deliver. Within Officer, Council is currently in the process of developing the Gin Gin Bin Recreation Reserve Masterplan, and as such there is no money allocated to initial planning for McMullen Reserve in 25-26.</p>
15	9/05/2025	Soccer facility at McMullen Road	Refer supporting document	Budget submission #5 - Football Victoria.pdf	<p>Thank you for your submission to Council's Draft 2025 - 2026 Budget. Council acknowledges the increase in interest and growth in soccer and in particular the wonderful work the Officer City Soccer Club is doing for the sport including improving participation opportunities for women and girls and our multi-cultural community.</p> <p>As a growth corridor there are several new reserves that have been identified in precinct structure plans for Council to deliver. Within Officer, Council is currently in the process of developing the Gin Gin Bin Recreation Reserve Masterplan, and as such there is no money allocated to initial planning for McMullen Reserve in 25-26.</p>
16	23/05/2025	Koo Wee Rup Netball Court Refurbishme	Refer supporting document	Budget submission #6 Koo Wee Rup Netball.pdf	<p>As per Council's decision when adopting the 2024/25 Budget in June 2024, it was recommended that Council would make available a Community Capital Works Grant of up to \$300,000 subject to the netball club securing additional funding to cover the remaining project costs, and receiving land owner approval for the works.</p> <p>Council would be willing to enter into negotiations on the level of support from Council once the Club can demonstrate that the additional funding to cover the remaining project costs has been secured and land owner consent has been provided.</p>



**GEMBROOK COMMUNITY GROUP INC (GCG)
A0099163T**

To: CR David Nickell

Cardinia Shire Council PO Box 7. Pakenham VIC 3810

To: CR Brett Owen

Cardinia Shire Council PO Box 7. Pakenham VIC 3810

Info: Mayor Cr Jack Kowarzik

Cardinia Shire Council PO Box 7. Pakenham VIC 3810

**Gembrook Community Group
Road Sealing Submission**



Chair

Gembrook Community Group

February 2025

INTRODUCTION

This submission, from the Gembrook Community Group (GCG), aims to again highlight the requirement to seal important unsealed roads in the Gembrook area. The data in this submission is based on surveys and discussion with both long term and more recent members of the Gembrook area community. Using this data we have identified the priorities, urgency and supporting grounds for Sealing of Roads in the Gembrook area. The roads in this submission have long been passed over by Government, essentially ignoring community concerns and high maintenance costs incurred each year. Positive action is now well overdue and we ask that relevant decision makers fight hard to rectify this unsatisfactory situation and avoid again reducing the priorities of this key community infrastructure.

RECOMMENDATION

The Gembrook Community Group strongly advocates the sealing of all important unsealed residential and major rural roads in the area over the longer term. However, to aid local government planning, the following summary table of priorities (derived from raw data in Table 1), is provided in the hope this will align community requirements with government planning.

Recommended Roads	Priority
Bessie Creek Road	A
Mountain Road	A
Ure Road	A
Beenak Road	A
Mount Burnett Road	A
The Avenue	A
Boyd Road (C424 to end)	A
Red Road	A
Mount Eirene Road	A
Ramage Road	B
Ritchie Road	B
Williamson Road	B
Orchard Road (C412 to Railway crossing)	B
Quinn Road	B

- *Note we are awaiting confirmation that Capital funding exists and has been budgeted within Cardinia Shire Council for Bessie Creek Road*

BACKGROUND

In January 2023, \$109 million of committed funding was discontinued and/or withdrawn from the Sealing the Hills program by the Australian Federal Government.

Under that commitment 164 roads were originally prioritised for sealing under the Hills program.

Unfortunately, due to the funding cuts by the federal government, we understand only 38 roads will now be sealed under the Hills program. Council has apparently secured \$41 million funding for the selected road projects already in the pipeline, including those under construction, going to tender and those about to complete their special charge scheme. It is currently believed that, for Gembrook area, only Durban Road, Old Gembrook Road and Sheriff Road maybe included in the revised scope and budget. This of course leaves many important roads excluded.

RATIONALE

There is a strong case for sealing these wider Gembrook roads based on the following criteria:

a. Traffic Volume

Growth in traffic has been observable due to increases in land subdivision and new residences, and a growth in business activity. (Manufacturing, Agricultural, Small home-based businesses, online delivery services) as also evidenced by the Ure/Mountain Road Survey which determined an AADT of over 600 vehicles a day of which 5% were classified as Heavy (>4.5 tonnes). Historically it would be assumed that roads of this type would carry only 150 vehicles per day

b. Excessive Maintenance Costs

Cardinia Shire Council has over 112,000 residents in one of the fastest growing LGAs in the country. The growth in traffic and increase in heavy vehicles servicing business and residents on these roads is increasing the costs to ensure gravel roads are navigable, well drained and free of excessive ruts potholes and excessive dust in dry periods. The sealing of these roads will assist in dramatically reducing maintenance costs freeing up funds for other Council priorities.

c. Dust

Raised dust is excessive and covers gardens, cars, houses, gutters, solar panels etc and permeates inside where any windows are open. This requires considerable time and expense in additional cleaning and maintenance. There are potential health impacts due to the air and water quality, with the majority of residents on these roads relying on tank water sourced from dust laden gutters

d. Road Safety/Risk

We have sourced a full list of accidents from Victorian Crash Data on these roads for the years 2012-2024, In addition our direct survey of just Ure/Mountain Road has revealed at least 4 accidents where cars have left the road and at least 1 was involved in a rollover within the last 5 years. The safety issues associated with unsealed roads include:

- i. Potholes and Rutting providing rough and unstable surfaces.
 - Surveyed residents and business were reporting multiple tyre blowouts, damaged rims
 - Gravel washouts from unsealed roads onto sealed arterial roads creating skidding hazards
- ii. Road drainage
 - Deep spoon / trench drains dug into problematic sections of road sections with material gradients have reduced available road width.
 - Lack of regular maintenance of drains has caused water to pool on road surfaces, and or assist in destabilising the road surface
- iii. Emergency Management Planning / Risk Mitigation
 - Like all towns in Bushfire Prone areas, evacuation routes and contingency options are of vital importance. We support any secondary through roads (connecting arterial to arterial roads (Roads with C or B designations) Mountain/Ure, Bessie Creek, and Mount Burnett Roads fall into this category

e. Environmental

- Drainage outfalls from unsealed roads into the upper tributaries of the Yarra River are carrying more sediment than they should as a result of these unmade roads.

f. Economic Costs /Supporting local businesses/Residents

- Opportunity cost: excessive maintenance costs in re-sheeting, drains maintenance and grading on over-used unmade roads, means that Cardinia council is spending available funds on a re-occurring problem, that are urgently required in improving other services across the district. Compounding this issue is the cost of rock, plant and equipment is growing at a much higher rate than CPI, and will continue to grow annually, until a solution is found
- The businesses and residents along these roads contribute to the Gross Domestic Product of the State, employ locals and pay rates and state taxes.
- Our residents and businesses on these roads have extra costs associated with vehicles cleaning and maintenance on unmade

roads. In addition, we have identified quality issues from an agribusiness in areas impacted by road dust.

- Whilst City service levels are not expected, and are traded off for the environment and lifestyle, road sealing in peri urban environments that have now grown due to increases in residential density in the last 20 years is expected as it would be with any new development

g. Other Benefits

- We believe that there is considerable flow on opportunities for the community that will emerge because of sealing of these roads.
- This would include enhanced access to recreational and other amenities, opportunity to reduce traffic flow on current thoroughfares through alternative sealed routes and enhanced safety and emergency control

METHODOLOGY

The GCG established a Gembrook Road Action Team (GRAT) in May 2024. The GRAT has since held a series of public meetings for interested parties to attend and contribute their thoughts on road condition, road maintenance and road sealing.

The GRAT team have consulted with meeting attendees and solicited awareness and feedback via team members interactions in the community to create a shortlist of roads in scope (refer Table 2 for the location of these roads). From the inputs an objective priority rating based, where possible, on available data, was used to create the initial recommended list.

Additional data was sourced in the time available from a direct survey of the 64 properties on the unsealed section of Ure/Mountain Road and a traffic survey based on the Austroads standards for determining average daily traffic volumes.

The insights gained from the community feedback and survey work, has provided a current view of the issues and risks associated with these unsealed roads, particularly those associated with material increases in traffic volume.

The criteria used to evaluate Gembrook Road priorities is in line with Cardinia Shire Council methodology. This is enhanced with the Gembrook community insights, additional data gathered to better inform why sealing these roads are important, what risks may be mitigated, and their ranking of importance.

It is hoped that this approach will ensure that community input is aligned with Government requirements. The following Table 1 (attached) reflects the data and method collected in support of this submission.

Roads were prioritised based on scoring the following criteria:

- Traffic Volume

- Residential Density
- Community Value
- Strategic Value
- Maintenance Costs

SUMMARY

Risks are progressively amplified through continued inaction on road sealing. This coupled with the growth of population and visitor presence in the Gembrook area only exacerbates the situation. The methodology in this submission took into consideration risks associated with increasing traffic volume, excessive maintenance costs, dust hazards, road safety risk, and the impact and cost to residents and business of degraded road surfaces.

The interested parties representing Gembrook community are urged to consider this submission with the outcome being the sealing of these roads.

The list of roads and their prioritisation based on scoring against these criteria is shown in Table 1.

Table 1. Gembrook Roads in scope and prioritisation

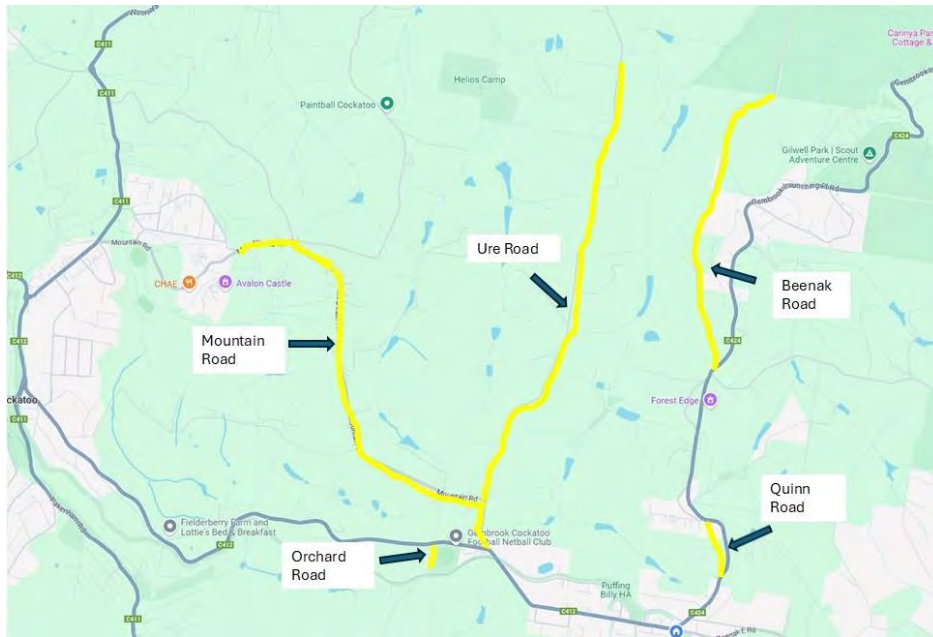
Roads in Proposal	Unsealed Road Length estimate (km)	Average Traffic Volume per day where known (AADT)	Addressible residences on unsealed road	Nominal residential density	Alternate arterial egress in emergency	Tourism /Industry	Through /Link Road	Collector Road	Safety (No. of accidents requiring emergency response 2012-2024)	Maintenance Costs	Traffic Volume Raw Score	Residential density Raw Score	Strategic Value Raw Score	Community Value Raw Score	Safety Raw Score	Maintenance Raw Score	Weighted Score	Gembrook Community Group Road Action Team Priority
Cardinia Shire Council criteria		Traffic Volume	Properties on unsealed road	m per property	Strategic Value	Strategic Value	Community Value	Community Value	Safety	Maintenance Costs								
Bessie Creek Road	5.2	>500 est	18	289	Yes		Yes		3	Very High TBA	1	0.25	1	1	0.5	1	5.25	A
Mountain Road	3.6	<500 est	20	180	Yes		Yes		2	High TBA	1	0.5	1	1	0.25	0.75	5	A
Ure Road	5.6	604	44	127	Yes	Yes		Yes	4	Very High TBA	1	0.5	1	0.5	0.5	1	5	A
Beenak Road	2.6	<500 est*	14	186		Yes	Yes		9	High TBA	0.75	0.5	1	0	1	0.75	4.5	A
Mount Burnett Road	1.8	<250 est	25	72	Yes		Yes		0	High TBA	0.5	0.75	1	1	0	0.75	4.5	A
The Avenue	0.84	<500 est*	10	84		Yes	Yes		0	Medium TBA	0.5	0.75	1	1	0	0.5	4.25	A
Boyd Road (C424 to end)	1.6	<500 est*	14	114		Yes		Yes	0	High TBA	0.5	0.5	1	0.5	0	0.75	3.75	A
Red Road	1.7	<500 est*	13	131		Yes		Yes	0	High TBA	0.5	0.5	1	0.5	0	0.75	3.75	A
Mount Eirene Road	4.5	<500 est	26	173				Yes	7	Very High TBA	0.75	0.25		0.5	0.75	1	3.25	A
Ramage Lane	0.09	<100 est	0	0					0	Low TBA	0.25	0		0	0	0.25	2.5	B
Ritchie Road	0.15	<100 est	4	38					0	Low TBA	0.25	1		0	0	0.25	2.5	B
Williamson Road	0.7	<250 est	25	28				Yes	0	Medium TBA	0.5	1		0.5	0	0.5	2.5	B
Orchard Road (C412 to Railway crossing)	0.3	<100 est*	0	0		Yes			0	Low TBA	0.25	0	1	0	0	0.25	2	B
Quinn Road	0.5	<100 est*	6	83					0	Medium TBA	0.25	0.75					1	B

