

Council Meeting

Agenda

Monday 18 May 2026

Commencing 6:00 PM

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

Council Meeting

Monday 18 May 2026 at 6:00 PM.

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

Officers: James Collins Chief Executive Officer
 Ana Caicedo Acting General Manager Infrastructure and Environment
 Wayne Mack Acting General Manager Community & Planning Services
 Allison Southwell Acting General Manager Corporate Services
 Peter Harris Manager Governance, Safety & Property
 Natasha Berry Senior Governance Officer

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 18 May 2026** commencing at **6:00 PM**.

James Collins
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 confirms the minutes of Council Meeting Monday 20 April 2026.

5 Declaration of Interests

6 Community Questions

7 Ordinary Business

7.1 General Reports

7.1.1 MEMBER APPOINTMENTS - ARTS & CULTURE REFERENCE GROUP

Responsible GM:	Wayne Mack
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. Thriving Communities 1.1. Community culture and identity - We enrich local identity and foster opportunities for the community to make meaningful connections through creative arts, events and cultural expression.

Recommendation

That Council:

1. Appoints the following to the Cardinia Arts and Culture Reference Group for a period of two years:
 - a. Patrick Lyons
 - b. Rekha Devdas
2. Formally thanks the outgoing Group members and community members who submitted applications.

Executive Summary

This report seeks Council endorsement for the Cardinia Arts and Culture Reference Group additional members.

Background

In June 2025 Council reestablished the Arts and Culture Reference Group, ensuring its role is clearly defined and elevated as a key strategic advisor to Council. A renewed focus was 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

Phil Byers and Andrew Russell, have recently stepped down from their role as members, creating two vacant positions required to be filled to maintain the committee's minimum membership under the Terms of Reference.

An Expression of Interest process was undertaken and designed to reflect 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.

A panel comprising the nominated Councillor representatives and the General Manager Community & Planning Services assessed the applications, scoring each application 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 factors to ensure a balanced and inclusive representation. 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.

Four applications were received from the community.

Assessment Outcome

Following the assessment process, the Panel recommends the appointment of the following community members to the Arts and Culture Reference Group.

- Patrick Lyons – Music
- Rekha Devdas - Dance

In addition to their arts and creative practice, the recommended members bring valuable experience in youth engagement and multicultural inclusion. These capabilities were identified as key opportunities to strengthen the Arts and Culture Reference Group and supporting broader representation of Cardinia Shire's diverse communities in the group's advice to Council.

Policy Implications

While 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 aligns with and informs 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 recruitment process for the two Arts and Culture Reference Group positions was guided by the requirements set out in the Terms of Reference (ToR).

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

This approach ensured broad visibility across the creative community and the wider public, supporting an inclusive and transparent recruitment process.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*, including that the reference group seeks to maintain broader demographic representation of the community.

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 Nominations Forms [7.1.1.1 - 4 pages]

7.1.2 MEMBER APPOINTMENT - COMMUNITY ASSET COMMITTEES FOR RECREATION RESERVES

Responsible GM:	Wayne Mack
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. Thriving Communities</p> <p>1.2 Partnerships and volunteers - We recognise the work of volunteers in supporting our community, and we partner with community groups and providers to support and encourage volunteerism in the municipality.</p> <p>2. Vibrant Places</p> <p>2.5 Community and open space infrastructure - We plan, deliver and maintain recreation facilities, open spaces and places that support community connection and promote the health and wellbeing of the community.</p> <p>5. Responsible Leaders</p> <p>5.1 Customer focus - We deliver customer-centred service that is clear, accessible, and responsive.</p>

Recommendation

That Council:

- Endorses the appointment of the following person to the respective recreation reserve Community Asset Committees appointed by Cardinia Shire Council in accordance with the Community Asset Committee Governance Manual.

Worrell Reserve

President Ian Crosher

- Thanks the outgoing Community Asset Committee member for their valuable contribution to the management of the recreation reserve.

Executive Summary

This report seeks Council endorsement of community members elected to Recreation Reserve Community Asset Committees (CAC's).

CACs play a significant role in supporting community liveability and wellbeing through the management of Council-owned halls and recreation reserves across Cardinia Shire. These volunteer committees contribute to the effective stewardship, maintenance and activation of community assets, working in partnership with Council.

In accordance with Council's Community Asset Committee Governance Manual, formal appointment of committee members must be made by Council resolution.

Background

There are thirteen (13) recreation reserves within Cardinia Shire managed by CACs. Ten (10) of these reserves are Council-owned and managed by Council-appointed CACs, while three (3) are Crown Land reserves with Council appointed as the Committee of Management under the *Crown Land (Reserves) Act*. Council has appointed CACs to manage these reserves on its behalf.

Council conducts routine maintenance and provides recreation reserve CACs with annual maintenance funding, workshops to up skill volunteers, and access to community leadership courses.

To further support CACs, Council provides an online portal, as a place for committee members to access important resources, information, and key dates for training, events, and workshops.

Members of recreation reserve CACs are elected annually and require formal appointment by Council resolution pursuant to the Community Asset Committee Governance Manual. Member appointments can also take place outside of this annual election process if people choose to resign from their position mid-term.

This report recommends Council appoints an existing member for the following reserve committee following the resignation of outgoing President, Matt Byron:

- Worrell Recreation Reserve, Emerald

The CAC members elected Ian Crosher to fill the vacant committee member position of President at the 16 March 2026 Council Meeting.

Policy Implications

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

Financial and Resource Implications

Council employs a full-time Liaison Officer dedicated to support Recreation Reserve Community Asset Committees. Support includes assisting committees to meet governance, compliance, financial, and risk management requirements.

Council conducts routine maintenance across both recreation reserves and Council managed halls. Annual maintenance funding is provided to both types of Community Asset Committees in recognition of their broader asset management responsibilities.

Support for Hall Community Asset Committees is provided through Council's Connected Communities team who are also responsible for the management and hire of Council-managed halls. The team manages bookings, maintenance requests, and day-to-day operational support.

Climate Emergency Consideration

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

Consultation/Communication

Notifications of Annual and Biennial General Meetings for Community Asset Committees managing recreation reserves and halls are advertised through local media and communicated directly to user groups associated with the relevant facility.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. It was determined that a Gender Impact Assessment (GIA) was not required as the subject matter of this report does not relate to a policy, program or service that has a direct or significant impact on the community.

Attachments

Nil

7.1.3 NOTICE OF MOTION 1123 - REPORT RESPONSE - DECORATIVE STREET LIGHTS

Responsible GM:	Ana Caicedo
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. Thriving Communities 1.5 Safe and accessible places - We plan for, provide and maintain safe, inviting and accessible public spaces and places, to promote pride of place and improve wellbeing. 2. Vibrant Places 2.5 Community and open space infrastructure - We plan, deliver and maintain recreation facilities, open spaces and places that support community connection and promote the health and wellbeing of the community.

Recommendation

That Council:

1. Notes the response to Notice of Motion 1123.
2. Notes the process for removing or replacing decorative streetlights outlined in the report.
3. Notes the following next steps:
 - a. Continue discussions with AusNet to formalise the decorative replacement process.
 - b. Audit all decorative lights to identify priority areas for bulk upgrades.
 - Develop a public facing FAQ (frequently asked questions) explaining the process for residents.
 - c. Review the developer contribution model for non-standard lighting.

Executive Summary

This report responds to Notice of Motion 1123, passed at the Council Meeting on 16 February 2026, requesting that Council:

That Council:

1. *Requests a report to be prepared for Council Meeting 18 May 2026 that identifies areas within Cardinia that currently have decorative streetlights; and*
2. *Requests that the report include an explanation of the process for removing or replacing lights and SP Ausnet's role in this process.*

Decorative (non standard) streetlights are installed in Beaconsfield, Upper Beaconsfield, Officer, Pakenham, Pakenham East, Garfield and Koo Wee Rup, with additional isolated installations across the municipality.

AusNet is responsible for maintaining all streetlights within Cardinia Shire. Decorative fittings are not part of AusNet's standard product range, meaning Council must supply decorative components if it wishes to retain the decorative appearance. If Council does not supply a decorative fitting, AusNet installs a standard streetlight fitting to ensure public safety and compliance.

Council is currently working with AusNet to retrofit heritage decorative lighting from mercury vapour lamps to LED technology. AusNet must certify the new LED fitting before installation can occur. This certification process has been underway for more than 18 months, preventing

repairs to existing decorative lights. When a decorative fitting fails, AusNet replaces it with a standard fitting to maintain public safety.

Typical AusNet timeframes are:

- Standard faults: ~2 working days
- Decorative fitting replacement (Council supplies fitting): 2–4 weeks
- Pole replacement or complex works: 4–8 weeks
- Council initiated upgrades: 6–12 weeks

This report outlines the locations, responsibilities, processes and implications for Council.

Background

Decorative (non-standard) streetlights have been installed in various townships and residential estates to enhance character and improve streetscape quality. These fittings differ from AusNet's standard product list and therefore require Council involvement when replacements are needed.

Key points of clarification:

- AusNet is responsible for replacing failed or damaged streetlights as part of their maintenance responsibilities.
- If decorative lights are not provided to AusNet by Council, AusNet will install standard light fittings to maintain public safety.

Many older decorative lights use mercury vapour technology, which is being phased out under the Minamata Convention, making identical replacements increasingly difficult to source. This has contributed to inconsistent lighting outcomes in some areas where decorative fittings have been replaced with standard fittings.

Locations of decorative streetlights

Decorative streetlights are currently installed in:

- Beaconsfield
- Upper Beaconsfield
- Officer
- Pakenham
- Pakenham East
- Garfield
- Koo Wee Rup
- Plus isolated installations across the municipality.

See **Attachment 2** for a map of the locations of decorative streetlights.

Discussion

Decorative streetlights present ongoing operational challenges due to their non standard design and limited availability of replacement components. Many decorative fittings are no longer manufactured, and mercury vapour fittings are being phased out internationally. As a result, sourcing identical replacements is increasingly difficult, and in some cases impossible.

AusNet is responsible for maintaining streetlights across the municipality. For standard faults such as globes, wiring or solar cells, AusNet typically completes repairs within approximately two working days.

Decorative fittings, however, are not stocked by AusNet. If Council wishes to retain the decorative appearance, Council must supply the replacement decorative fitting. Once supplied, AusNet generally installs the fitting within 2–4 weeks. If Council does not supply a decorative fitting, AusNet installs a standard fitting immediately to restore public safety.

Pole damage or full pole replacement requires additional coordination. Decorative poles must be funded and supplied by Council, and replacement timeframes typically range from 4–8 weeks, depending on availability.

Council initiated upgrades, including bulk LED replacements, generally require 6–12 weeks to complete due to procurement, approvals and contractor scheduling.

These operational realities have resulted in some decorative lights being replaced with standard fittings over time, creating inconsistency in certain estates. Bulk upgrades can address this by restoring uniformity but require forward planning and budget allocation. Community expectations also influence outcomes, with some areas strongly preferring to retain decorative fittings despite the maintenance challenges.

The upcoming AusNet Electricity Distribution Price Review (EDPR) program, which aims to transition all non-LED streetlights to LED over the next five years, may further impact the appearance of decorative lighting unless Council proactively plans for replacement options.

Process for removing or replacing Lights and AusNet's role

This section explains, step-by-step, how faults, replacements and upgrades are managed, and clarifies the responsibilities of AusNet and Council.

1. Standard Faults (globe, wiring, PE cell)
 - Faults are reported to AusNet.
 - AusNet repairs standard faults within approximately 2 working days.
 - These repairs use standard components stocked by AusNet.
2. Decorative Light Fitting Failure
 - Council must supply the decorative fitting if reinstatement of the decorative style is required.
 - Once supplied, AusNet typically installs the fitting within 2–4 weeks.
 - If Council does not supply a decorative fitting, AusNet installs a standard fitting immediately to restore public safety.
3. Pole Damage or Full Pole Replacement
 - AusNet assesses safety and coordinates with Council.
 - If a decorative pole is required, Council funds and supplies the pole.
 - Replacement typically takes 4–8 weeks, longer if decorative poles must be sourced or manufactured.
4. Council Initiated Upgrades or Bulk Replacements
 - Council may initiate upgrades for energy efficiency, consistency or end of life replacement.
 - Council procures AusNet approved materials and engages AusNet approved contractors.
 - Works generally take 6–12 weeks, including procurement, approvals and installation.
 - Assets are handed back to AusNet for ongoing maintenance.