Notes

- Scoring for each category was based on a score of 1 for highest value across the roads in scope in 0.25 increments down to 0 where not applicable or data value was 0
- A weighting factor of 1.5 was applied to Strategic Value scores pertaining to alternate path of emergency egress or Tourism/Sports Precincts otherwise all other criteria were weighted 1
- Ramage Lane, Ritchie Road have been given the same rating as Williamsons Road given their adjacency.
- On Ure Road the last 1.8km may be Priority B due to low residential count beyond this point on a non through road /no other local roads connecting to it
- On Boyd Road the last 0.4km may be Priority B due to low residential count beyond this point on a non through road/ no local roads connecting to it
- On Red Road the section between Boyd Road and The Avenue is considered a path of egress, the remainder of the road may be considered Priority B

Table 2 Location Map

Gembrook Unsealed Roads North



Gembrook Unsealed Road South



[REDACTED]

From: [REDACTED]
Sent: Friday, 9 May 2025 9:28 AM
To: MailAtCardinia
Subject: Budget submission

You don't often get email from [REDACTED] [Learn why this is important](#)

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning Cardinia council,

As a rate payer and therefore a contributor to projects undertaken by council I would like to raise a future budget concern.

The golf course of Pakenham was recently given a significant face lift with the council contributing 10 million dollars of rate payers money in addition to federal funding. While the council was able to create an absolutely fabulous community space, unfortunately the planning for the running of club and facilities was not a priority. With the recent departure of GSM and no community consultation with the initial engagement of this company, perhaps this support should have been an ongoing factor in the budget when the project was planned.

Council's can build structures however successful sporting clubs are usually run by community committees. Evidence of this is observed in many other sporting clubs here in Victoria, Australian and around the world. These sporting clubs work because the community cares. Additionally of note these clubs do obtain the required public liability insurance to run their clubs.

I had not met [REDACTED] until last Friday at a community meeting about the golf course. It was evident to me that she has the communities interest at heart. Her projects wins of course have been with great support from the community. Many community members rallied together during the VCAT hearing to ensure for a future of the golf course were also clearly motivated by the interests of the community.

Many of the community members want to see the continuation of the great work and vision started by the council and the family who left it to be managed by the council. The community are current working together to come up with ideas on how to make the club great again. With this support the Pakenham golf club could be a unique club in Victoria offering much to the ever growing community that is particularly observed with Pakenham East development that is in easy reach of the golf club , along with the fabulous proximity of the golf club to public transport at Pakenham east.

For the councils awareness the community are researching ideas for community use of the golf club including but not limited to

The 18 hole publicly run course for use of all and perhaps:

All abilities golf
Opportunities for at risk youth

Easier access for those residing at the many retirement venues in Pakenham

I therefore respectfully request that the council ensures monies are included in the up coming budget for the on going maintenance of the course. This will allow the community time to progress viable solutions for the golf club in collaboration with our council.

Kind regards,

Resident and rate payer,

██████████

[REDACTED]

From: [REDACTED]
Sent: Friday, 9 May 2025 1:01 PM
To: MailAtCardinia
Subject: Budget Submission

You don't often get email from [REDACTED]. Learn why this is important <<https://aka.ms/LearnAboutSenderIdentification>>

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

To the Cardinia Shire Council,

I am writing to respectfully request that the Council reassess and reinstate funding for the Pakenham Golf Course in the upcoming budget.

It is deeply disappointing to see the Golf Course once again closed, particularly following the efforts made by GSM, who despite facing challenges implemented several positive changes during their management. Their commitment showed promise, and it is disheartening they were not given the opportunity to continue.

The Council has demonstrated strong support for the Golf Course in the past, notably contributing \$10 million to the development of the Deep Creek Reserve and its associated facilities. This significant investment created a state-of-the-art complex that has been greatly appreciated by the Pakenham and wider community. It is evident from this commitment that the Council understands the social, recreational, and health benefits that such a facility brings.

As a ratepayer, I feel strongly that this investment should not go to waste. We must ensure the Golf Course and surrounding amenities continue to benefit the community, especially as the population in Pakenham continues to grow, notably with the development of the Pakenham East Precinct.

Other councils successfully operate public golf courses and may serve as valuable models. I urge the Council to explore these options and consider seeking advice on how to run a viable and community-oriented facility.

Last week, I attended a community meeting organized by Cheryl Billing Smith, a long-time advocate for local public spaces. The attendance of over 50 concerned residents highlights just how much this space means to the community. A committee has now been formed from this meeting, dedicated to working with the Council to explore community-based management and operational ideas for the Golf Course.

Importantly, the land for the Golf Course was donated to the Council in the 1970s under the condition that it remains an open recreational space something the community still passionately supports.

We believe there are practical and sustainable options to keep the course operating, including:

- * Starting with 9 holes, with the goal to reinstate all 18 over time.
- * Introducing a Pitch and Putt or Mini Golf course to attract younger families and generate additional revenue.
- * Leasing out the café and bistro to ensure active use and community gathering.
- * Creating links with local schools, disability groups, and sports clubs to promote inclusive participation and learning.

With so much of the infrastructure already in place, it would not take a large investment to bring the course back to life. Doing so would provide much-needed recreational options for both younger and older residents and promote healthy lifestyles and mental well-being.

The proximity to the popular All Abilities Playground also presents a unique opportunity to introduce children to golf planting the seeds for lifelong interest and participation.

We ask the Council to stand with the community once more, just as it did with the Deep Creek project. Let us work together to restore and grow this vital space for future generations.

Thank you.

[REDACTED]

Concerned Cardinia Shire Resident

PO Box 274,
Officer VIC 3809
enquiries@officercitysc.com.au



Thursday, 8 May 2025

Dear Councillors,

On behalf of Officer City Soccer Club, we thank you for the opportunity to provide feedback on the 2025–26 Draft Budget and Draft Revenue and Rating Plan.

We acknowledge the work Council has done to maintain service levels despite financial constraints and cost shifting pressures.

However, we write again to express our concern that Cardinia Shire growth corridor still only has one built for purpose soccer facility, despite being located in the most rapidly growing corridor of the State.

We respectfully urge Council to prioritise master planning and infrastructure funding for the parcel of land on the corner of McMullen Road and Princes Hwy, Officer, purchased in early 2020 for this very purpose.

With population in Officer set to grow by over 25% in the next decade, and a sport participation explosion, particularly among women and girls, this project is no longer just aspirational, it is urgently necessary.

Why This Investment Must Be Urgent

Officer City Soccer Club supports 500+ participants and 22 teams, including a rapidly growing female program. We reached capacity in 2024 and, for the first time, in our 2025 season we were forced to implement a waitlist system. As of today, 119 children remain on the waitlist hoping to join a team.

The club is forced to operate across multiple overflow sites, which has made it impossible to run a canteen, previously a major source of revenue, due to the strain on our volunteers. The loss of our canteen has significantly reduced our ability to fund club operations and subsidise programs.

In 2024, the club invested nearly \$13,000 to upgrade lighting at one of our locations. While Council provided a grant of \$3,795, only 15 of 20 globes were able to be fixed, leaving the ground still underlit and less safe for night time training.

The club is required to set up and pack down goals for every training session and game day, placing unsustainable pressure on volunteers and coaches. We are the only sports club in the Shire without a home ground, significantly impacting our ability to deliver safe, consistent, and equitable access to sport.

This issue is not just about sport, it is about equity, community health, and inclusion. Council's Fair Access Policy commits to ensuring equitable access to sporting infrastructure for women and girls, and yet our club cannot grow its female program any further without dedicated, secure, and fit-for-purpose space.

Our Club and Community Stand United

In the past 24 hours, we have collected over 180 member signatures in support of this submission. This includes public endorsements from: - Mr Brad Battin, MP, Leader of the Opposition Party (Victoria)- Ms Renee Heath, MP, Member for Eastern Victoria Region

These signatures reflect the deep frustration and fierce determination of a community that has outgrown makeshift solutions.

Our Ask

We are asking Council to:

1. Commit funding in this budget to begin the master planning process for the McMullen Road site.
2. Designate this site as the future home of Officer City Soccer Club, enabling co-investment from state/federal governments and community stakeholders.
3. Engage the club formally in the consultation process so the facility reflects genuine community need, particularly the needs of women, girls, and multicultural families who make up a significant portion of our membership.


We remain committed to collaborating with Council to deliver a vibrant, inclusive, and future ready sporting precinct in Officer.

As one of the fastest growing, most community engaged clubs in the region, Officer City Soccer Club is ready to support this process every step of the way.

Sincerely,

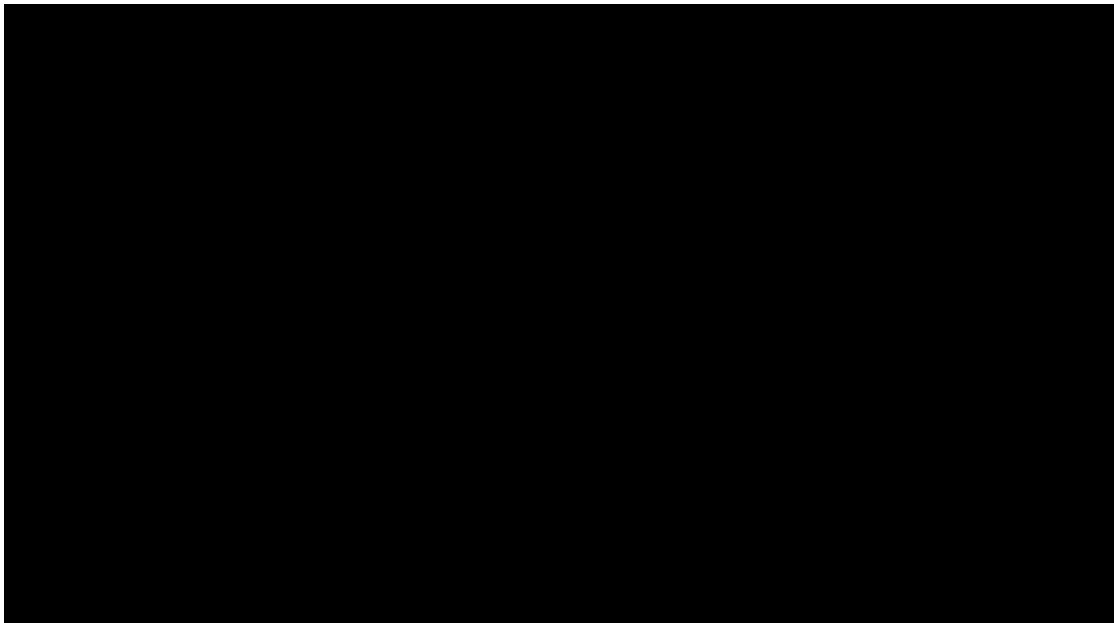
██████████
Equity & Inclusion Officer / Treasurer
Officer City Soccer Club ██████████

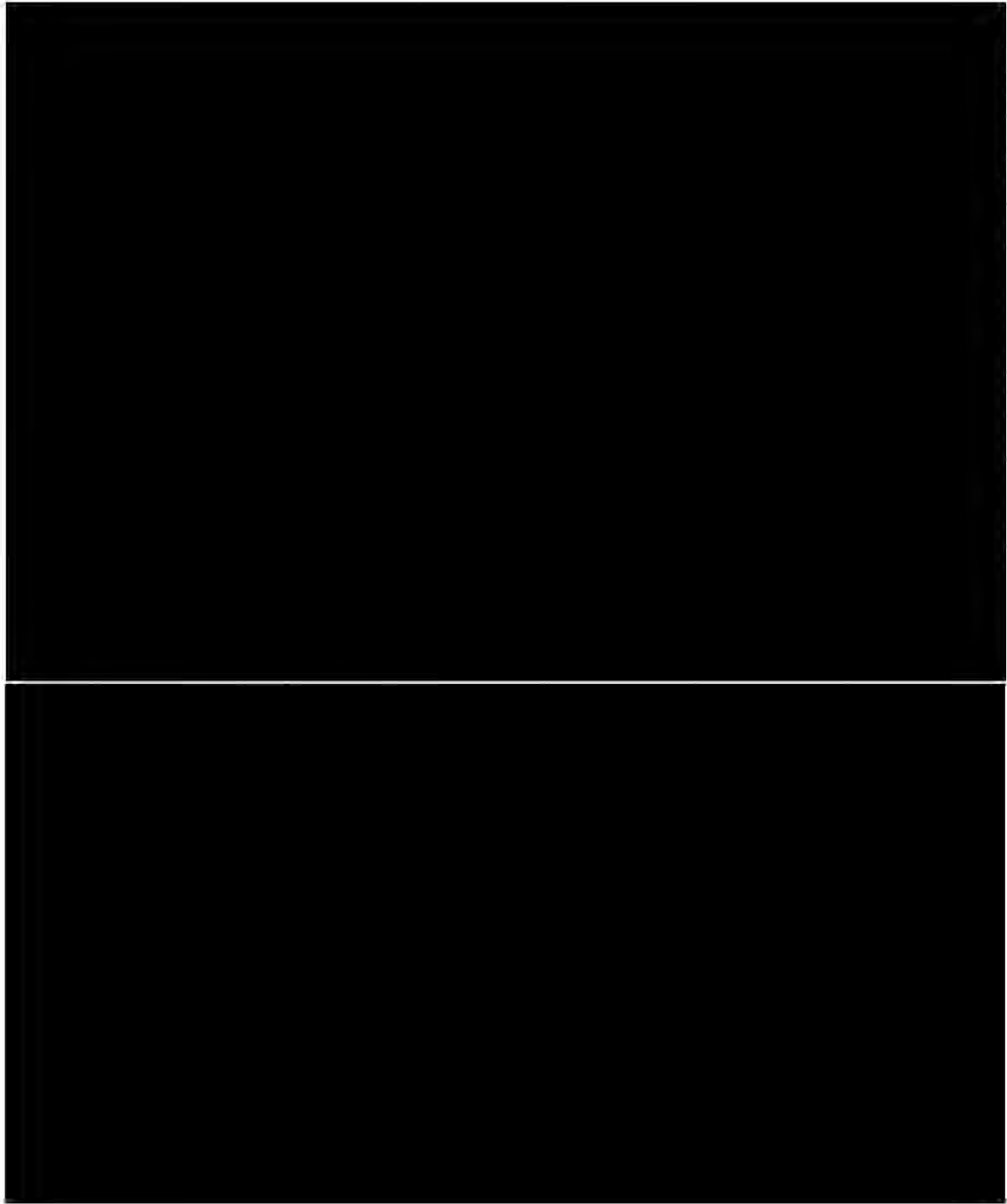
PO Box 274,
Officer VIC 3809
enquiries@officercitysc.com.au
Tel: [REDACTED]



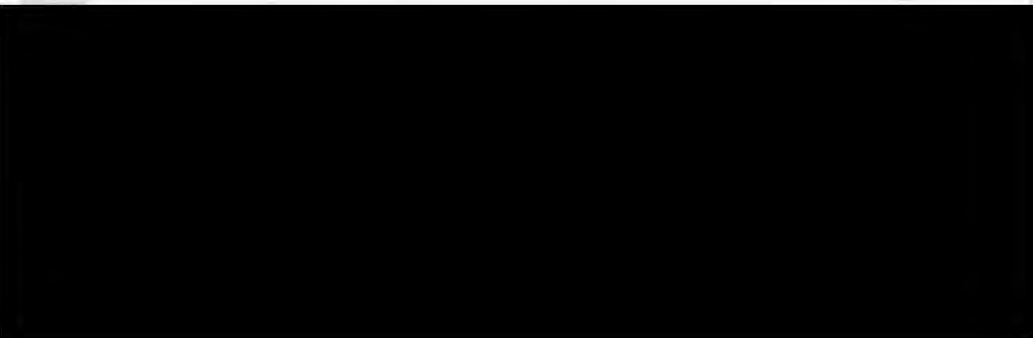
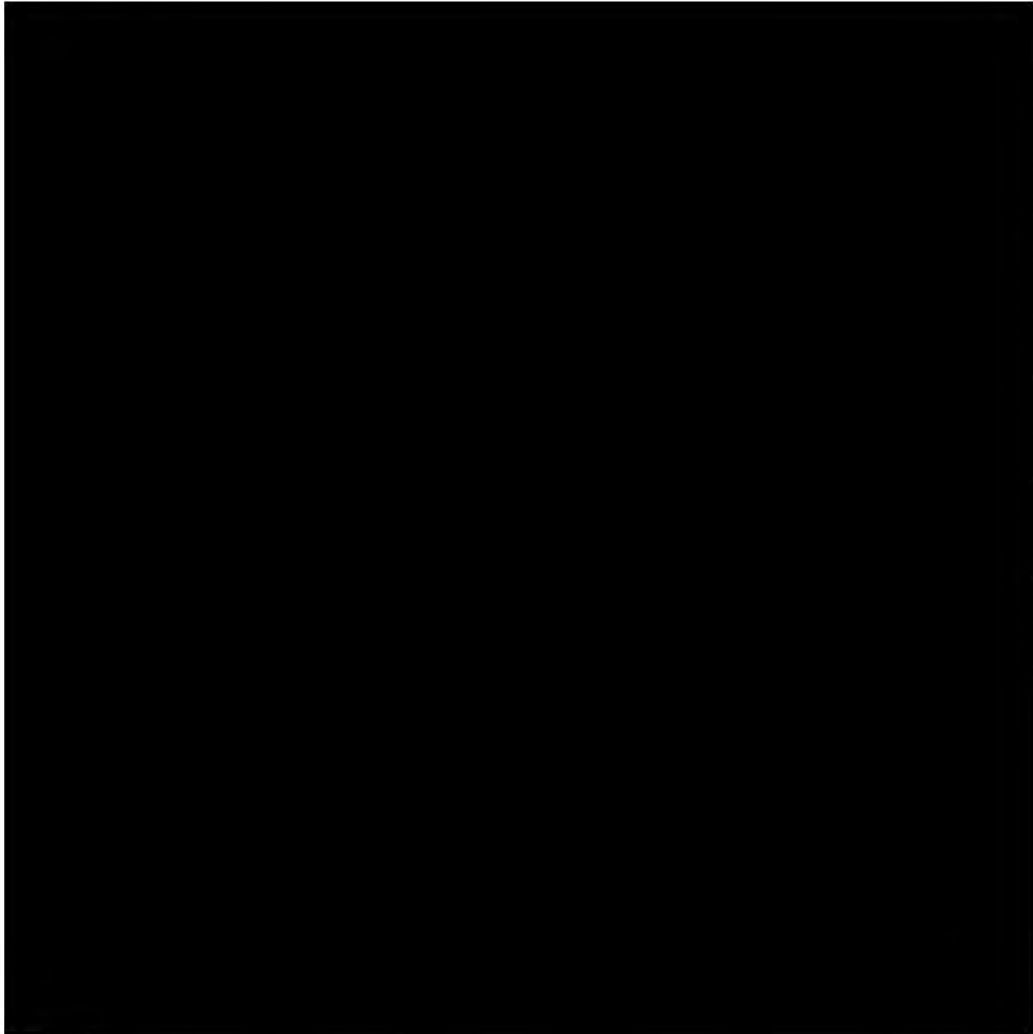
Thursday, May 8, 2025

We, the undersigned, support Officer City Soccer Club's request for Council to urgently commit to funding the master plan and development of a home ground at the McMullen Road site in Officer. Our families are directly impacted by the lack of dedicated soccer facilities in Officer, and we call on Council to take action in the 2025–26 Budget.





PO Box 274,
Officer VIC 3809
enquiries@officercitysc.com.au
Tel: [REDACTED]





Officer City Soccer Club - Community Support for Council Budget Submission
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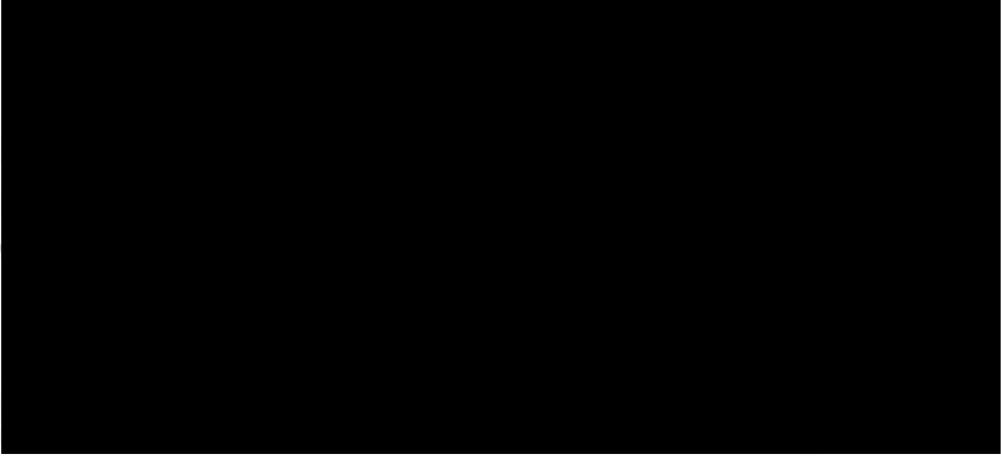


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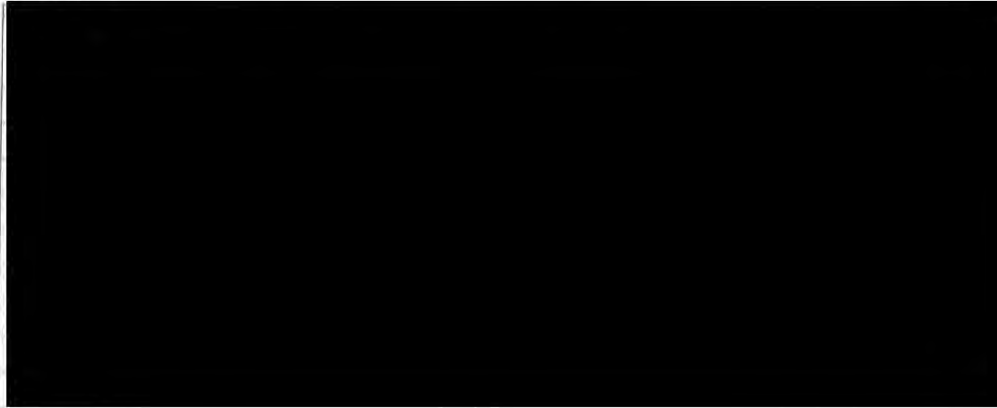


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Tel: [REDACTED]



Officer City Soccer Club – Community Support for Council Budget Submission

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Football Victoria
State Football Centre, Sport Drive
Bundoora Vic 3083

Friday, 9 May 2025

Dear Councillors,

On behalf of Football Victoria, we appreciate the opportunity to provide feedback on the 2025–26 Draft Budget and Draft Revenue and Rating Plan. However, we must highlight a critical issue: the Cardinia Shire growth corridor still only has one purpose-built football facility, despite being one of the fastest-growing areas in the State.