Roles and Responsibilities

Activity	Council Responsibility	AusNet Responsibility
Standard fault repair (globe wiring, PE cell)	Pays service fee (charged per light for service)	Ausnet maintenance
Replacement Decorative fitting replacement (where Council wants decorative)	Supplies and funds decorative fitting	Installs if supplied
Standard fitting replacement (if Council does not supply decorative)	—	Installs standard fitting
Pole replacement (structural)	Funds decorative poles	Installs
New non-standard lights in development or Council-initiated upgrades	Procures materials & contractors	Approves materials

Policy Implications

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

The 2014 Aspirational Energy Transition Plan set the direction for Council to replace inefficient street lighting with efficient alternatives as replacement options become available. The replacement of mercury vapour lights was consistent with this plan.

Financial and Resource Implications

- Developers currently contribute \$3,000 per decorative light to assist with future maintenance.
- Replacement decorative poles can exceed \$5,000 per unit.
- Decorative fittings often require longer lead times and higher procurement costs.
- Bulk LED upgrades may reduce long-term maintenance costs and improve consistency.

Climate Emergency Consideration

Streetlighting electricity is supplied under a 100% renewable energy contract. Upgrading to LED fittings reduces energy consumption and supports Council’s climate objectives.

Consultation/Communication

Council officers are working with AusNet to:

- Formalise the decorative replacement process
- Identify instances where decorative lights were replaced with standard fittings
- Improve communication protocols to ensure Council is notified before replacements occur

Gender Impact Assessment

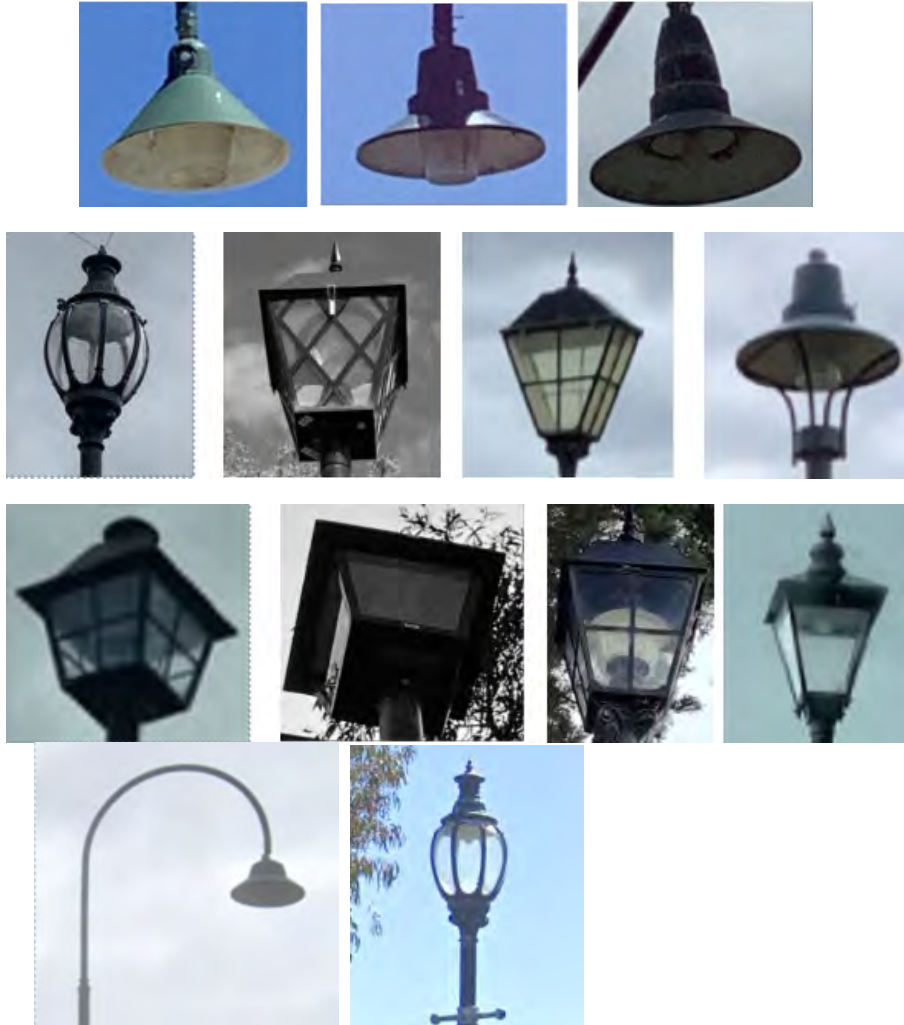
In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. It was determined that a Gender Impact Assessment (GIA) was not required as the subject matter of this report does not relate to a policy, program or service that has a direct or significant impact on the community.

Attachments

1. Attachment 1 - Examples of standard and non standard light fittings [7.1.3.1 - 3 pages]
2. Attachment 2 - Location of non standard streetlights [7.1.3.2 - 1 page]

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Examples of non-standard (decorative) light fittings



Examples of LED replacement lights (Council supplied non-standard)



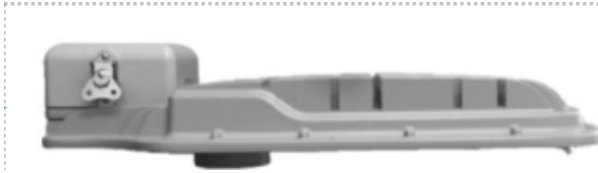
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Examples of standard (non-decorative) light fittings



Example of LED Standard light fitting



Examples of decorative light poles fitted with standard light fittings fitted by Ausnet (reactive maintenance replacement)



Lakeside Boulevard, outside Cultural Centre

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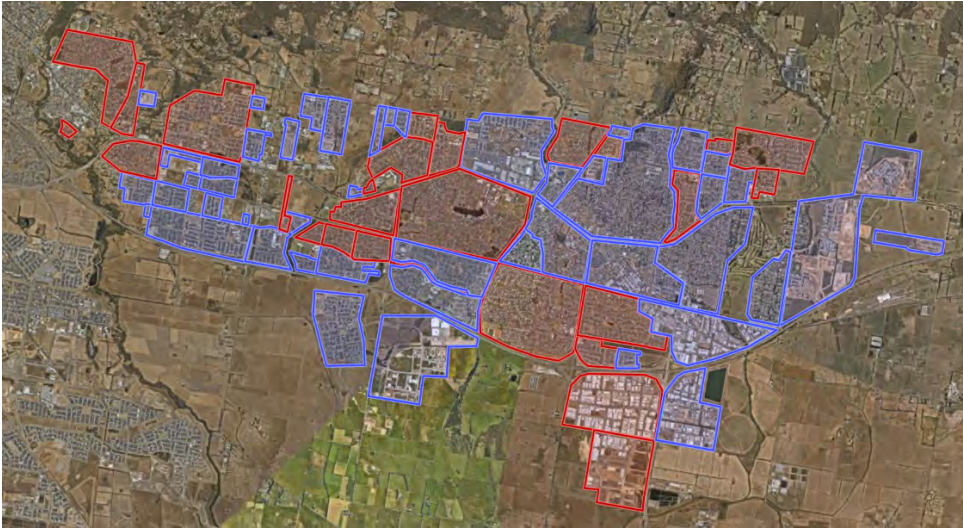


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Attachment 2: areas with non-standard (red) and standard (blue) street lights

Figure 1. Growth areas with non-standard (red) and standard (Blue) streetlights.



Note: there are some non-standard light poles in smaller townships

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7.1.4 LOCAL STREET SEALING INITIATIVE - LISTING OF ROADS

Responsible GM:	Ana Caicedo
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. Vibrant Places</p> <p>2.2 Annual capital project planning - We identify and deliver capital projects that provide and renew public infrastructure.</p> <p>2.3 Road network - We partner with agencies to plan, deliver, and maintain an integrated transport network that supports connected communities into the future.</p> <p>2.4 Road advocacy - We advocate for State and Federal Governments for increased investment in infrastructure for all modes of transport, public transport infrastructure and services, and enhanced road safety treatments.</p> <p>2.9 Asset planning and management - We manage assets on behalf of the community to sustainably deliver services with the optimal balance of whole of life costs and performance.</p>

Recommendation

That Council notes that Attachment 1 of this report includes the list of roads that currently meet the criteria for participation in the Local Street Sealing Initiative as adopted on 20 April 2026.

Executive Summary

The Local Street Sealing Initiative (LSSI) provides a framework for managing unsealed roads to improve community satisfaction and reduce maintenance costs. This report lists residential roads meeting the endorsed assessment criteria. The list serves as a strategic planning tool and does not authorise funding or works. Future projects remain subject to technical assessments, statutory community engagement, and separate Council approvals.

Background

Cardinia’s Local Street Sealing Initiative (LSSI), adopted by Council at its meeting on 20 April 2026, provides a sustainable framework for progressively sealing unsealed roads to improve community satisfaction and manage maintenance costs. Supported by bi-annual capital funding and Special Charge Schemes, the program utilises optimised construction standards to ensure affordability, safety, and long-term durability based on local conditions.

In relation to LSSI, Council resolved (in part) that it:

5. Receives a report in May 2026 listing the roads that satisfy the criteria established within the LSSI framework.

This report responds to that resolution and provides the requested list. It does not seek approval to proceed with works, allocate funding, or declare a Special Charge Scheme. Any future proposals would be subject to further technical assessment, statutory engagement with affected property owners, and a separate Council decision.

Discussion

The LSSI establishes a consistent, shire-wide approach for the planning and management of unsealed residential roads to meet the needs of current and future communities. It aligns with Council Plan initiatives 2.2 (Annual capital project planning), 2.9 and 2.10 (Asset planning and

management), and 2.11 (Road and asset works) by applying a data-based framework under the Local Street Sealing Initiative (LSSI) to guide sustainable investment decisions.

This report presents a list of unsealed residential roads that meet the assessment criteria adopted under the LSSI. Attachment 1 contains the list of roads, organised in alphabetical order by suburb and road name, reflecting the outcome of applying Council's endorsed LSSI assessment framework and weighting criteria.

Attachment 1 identifies roads that meet the LSSI assessment criteria and may be considered as part of future planning. Any progress of road sealing works would involve further investigation, statutory processes, and consideration by Council in line with the Local Government Act and Council's Special Charge Scheme Policy.

Policy Implications

This report is consistent with the *Local Government Act 2020* and Council's Special Charge Scheme Policy, supporting transparent and informed decision making.

Financial and Resource Implications

This report has no immediate financial or resource implications. Any future financial commitments or associated resource requirements would be subject to further investigation and separate Council approval.

Gender Impact Assessment

A Gender Impact Assessment (GIA) was completed as part of the engagement, planning and development of the Local Street Sealing Initiative (LSSI) program and identified the following key recommendations:

- Inclusive and accessible engagement
- Strengthened financial hardship pathways and communication
- Minimisation of disruption during works

Attachments

1. Attachment 1 - Local Street Sealing Initiative - Road Listing [7.1.4.1 - 4 pages]

Local Street Sealing Initiative (LSSI)

Roads are listed alphabetically by suburb and road name. Inclusion indicates the road meets the Local Street Sealing Initiative (LSSI) assessment criteria and is identified for future Special Charge Scheme proposals, subject to further investigation and Council decision-making.