We urge the Council to prioritise master planning and infrastructure funding for the land on the corner of McMullen Road and Princes Hwy, Officer, acquired in early 2020 for this purpose. With Officer's population projected to grow by over 25% in the next decade and a significant increase in sports participation, particularly among women and girls, this project is urgently needed.

Football Victoria oversees numerous clubs and thousands of participants across the region, including a rapidly expanding female program. In Cardinia Shire alone, there are 1,159 registered participants, with a notable increase in female players. Many clubs in neighbouring areas have reached their capacity and have had to implement waitlists. Currently, hundreds of children are on waitlists, hoping to join a team. Clubs are operating across multiple overflow sites, making it impossible to run canteens, which were previously major revenue sources, due to volunteer strain. The loss of canteen revenue has significantly impacted clubs' ability to fund operations and subsidise programs.

In 2024, several clubs in Cardinia invested heavily in upgrading lighting at their locations. Despite Council grants, many grounds remain underlit and unsafe for evening training. FV's lighting policy underlines the importance of adequate lighting for the safety of players during training and matches.

Currently in Cardinia, our clubs must set up and pack down goals for every training session and game day, placing unsustainable pressure on volunteers and coaches. Many clubs lack home grounds, severely affecting their ability to provide safe, consistent, and equitable access to sport. This issue extends beyond sport; it concerns equity, community health, and inclusion. The Council's Fair Access Policy commits to ensuring equitable access to sporting infrastructure for women and girls, yet clubs cannot expand their female programs without dedicated, secure, and fit-for-purpose spaces.

We request the Council to allocate funding in this budget to initiate the master planning process for the McMullen Road site. Designate this site as the future home for multiple football clubs, facilitating co-investment from state and federal governments and community stakeholders. Formally engage Football Victoria and local clubs in the consultation process to ensure the facility meets genuine community needs, particularly those of women, girls, and multicultural families who constitute a significant portion of our membership.

Football Victoria is committed to collaborating with the Council to develop a vibrant, inclusive, and future-ready sporting precinct in Officer. As one of the fastest-growing and most community-engaged sports organisations in the region, we are ready to support this process every step of the way.

Sincerely,

Please contact me should you have any further questions.

Kind regards,

██████████
Regional Development Coordinator
████████████████████



**KOO WEE RUP
NETBALL CLUB**

President | [REDACTED]
Secretary | [REDACTED]
Treasurer | [REDACTED]
www.kooweerupnc.com.au

(Koo Wee Rup Netball Club) - Submission into the 25/26 Draft Budget

Project: Koo Wee Rup Netball Court and Lighting Redevelopment

Dear Councillors.

We write to you formally as member of your local ward and seek to make a formal submission into Council's 25/26 draft budget for the Koo Wee Rup Netball Court Redevelopment Project. The Koo Wee Rup Netball Club, Koo Wee Rup Reserve Committee of Management, West Gippsland Football Netball League and Netball Victoria has been advocating for the redevelopment of the 2 netball courts at the Koo Wee Rup Recreation Reserve for many years, due to its continuing deterioration and unsafe conditions. Cardinia Shire has been aware for some time of the deteriorating condition of the facility and funding was provided by Council for the completion of the project design which was completed in 2024.

Originally, funding of \$665,00 was allocated for the 24/25 financial year towards this project (documented in 23/24 budget). It was of utter shock last year to find Council did not include the \$665,000 as promised after review of final designs, which resulted in a total project cost of \$911,000. After much deliberation and communication with council, councillors, relevant bodies of support, council allocated \$300,000 in the 24/25 budget towards the project with the balance to be sourced from other streams.

The most up to date cost estimate for this project is \$1,034,696. The club recently received a contribution towards this project from MP Jordan Crugnale to the value of \$275,00 which the club are very grateful for. The club has also been fundraising towards the project and can contribute \$50,000.

The club proposes that Council can also apply for the 25/26 Country Football Netball Program to the value of \$250,000. With the original amount of \$300,000 allocated from council this now leaves a residual balance of just \$159,696.



PO BOX 91, Koo Wee Rup VIC 3981



[REDACTED]



kooweerup.netball@gmail.com



37 310 406 079



KOO WEE RUP NETBALL CLUB

President | [REDACTED]
Secretary | [REDACTED]
Treasurer | [REDACTED]
www.kooweerupnc.com.au

The KWR Netball Club has been playing on poor quality courts for many years, and the court conditions are deteriorating further to a degree that safety is now a major concern. The club has now formally been restricted to playing on only one court as the front court is now deemed too unsafe for participation. The cracks that are hastily worsening pose a dangerous tripping hazard, alongside the degradation of the acrylic surface which has now resulted in slippery and unsafe playing conditions.

We are deeply concerned that if these courts aren't redeveloped, they will become completely unusable leaving our club in a difficult situation where we can no longer field our twelve teams. This has a significant financial impact on the club from a financial sustainability perspective, as well as the impact it would have on our many members who are all apart of the local community. Should the club have to cease to field teams, our members and players will lose opportunities to participate in the sport they love and will experience a drop in physical exercise which will impact their mental and physical health.

To our community, these courts are more than just a place to play—they are a hub where we come together, connect, and share our love for netball. For our youngest players, it's an opportunity to meet kids from different schools, build friendships, and develop a love for the game. They train, play, and watch the seniors—the athletes they admire—helping to inspire their own future in the sport. For senior players, it's a different kind of social outlet. For many women, this might be the one activity they do just for the for themselves each week.

The mental health benefits, the camaraderie, and the sense of belonging stretch across all ages, making these courts an invaluable part of our community both on and off the court.

Having new safe and playable courts means keeping our community strong, engaged and connected.



PO BOX 91, Koo Wee Rup VIC 3981



[REDACTED]



kooweerup.netball@gmail.com



37 310 406 079



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President | [Redacted]
Secretary | [Redacted]
Treasurer | [Redacted]
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As representatives of the community, we request that Council sees this critical project as a priority. To remove the delivery of this project last year was contradictory to Council's Liveability Plan, Active Cardinia Strategy and Asset Management Policy. The following key strategic priorities of Council, all support the delivery of this essential project:

Liveability Plan

Council's Liveability Plan supports outcomes for mental health and wellbeing through access to facilities and services and active living.

Active Cardinia Strategy

This has key priorities around providing safe and accessible facilities, removing barriers for female participation, and providing quality community assets.

Council's Asset Management Policy

4.1 Strategic Intent - Cardinia Shire Council will undertake Asset management focused on delivering services to the community. It will involve the community in asset management to understand their priorities.

The KWR Netball court redevelopment clearly meets these key priorities that Council has supported. Considering netball is a female dominated sport, the Koo Wee Rup Netball Club plays a critical role in supporting female participation in sport and offering rural communities with a place of physical and social wellbeing.

This project also aligns with the Victorian State Governments Fair Access Policy Roadmap which aims to *develop a state-wide foundation to improve the access to, and use of, community sports infrastructure.*

As a rural township, there is generally less opportunity to participate in sport, with less access to quality sports infrastructure, especially for females. Participation in sport has shown to be critical for their long-term health and wellbeing. Therefore, this project is critical in supporting the greater needs of our women and girls in the community.

We hope this submission outlines the urgent need for the delivery of this project and the strength of the project's strategic alignment to Council's publicly expressed priorities.

We formally request that Council consider a further allocation of \$159,696 in the 25/26 budget to ensure that this critical project can be constructed as soon as possible.

Yours sincerely,

[Redacted Signature]
KWRNC President

[Redacted Signature]
KWRNC Infrastructure Lead



PO BOX 91, Koo Wee Rup VIC 3981



kooweerup.netball@gmail.com

37 310 406 079

7.4.3 CAPITAL WORKS REPORT AND CONTRACT VARIATION REQUEST - MAY 2025

Responsible GM:	James Kelly
Author:	Maria Fletcher
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<p>2.1 We support the creation of liveable spaces and places 2.1.1 Advocate, plan for and deliver accessible community infrastructure and services that address community need. 2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes. 2.1.5 Upgrade Council's road network to improve safety and connectivity while considering traffic demand and freight transport needs.</p> <p>5.1 We practise responsible leadership 5.1.2 Manage our finances responsibly and leave a positive legacy for future generations. 5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.</p>

Recommendation

That Council:

1. Receives and notes the May 2025 Capital Works Report, refer **Attachment 1**.
2. Approves a contract variation amount of \$153,809.74 relating to Bayview Road (CT000029), bringing the approved contract limit to 8,913,421.23

Executive Summary

The attached capital works report has been prepared as of 30 May 2025. The report includes capital works data up to 30 May 2025 and is compared to the adopted capital works budget for the full year to 30 June 2025.

A contract for construction of Bayview Road was awarded in April 2023. As the contract has now reached completion, a shortfall from the approved contract has been identified and Council approval of a contract limit increase is being sought to ensure the completion of the contract.

Discussion

Capital project contract variations CT000029 Bayview Road

Construction has concluded on Bayview Road, which is one of the roads being delivered under the Princes Highway intersection program funded by the federal government. Construction on the road was completed in December 2024 and final landscaping works are underway.

In April 2023, a contract for the construction of Bayview Road was awarded for \$8,759,611.49. Although the project was delivered under budget, the contractor carried out additional works, resulting in variations beyond the approved contract value.

To finalise the contract, a contract limit increase of \$153,809.74 (excluding GST) is required, bringing the total contract limit to \$8,913,421.23. As this amount exceeds the CEO's

delegated authority, approval from the Council is sought. The contract increase can be covered by the remaining project budget.

Conclusion

The Capital Works report provides a summary of the position of Cardinia Shire Council's capital works program as at 30 May 2025. Council has delivered 61% of the FY24/25 capital works plan and is currently forecasting to deliver capital works to the value of \$77 million by 30 June 2025.

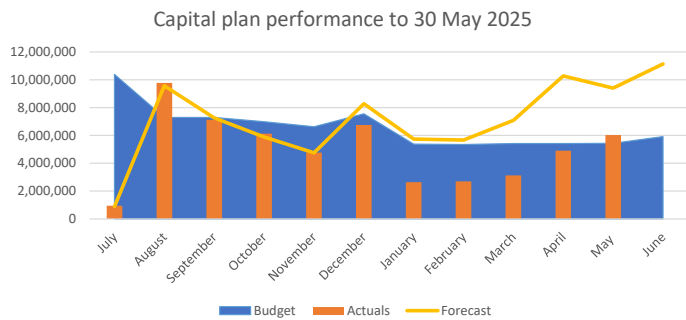
Council is also being requested to approve a contract limit increase relating to Bayview Road, as outlined in this report.

Attachments

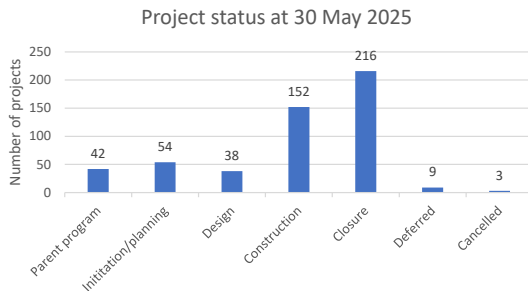
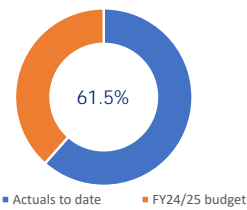
1. Attachment 1 - Capital Works Report May 2025 [7.4.3.1 - 11 pages]

Capital Works Report as at 30 May 2025

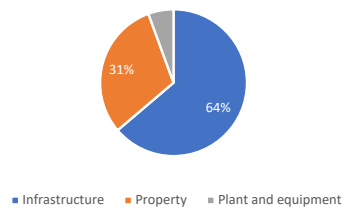
	Number of projects	Council cash/ borrowing	Value
Adopted budget	286	\$ 41,603,000	\$ 61,528,000
Approved carry forwards from FY23/24	44	\$ 26,221,098	\$ 27,683,098
Approved in-year adjustments	49		
<i>External funding</i>	25		\$ 7,219,941
<i>Change requests</i>	7	\$ 2,828,194	\$ 2,828,194
Project delivery deferred to future years (phased into the appropriate year in the FY25/26 draft capital plan)	17	-\$	\$ 15,859,659
Capital Plan as at 30 May 2025	428	\$ 70,652,292	\$ 83,399,574
Forecast carry forward to FY25/26			\$ 1,173,652
Forecast underspend			\$ 5,127,789
Forecast capital delivery as at 30 May 2025			\$ 77,098,133



Capital Works spend at 30 May 2025



Capital expenditure at 30 May by asset class



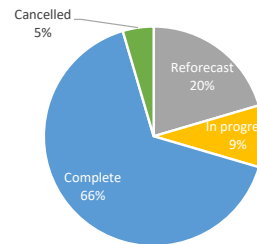
PROJECT DELIVERY DEFERRED INTO FY25/26 OR FY26/27		
Roads		
Sealing of the Hills program	\$ 2,252,287	Works scheduled in FY25/26 and FY26/27
Pakenham revitalisation program	\$ 1,249,737	Works scheduled from FY25/26 to FY27/28
McGregor-Henty-Rogers intersection	\$ 837,774	Works scheduled in FY25/26 and FY26/27
Bessie Creek Road phase 2	\$ 771,000	Works scheduled for delivery in FY25/26
Blackspot intersection program	\$ 512,907	Works scheduled for delivery in FY25/26
Arena Parade intersection	\$ 280,895	Works scheduled in FY25/26 and FY26/27
Livingstone Blvd local area traffic improvement	\$ 267,400	Works scheduled for delivery in FY25/26
DCP roads program - Brunt/Rix design	\$ 118,980	Works scheduled in FY26/27 and FY27/28
Buildings		
Cardinia Youth Hub - Building	\$ 4,500,000	Works scheduled in FY26/27 and FY27/28
Upper Beac Res Pavilion - Building	\$ 2,200,000	Construction will be completed in FY25/26
Cora Lynn Reserve Pavilion	\$ 1,330,000	Construction will be completed in FY25/26
Garfield Nth Cannibal Creek Comm Hub	\$ 700,000	Construction will be completed in FY25/26
Parks and open space		
Pakenham Outdoor Pool Repair/Refurb	\$ 338,409	Construction will be completed in FY25/26
Alma Treloar Dog Park	\$ 250,270	Construction will be completed in FY25/26
Playground renewal - Greenland Ct Reserve	\$ 100,000	Construction will be completed in FY25/26
Plant and equipment		
IT Strategy	\$ 150,000	Scheduled for delivery in FY25/26
	<u>\$ 15,859,659</u>	

Projects carried forward from FY23/24

44 projects were carried forward from FY23/24. Of these, 29 have been completed as at 30 May 2025. One project were no longer required and were cancelled. O'Neil Rd Reserve Car park is deferred until Master plan is completed.

Four of the projects underway will continue into the FY25/26 year (Cora Lynn Pavilion, Garfield North Cannibal Creek Pavilion, Business Improvement projects and Emerald lake Park).

Projects carried forward from FY23/24



Carried forward projects	Status
Plant Replace #98 - PV Van	cancelled
O'Neil Rd Reserve car park	Deferred
Bayview Road Intersection	construction complete
Tivendale Rd/Station St Intersection	construction complete
Alma Treloar Car Park Sealing	complete
Beaconsfield Streetscape	complete
Brunt Rd Integrated Children's Centre	complete
Construction of Oxford St Lang Lang	complete
Dick Jones Park Lighting upgrade	complete
Dore Road, Pakenham: whole length	complete
Jim Parkes Playground	complete
Koo Wee Rup Bowling Club Pavilion	complete
Mt Lyall Rd, Heath Hill	complete
PB Ronald Solar Lights Replacement	complete
Sports Lighting Mountain Rd Rec Reserve	complete
Toomuc Reserve Lighting upgrade	complete
Tynong Depot Upgrade (Shed and Toilet)	complete
Upper Beaconsfield Rec Res - Lighting Up	complete
Worrell Reserve skate park	complete
New Plant #19 - Township Maintenance Tru	complete
New Plant #460 - Utility	complete
Plant Replace #348 - Heavy Duty Trailer	complete
Plant Replace #413 - PV Utility	complete
Plant Replace #447 - PV Utility	complete
Plant Replace #448 - PV Utility	complete
Plant Replace #53 - Heavy Vehicle Truck	complete
Plant Replace #6 - PV Utility	complete
Plant Replace #62 - PV Utility	complete
Plant Replace #70 - PV Utility	complete
Plant Replace #97 - PV Utility	complete
Plant Replace #443 - PV Utility	complete
IYU Temporary Facilities	underway
Officer District Park MP implement Civil	underway
Pink Hill Blvd - Whiteside to O'Neil	underway; design only in FY24/25
Public Art Program	underway
Business improvement Program	underway; two projects and will continue into FY25/26
Cora Lynn Reserve Pavilion	underway and will continue into FY25/26
Emerald Lake Park	underway; two projects with remaining works deferred
Garfield Nth Cannibal Creek Comm Hub	underway and will continue into FY25/26
Arena Parade Intersection	should have been reforecast, not c/f - funded through FY24/25, FY25/26 and FY26/27
Better Local Roads - Connect Cardinia	should have been reforecast as individual roads, not c/f - funded through FY24/25, FY25/26 and FY26/27
Main Street Central, Pakenham	should have been reforecast, not c/f - funded through FY24/25, FY25/26 and FY26/27
McGregor-Henty-Rogers Intersection	should have been reforecast, not c/f - funded through FY24/25, FY25/26 and FY26/27
Sealing of the Hills Program	should have been reforecast as individual roads, not c/f - funded through FY24/25, FY25/26 and FY26/27

Name	Scope of Works	FY24/25 budget	Actual spend to P11	% of planned works completed	Performance indicator	Comment
					In progress within time and budget	
					Completed within budget	
					Over budget by <10% and/or time delay of <3 months	
					In-year addition to the capital plan	
Infrastructure						
Bridges						
Bridge Renewal Program	Repairing or replacing aging bridges, enhancing structural integrity, improving safety features, and ensuring durability	\$ 1,271,120	\$ 454,105	75%	In progress	Simpson Road Bridge - Construction is underway and expected to finish by June 2025 Cardinia Creek Pedestrian Bridge conceptual design is being finalised. Lakeside seawall stabilization design is underway.
Drainage						
Drainage Renewal and Upgrade Program	Assessing, repairing, and improving existing drainage systems to enhance capacity, reduce flooding, ensure efficient water flow, and maintain the long-term integrity of surrounding infrastructure	\$ 827,392	\$ 94,075	25%	In progress	Works at Ambrose St, Emerald are progressing well and are expected to be completed by mid June. Whitesite Pit (Oakrind Rise) works are underway
WSUD Assets Renewal Program	Upgrading WSUD infrastructure, including bio-retention basins, swales, and rain gardens, to improve stormwater management, water quality, and environmental sustainability	\$ 577,000	\$ 456,729	85%	In progress	WSUD program is on track to be completed by end of June 2025. Works at Nobellius Heritage Park completed during May 2025.
Footpaths and cycleways						
Eastern Dandenong Rail Trail - Menzies Creek	Delivering the final 800m extension to the Eastern Dandenong Ranges Trail connecting the shared use trail from Edenmont Road to Belgrave Gembrook Road (Main Rd), in Clematis and the final 40 meters of the EDRT in Yarra Ranges.	\$ 10,757		100%	Complete	Project is complete.
Footpath network expansion program	Extending pedestrian pathways or constructing new paths, to improve connectivity, accessibility, and safety.	\$ 300,000	\$ 296,039	100%	Complete	Project is complete.
Gravel pathway resheeting Program	Maintaining and improving pathway surfaces, ensuring safety, accessibility, and longevity by replenishing gravel layers and addressing wear and erosion.	\$ 95,000	\$ 71,620	85%	In progress	Works are at 85% completion, with the remainder to be delivered June 2025.
LXRP Officer & Beaconsfield Fund Partnership	LXRP Funding agreement including 4 separate Council delivered sub-projects.	\$ 1,411,000	\$ 1,176,668	75%	In progress	Officer 5th Rd, Shared use path Construction works are awarded and expected to be completed by end of June 2025, weather permitting.
Sealed Pathway Renewal Program	Footpath maintenance works as part of the footpath maintenance program 24-25. assessment of footpaths within Cardinia Shire Council, for defects and risk and repair or replace according to the road management plan intervention levels.	\$ 1,266,000	\$ 976,037	90%	In progress	90% of the program is complete. Program has been expanded to include additional tactile repairs to be completed by end of June 2025.
Parks, open spaces and streetscapes						
Alma Treloar Master Plan	Implementing projects identified in the masterplan such as delivery of an amphitheatre and stage, dog off-leash area, carpark resealing and new public toilet	\$ 562,160	\$ 539,853	80%	Complete (for this year)	Alma Treloar amphitheatre & stage is complete. Car park sealing is complete. Dog park has completed community consultation and construction is deferred to summer months (January 2026) Reserve is open for public use.
Beaconsfield Streetscape	Landscaping upgrade around war memorial in Bonette Reserve including paving, new flag poles, provision of accessible parking bay and improvements to zebra crossing	\$ 66,000	\$ 59,401	100%	Complete	
Emerald Lake Park	Implementing projects identified in Stage 1 of the masterplan for the Emerald Lake Park Precinct	\$ 439,000	\$ 44,496	10%	In progress	Two projects are underway to be completed this financial year; installation of emergency/directional signage and survey investigations to inform future works at ELP.
Officer District Park MP implement Civil	Publicly accessible, purpose-built mountain boarding facility; Multi-level adventure play space; Parkour Zone; Fitness stairs & equipment; Lookout; Central plaza with public toilets; Wetland; Dog off leash area; Walking paths; Picnic Facilities	\$ 5,478,437	\$ 5,221,466	90%	In progress	The play space and general park area is open for use. Toilet facility construction is nearing completion and will be open for use by the end of May 2025. Ongoing landscape maintenance works continue onsite.
PB Ronald Reserve Masterplan	Developing a detailed design for the 'active precinct' to include a skate park and ninja warrior circuit, events lawn access and drainage, access and parking for pool drop off and future men's shed	\$ 97,000	\$ 100,267	100%	Complete	Project is complete.
Playspace and supporting infra renewal	Revitalising or upgrading outdoor playspaces, including upgrading equipment, improving landscaping, incorporating inclusive features, and fostering community involvement to create vibrant play environments	\$ 720,510	\$ 438,235	50%	In progress	Toomuc Rec Reserve - construction is underway WB Ronald Reserve - construction is underway Greenland Court Reserve - Community consultation on design is underway until 9 June 2025.
Puffing Billy Place Reserve Masterplan	Developing the vision and future planning for the Puffing Billy Place Reserve	\$ 35,683	\$ 9,725	20%	Delayed - to be completed in FY25/26	Community consultation on the draft masterplan will commence in June 2025.
Worrell Reserve skate park	Constructing a street circuit skate park and youth plaza and preparing a design for future growth opportunities	\$ 1,178,046	\$ 1,205,563	100%	Complete	Project is complete.
Sport and recreation						