Road Name	Suburb	Road Length (m)
Dunstan Rd	Avonsleigh	480
Jacka Rd	Avonsleigh	230
Johnson St	Avonsleigh	200
Lower Grieve Rd	Avonsleigh	449
Margaret Rd	Avonsleigh	560
Symons Rd	Avonsleigh	550
Upper Grieve Rd	Avonsleigh	452
View St	Avonsleigh	1000
Ballarto Rd Service Rd	Bayles	241
Woodman Av	Bayles	180
Adamson St	Beaconsfield	95
Glismann Rd	Beaconsfield	630
Keith Pde	Beaconsfield	390
Rix Rd	Beaconsfield	216
Thomas St	Beaconsfield	475
Warrawee Av	Beaconsfield	520
Corringham Rd	Beaconsfield Upper	280
Craik Rd	Beaconsfield Upper	130
Fairhazel Ct	Beaconsfield Upper	180
Halford St	Beaconsfield Upper	270
Haupt Pl	Beaconsfield Upper	129
Lenne St	Beaconsfield Upper	380
St Georges Rd	Beaconsfield Upper	646
Sutherland Rd	Beaconsfield Upper	350
Albert St	Bunyip	100
Chambers Rd	Bunyip	380
Doran Rd	Bunyip	1520
Flett St	Bunyip	540
Hilltop Av	Bunyip	115
Mary St	Bunyip	1666
Morris Way	Bunyip	360
Nylander Rd	Bunyip	195
Stacey St	Bunyip	190
Webb St	Bunyip	165
Beazley Rd	Cardinia	570
Dixons Rd	Cardinia	350
Paradise Av	Clematis	360
Aclare Rd	Cockatoo	300
Alexander Rd	Cockatoo	685
Allenby Av	Cockatoo	270
Arthur Rd	Cockatoo	180
Beatty Pde	Cockatoo	300

Local Street Sealing Initiative (LSSI)

Road Name	Suburb	Road Length (m)
Belgrave Av	Cockatoo	410
Bilocla Av	Cockatoo	920
Birdwood Av	Cockatoo	280
Carcoola St	Cockatoo	200
Church Cr (Pakenham Rd Service Rd)	Cockatoo	190
Colin Av	Cockatoo	330
Dorchester Rd	Cockatoo	250
Edmunds Rd	Cockatoo	460
Fern Gully Rd	Cockatoo	360
Flora Cl	Cockatoo	130
George St	Cockatoo	20
Goldsack Cl	Cockatoo	70
Gum St	Cockatoo	225
Halcyon Gr	Cockatoo	458
Haven Crt	Cockatoo	150
Haylock Av	Cockatoo	320
Hillcrest Ct	Cockatoo	130
Hillside Rd	Cockatoo	270
Isaac St	Cockatoo	200
Ivy St	Cockatoo	250
Jeanne St	Cockatoo	390
Joffre Pde	Cockatoo	420
Kitchener Pde	Cockatoo	266
Lisheen Rd	Cockatoo	700
Lowen Rd	Cockatoo	385
Mackenzie St	Cockatoo	460
Maillard St	Cockatoo	250
Marion Av	Cockatoo	210
Maurice St	Cockatoo	570
Meyer St	Cockatoo	240
Nioka Cl	Cockatoo	80
Oonah St	Cockatoo	150
Salisbury Av	Cockatoo	210
Seaview Rd	Cockatoo	938
Simmons Cl	Cockatoo	60
Stringybark Rd	Cockatoo	190
Suffolk Av	Cockatoo	300
Terara St	Cockatoo	380
Third Av	Cockatoo	50
View Hill Rd	Cockatoo	1518
Vincent St	Cockatoo	230
Waratah Way	Cockatoo	610
Woodlands Av	Cockatoo	110
Woodrow Ct	Cockatoo	190
Albert Rd	Emerald	990

Local Street Sealing Initiative (LSSI)

Road Name	Suburb	Road Length (m)
Alfred Gr	Emerald	370
Ambrose St	Emerald	446
Anne St	Emerald	240
Auhl Rd	Emerald	660
Azalea Cr	Emerald	67
Barnshaw La	Emerald	170
Bellbird Cr	Emerald	960
Berrys Rd	Emerald	149
Boundary Rd	Emerald	480
Boundary Rd East	Emerald	140
Bower Ct	Emerald	120
Brookdale Av	Emerald	170
Carramar Ct	Emerald	410
Cascade Rd	Emerald	200
Church St	Emerald	635
Clematis Park Rd	Emerald	685
Cloverleigh Av	Emerald	200
Curtis Rd	Emerald	200
Dallas St	Emerald	70
Dixon Rd	Emerald	160
Doery St	Emerald	170
Duke St	Emerald	50
Elizabeth Ct	Emerald	100
Elm Cr	Emerald	850
Erskine Rd	Emerald	100
Fairway Rd	Emerald	1040
Fernglade Dr	Emerald	900
Ferres Rd	Emerald	830
Florence Av	Emerald	600
Glenvista Av	Emerald	380
Grandview Av	Emerald	380
Hamilton Rd	Emerald	390
Heather Av	Emerald	180
Ladd Rd	Emerald	525
Lawsons Rd	Emerald	890
Legg Rd	Emerald	310
Leighton Av	Emerald	150
Madigan Way	Emerald	554
Maisie Rd	Emerald	240
Meadowview La	Emerald	550
Mimosa Av	Emerald	300
Mountain Av	Emerald	170
Naylors Rd	Emerald	200
Nobelius St	Emerald	1403
Nolan Rd	Emerald	270

Local Street Sealing Initiative (LSSI)

Road Name	Suburb	Road Length (m)
Ogilvy Rd	Emerald	380
Orchard Grove	Emerald	82
Outlook Rd	Emerald	550
Ozone Av	Emerald	420
Paradise Gr	Emerald	100
Pinnocks Rd	Emerald	495
Poplar Cr	Emerald	790
Prince St East	Emerald	400
Rawhiti Rd	Emerald	530
Ronald Rd	Emerald	510
Royal Pde	Emerald	250
Silvan Ct	Emerald	50
Steel Rd	Emerald	770
Sunnyside Tce	Emerald	950
Sydney Av	Emerald	805
Telopea Rd	Emerald	460
Torley Rd	Emerald	470
Upton Rd	Emerald	140
Vista Dr	Emerald	400
Walnut Av	Emerald	370
Wattle Ct	Emerald	227
William St	Emerald	995
Neville Rd	Gembrook	270
Red Rd	Gembrook	1700
Ritchie St	Gembrook	80
Stone Rd North	Gembrook	200
Stone Rd South	Gembrook	130
Williamson Rd	Gembrook	700
Montuna Gr	Guys Hill	90
Quamby Av	Guys Hill	575
Hudsons Ln	Koo Wee Rup	70
Icke Rd	Koo Wee Rup	69
Westernport Rd	Lang Lang	390
Bareena La	Maryknoll	150
Turramurra Rd	Maryknoll	660
Home Rd	Nar Nar Goon	470
Mulcare St	Nar Nar Goon	700
Richards Rd	Nar Nar Goon	700
Ahern Rd	Pakenham	57
Linden Rd	Pakenham Upper	90
Mann Rd Ct	Pakenham Upper	150
Granite La	Tynong	95
Howitt St	Tynong	80
Kerrs Rd	Tynong	59
Quarry Rd	Tynong	220

7.1.5 CLUB OFFICER APPLICATION FOR 20 ADDITIONAL ELECTRONIC GAMING MACHINES (POKIES)

Responsible GM:	Wayne Mack
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. Thriving Communities 1.3 Wellbeing and liveability - With diverse partner agencies we work to protect, improve and promote community health and wellbeing by implementing the Cardinia Shire Council Liveability Plan 2017-2029. 5. Responsible Leaders 5.4 Advocacy - We act as a proactive and powerful advocate for our community, influencing outcomes that improve and enhance quality of life, access to services and future opportunities for our residents.

Recommendation

That Council:

1. Makes a submission to the Victorian Gambling and Casino Control Commission (VGCCC) by 25 May 2026, opposing the application submitted by Cranbourne Pakenham Racing Club Incorporated (trading as Club Officer) to increase the number of electronic gaming machines by 20 at 3 Niki Place, Officer, based on the potential social and economic harm to the wellbeing of the community.
2. Notes officers notified the VGCCC within statutory timeframes of Cardinia Shire Council's intention to make a submission, in accordance with Council's Gambling Harm Prevention and Minimisation Policy.
3. Authorises the Chief Executive Officer to delegate authority, provide instructions, negotiate as required, and make a determination on Council's attendance at the VGCCC hearing.

Executive Summary

On 25 March 2026, the Victorian Gambling and Casino Control Commission (VGCCC) notified Council of an application (**Attachment 1**) submitted on behalf of Cranbourne Pakenham Racing Club (trading as Club Officer). The proposal is to increase the number of electronic gaming machine (EGMs) licences from 60 to 80 machines at Club Officer, situated at 3 Niki Place in Officer.

Council officers have advised the VGCCC, within the statutory timeframes, of Council's intention to make a submission. This position is consistent with Council's Gambling Harm Prevention and Minimisation Policy (**Attachment 2**) and is informed by a preliminary social and economic impact assessment (SEIA) (**Confidential Attachment 3**), which identified risk factors and the potential for the proposal to increase gambling-related harm and compromise the wellbeing of the community.

Under the *Gambling Regulation Act 2003*, Council has until 25 May 2026 (60 days from the date of notification), to lodge a submission addressing the proposal's potential impacts on the wellbeing of the community.

The application will be determined by the VGCCC at a future hearing. If Council makes a submission, it may either rely on its written submission without attending the hearing or appear before the VGCCC to support the submission and test the applicant's evidence.

Background

Council was notified by the VGCCC on 25 March 2026 of the application submitted on behalf of Cranbourne Pakenham Racing Club Incorporated (trading as Club Officer) to increase the number of EGMs by 20 (from 60 to 80 EGMs) at 3 Niki Place, Officer.

The venue has submitted plans for a redevelopment with an investment of approximately \$5.5 million (excluding GST). In addition to the proposed additional 20 EGMs, the redevelopment includes the construction of a new function room with a satellite kitchen and bar, new storage and change room facilities, and the extension and refurbishment of the existing gaming room, gaming bar and sports bar. The proposal also indicates that the venue's existing annual community contributions will remain unchanged at \$75,000, indexed annually in line with consumer price index.

Council is not responsible for determining the gaming licence application, rather the VGCCC is responsible for deciding whether the proposal will have a net detrimental impact on the wellbeing of the community in accordance with Section 3.3.7 of the *Gambling Regulation Act 2003* (the Act). Under the Act, Council has the responsibility to represent the community and raise concerns about the potential social and economic impacts of EGMs in its municipality. In accordance with Section 3.3.5B of the Act, Council has notified the VGCCC of its intention to make a submission on behalf of the community. Council has until 25 May 2026 to lodge its submission, which will address the social and economic impacts of the proposal on the wellbeing of the community.

While not required under the Act, the applicant notified Council of the application in good faith on 12 February 2026. Council has reviewed the application documentation submitted by the applicant, including the social and economic impact assessment and expert witness statements. These documents have been publicly available on the VGCCC website since 16 April 2026. A copy of the submitted documentation is available on the VGCCC's website: [Hearings, decisions and appeals | vgccc.vic.gov.au](https://vgccc.vic.gov.au/Hearings_decisions_and_appeals)

The proposal requires both a gaming licence under the *Gambling Regulation Act 2003* and a planning permit under the *Planning and Environment Act 1987*. At the time of writing, Club Officer has not lodged a planning permit application for the additional 20 EGMs and proposed development. Any future planning permit application would be assessed under the Cardinia Planning Scheme separately from the VGCCC submission, although Council's social and economic impact assessment may be used to inform Council's decision-making.

A summary of key events and decisions regarding Club Officer is provided in the below timeline:

Date	Decision / Key Event
27 November 2013	VGCCC approved 60 EGMs at Club Officer
16 June 2016	Club Officer commenced operations
4 December 2017	VGCCC previously refused an application for additional 20 EGMs due to concerns about detrimental social and economic impacts on the local community Note: Council lodged a submission opposing this application
15 July 2024	Council adopts Gambling Harm Prevention and Minimisation Policy (Attachment 2)

25 March 2026	VGCCC notified Council of a new application for 20 additional EGMs (venue currently operates 60 EGMs)
By 1 May 2026	Council advised VGCCC that it intends to make a submission
By 25 May 2026	Council may lodge a submission addressing the social and economic impact of the application on the wellbeing of the community.

Gambling data

- Cardinia Shire's Municipal Cap on EGMs under the *Gambling Regulation Act 2003* is 573 and the current total number of EGM licences is 405. This application would increase the total EGMs in Cardinia Shire to 425.
- In 2024-25, Club Officer recorded the highest player loss per EGM among the six local EGM venues, at \$118,230 per machine.
- In 2024-25, Club Officer reported the second highest (after the Cardinia Club) total player loss and expenditure of all EGM venues in Cardinia Shire, totalling \$7,093,821. Both these venues are operated by the Applicant.

Community contributions

Under an existing Section 173 Agreement, Club Officer is required to make annual community contributions of \$75,000, indexed annually in line with the Consumer Price Index. Under the terms of the Section 173 Agreement, Council has a representative on the grants committee that supports distribution of the community contributions.

The proposal indicates that the venue's existing community contribution arrangements will remain unchanged.

Discussion

Council advised the VGCCC of its intention to make a submission within the statutory timeframes prescribed under the *Gambling Regulation Act 2003*, being 37 days from notification of the application (by 1 May 2026). In forming this position, Council officers engaged an independent social planning consultant to prepare a preliminary social and economic impact assessment (SEIA) (**Confidential Attachment 3**). The preliminary SEIA identified a range of socio-economic and venue-related risk factors and found that the proposal has the potential to increase gambling-related harm and compromise the wellbeing of the community.

In accordance with Clause 1.2 of Council's Gambling Harm Prevention and Minimisation Policy, Council will oppose applications for increases in EGMs, where an application made through the VGCCC is shown to elevate the risk of gambling related harm within vulnerable communities i.e., demonstrated through a social and economic impact assessment (SEIA). The decision by Council officers to lodge an intention to make a submission is consistent with this policy position.

The application will be determined by the VGCCC at a future hearing. A hearing date has not yet been set by the VGCCC. Should Council elect to provide a submission to the VGCCC, Council has the option of either leaving Council's written submission with the VGCCC to consider without representation at the hearing (i.e., the hearing will proceed without Council's presence) or to appear before the VGCCC to support the written submission and to further test and cross-examine the applicant's evidence.

Policy Implications

Council's role in considering EGM applications is guided by the following Victorian legislation, local plans and policies:

- Gambling Regulation Act 2003 (Municipal Authority)
- Public Health and Wellbeing Act 2008 (Municipal Authority)
- Planning and Environment Act 1987 and Cardinia Planning Scheme (Responsible Authority)
- Cardinia Shire's Liveability Plan 2017-29
- Cardinia Shire's Gambling Harm Prevention and Minimisation Policy 2024

Financial and Resource Implications

The costs associated with preparing and lodging a submission to the VGCCC and any costs arising from Council's attendance at the VGCCC hearing including engaging expert witnesses and legal professionals will be undertaken within Council's existing operational budget 2025-26.

Climate Emergency Consideration

The EGM application does not provide any support or have direct benefits to progressing Council's commitments under the climate emergency declaration.

Consultation/Communication

Under Section 3.3.5AA of the *Gambling Regulation Act 2003* (the Act), the VGCCC must notify the relevant responsible authority (Council) in writing that it has received an application. Council received notification of the application from the VGCCC on 25 March 2026 (**Attachment 1**).

The VGCCC is not required under the Act to notify any other parties of the application. Similarly, while Council is not subject to a statutory notification requirement, the Act provides Council with the opportunity to consider the impact of the proposal on surrounding municipal districts. Council also has a legislative responsibility under the *Public Health and Wellbeing Act 2008* to protect, improve and promote the health and wellbeing of the local community. In this context, Council has notified key relevant stakeholders of the application, including the City of Casey, Cardinia Shire's Municipal Public Health and Wellbeing Plan Partner organisations and relevant Council Advisory Committees.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. A Gender Impact Assessment (GIA) was completed as part of the development of the Gambling Harm Prevention and Minimisation Policy 2024 and has informed Council's position on this application. The GIA identified the following recommendations:

- Reduce the access to, and exposure of electronic gaming machines for vulnerable communities.
- Provide public notice to the community when there is an application to increase the number of EGMs, undertake consultation where applicable, and publish copies of all gambling-related submissions made by Council on its website.
- Support the community, including groups vulnerable to gambling harm, by raising awareness of EGM licence applications in their community and informing them of how to participate in the decision-making process that affects them.

Confidential Attachments

The **Confidential Attachment 3** – Club Officer Proposed Increase in EGMs - SEIA - Preliminary Opinion Report – is designated confidential information pursuant to the *Local Government Act 2020*, s.3(1)

(a) Council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released.

Attachments

1. Attachment 1 - VGCCC Notification of Application - EGM Increase - Club Officer [7.1.5.1 - 1 page]
2. Attachment 2 - Gambling Harm Prevention and Minimisation Policy 2024 [7.1.5.2 - 13 pages]
3. Confidential Attachment 3 - Club Officer Proposed Increase in EGMs - SEIA Preliminary Opinion Report [7.1.5.3 - 29 pages]

OFFICIAL



25 March 2026

Mr James Collins
CEO, Cardinia Shire Council
20 Siding Avenue Officer VIC 3809

By email only: mail@cardinia.vic.gov.au

Dear Mr Collins

NOTIFICATION UNDER SECTION 3.4.18A OF THE GAMBLING REGULATION ACT 2023 (VIC)

The Victorian Gambling and Casino Control Commission (**VGCCC**) has received an application under section 3.4.18 of the Gambling Regulation Act 2003 (Vic) (the **Act**) on behalf of Cranbourne Pakenham Racing Club Incorporated (trading as Club Officer) to increase the number of electronic gaming machines by 20 (from 60 to 80) at 3 Niki Place, Officer VIC 3809. Since this correspondence has been sent by email, it is taken to have been received by the Cardinia Shire Council on 26 March 2026

Under section 3.4.18C of the Act, the Cardinia Shire Council (being the relevant responsible authority) has 37 days from the receipt of this notification to advise the VGCCC if it intends to make a submission under section 3.4.19 of the Act. Accordingly, the Cardinia Shire Council has until **Friday 1 May 2026** to notify the VGCCC if it intends to make a submission.

Should the Cardinia Shire Council advise the VGCCC that it intends to make a submission, section 3.4.19(1A) requires that such submission be made within 60 days from the receipt of this notification, which is on or before **Monday 25 May 2026**. The submission must be in the form approved by the Commission, and it should address the economic and social impact of the proposal on the well-being of the local community. This may also take into account the impact of the proposal on surrounding municipal districts. Any request to extend this 60-day statutory timeframe must be made in exceptional circumstances only or otherwise in accordance with the Act. Such request should be made in writing to Secretariat@vgccc.vic.gov.au and addressed to Chris O'Neill, the Chair of VGCCC.

For more information on submissions please visit the VGCCC website at <https://www.vgccc.vic.gov.au/for-gambling-providers/venue-operators-and-poker-machines/gaming-premises>

The VGCCC will assess the application in accordance with section 3.4.20 of the Act. This may take place at a public hearing at which the Cardinia Shire Council may appear. For more information, please visit the VGCCC website at <https://www.vgccc.vic.gov.au/for-community/hearings-decisions-and-appeals>.

The Cardinia Shire Council will be advised of the VGCCC's decision on the application when it is made. Should you have any enquiries regarding this process, please contact me as below.

Yours sincerely

Ailbhe Barr

Ailbhe Barr
A/Principal Secretariat
Legal, Policy and Compliance
Victorian Gambling and Casino Control Commission
Level 8, Exhibition Street, Melbourne VIC 3000
Secretariat@vgccc.vic.gov.au

**Victorian Gambling
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Cardinia Shire Council



Gambling Harm Prevention and Minimisation Policy

FINAL VERSION

July 2024

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Record ID:	DOCID-464506839-47763		
Policy owner:	Health and Social Planning Team		
Adopted by:	Cardinia Shire Council		
Adoption date:	15 July 2024	Scheduled review date:	2030
Publication	Council website and SharePoint (internal)		
Revision / version number	Version 2.0		

Acknowledgment of Country

Cardinia Shire Council acknowledges the Bunurong and Wurundjeri people of the Kulin Nation as the traditional custodians of the land on which we work. Council pays its respects to elders past and present, recognising their continuing traditions, knowledge, language, and culture for over 65,000 years.

Acknowledgement of Gambling Harm

Cardinia Shire Council acknowledges that whilst gambling is a legal activity, for some it can lead to harmful consequences, not only for the individual gambler, but also for their family, friends, and wider community. Harms associated with gambling can have significant health, social and economic impacts within Cardinia Shire.

Council's Household Liveability Survey 2023 found that residents experienced a variety of harms from gambling, both directly and indirectly.

According to the objectives set in the Victorian Government's *Gambling Regulation Act 2003*, gambling should be safe, fair, conducted honestly, free from exploitation, devoid of participation by minors, and delivered in a way that minimises harm from gambling.

It is acknowledged that the Victorian Gambling and Casino Control Commission (VGCCC) is responsible for regulating gambling activity in Victoria and that gaming venues have a regulated role in upholding the objectives of the *Act 2003* and ensuring the responsible operation of gambling in their venue.

Purpose

The purpose of the Gambling Harm Prevention and Minimisation Policy is to outline Cardinia Shire Council's whole-of-organisation approach and commitment to minimising and preventing the health, social and economic impacts and harms associated with gambling in our community.

A key focus of this policy is to provide clear direction for Council's approach to assessing the social and economic impacts of electronic gaming machine (EGMs, also known as poker machines or pokies) applications, due to Council's role as the Municipal Authority under the *Gambling Regulation Act 2003* and the Responsible Authority under the *Planning and Environment Act 1987*.

This policy replaces Council's previous Responsible Gaming Policy 2005-2009 and takes a contemporary approach to ensuring social and economic impacts are considered and preventing and minimising gambling harm, where it is recognised as a public health issue.

Scope

For the purpose of this policy, gambling relates to electronic gaming machines and betting. This policy does not cover lower risk gambling activities such as bingo and fundraising raffles.

This policy affects:

- Councillors and Council staff
- Council contracted service providers (i.e., libraries, leisure providers)
- Hotels and clubs seeking a new EGM licence or planning permit.
- Hotels and clubs seeking to increase the number, or transfer, of EGMs licences.
- Businesses, organisations, clubs, and other user groups who lease or manage council-owned land or facilities.

Policy alignment

Cardinia Shire's Municipal Public Health and Wellbeing plan (Liveability Plan), alongside the Cardinia Planning Scheme (Scheme), provide the local policy framework to address the social and economic impacts of gaming machines and gambling-related harm within the municipality.

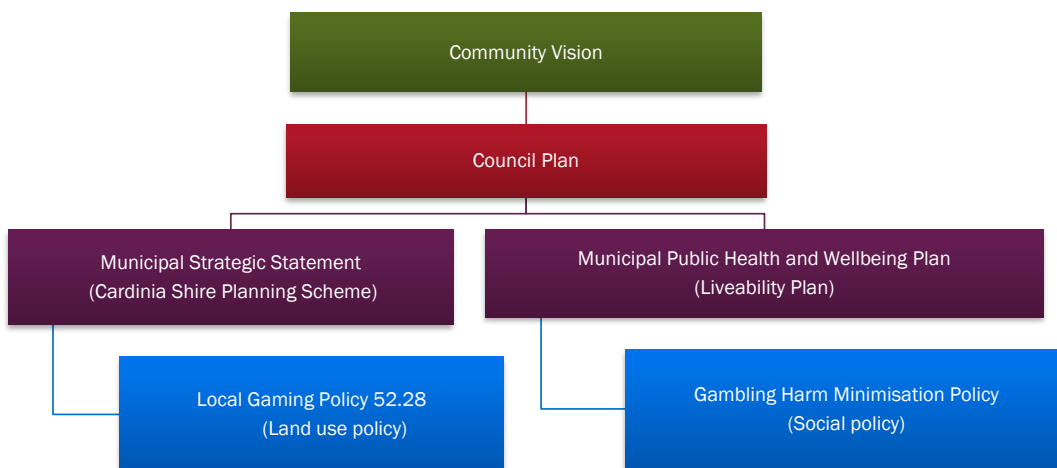


Figure 1. local policy context

Role of Council in gambling harm prevention

Council acknowledges that gambling is a legal form of recreation and is associated with some benefits. However, there are also inherent risks for harm which can be prevented and minimised.

Council is concerned about the health, social and economic impacts and harms caused by gambling, particularly EGMs, on individual residents, their families, and the broader community.

Council's role in ensuring social and economic impacts are considered and preventing and minimising harm from gambling is set out under various legislation and is informed by local gambling data and community and stakeholder sentiment through consultation and engagement.

Council's role in respect of considering social and economic impacts and harm prevention and minimisation is summarised into four policy pillars:

Planning and regulation

Council's goal is to ensure the municipality is planned in a way that achieves the best outcomes for the community, including for future generations. Under the *Local Government Act 2020* (LG Act), the economic and social sustainability of the municipality is to be promoted. Under the LG Act, regional, state, and national plans and policies are to be considered in strategic planning and decision making.

Under the *Gambling Regulation Act 2003*, Council is provided with the right to raise concerns about the social and economic impacts of EGM's in their municipality. This Policy outline's Council's role as the Municipal Authority under the *Gambling Regulation Act 2003* in weighing the social and economic impact of licence applications and making submissions to the Victorian Gambling and Casino Control Commission (VGCCC). Appendix A outlines a summary of the process Council follows when assessing the social and economic impact of EGM applications.

Council may also regulate gambling or the advertisement of gambling on council-owned land through other mechanisms such as local laws, lease and licence agreements and other related policy.

Under the *Planning and Environment Act 1987*, Council is the Responsible Authority for the assessment of planning permit applications to install and use EGM's and makes decisions based on policy within the Cardinia Planning Scheme. This includes a consideration of the social and economic impacts of the proposal.

Under the *Public Health and Wellbeing Act 2008*, Council has a responsibility to protect, improve and promote public health and wellbeing within its municipal district including by initiating, supporting and managing public health planning processes at the local government level and developing and implementing public health policies and programs.

Leadership and advocacy

Council's goal is to provide good governance of the municipality for the benefit and wellbeing of the community.

Councils have governance principles defined within the *Local Government Act 2020* that indicate how Council must perform its role. This includes making decisions and acting in accordance with the relevant law, pursuing innovation and continuous improvement, collaborating with other councils, governments, and statutory bodies, ensuring the ongoing financial viability of Council and ensuring transparency of decisions, actions and information.