Basketball court renewal	Renewing or upgrading existing basketball courts, including resurfacing, enhancing markings, improving lighting, and ensuring safety features	\$ 18,331	\$ 6,114	100%	Complete	Backboard replacement works completed at Atkins Reserve, De Soro, Lilypond and O'Neil Road. Identifying if additional works could be completed by end of financial year.
BMX Facility asset renewal	Renewing or upgrading existing BMX facilities and infrastructure, including resurfacing, upgrading obstacles, enhancing safety features, and improving accessibility	\$ 49,000	\$ 5,864	10%	In progress	Site investigations are underway at Bunyip BMX. community consultation has commenced and will close end 2 June 2025 .
Cricket Practice Net Renewal Program	Renewing or upgrading existing cricket nets by resurfacing, enhancing netting, improving drainage, and ensuring safety	\$ 261,800	\$ 61,674		In progress	Construction has commenced onsite and is expected to be complete by end of June 2025.
Netball/Tennis Court Resurfacing Program	Renovating and upgrading existing netball and tennis court surfaces to improve playability, safety and durability	\$ 72,000	\$ 4,856		In progress	Maryknoll tennis court detailed design is underway.
Rec Reserve lighting and power upgrade	Enhancing outdoor sportfield facilities by installing energy-efficient lighting, improving power supply systems, and ensuring safety and accessibility, fostering a better environment for community sports and events	\$ 1,495,904	\$ 996,740	85%	In progress	Light poles have been ordered and will be installed at Nar Nar Goon Reserve Oval 2 during June 2025.
Rec reserve turf resurfacing program	Replacing damaged turf, improving drainage, and enhancing surface quality, ensuring safer, more durable grounds for sports, events, and community activities	\$ 154,185	\$ 36,892	60%	In progress	Minor works at Nar Nar Goon oval have been completed. Technical investigations to inform the design are continuing for Holm Park Oval 2.
Swimming Facilities Renewal Program	Refurbishing or upgrading outdoor swimming pools, equipment, and infrastructure, improving water quality, safety features, accessibility, and energy efficiency	\$ 205,592	\$ 157,154	80%	In progress	Pakenham pool works will be carried out across the winter months while the pool is closed.
Roads						
Arena Parade Intersection		\$ 141,940	\$ 4,140		In progress	Council has received formal approval of the functional layout plan from the Department of Transport and are currently working on the detailed design.
Better Local Roads - Connect Cardinia	Road sealing of identified link roads	\$ 5,499,460	\$ 3,576,307	80%	In progress	Bessie Creek Road has been graded, topped up with rock and stabilised. Remaining crushed rock to be installed and sealed by the end of May 2025. Mt Lyall final seal and additional widening works completed. Lane marking progressing on site and scheduled to be finished by end of May 2025, weather permitting.
Blackspot Road/Intersection Program	Federally-funded program targeting high-risk intersections, improving safety through design upgrades, traffic control enhancements, better signage, and infrastructure changes	\$ 1,191,677	\$ 98,140	30%	In progress	Leppitt Rd/ Sailsbury Rd works expected to begin in May 2025 Lighting design for Livingstone/Heritage Blvd is complete and construction due to commence in May 2025.
Brunt Rd-Rix Rd - Road Component	Construction of roads, intersection and roundabout, including associated drainage works and public lighting works	\$ 107,020	\$ 51,121	50%	In progress	Design underway and expected to be finalised by July 2025.
Carpark resurfacing program	Resurfacing, improving drainage, upgrading lighting, enhancing safety features, and optimizing layout to create safer, more accessible, and durable off-street car parking facilities	\$ 152,000	\$ 2,590	5%	In progress	Beaconsfield Community Centre car park has been identified as the works to be completed this financial year.
Drake Place, Pakenham (Pakenham Revitalisation)		\$ 270,000	\$ 84,831	10%	In progress	Design, investigations and utility relocation assessment are underway.
Guard Rail & Safety Fence Renewal Prog	Inspecting, replacing, and upgrading road safety barriers to ensure compliance with safety standards, improve durability, and enhance road user protection across designated areas	\$ 161,000	\$ 145,109	80%	In progress	Works are underway and on track to be completed by June 2025.
John Street extension Pakenham (Pakenham Revitalisation)		\$ 123,000	\$ 10,513		In progress	Design and investigations are ongoing.
Local Area Traffic Improvements Program	Enhancing traffic flow and safety through measures such as intersection upgrades, traffic calming, improved signage, and pedestrian facilities	\$ 291,600	\$ 31,750	10%	In progress	Barrington Dr - Construction expected to commence in May 2025. Livingstone Blvd - funding agreement has been signed and lighting design is underway. Eagle Drive - Construction will commence once on lighting expected to commence in May 2025.
Main Street Central , Pakenham (Pakenham Revitalisation)		\$ 43,338	\$ 30,038		In progress	Design and investigations are ongoing.
Main St Gateway (Pakenham Revitalisation)		\$ 73,228	\$ 56,079		In progress	Design and investigations are ongoing.
McGregor-Henty-Rogers Intersection	Upgrade of McGregor Rd-Henty St and Rogers St intersection to be fully signalised, including additional lanes, drainage, pedestrian/cyclist facilities.	\$ 259,226	\$ 135,592	35%	In progress	Design underway. Construction to commence in FY 25/26.

O'Neil Rd Reserve Car Park	Construction of fully sealed 9-10 space car park on the north side of playground at O'Neil Road Reserve including drainage work, concrete footpath link to playground and sheltered area. Chain to be provided in between bollards along frontage.	\$ 60,231	\$ 34,691	10%	Cancelled	Project has been deferred, as the quoted cost for construction is far higher than expected. The masterplan scope will be expanded to include car parking for the playground.
Oxford St, Lang Lang	Constructing an unmade section of Oxford St to provide access to construct a state-funded kindergarten facility in Lang Lang	\$ 553,880	\$ 524,226	100%	Complete	Project is complete.
Pink Hill Blvd - Whiteside to O'Neil	Construction of road and signalised intersection to accord with the Precinct Structure Plan	\$ 230,090	\$ 91,333	50%	In progress	Design and service utility investigations ongoing. Design expected to be completed by June 2025.
Princes Highway Intersection Upgrades	Program to upgrade identified Princes Highway intersections to accord with the Precinct Structure Plan	\$ 4,624,851	\$ 3,847,936	85%	In progress	Bayview Rd and Tivendale /Station St intersections are operational. Contracted works are being finalised.
Road Reserve Lighting Program	Installing energy-efficient streetlights along road reserves, improving visibility, safety, and security	\$ 137,000	\$ 151,182	80%	In progress	Lighting program is ongoing. Program currently 80% complete. Kath Roberts Reserve and Windermere Bvd park lighting repairs were completed.
Road Pavement Renewal Program	Road renewal or rehabilitation involves fully rebuilding the road pavement. A combination of new and recycled material is then used to build a new road pavement, starting with the layers under the surface and finishing with the blacktop surface.	\$ 1,978,811	\$ 1,972,001	100%	Complete	All works are complete for the FY24/25 program
Sealed Road Prep & Resurfacing Program	We put a fresh layer over the top layer of the road, using either: asphalt: a bitumen-based concrete-like mixture of stone and bitumen laid at 30mm thickness or greater. spray seal: a layer of bitumen sprayed on the road and covered with stones.	\$ 4,474,100	\$ 3,568,468	80%	In progress	64 roads have been delivered under this program, with the final three roads scheduled for completion during June 2025.
Sealing of the Hills Program	Federally-funded program to seal unsealed roads across Dandenong Ranges and surrounding townships.	\$ 5,615,999	\$ 4,447,695	60%	In progress	First-Grenville phases 1 and 3 are completed. Phase 2 is due for completion during June 2025. Construction at Stoney Creek has commenced and design is underway for Mt Burnett Rd, Mountain and Ure Rd.
Unsealed Road Resheeting Program	The Unsealed Roads Resheeting Program aims to restore the wearing course on unsealed roads, enhancing durability and safety for all users. This project will involve grading, resheeting and compacting the road surface.	\$ 2,667,638	\$ 1,672,525	80%	In progress	80% of the program is complete, works continuing through to the end of the financial year.
Total - Infrastructure		\$ 45,248,006	\$ 32,949,841			
Plant and equipment						
Technology and equipment						
Business improvement Program	Improving business systems and digital platforms to enhance operational efficiency and customer experience. In FY24/25, the primary projects are the website transformation and booking/ticketing system replacement.	\$ 680,626	\$ 351,238	50%	In progress	Council facility booking software replacement project is underway and the system is in configuration. Completion will carry over into next financial year. The website replacement program is preparing for tender.
CCC Minor Equipment	Procuring, upgrading, or replacing small-scale equipment for the Cardinia Cultural Centre	\$ 101,000	\$ 81,976	80%	In progress	All equipment has been ordered and expected to be delivered by June 2025.
Furniture and Equipment Renewal Program	Acquisition, replacement, or improvement of furniture and equipment for Council facilities	\$ 211,000	\$ 95,661	50%	In progress	The program is on track and within budget, with works progressing as planned for completion by the end of 2024/25.
IT Strategy	Investing in, upgrading, or expanding technology infrastructure, including hardware, software, and network systems, to enhance operational efficiency, cybersecurity, data management, and overall digital capabilities.	\$ 308,748	\$ 24,150	80%	In progress	The programme of work is at 80% completion. The Booking and Ticketing system replacement project is entering the development configuration phase.
Plant						
New Plant Program	Procuring new light and heavy vehicles, heavy plant, equipment and machinery	\$ 215,814	\$ 289,173	78%	In progress	78% of the new fleet program has been delivered and the remaining are on order and will be delivered before the end of June 2025.
Plant Replacement Program	Replacing or upgrading aging or inefficient equipment and machinery to improve operational efficiency, reduce downtime, ensure safety, and support long-term sustainability of operations	\$ 2,546,863	\$ 2,177,075	96%	In progress	96% of the fleet replacement program has been delivered, with all remaining fleet on order expected to be delivered before end of June 2025.
Total -Plant and equipment		\$ 4,064,051	\$ 3,019,273			
Property						
Buildings						
Brunt Road Integrated children's centre	Building a Child and Family Centre with three Maternal Child Health rooms, two kinder rooms, office space, large entry foyer, storage space and amenities for children and adults and play spaces	\$ 250,000	\$ 245,532	100%	Complete	Project is complete.
Building Minor Renewal Program Reactive	Addressing unforeseen building issues by providing timely repairs and essential upkeep to buildings and facilities, ensuring safety, functionality, and compliance	\$ 1,505,300	\$ 796,105	70%	In progress	Program is on track and we have completed 70% of the total program budget.
Building Minor Renewal Program Strategic	Delivering minor building projects, including renovations, upgrades, and structural improvements, to enhance functionality, safety, and usability of facilities across various Cardinia Shire Council buildings and facilities	\$ 1,761,737	\$ 989,700	80%	In progress	Program is on track and progressing within budget. We have completed 80% of the program for 24/25 financial year