Under the *Public Health and Wellbeing Act 2008*, Council's core function is to seek to protect, improve and promote public health and wellbeing within the municipality. Councils must do this by creating an environment which supports the health of members of the local community and strengthens capacity of the community to achieve better health.

Partnerships and capacity building

Our goal is to facilitate and support local agencies whose work has an impact on public health and wellbeing.

Under the *Public Health and Wellbeing Act 2008*, Council must specify how Council will work in partnership with the Department of Health and other agencies undertaking public health initiatives, projects and programs to accomplish the goals and strategies identified in the municipal public health and wellbeing plan.

Research and engagement

Our goal is to ensure that any policies, programs, and services are informed by relevant and reliable evidence and community sentiment.

Under the *Local Government Act 2020*, Council must ensure that the community are engaged in decisions that affect them. Under the *Public Health and Wellbeing Act 2008* the municipal public health and wellbeing plan must include an examination of data about health status and health determinants in the municipality and provide for the involvement of people in the local community.

Policy Pillars

The following section outlines how Council will fulfill its role under each policy pillar.

1. Planning and regulation

- 1.1 Council, acting as the Responsible Authority, is obliged to consider the social and economic impacts, when determining whether to grant or permit for planning permit applications for new or transferred EGMs, under the *Planning and Environment Act 1987*. Council must determine, on balance, and having regard to the principle of integrated decision making under the Cardinia Planning Scheme, whether the permit application results in an acceptable outcome.
- 1.2 Council will oppose applications for new EGM licences, increases in EGMs licences or transfer of EGMs licences when an application made through the VGCCC is shown to elevate the risk of gambling related harm within vulnerable communities (i.e. through a social and economic impact assessment).
- 1.3 Council will not support any application for EGMs on council-owned or managed land.
- 1.4 Council will consider, on a case by case basis, becoming a party and making a submission to the Victorian Civil and Administrative Tribunal (VCAT) where a decision made by the VGCCC is on review at VCAT or bringing its own application to review the Commission's decision.
- 1.5 Council will consider EGM planning permit advice and decisions relevant to gambling matters with reference to this Policy and the relevant controls and policy in the Cardinia Planning Scheme.
- 1.6 Council will regularly review the provisions in the Cardinia Planning Scheme relevant to EGMs to ensure the provisions reflect the current social and economic conditions of the municipality.
- 1.7 Council will enforce (as appropriate) all EGM venues who have entered into an agreement under Section 173 of the *Planning and Environment Act 1987* with Council, to provide Community Contributions, as a condition of their planning permit. As a condition of the planning permit, annual Community Contributions are to be issued to the Cardinia Foundation for distribution to the community and venues must demonstrate the transaction of their annual Community Contribution to Council annually.
- 1.8 Council will not allow gambling activity or the promotion or advertising of gambling activities on Council-owned or managed land or in council facilities. This includes advertising promotion within clubrooms, on sports ground fencing and scoreboards. This pertains to all forms of gambling advertising, particularly sports betting, online gambling, and pokies (EGMs). Failure by user groups or tenants to comply with this requirement will result in their use of the facility being jeopardised.

2. Leadership and advocacy

- 2.1 Council will apply a public health approach to harm prevention and minimisation and focus on collaborative action with other levels of government, peak bodies, local service providers, community partners and other councils.
- 2.2 Council will advocate for a continuation of the current maximum municipal limit and regional cap in the municipality.
- 2.3 Council will oppose increases to the current maximum municipal cap and regional cap or the inappropriate relocation of existing machines to areas that are vulnerable, having regard to the Socio-Economic Indexes for Areas (SEIFA) index of disadvantage.

- 2.4 Council will respond to government and parliamentary inquiries that present an opportunity to advance and influence gambling reform.
- 2.5 Council will not provide support, including use of its facilities, funding, publicity or promotion for community groups, organisations, clubs or businesses that promote or advertise gambling, particularly EGMs, sports betting, and online gambling. All relevant Council policies and guidelines will align with this policy position.
- 2.6 Council will maintain independence from the gambling industry. Council will not accept direct financial contributions from the gambling industry and will not promote community grants, events or initiatives offered by EGM venues.

3. Partnerships and capacity building

- 3.1 Council will work with the Department of Health and local service providers to plan, deliver and monitor programs and services assisting to prevent or minimise harm from gambling, particularly in areas, settings or populations that are vulnerable.
- 3.2 Council will work with the VGCCC and EGM venue operators in their efforts to prevent and minimise harm from gambling.
- 3.3 Council will work in partnership with the Cardinia Foundation to ensure that annual Community Contributions required from EGM venues through Section 173 Agreements are acquitted, and redistributed through grant programs and other arrangements, which have a health and social benefit to the community.
- 3.4 Council will use its grant allocation process to provide a mechanism for Council to support facilities, programs and activities that provide alternative social and recreational activities to gambling.
- 3.5 Council will work in partnership with community health services to build capacity of settings and services (including sporting clubs, committees, etc.) operating from Council owned facilities, to establish healthy sponsorship and fundraising models.
- 3.6 Council will work in partnership with other levels of government and service providers to build and maintain community facilities which are free from gambling and provide alternative social and recreational opportunities.

4. Research and engagement

- 4.1 Council will provide public notice to the community when there is an application for new EGM licences, an increase in or transfer of EGMs, consult where applicable and publish copies of all gambling related submissions it makes on Council's website.
- 4.2 Council will raise awareness of issues related to gambling harm by:
- promoting regional, state or national education campaigns
 - producing communications material highlighting local gambling data
- 4.3 Council will promote services which support individuals and families experiencing gambling-related harm.

Implementation and Responsibility

This Policy is a whole-of-Council approach to minimising harm from gambling and will inform and be applied to all relevant decision-making.

Responsible Team	Relevant section/s
Councillors	All
Senior Leadership Team	All
Health and Social Planning	1.1, 1.2, 1.3, 1.4, 1.7, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.5, 4.1, 4.2, 4.3
Strategic Planning	1.5, 1.6
Statutory Planning	1.1, 1.2, 1.3, 1.4, 1.5, 1.7, 3.3
Active & Connected Communities	1.8, 2.5, 2.6, 3.1, 3.5, 3.6, 4.2
Community and Family Services	2.1, 2.5, 3.1, 3.2, 3.4, 3.6, 4.2, 4.3
Economic Development	2.5, 2.6, 3.2
Communications and Engagement	1.8, 2.6, 4.1, 4.2, 4.3
Advocacy	2.2, 2.4
Property & Risk	1.3, 1.8, 2.5, 2.6, 3.4, 3.6
People & Culture	2.5

Monitoring and Review

The Gambling Harm Prevention and Minimisation Policy will operate alongside state government legislation, regulations, and policy regarding gambling and public health. To ensure that the policy considers changes in the policy context, this policy will be regularly monitored and reviewed.

This Policy will be monitored through the routine monitoring of Council's Municipal Public Health and Wellbeing Plan (Liveability Plan) and includes the following key indicators:

- Number of EGM applications received (annually).
- Key gaming indicators (Annual EGM losses (\$), density of EGMs per 1,000 adults, expenditure per adult, expenditure per attached EGM entitlement).
- Extent of social and economic vulnerability to gambling-related harm within the community.

The Policy will remain current and applicable until it's next review or alternatively until such time that amendments or changes are adopted by Council. A review of the policy may be carried out when necessary, resulting from any of the following:

- Changes to state/federal government policy and or regulation in regard to gambling;
- Policy development or review by Cardinia Shire Council;
- Effectiveness of the policy;
- Proposals not covered by this policy.

The next review of this document is scheduled for completion by 2030.

Administrative updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made by resolution of Council.

Related documents

Type of document	Title
Legislation	Local Government Act 2020 Gambling Regulation Act 2003 Planning and Environment Act 1987 Public Health and Wellbeing Act 2008 Charter of Human Rights and Responsibilities Act 2006 Gender Equality Act 2020
Background paper	Cardinia Shire Gambling Harm Minimisation Policy Background Report FINAL SEPTEMBER 2023.pdf
Policies / Plans	Cardinia Planning Scheme - Ordinance Cardinia Shire's Liveability Plan (Municipal Public Health and Wellbeing Plan) Cardinia Shire Social Justice and Equity Policy
Guidelines	N/A
Procedures	Electronic Gaming Machine Applications - Internal Referral Process . (internal only)

Glossary of terms

Term	Description
Community	Refers to the people who have a stake and interest in the municipality, including: <ul style="list-style-type: none"> • Those who live, work, study, conduct business or provide services in the municipality. • Those involved in local community groups or organisations. • Those who visit, use or enjoy the services, facilities and public places located within the municipality. • Those who share an interest, a sense of identity or a shared common goal.
Community Benefit Statement	Community benefit statements provide the framework for reporting expenditure on community benefits by club venue operators that receive gaming revenue in a financial year. A community benefit statement verifies whether the community benefit provided by the club is equal to at least 8.33 per cent of its net gaming machine revenue. Completion of community benefit statements is mandated by the <i>Gambling Regulation Act 2003</i> .
Community contributions	A community contribution is a cash or in-kind contribution made by clubs and hotels often considered when assessing the social and economic impacts of a gaming licence or planning permit for electronic gaming machines (EGMs). The value of a cash community contribution is typically determined by the number of EGMs proposed. The provision of community contributions is secured through conditions (such as through a Section 173 Agreement) on gaming licences and in some cases, in planning permit conditions.
Community Support Fund (CSF)	Hotels operating EGMs are required to pay 8.33 per cent of this revenue to the CSF which is a trust fund governed by the <i>Gambling Regulation Act 2003</i> . The funds are directed back to the community (not necessarily the community from which the revenue was generated) to support initiatives such as programs supporting people affected by gambling-related harm and substance abuse; youth programs; sport and recreation programs; art and tourism programs; and costs associated with administering the CSF. The payment to the Community Support Fund is mandated by the <i>Gambling Regulation Act 2003</i> .
Council / Municipal Authority	Cardinia Shire Council
Electronic Gaming Machine	An electronic gaming machine is a computerised gambling device that has a video screen displaying symbols on simulated reels. Cash is inserted into the machine and buttons are used to place bets. The machine randomly determines the position of symbols on the screen. Wins are returned as credits back into the machine. They are also referred to as EGMs, pokies, and poker machines.
Equity	Equity means that available information, spaces, services, and programs should deliver outcomes that are equal for all. This requires that services are able to consider and respond to the intersecting forms of disadvantage and discrimination to truly cater to all diverse needs.
Expenditure	The monetary amount in dollars lost by people who gamble.
Gambling	Gambling/betting requires a player to risk losing something of value (usually money) for the chance of winning more. Gambling outcomes may depend on correctly predicting an uncertain outcome (such as a particular horse coming first in a race), or luck (such as a winning combination of symbols on an electronic gaming machine).

Gambling-related harm	<p>Any initial or exacerbated adverse consequence due to an engagement with gambling that leads to a decrement to the health or wellbeing of an individual, family unit, community, or population.⁵ These harms include relationship breakdown, compromised mental and physical health and wellbeing, financial losses, demand for services, lost work productivity and crime.</p> <p>Gambling related harm can be divided into seven key areas: Financial harm, relationship disruption, emotional or psychological distress, decrements to health, cultural harm, reduced work, or study performance and criminal activity. These harms can further be considered as general harms (which occur at any time), crisis harms, which are associated with attempts to seek help, and legacy harms, which occur long after gambling has ceased.</p>
Gaming	For the purposes of this Policy, gaming refers to gambling using electronic gaming machines.
Gaming venue	<p>A gaming venue is classified as a 'gaming premises' under the Cardinia Planning Scheme. The definition of a 'gaming premises' is 'land used for gambling by gaming, and where there is the ability to receive a monetary reward'.</p> <p>The <i>Gambling Regulation Act 2003</i> permits the use of EGMs in venues with a pub licence (hotel operating under a General Liquor Licence), club licence (operating under a Full Club Liquor Licence) and racing club licence (Full Club Liquor Licence).</p> <p>The definition of a club under the <i>Gambling Regulation Act 2003</i> is a 'club, society, or other association of persons by whatever name called and whether incorporated or unincorporated'. There is no definition of a hotel or racing club under the <i>Gambling Regulation Act 2003</i>. Some clubs operating EGMs in Victoria provide sporting activities such as golf, tennis, or bowls.</p>
Gender Impact Assessment	<p>A process of critically thinking about how policies, programs, and services will meet the different needs of women, men, and gender diverse people. The aim of a gender impact assessment is to create better and fairer outcomes and ensure all people have equal access to opportunities and resources.</p>
Harm minimisation	For the purposes of this Policy, harm minimisation refers to a range of statutory and non-statutory measures which seek to reduce the potential for gambling to cause harm in the community.
Partnership	A relationship between Council and stakeholders, and between stakeholders themselves that involves shared responsibilities for implementing a range of actions that seek to achieve a common goal such as upholding the community's health and wellbeing.
Public Health Approach	A public health approach involves utilising scientific knowledge, evidence-based strategies, and community-based interventions to improve the health and well-being of populations by focusing on prevention, health promotion, and addressing the underlying determinants of health.
Vulnerable groups	Groups within the community at an elevated risk of gambling-related harms because of their age, socio-economic status, gender, cultural and linguistic background or exposure to opportunities to gamble.

Appendix A – Summary of VGCC Regulatory Process

Note: timelines with an asterisk (*) are relevant if the Commission has granted an extension of the timeline to make a submission based on exceptional circumstances.

Steps	Council process	Day from when commission notifies Council of application
Commission notifies Council of application	1. Council assesses the application and decides whether to make a submission	1
Apply for extension (if relevant)	2. Council applies to the Commission for an extension of the timelines to make a submission based on exceptional circumstances*.	
	3. Council informs the Commission of intention to make a submission.	1 to 37 from when Commission notifies Council of application.
	4. Council lodges a submission and SEIA (if relevant)	37 to 60 (90*) from when Commission notifies Council of application.
Hearing	5. Council attends the hearing (if relevant)	Any date between day 37 to 60 (90*) and 120 (150*) from when Council is first notified of application.
Commission decision	6. Council reviews the Commission's decision and decides whether to apply to VCAT to review the decision at VCAT (if relevant)	120 (150*) days from when Council is first notified of application.
Appeal at VCAT (if relevant)	7. Council lodges an application to review, or becomes a party to a review of the Commission's decision at VCAT (if relevant)	28 days from the date of the Commission

7.2 Town Planning Reports

7.2.1 PLANNING APPLICATION T250159 PA - USE AND DEVELOPMENT OF LAND FOR RESTRICTED RETAIL PREMISES, SERVICE STATION AND ADVERTISING SIGNAGE

Responsible GM:	Wayne Mack
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:	4. Prosperous Economies 4.5 Business and industry development - We enhance and develop local economy through industry development, programs and initiatives.

Recommendation

It is recommended that Council resolves to grant Planning Permit Application T250159 at Lot 2 PS904617S (proposed Lot 400) 130 Greenhills Road, Pakenham, for the use and development of the land for restricted retail premises, service station and advertising signs in accordance with the endorsed plans, as per the following table, and subject to the following conditions:

Planning scheme clause	Matter for which the permit has been granted
Clause 2.3 of Schedule 6 to Clause 37.07	A permit is required to use the land for a Service Station.
Clause 33.01-1	A permit is required to use the land for Restricted retail premises.
Clause 33.01-4	A permit is required to construct a building or construct or carry out works.
Clause 44.04-2	A permit is required to construct a building or to construct or carry out works.
Clause 52.05-12	A permit is required for signs exceeding 8sqm to each premises and illuminated signs exceeding 1.5sqm.
Clause 52.34-2	A permit may be granted to reduce the requirements of Clause 52.34-5 and 52.34-6.

1. Prior to buildings and works commencing amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and form part of the permit. The plans must be drawn to scale with dimensions and provided in an electronic format. The plans must be in accordance with the plans prepared by Group GSA submitted 20 October 2025 but modified to show:
 - a. Removal of the unidentified squares and rectangles from the site plan and staging plan.
 - b. The bio-swale removed from the typical carpark space 02.
 - c. The external colour schedule for item 2 to list all Colorbond colours proposed as per the elevations.

- d. Any changes as required by Head Transport for Victoria at Condition 48.
2. Prior to buildings and works commencing, additional land required for roads and road widening must be vested in the relevant public agency with designation (e.g. road) nominated by the relevant agency at no cost to the acquiring agency.
3. Prior to buildings and works commencing an amended Sustainability Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plan will be endorsed and form part of the permit. The Plan must be in accordance with the Sustainability Management Plan prepared by NDY dated 13 May 2025 but modified to show:
 - a. How the development will achieve best practice sustainable design, using the Built Environment Sustainability Scorecard (BESS) or other comparable design tool (including Green Star assessment and certification) to demonstrate best practice environmental design.
4. Prior to buildings and works commencing, a stormwater management plan to the satisfaction of the Responsible Authority showing the stormwater works to the nominated point of discharge must be submitted to and approved by the Responsible Authority. Once approved, the stormwater management plan will be endorsed and will then form part of the permit. The stormwater management plan must be prepared by a suitably experienced engineer and show details of the proposed stormwater works including all existing and proposed features that may have impact (including trees to be retained, tree protection pits, crossings, services, fences, abutting buildings, existing boundary levels etc). All works must be carried out and completed in accordance with the approved stormwater management plan.
5. Prior to buildings and works commencing, unless otherwise agreed in writing by the Responsible Authority, easement E-1 on Lot 2 PS904617S must be removed from the land.
6. Prior to buildings and works commencing, the following must be completed to the satisfaction of the Responsible Authority:
 - a. Road drainage and outfall drainage construction for the applicable stage of subdivision under Planning Permit T230179.
 - b. The subgrade protection layer with additional protective working layer on top of Meadow Parade and Waddell Loop.
7. Before the submission and approval of detailed engineering plans for any external road and drainage works required as a result of the approved development, a Functional Layout Plan for the proposed works, in accordance with the standards nominated in the Victorian Planning Authority (VPA) produced "Engineering and Construction Manual for Subdivisions in Growth Areas" to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the Functional Layout Plan will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and provided in an electronic format. The Functional Layout Plan must show:
 - a. A fully dimensioned development layout, including proposed street names, approximate lot areas, lot numbers and widths of street reservations.
 - b. Topography and existing features, including contours for the subject land and any affected adjacent land.
 - c. Identification by survey of all trees (or group of trees) existing on the subject land, including dead trees and those that overhang the subject land from adjoining land.
 - d. Details of tree protection zones (TPZs) for all trees to be retained on the subject land or adjoining land.
 - e. All trees proposed for removal from the subject land clearly designated.

- f. Typical cross-sections for each street type, dimensioning individual elements, services offsets and any other spatial requirements identified in the Pakenham South Employment Precinct Structure Plan.
 - g. Location and alignment of kerbs, indented parking spaces, footpaths, shared paths, bus stops and traffic controls. The shared use path should have priority over the vehicle crossovers.
 - h. The proposed minor drainage network and any spatial features requiring access.
 - i. The major drainage system, including any watercourse, lake, wetland, sediment pond rain gardens, bio-infiltration system and/or piped elements showing preliminary sizing.
 - j. Overland flow paths (100 year ARI) to indicate how excess runoff will safely be conveyed to its destination.
 - k. Drainage outfall system (both interim and ultimate), indicating legal point of discharge and any access requirements for the construction and maintenance.
 - l. A table of offsets for all utility services and street trees.
 - m. Preliminary location of reserves for electrical kiosks.
 - n. Traffic management plan showing, traffic control devices and large vehicle turning overlays.
 - o. Works external to the site, including both interim and ultimate access requirements.
 - p. Intersections with Category 1 roads showing interim and ultimate treatments.
 - q. Drainage and sewerage outfalls including any easements required over other property.
8. 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.
9. Before the development is occupied, industrial type vehicle crossovers as shown on the approved plans must be constructed generally in accordance with AS2890.2 with pavement composition selected from EDCM 503 standards to the satisfaction of the Responsible Authority.
10. Before the development is occupied, the proposed lot must be titled and all road and streetscapes providing access to the lot must be designed, constructed and operational in accordance with approved detailed design (engineering plans) to the satisfaction of the Responsible Authority, including:
- a. Koo Wee Rup Road / Greenhills Road intersection (PSP ref. IN-01) upgrade to the ultimate signalised intersection.
 - b. Greenhills Road/Commercial Drive/Meadow Parade roundabout (PSP ref. IN-02).
 - c. Duplication of Greenhills Road between IN-01 and IN-02 (PSP ref. RD-01) and site access arrangements.
 - d. Meadow Parade between IN-02 and Waddell Loop including centre median, shared path and site access arrangements.

- e. Roundabout at Meadow Parade/Waddell Loop catering for B-double vehicles.
 - f. Waddell Loop from Meadow Parade/Waddell Loop roundabout to the loading dock access point.
11. Before the development is occupied, or by such later date as approved in writing by the Responsible Authority, the areas set aside for accessways, crossovers, circulation and car and bicycle parking as shown on the endorsed plans must be:
 - a. Constructed;
 - b. Properly formed to such levels that they can be used in accordance with the plans;
 - c. Drained;
 - d. Line-marked to indicate each car space and all access lanes; and
 - e. Clearly marked to show the direction of traffic along access lanes and driveways.To the satisfaction of the Responsible Authority.
 12. Before the development is occupied, outfall drainage for the development must be designed and constructed to a point of discharge approved by and to the satisfaction of the Responsible Authority and in accordance with plans and specifications approved by the Responsible Authority.
 13. Before the development is occupied a maintenance manual in accordance with the Water Management Plan prepared by ACOR Consultants Pty Limited dated 8 October 2025 must be submitted to the Responsible Authority and be to the satisfaction of the Responsible Authority. All works must be in accordance with the Water Management Plan.
 14. 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.
 15. Before the development is occupied, a Memorandum of Authorisation (MOA) from the Department of Transport approving any formal zebra crossing must be obtained to the satisfaction of the Responsible Authority. The two (2) zebra crossings on the main north-south access through the site must be on raised platforms and designed with flashing lights to the satisfaction of the Responsible Authority.

Signage

16. The location and details of the signs, including those on supporting structures, as shown on the endorsed plan/s, must not be altered without the written consent of the Responsible Authority.
17. The sign/s must not be illuminated by external or internal light except as approved by this permit.
18. The illumination of the sign/s must not detrimentally affect the amenity of the area through the emission of light beyond the boundary of the subject land.
19. The sign/s must not:
 - a. Contain any flashing light.
 - b. Dazzle or distract drivers due to its colouring.
 - c. Be able to be mistaken for a traffic signal because it has, for example, red circles, octagons, crosses or triangles.
 - d. Be able to be mistaken as an instruction to drivers.
20. The sign/s must be displayed and maintained to the satisfaction of the Responsible Authority.

General

21. The use and development of the land must be in accordance with the plan/s endorsed under this permit and subject to the conditions set out in this permit.

22. Sediment control measures must be undertaken during construction to the satisfaction of the Responsible Authority to ensure that the development of the 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.
23. Stormwater works must be provided on the subject land so as to prevent overflows onto adjacent properties.
24. 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.
25. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the Responsible Authority.
26. The development must be provided with reticulated water and sewerage, underground power and telecommunications connections to the satisfaction of the Responsible Authority.
27. Concrete structures must be designed for a non-aggressive to mild aggressive soil exposure classification in accordance with AS2159-2009 to the satisfaction of the Responsible Authority. A corrosion allowance for any steel pile needs to be taken into account as per AS2159.
28. All external road and drainage works required as a result of the approved development must be designed and constructed in accordance with detailed engineering plans and specifications approved by the Responsible Authority. The works must comply with the standards nominated in the Victorian Planning Authority (VPA) produced "Engineering Design and Construction Manual for Subdivision in Growth Areas".
29. 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.
30. All waste generated by the use of the land must be managed in accordance with the approved waste management plan.
31. 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 least-reflective nature.
32. 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.
33. The development must be managed so that the amenity of the area is not detrimentally affected through the:
 - a. Transport of materials, goods or commodities to or from the land.
 - b. Appearance of any buildings, works or materials.
 - c. Emission of noise, artificial light, vibration, small, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil.
 - d. Presence of vermin.To the satisfaction of the Responsible Authority.
34. The areas shown on the endorsed plan/s for car and bicycle spaces and vehicle accessways must be kept clear of obstructions, made available for use by vehicles at all times and thereafter maintained to the satisfaction of the Responsible Authority.
35. The loading and unloading of delivery vehicles must only be carried out within the designated loading bay/s and must not disrupt the circulation and parking of vehicles. The maximum size (length) of vehicles permitted to access the site is

limited to 26m B-Double vehicles via the Main Truck access and 19m fuel tankers via the Fuel Truck access.

36. Except with the written consent of the Responsible Authority the premises may operate only between the following hours:
 - a. Restricted retail premises – 10am till 8.30pm Monday to Friday and 10am till 6.30pm Saturday and Sunday.
 - b. Service station – 6am till 9.30pm seven days a week.