CCC Minor Building Works Program	Replacement of foyer lighting and installation of usher seats at CCC	\$ 157,100	\$ 1,013	30%	In progress	Foyer and theatre lighting contract has been awarded and works will commence in May 2025
Cardinia Youth Hub (Parent)	Building a new youth facility to provide community and youth services in the Cardinia Shire	\$ 500,000	\$ 342,667	20%	In progress	Currently preparing to tender for the design and construction of the new Youth Hub. Council is also collaborating with the legal team on preparatory work for legal proceedings and mediations.
Community Capital Works Grants Program	The Community Capital Works Grants Program assists community groups to upgrade Council owned and Crown Land facilities. The grant program is used to strengthen local community networks, activities and support the wellbeing of our residents.	\$ 287,859	\$ 156,829	60%	In progress	Out of the 26 projects, 16 have been completed. Of the 10 remaining projects, the majority are on track to be completed by June 2025.
Depot Upgrades	Modernising and expanding existing facilities, including infrastructure enhancement, technology integration or sustainability measures, to improve operational efficiency, safety and capacity	\$ 291,908	\$ 291,908	100%	Complete	Project is complete.
Disability Access Upgrade Program	Delivering a prioritised program of adjustments and improvements to buildings, facilities, infrastructure, communications, or connections to support an inclusive community where all people have an equal ability to access Cardinia Shire's services.	\$ 240,000	\$ 194,971	80%	In progress	Works on the Lilypond Community House, Pakenham are underway and Cockatoo Athletics Reserve pathway and accessible car park works are due to commence in late May 2025.
EAC & MK System Upgrade Program	Upgrading existing facilities to Electronic Access Control and rekeying to new Master Key system	\$ 228,000	\$ 80,865	80%	In progress	Program is on track and progressing within budget. We have completed 80% of projects for 24/25 financial year.
Energy & Water Strategies Program	Implementing energy saving retrofits and solar power for Council buildings and integrated water management plan to delivering water efficiency and alternative water sources upgrades to council facilities	\$ 220,428	\$ 82,426	88%	In progress	All WSUD assessments have been completed for FY24/25 and works have commenced for the replacement of the HVAC system at Pakenham Upper Hall.
Furniture and Equipment Renewal Program	Replacing or upgrading furniture or equipment to maintain functionality, ensure safety, and support efficient operations at Cardinia Shire Council facilities	\$ 211,000	\$ 50,124	43%	In progress	The program is on track and within budget, with works progressing as planned for completion by the end of 2024/25.
Garfield Netball Pavilion - Upgrade	Replacing and upgrading the Garfield Netball pavilion to improve functionality, accessibility and long-term viability	\$ 154,741	\$ 154,741	100%	Complete	Project completed.
Garfield Nth Cannibal Creek Comm Hub	Community Centre comprising of large open community space, verandas all around, kitchen, office, accessible toilet and amenities and gravel car park	\$ 627,064	\$ 48,188	35%	In progress - will carry over into FY25/26	Detailed design is being signed off by the Committee of Management and construction is anticipated to commence in May 2025.
IYU Temporary Facilities	Installing temporary facilities to support community use of the IYU Recreation Reserve	\$ 544,139	\$ 271,359	70%	In progress	On-site construction has commenced with buildings being installed and ramps constructed.
Living Learning Refresh		\$ 70,800	\$ 7,401	5%	In progress	Consultants have been engaged to conduct an asset condition assessment, covering both structural and services aspects. This assessment will inform the development of a scope of work for the facility's upgrade and improvement.
Koo Wee Rup Bowling Club Pavilion	Demolishing the existing building and constructing a new pavilion and car park	\$ 3,029,475	\$ 2,834,039	100%	Complete	Project completed.
Public Art Program	Commissioning and installing site-specific, community-driven artworks to enhance cultural vibrancy, foster civic engagement and promote artistic innovation.	\$ 140,000	\$ 7,000	50%	In progress	Artwork is being fabricated and due for installation in June 2025.
Thewis Rd Integrated Children's Centre	Building a Child and Family Centre with three Maternal Child Health rooms, two kinder rooms, office space, large entry foyer, storage space and amenities for children and adults and play spaces	\$ 8,191,000	\$ 6,526,194	85%	In progress	Construction has been completed and fit-out is underway.
Universal Design (Incl Rec Pav Renewal)	Upgrading facilities to be accessible and reduce barriers that might prevent members of the community from participating in sport and active recreation, particular women, girls and gender diverse people	\$ 157,000	\$ 80,874	50%	In progress	Council is currently reviewing schematic design and design project is expected to be completed by end June 2025.
Land						
Land Acquisition	Strategically purchasing properties for public use, urban development, community expansion and enhancing local infrastructure and services	\$ 4,299,000	\$ 3,604,620		In progress	Acquisitions are progressing.
Total - Property Non-capital projects		\$ 22,866,551	\$ 16,766,557			
Total - Non-capital projects						
Cora Lynn Reserve Pavilion	Constructing new, upgraded change rooms at Cora Lynn Recreation Reserve	\$ 1,670,000	\$ 412,130	28%	In progress - will carry over into FY25/26	Project commenced onsite with demolition underway and the modular building has commenced fabrication off-site.
Landscape renewal program	Planting and maintaining trees across designated areas to enhance environmental sustainability, improve air quality, increase biodiversity, provide shade, and create aesthetically pleasing landscapes for communities	\$ 210,000	\$ 15,443	20%	In progress	Planting has commenced
Remediation works - 24/25	Processing and disposing of materials generated through various maintenance activities (street sweeping, drainage, unsealed shoulders)	\$ 311,000	\$ 199,940	50%	In progress	Remediation work is underway.
Shade tree program	Increasing tree cover to provide shade in parks and open space	\$ 71,000	\$ -	80%	In progress	Planting has commenced

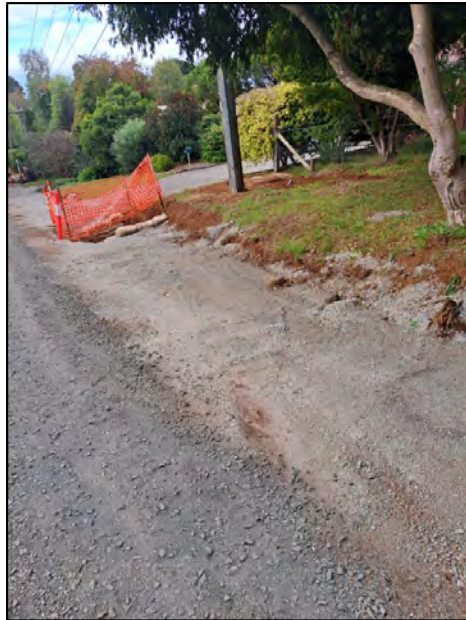
Significant Reserve Program	Land management of significant reserves	\$ 78,000	\$ 33,435	15%	In progress	Finalising print ready signage for Gembrook Park nature trails. Deer exclusion fencing is being procured for Pepi's Land
Traffic management devices program	Reactive program of minor roads safety improvements (signage, line marking, concreting school crossings etc)	\$ 317,000	\$ 213,899	75%	In progress	Reactive budget for minor traffic management (signage, line marking, concreting, school crossings)
Tree planting program	Planting and maintaining trees across designated areas to enhance environmental sustainability, improve air quality, increase biodiversity, provide shade, and create aesthetically pleasing landscapes for communities	\$ 55,000		50%	In progress	Planting has commenced
Upper Beaconsfield Recreation Reserve	Developing the vision and future planning for the Upper Beaconsfield Recreation Reserve	\$ 980,000	\$ 413,494	30%	In progress - will carry over into FY25/26	Construction has been delayed as a result of changes required to secure the planning permit.
Total - Non-capital projects		\$ 3,692,000	\$ 1,288,341			

HIGHLIGHT PROJECTS - P11

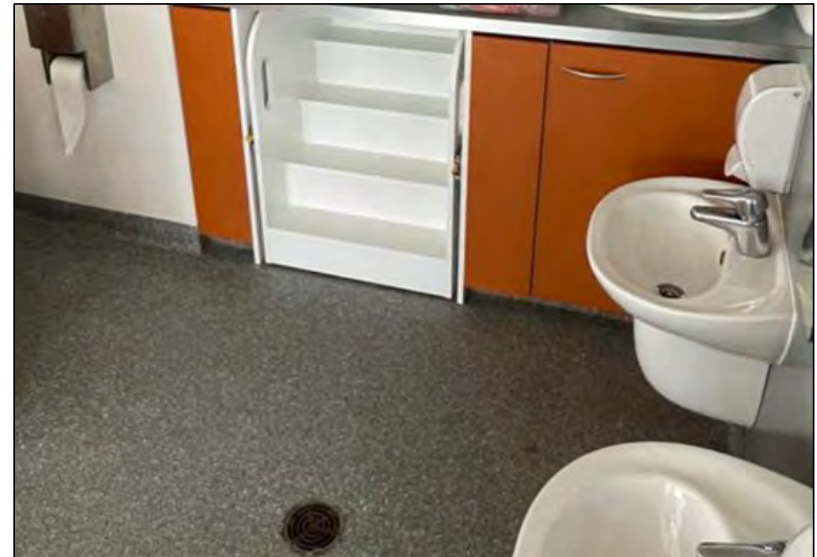
Project Name	Tree planting and shade tree programs	Scope	Planting and maintaining trees across designated areas to enhance environmental sustainability, improve air quality, increase biodiversity, provide shade, and create aesthetically pleasing landscapes for communities
Project budget	\$174,182 Apr-25	Project update	The team have planted 350 trees in parks and streets so far this year, mainly in Pakenham and Officer. By end of June, 765 trees will be planted during the Council annual tree planting program
Start date			
Finish date	Jun-25		
Ward	Shire-wide		



Project Name	Ambrose Street, Emerald (project in the Drainage Renewal and Upgrade program)	Scope	Replacing existing culverts, installing open drains at vehicle crossings and installing an EarthLok to slow water velocity.
Project budget	\$319,392	Project update	Drainage works have been completed and road has been sealed.
Start date	Mar-25		
Finish date	Jun-25		
Ward	Ranges		



<p>Project Name Lakeside Children's Centre change facilities (project in the Community Capital Works Grants program)</p>	<p>Scope This project was to install a change station with stairs, adjustable features and ergonomic design elements to accommodate children of varying sizes and mobility levels. Children can climb the stairs to the change table safely under adult supervision and the stairs can be tucked away when not in use.</p>
<p>Project budget Start date Finish date Ward</p>	<p>Project update Works are complete</p>



Project Name	CCC Minor Equipment	Scope	Cardinia Cultural Centre (CCC), built in 2003, upholds a comprehensive 10-year Minor Equipment Capital Works Plan. This plan covers: 1.Asset Replacement: Ensuring timely replacement of minor assets as they reach the end of their lifespan, typically around 10-15 years. 2.Equipment Reliability: Providing immediate replacements for any equipment that fails, maintaining uninterrupted service. 3.Technological Advancement: Facilitating the acquisition of new minor assets as technology evolves.
Project budget	\$100,000	Project update	One of the upgrades this year has been the purchase and installation of a new sound desk for the CCC Theatre. The sound desk provides improved audio quality, flexibility in sound design and enhanced control over the overall soundscape, which leads to a more immersive and engaging audience experience for patrons in the theatre.
Start date	annual program		
Finish date	annual program		
Ward	Toomuc		



7.4.4 CONTRACT VARIATION OPEN SPACE MAINTENANCE

Responsible GM:	Peter Benazic
Author:	Yasmin Daud
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	<p>2.1 We support the creation of liveable spaces and places 2.1.2 Plan and maintain safe, inclusive and connected open spaces, places and active travel routes.</p> <p>5.1 We practise responsible leadership 5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.</p>

Recommendation

That Council:

1. Amends contracts (refer **Confidential Attachment 1**):
 - a. CT000515 with Green by Nature Landscape Services (VIC) Pty Ltd, to include new assets and amendments to existing sites in Zone 1 (North)
 - b. CT000516 with UDLM, to include new assets and amendments to existing sites in Zone 2 (South) and Zone 4 (Central)
 - c. CT000514 with Antler Environmental, to include new assets and amendments to existing sites in Zone 3 (Eastern Central) and Zone 5 (Western Central)
2. Notes that officers project costs for mowing and horticultural services to be close to \$8.5M for the 2026/2027 Financial Year, and that a review of service standards and frequency of service will occur in 2026, in preparation for negotiations of a possible extension of contracts at the start of 2027.