South East Water

37. Prior to the commencement of the uses allowed by the planning permit, all recommendations included in the endorsed Odour Amenity Impact Assessment (prepared by Tonkin & Taylor, dated 04/2026) must be implemented to the satisfaction of the Referral Authority.
38. Within six months of completion of the expanded South East Water treatment plant at 1070 Koo Wee Rup Road, Pakenham, or as otherwise agreed with the Referral Authority, the permit holder must undertake an Odour Amenity Impact Assessment. The assessment must be prepared to the satisfaction of the Responsible Authority by a suitably qualified professional, and must:
 - a. Be prepared in accordance with EPA Publication 1883 (or as amended);
 - b. Confirm any assumptions made relating to odour emanating from 1070 Koo Wee Rup Road;
 - c. Assess whether the mitigation measures identified in the endorsed Odour Amenity Impact Assessment (prepared by Tonkin & Taylor, dated 04/2026) are operating effectively to mitigate odour impacts at 130 Greenhills Road, Pakenham, to the satisfaction of the Responsible Authority; and
 - d. Identify and confirm the details of any additional mitigation measures required.

In the event that additional mitigation measures are required, these must be implemented within six months of the assessment report being submitted and approved, at the cost of the permit holder and to the satisfaction of the Referral Authority.
39. Prior to the commencement of the use, the permit holder must prepare and implement an Odour Communication Strategy to the satisfaction of the Responsible Authority. The strategy must outline how customers, staff and visitors will be informed that the land is located within an odour buffer area associated with the Pakenham Water Recycling Plant, and that odour impacts may be experienced from time to time. Any complaints received in relation to odour from the Water Recycling Plant must be directed to and addressed by the permit holder.

Melbourne Water

40. Before the commencement of works, a separate application for any new or modified stormwater connection to Melbourne Water's drains or watercourses must be made to and approved by Melbourne Water.
41. Before a certificate of occupancy for the proposed development is issued, all interim drainage infrastructure must be constructed (having received a certificate of practical completion) in accordance with the Cardinia Business Park Stormwater Management Plan prepared by KLM Spatial dated 5 May 2025 (Version 1) to the satisfaction of Melbourne Water and Council.
42. Before the commencement of works, the land must be filled 300mm above the 1 in 100 year flood level associated with an existing or proposed Melbourne Water pipeline or 600mm above the 1 in 100 year flood level associated with an existing or proposed Melbourne Water waterway, wetland or retarding basin; whichever is greater. A certified survey plan (CSP) must be prepared demonstrating this has been achieved to Melbourne Water's satisfaction. The CSP must be prepared by or

- under the supervision of a licensed land surveyor, and clearly show the finished levels reduced to Australian Height Datum (AHD) and the 1% AEP flood levels associated with the existing or proposed Melbourne Water asset.
43. Before the commencement of works, the Owner shall enter into and comply with an agreement with Melbourne Water Corporation for the acceptance of surface and storm water from the subject land directly or indirectly into Melbourne Water's drainage systems and waterways and other matters in accordance with the statutory powers of Melbourne Water Corporation.
 44. Any new fencing or gates must be an open/permeable style (minimum 50% permeable) to allow for the passage of floodwater (timber paling fencing is acceptable).
 45. The layout of buildings and works as shown on the plans must not be altered without the prior written consent from Melbourne Water.
 46. Pollution and / or sediment laden runoff must not be discharged directly or indirectly into Melbourne Waters drains or waterways.
 47. Local drainage must be to the satisfaction of Council.

Head Transport for Victoria

48. Prior to the endorsement of development plans, Functional Layout Plans (FLPs) must be submitted to and approved by the Responsible Authority. Once approved, the plans will be endorsed by the Responsible Authority and will then form part of the permit. The FLPs must be generally in accordance with the Concept Plan – Alternate Layout (Drawing Number G34852-03-01, Issue F, dated 02-Sep-2025 and prepared by Traffix Group), but modified to show to the satisfaction of the Head, Transport for Victoria:
 - a. the alignment and extent of the RD-01 Greenhills Road ultimate 34 metre reservation in accordance with the Pakenham South Employment Infrastructure Contributions Plan (ICP), including land to be set aside for arterial widening;
 - b. a cross-section consistent with the PSP and ICP, showing verge widths, 3.0 m shared user path, landscape zones, and bus-capable carriageways;
 - c. the ultimate Left-in/Left-out access location to the proposed development, including a deceleration lane within the property boundary to the easternmost access point in accordance with Austroads Guidelines;
 - d. a bus stop in an appropriate location in accordance with the Department of Transport and Planning's Indented Bus Bay Guidelines;
 - e. a 3.0 metre wide shared user path along the southern side of Greenhills Road and necessary pedestrian and cyclist crossings and priority treatments;
 - f. sufficient setback from the carriageway and shared user path;
 - g. associated works required to integrate the access and road widening outcomes; and
 - h. land set aside as road, clearly labelled 'Road'.
49. Once the Functional Layout Plans required under Condition 48 are approved, amended development plans must be submitted to and approved by the Responsible Authority. The plans must be generally in accordance with the plans (Project No. NA230819, Issue E, dated 16.06.2025 and prepared by Group GSA), but modified to show the roadworks and associated transport infrastructure shown in the approved Functional Layout Plans, to the satisfaction of the Head, Transport for Victoria.
50. Subsequent to the approval of the Functional Layout Plans and development plans, and prior to the commencement of any roadworks on Greenhills Road required by this permit, the permit holder must submit detailed engineering design plans to the Responsible Authority for approval, following review by the Department of Transport and Planning (Project Advice Team).

51. Prior to the occupation of the development, the required roadworks on Greenhills Road, as shown on the approved detailed design plans, must be completed to the satisfaction of and at no cost to the Responsible Authority.
52. Prior to the commencement of any works within or affecting Greenhills Road:
 - a. Detailed engineering design drawings must be submitted to the Department of Transport and Planning (Project Advice Team) for review and endorsement under the External Works approval process. The endorsed plans will form part of this permit and must be implemented to the satisfaction of the Head, Transport for Victoria.
 - b. Any land required for the ultimate widening of Greenhills Road, as shown on the approved Functional Layout Plans, must be set aside and vested in the Head, Transport for Victoria as a public road at no cost to the Responsible Authority or the Department of Transport and Planning.
53. All works required by or under this permit, including roadworks, drainage, bus stops and associated land dedication, must be constructed or provided at no cost to the Department of Transport and Planning or the Responsible Authority.
54. Unless otherwise agreed in writing by the Head, Transport for Victoria, prior to the occupation of the development hereby approved, the Koo Wee Rup Road/Greenhills Road signalised intersection must be completed and available for use to the satisfaction of and at no cost to the Head, Transport for Victoria.

Expiry

55. This permit will expire if:
 - a. The development does not start within three (3) years of the date of this permit;
or
 - b. The development is not completed within five (5) years after the issue of the permit. or
 - c. The use does not start within three (3) years after 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.

Executive Summary

The purpose of this report is to consider an application to use and develop land within the Pakenham South Employment Precinct Structure Plan area for a restricted retail premises (Costco Wholesale) and service station, with associated advertising signs and car parking. The application has been brought to the Council Committee Meeting at the request of Councillors. Please refer to **Attachment 1** for the full delegates report and **Attachment 2** for the proposed development plans.

Costco Wholesale is a unique commercial offering, incorporating bulky goods retail including furniture, luggage and homewares, alongside bulk grocery sales, alongside medical services, alongside a food-court and tyre centre, all within one warehouse style building. This broad commercial offering is considered to best fall within the planning scheme definition of Restricted Retail Premises which allows the sale of goods and accessories which require a large area for handling, display and storage of goods and includes automotive parts, camping goods, furniture, bedding, homewares, household appliances, office equipment and sporting goods. The definition also allows the sale of food, clothing and footwear.

Suitable sites for Costco Wholesale generally need to be a minimum of five hectares, with good access to transport networks. Such site requirements are commonly found within industrial areas, which typically consist of larger lots, with arterial road access. The subject site

is located on the corner of Kooweerup Road and Greenhills Road and is 6.2 hectares in size. The land has approval for subdivision, which is currently under construction. Please refer to **Attachment 3** showing the location of the site and subdivision.

Planning policy around the use and development of industrial land for non-industrial purposes is an important consideration for this application, given the Pakenham South Employment Precinct is identified as state significant industrial land. It should be noted that all industrial areas within Cardinia Shires employment precinct structure plan areas are of state significance and for the most part are in the early stages of development, containing considerable amounts of vacant industrial land which is yet to be developed. These precincts being Cardinia Road Employment, Pakenham South Employment and Officer South Employment contain over 800 hectares of industrial land, allowing for significant industrial use and development in the future. Whilst the proposal is not an industrial land use, it is considered suitable within an industrial setting, being a large-scale bulky goods commercial offering.

Pakenham South Employment Precinct Structure Plan was approved 1 August 2024. The structure plan vision highlights the importance of the precinct as an employment centre which provides for local service industry needs, general industry as well as for larger anchors to cater for the metropolitan and national markets. The vision also considers the diverse mix of industrial, manufacturing, warehousing and commercial jobs to be created within this precinct. The precinct structure plan contains a number of requirements and guidelines for development. The use and development as proposed, is considered to suitably align with the structure plan.

The structure plan includes a 'Potentially odour impacted buffer' which extends 770m from the title boundary of the Pakenham water recycling treatment plant. The buffer distance is the Environment Protection Authorities (EPA) recommended separation distance from sensitive uses for mechanical sewerage treatment plants, with the facility planned to be upgraded in the future to service an equivalent population of 460,000 people in 2060. As the site falls within the buffer (Costco building is approximately 500m from the existing treatment plant) and given the recent Planning Scheme Amendment which will place a Public Acquisition Overlay on land to the north of the treatment plant for future expansion, potential odour impacts need to be considered. The application includes an odour amenity assessment at **Attachment 4**. This is an updated assessment following concerns raised by South East Water with the initial assessment. The updated assessment recommends design measures for the Costco building, including the use of positive pressure active ventilation within the building and use of air curtains at building entry points.

The planning officer recommendation is for approval on the basis that the proposal is a unique bulky goods retail offering which is appropriate within an industrial context and of a scale and form typical to an industrial building. The proposal will provide an anchor within the precinct and create much needed local employment opportunities consistent with the overarching objectives of the Pakenham South Employment Precinct Structure Plan.

Background

Prior to the application being formally lodged, pre-application discussions took place with various internal teams at Council and Costco representatives.

This is not the first time a Costco premises has been proposed within Cardinia Shire. Ethos Urban on behalf of Costco applied for a planning scheme amendment in May 2021, for land at 295 Cardinia Road Officer South, within the Cardinia Road Employment Precinct Structure Plan. The amendment sought to make changes to the planning controls to allow for the use and development of a Costco warehouse and service station. The planning controls did not allow these land-uses to be applied for at the site, thus the request to amend the planning

scheme. On 24 April 2023, Ethos Urban emailed Council officers to advise that they were withdrawing the request for planning scheme amendment. Councillors were briefed about the planning scheme amendment at the time it was lodged, however the amendment did not proceed to Council for a decision as to whether or not to seek authorisation from the Minister for Planning to prepare the amendment.

Discussion

Please refer to **Attachment 1** for the full delegates report, specifically the Assessment section which contains a detailed discussion of the application against the relevant provisions of the Cardinia Planning Scheme. The application is considered to satisfy the requirements.

Policy Implications

The proposal suitably aligns with the Liveability Plan in regard to Employment.

Financial and Resource Implications

Not applicable.

Climate Emergency Consideration

The application includes a Sustainability Management Plan prepared by NDY to assist with the design, construction, operation and management of the premises to ensure best practice from a sustainability perspective is achieved. Some amendments are required to this plan to ensure all elements are fully implemented. This can form a condition of any permit that should issue. Please refer to **Attachment 5** for a copy of the Sustainability Management Plan.

Consultation/Communication

Pursuant to Clause 66.03 of the Cardinia Planning Scheme the application was referred to Melbourne Water under Section 55 of the *Planning and Environmental Act 1987* as a determining authority, due to the Land Subject to Inundation Overlay affecting the land. They had no objection subject to Conditions.

Pursuant to Clause 66.04 of the Cardinia Planning Scheme the application was referred to South East Water under Section 55 of the *Planning and Environment Act 1987* as a recommending authority. Applications for convenience shop, crop raising, informal outdoor recreation, service station and takeaway food premises which are located within the potential odour buffer are considered to be sensitive land uses and required to be referred, noting the application proposes a service station. South East Water initially had no objection subject to conditions requiring connection to sewer and water. They then provided an updated response objecting to the application. The objection raised concerns with the information submitted with the application and the impacts on the current and future operation of the treatment plant. In response to South East Waters concerns the applicant submitted an updated Odour Amenity Impact Assessment at **Attachment 4** with specific design measures for the Costco building. South East Water now have no objection, subject to conditions, which require the recommendations within the updated odour assessment to be implemented, an additional odour assessment when the treatment plant expands and an odour communication strategy.