Executive Summary

In November 2023, Council entered into three-year contracts with Green by Nature, UDLM and Antler Environmental for the provision of Open Space Mowing and Horticultural maintenance services across the Shire.

Every year Cardinia expands its landscaping asset base by absorbing the maintenance of new developer parks and streetscape within the growth corridor. While smaller portions of this growth occur with changes to existing assets, such as a change in maintenance scope or asset square metres. In addition, all contracts are subject to an annual Consumer Price Index (CPI) price adjustment.

The change in contract depends on many factors, including timing, contractor allocation and asset size. Often leading to variations between budgets and actual expenditure. This report seeks Council's endorsement of changes needed to contracts to continue maintaining assets that have recently come under Cardinia's care and responsibility.

Background

Cardinia Shire Council provides and is responsible for maintaining an extensive network of open space and recreation facilities that range from sports grounds, parks, playgrounds and street landscaping.

In November 2023, Council entered into three-year contracts with Green by Nature, UDLM and Antler Environmental for the provision of Open Space Mowing and Horticultural maintenance services across the Shire. This contract is separated into 5 zones. Zone 1 covers assets to the North, Zone 2 to the South and Zones 3 to 5 are divided through the central growth corridor, from Beaconsfield to Pakenham East. The total allocated budget for 2024/25 was \$7,480,000.

Documented within the above agreements is an annual price adjustment in accordance with the Australian Bureau of Statistics CPI (calculated on 31 December), for both core service items and schedule of rates works. CPI rates for 2024 were 2.5%.

A smaller portion of this growth occurs with changes to existing assets, this could be from a change in maintenance scope or asset usage, or an update to an existing asset requiring a change in maintained square metres.

The implementation of a third Park and Turf Surveillance Officer prior to the start of the new maintenance contract has embedded robust auditing processes, contractor accountability and improved response times to customers. During the 2023/24 financial year, there was a 25% reduction in CRM requests, indicating effective service level interventions and strong contractor management. The contractors are performing well and delivering consistent service.

Additional Mowing and Garden Beds

In May 2024, Council considered a report to include areas that require servicing and were not included in the initial tender documents. Each year Council increases the available open space it manages by approximately 10ha of mowing and 2ha of garden beds. New open space areas are predominantly created in new housing development and estates within the growth corridor.

Financial and Resource Implications

Budgets for future years are estimated based on the contract's first year expenditure and projected growth. As the total costs of the variations to the contract depend on the timing, size and contractor allocation for assets incorporated into the services each year; a variation between budgets and actual expenditure shall be expected. The forecast at the end of the third quarter of this financial year for expenditure in the contract indicates that no additional funds will be required to meet Council's contractual obligations.

Based on a 2.5% CPI increase and projected growth in assets, Table 1 provides a summary of cost estimates for the remaining period of the initial term of the contract. It is worth noting that additional costs related to the infrastructure from the completed projects increase for year 2026/27 mostly relate to assets currently maintained by the Level Crossing Removal Authority in Pakenham.

Table 1. Projected Contract Cost for Future Years

Financial Year	Previous Year Estimated Contract Cost	Additional sites cost (estimated)	CPI Adjustment (approx.)	Estimated Contract Value
25/26	\$7,030,000	\$460,000	\$187,000	\$7,680,000
26/27	\$7,680,000	\$610,000	\$207,000	\$8,500,000

The first term of the contracts finalises in March 2027. Following a review of standard and frequency of service for each site, negotiations will take place with contractors at the end of 2026.

Conclusion

As the Shire continues to grow, addressing the financial implications of this growth is required and officers will continue to seek Council's support and direction in relation to variation to the provision of these services.

Confidential Attachments

The Confidential Attachment 1 (listed in Attachments section) - Contracts CT00514, CT000515 and CT000516: Provision of Open Space Mowing and Horticultural Maintenance Service 2024-2027- Annual Contract Variation Costs 25-26FY – is designated confidential information pursuant to the Act, s.3(1)(g) Private commercial information, being information provided by a business, commercial or financial undertaking that—(i) relates to trade secrets; or (ii) if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Attachments

1. Confidential Attachment 1 - Contracts CT00514 CT000515 and CT000516 Provision of Open Space Mowing [7.4.4.1 - 1 page]

7.5 Activity Reports

7.5.1 COMMUNITY ENGAGEMENT UPDATE

Responsible GM:	Wayne Mack
Author:	Emma Wilkinson
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	5.1 We practise responsible leadership 5.1.1 Build trust through meaningful community engagement and transparent decision-making.

Recommendation

That Council notes the Community Engagement Update for June 2025.

Executive Summary

This report provides a monthly update on Council's community engagement opportunities commencing or continuing in June 2025.

It has also been enhanced this month to strengthen feedback to the community on how feedback from previous community engagement projects informed Council's decision making.

Background

Community engagement is a process whereby Council uses a variety of methods to proactively seek out information and feedback from the community, including their values, concerns, ideas and aspirations. Where possible and when required by legislation, Council will include the community in the development and delivery of identified initiatives and projects. This practice establishes an ongoing partnership, ensuring that community members continue to shape Council's decision making and implementation process.

Council's Community Engagement Policy sets out Council's accountability for, and commitment to, providing authentic and meaningful community engagement practices. The Policy meets the requirements of the *Local Government Act 2020*. It also reflects Council's commitment to undertaking best practice, high quality community engagement activities to receive input, feedback and ideas from the community on Council projects, services, plans, policies, strategies and other Council decisions.

Council uses the IAP2 Spectrum of Public Participation (see below) as the model for its community engagement activities depending on the nature of the project, legislative requirements affecting the project and level of influence the community can have on the project, the risk and level of complexity of the project and available resources.

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus building • Participatory • Decision-making 	<ul style="list-style-type: none"> • Citizen juries • Bailoffs • Delegated • Decisions

Policy Implications

Community engagement is undertaken in line with Council's Community Engagement Policy.

Financial and Resource Implications

The activities undertaken fall within Council's existing budget and resourcing.

Climate Emergency Consideration

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

Consultation/Communication

This month, the following Engagement Plans are being implemented:

Project	Project description	Details of Engagement	Responsible Business Unit
Proposed Sale of Land, 1 Halford Street, Upper Beaconsfield.	Invite feedback on the proposed sale of land at 1 Halford Street, Upper Beaconsfield.	Engagement period: 3 June to 29 June 2025 through: <ul style="list-style-type: none"> • Promotion on Creating Cardinia page inviting feedback • Council’s media release and public notices (including the Village Bell) to promote the Creating Cardinia page. • Contact details provided for community to discuss feedback and obtain alternative formats, as required. 	Corporate Services
Ausnet street lighting upgrades in parts of Beaconsfield and Garfield.	Inform residents and stakeholders about the planned upgrades.	<ul style="list-style-type: none"> • Direct letters to residents impacted by the light replacement with frequently asked questions (FAQs) and images of the light replacements attached. • Community drop-in information session with Ausnet and Council staff. • Signage at key entry locations to streets impacted by light replacements. • Media release targeting local community e-news. • Contact details provided for community to discuss and obtain alternative formats, as required. 	Buildings and Facilities

Previous Engagement Projects on Creating Cardinia website.	How feedback shaped decisions made.
Emerald Skatepark and Youth Plaza at Worrell Recreation Reserve Emerald. Worrell Recreation Reserve, Emerald - Skate Park and Youth Plaza Creating Cardinia	Engagement for this project opened in February 2025, involving two rounds of community engagement with young people from Emerald and surrounding towns of Cockatoo, Avonsleigh, Macclesfield and beyond. Council received a positive response to the concept design. Minor changes to the skatepark street course area were requested and included in the final

	<p>concept design. Comments were received relating to the bowl, in terms of shape, depth, and radius, with the final shape redesigned to accommodate the feedback and deliver a better bowl design for the community.</p> <p>Council officers have since received positive responses about the site at community engagement pop ups in Emerald and Cockatoo which demonstrates how this asset is valued by young people and their families.</p>
<p>Community, Sport and Scout Pavilion Beaconsfield Upper Reserve. (Crown Land) Managed by a Community Committee of Management appointed by the Victorian Government. The Pavilion - Upper Beaconsfield Reserve Creating Cardinia</p>	<p>Through this community engagement process, Council heard about the significance of car parking and the access road to the reserve users. Amendments were made to the concept plan following this feedback which were later approved by the Committee of Management.</p> <p>This feedback informed Council's decision in July 2024 to approve the proposed pavilion as a two-storey building in a similar footprint to the existing building as a modular construction to minimise the onsite disruption to reserve users.</p> <p>It is anticipated that demolition and construction of the new building will commence in mid-2025 subject to the necessary approvals.</p>
<p>Lease Agreement Riding for the Disabled – 775 Pakenham Road, Pakenham. Proposed Lease - Riding for the Disabled Vic (RDV) Creating Cardinia</p>	<p>Feedback from the community engagement process showed clear support in favour of the proposal for the lease. This feedback informed Council's decision on 17 March 2025 to provide a lease for a 20-year term to Riding for the Disabled.</p>
<p>WB Ronald Reserve Playground Upgrade. Community Consultation WB Ronald Reserve, Pakenham Creating Cardinia</p>	<p>Works recently commenced to upgrade the playground based on the final designs shaped by feedback undertaken in 2022/2023.</p>

Conclusion

This report outlines projects for engagement that are being promoted to the community this month to support awareness and encourage participation, while also assisting Council in the delivery of the Council Plan Action. It also demonstrates how community engagement feedback is considered as part of Council's decision-making process.

Attachments

Nil

8 Reports By Councillors

9 Presentation Of Petitions

10 Notices Of Motion

Nil

11 Urgent Business

12 Councillor Questions

13 Mayoral Minute

14. Confidential Business

The *Local Government Act 2020* (the Act), section 66 provides that if a council or delegated committee determines that a meeting is to be closed to the public to consider confidential information, the Council or delegated committee must record in the minutes of the meeting that are available for public inspection:

- a) the ground or grounds for determining to close the meeting to the public by reference to the grounds specified in the definition of ***confidential information*** in section 3(1); and
- b) an explanation of why the specified ground or grounds applied.

The Act defines ***confidential information*** in s.3(1)(a)-(l), and includes information that may prejudice or impact; commercial negotiations, the security of Council, land use planning, law enforcement, legal privilege, personal information, private commercial information, confidential meeting information, internal arbitration, Councillor conduct panel information and information specified under s.77 of the previous *Local Government Act 1989*.

Once confidential information has been considered and decided in a closed session of a Council Meeting, a further resolution to resume open Council is required.

Recommendation

That Council pursuant to section 66(5)(a) and (b) of the *Local Government Act 2020* close the Council Meeting to the public to consider the following confidential information:

1. Agenda Item 14.1 – Property - Legal Matter is designated confidential on the grounds that it relates to s.3(1)(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released and s.3(1)(e) Legal privileged information, being information to which legal professional privilege or client legal privilege applies.

15 Meeting Closure