The application was referred to Head of Transport for Victoria for comment due to the proposed left in/left out access from Greenhills Road to access the site, noting this is a future state arterial road. They had no objection to the proposal subject to conditions.

Pursuant to Clause 37.07-13 of the Cardinia Planning Scheme the proposal is exempt from the notice requirements of Section 52(1)(a), (b) and (d) of the *Planning and Environment Act*

1987. A letter of support was received by lawyers acting on behalf of a landholder to the east of the subject land. The letter of support noted the use and development aligns with strategic planning objectives, complements existing food production and food distribution businesses already operating in the surrounding locality, and offers substantial economic and community benefits.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. It was determined that a Gender Impact Assessment (GIA) was not required as the subject matter of this report does not relate to a policy, program or service that has a direct or significant impact on the community.

Attachments

1. Attachment 1 - T250159 PA - Delegates report [7.2.1.1 - 17 pages]
2. Attachment 2 - T250159 PA - Development Plans [7.2.1.2 - 26 pages]
3. Attachment 3 - T240159 PA - Locality Plan [7.2.1.3 - 1 page]
4. Attachment 4 - T250159 PA - Odour Amenity Impact Assessment [7.2.1.4 - 39 pages]
5. Attachment 5 - T240159 PA - Sustainability Management Plan [7.2.1.5 - 18 pages]

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**APPLICATION FOR CONSIDERATION
PLANNING PERMIT
DELEGATE REPORT**



Application Details:

Proposal	Use and development of the land for restricted retail premises, service station and advertising signs.		
Applicant	Applicant – Hasnain Ikram (Ethos Urban) for Costco Wholesale Australia Pty. Ltd. Owner – Kyanite 130 Greenhills Landowner Pty Ltd		
Date Received:	17 th March 2025		
Statutory Days:	< 60 Days		
Section 50/50A/57A Amendment	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Yes, date: 8 th October 2025 amended plans updating some roadway features and removing bio-retention swales. 8 th April 2026 amended Odour Amenity Impact Assessment in response to South East Waters concerns.	
Application Number	T250159		
Planner	Lisa Hall		
Land/Address	Lot 2 PS904617S (Proposed Lot 400) 130 Greenhills Road, Pakenham		
Property No.	5000033564		
Zoning	Urban Growth Zone Schedule 6 Applied Zone: Industrial 1 Zone		
Overlay/s	Infrastructure Contributions Plan Overlay Schedule 2 Land Subject to Inundation Overlay		
Permit Trigger(s)	Clause 2.3 (UGZ6) a permit is required to use the land for a Service station. Clause 33.01-1 (INZ1) a permit is required to use the land for Restricted retail premises. Clause 31.01-4 (INZ1) a permit is required to construct a building or construct or carry out works. Clause 44.04-2 (LSIO) a permit is required to construct a building or to construct or carry out works. Clause 52.05-12 (Signs) a permit is required for business identification signage exceeding 8sqm to each premise and illuminated signage exceeding 1.5sqm. Clause 52.34-2 (Bicycle facilities) a permit may be granted to reduce the requirements of Clause 52.34-5 and 52.34-6.		
Aboriginal Cultural Sensitivity	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes; a CHMP is:	
		<input type="checkbox"/> Not required	<input checked="" type="checkbox"/> Required

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			CHMP 10517 has been prepared for the Pakenham South Employment Precinct.
Section 55 Referrals	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Yes, list below:	
	Melbourne Water (Determining) South East Water (Recommending)		
Registered restrictions on Title	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Yes, list below: Covenant – J770826 requirements around the gas pipeline easement located to the south of the development area. The proposal does not result in a breach to the covenant as the development area is located outside of the gas pipeline easement and the requirements of the covenant only relate to works within the gas pipeline easement. Notice – AH336996N Section 201 Planning and Environment Act (Land subject to GAIC) Notice – AT390573M Section 45 Melbourne Strategic Assessment (Environmental mitigation levy).	
Recommendation	<input checked="" type="checkbox"/> Permit <input type="checkbox"/> NOD <input type="checkbox"/> Refusal		
Ward Councillor communications	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Yes , item in Councillor Bulletin advising the application had been lodged.	
Documents relied on	Development plans prepared by Group GSA submitted 8 October 2025. Landscape Plans prepared by Group GSA submitted 14 October 2025. Civil Plans prepared by ACOR Consultants Issue C submitted 8 October 2025. Planning report prepared by Ethos Urban dated 5 March 2025. Traffic Engineering Assessment prepared by Traffix Group dated September 2025. Economic Impact Assessment prepared by Ethos Urban dated 12 March 2025. Sustainability Management Plan prepared by NDY dated 13 May 2025. Water Management Plan prepared by ACOR Consultants Pty Limited dated 8 October 2025. Hydro-Geomorphoc Assessment prepared by Streamology Pty Ltd dated February 2025. Waste Management Plan dated May 2025. Bushfire Risk Assessment / Bushfire Management Plan prepared by XWB Consulting dated February 2025. Odour Amenity Impact Assessment prepared by Tonkin + Taylor dated April 2026.		

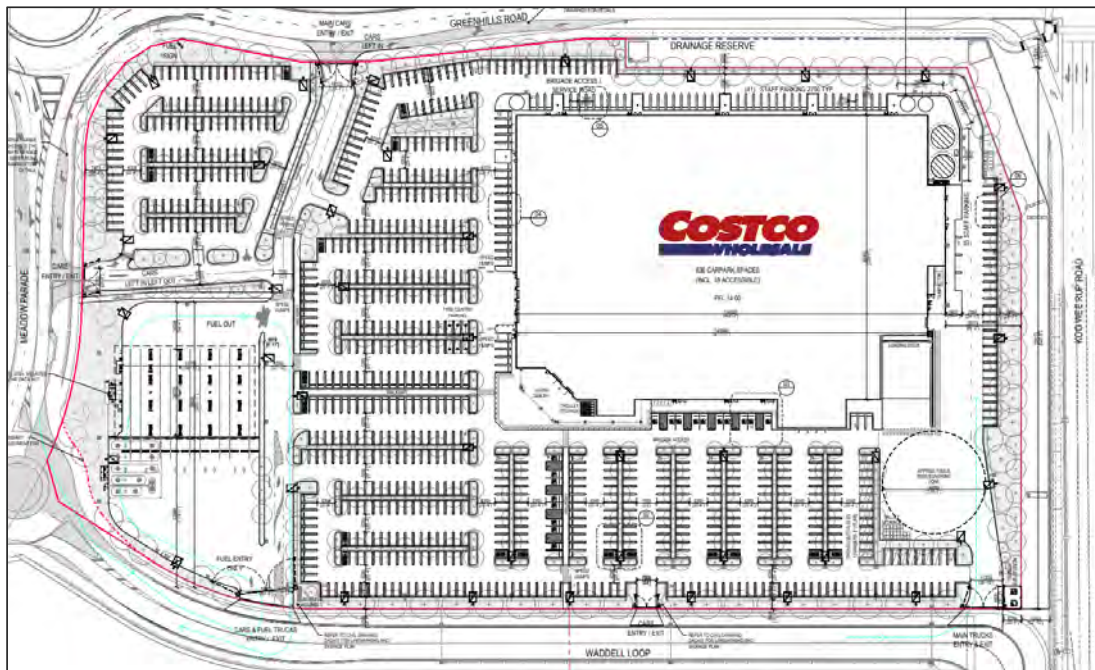
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	Copy of Title. MPL Certificate.
Full plans and documents	T250159 PA - Planning Permit Application
Plans to be endorsed?	<input type="checkbox"/> Yes, <input checked="" type="checkbox"/> No, amended plans required

Proposal

The proposal is for the use and development of the land for Restricted retail premises (Costco) and service station, with associated advertising signs and car-parking, on the corner of Kooweerup Road and Greenhills Road within the Pakenham South Employment Precinct Structure Plan (PSP) area.

The Costco warehouse is located in the north-east portion of the site (proposed Lot 400) and is 14,268sqm in size. The service station is located in the south-west corner of the site and is 1292sqm in size with 32 dispenses and includes a small building to accommodate the data processor and sales system. Advertising signs including major promotional signs and floodlit business identification signs are proposed to advertise the Costco warehouse and Costco service station. A total of 836 car parking spaces are proposed, predominately to the south and west of the Costco warehouse and 20 bicycle parking spaces are proposed, 10 for customers and 10 for employees. A total of five vehicular crossovers are proposed consisting of a left-in/left-out at Greenhills Road, left in/left out at Meadow Parade and three full accesses along Waddell Loop.



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The Costco warehouse is a large format combined retail and wholesale store for members only offering a broad range of products for sale including:

- Homewares;
- Jewellery;
- Groceries including bakery/deli;
- Alcohol;
- Clothing;
- Luggage;
- Optical centre;
- Hearing centre;
- Pharmacy services;
- Tyre centre;
- Food court.

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Hours of operation for the Costco warehouse are 10am-8.30pm Monday to Friday and 10am-6.30pm Saturday and Sunday. Hours of operation for the Costco service station are 6am-9.30pm seven days a week.

The application is seeking to open the service station, some carparking and the membership counter as the first stage (early opening) prior to the opening of the overall development.

The applicant submits that previously approved Costco warehouses within Victoria have been defined under a range of planning scheme definitions including retail premises, shop and restricted retail premises. They consider the appropriate land use to be Restricted Retail Premises as this best characterises the large format scale of the store and the sale of a wider range of bulky goods and goods in retail and wholesale quantities. Considering the land use definition at Clause 73.03 for Restricted Retail Premises, Council agrees with this land use categorisation.

Subject site & locality

An inspection of the land and the surrounding area has been undertaken. The land is located on the south-west corner of Greenhills Road and Kooweerup Road, Pakenham. The site is 6.186ha in size and is generally rectangular in shape.

The land has undergone bulk earthworks under Planning Permit T220727 and is being developed for industrial subdivision under Planning Permit T230179. A drainage easement runs generally north-south through the site and has approval to be removed under Planning Permit T230179.

Planning Permit T230179 creates new roads, including Meadow Parade which runs north-south along the western boundary of the site and Waddell Loop which will run east-west along the southern boundary of the site.

Subject site:

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Subdivision creating the site:



The main characteristics of the surrounding area are:

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North	Greenhills Road runs east-west along the northern boundary of the site. A proposed drainage easement approved under Planning Permit T230179 also runs along part of the northern boundary of the site.
South	Waddell Loop will run east-west along the southern boundary of the site. Land to the south of Waddell Loop is a future industrial lot which has planning approval for nine warehouses.
East	Kooweerup Road runs north-south along the eastern boundary of the site. A proposed drainage easement approved under Planning Permit T230179 also runs along part of the eastern boundary.
West	Meadow Parade runs north-south along the western boundary of the site. Land to the west of Meadow Parade contains industrial lots, which have approval for development (warehouses and indoor recreation facility).

Permit/Site History

Site history

- Planning Permit T220727 was issued on 21 April 2023 for buildings and works (bulk earthworks) across lots L1 TP678120, L1 LP139971, L1 PS843342 & L2 PS843342.
- Planning Permit T230179 was issued 11 December 2024 across lots L1 TP678120T, L1 PS904617S, L2 PS904617S, L2 PS843342T, L3 PS843342T for the subdivision of land in stages, removal of easement and associated works. The proposed lot is in accordance with the approved subdivision.

Application history

Prior to the application being lodged pre-application meeting discussions took place with various internal teams at Council and Costco representatives.

Costco history within Cardinia Shire

Ethos Urban (Planning consultant) on behalf of Costco applied for a planning scheme amendment in May 2021, for land at 295 Cardinia Road, Officer South, within the Cardinia Road Employment Precinct Structure Plan (PSP) area. The amendment sought to make changes to the PSP to allow for the use and development of a Costco warehouse and petrol station. The planning controls did not allow these land-uses to be applied for at the site, thus the request to amend the planning scheme. On 24 April 2023, Ethos Urban emailed Council officers to advise that they were withdrawing the request for planning scheme amendment, with no reasoning provided in the email. Council was briefed about the planning scheme amendment at the time it was lodged, however the amendment did not proceed to Council for a decision as to whether or not to seek authorisation from the Minister for Planning to prepare the amendment.

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Planning Scheme Provisions

Zone

The land is subject to the following zones:

- Urban Growth Zone Schedule 6 (UGZ6)
- Applied Zone – Industrial 1 Zone (IN1Z)

Overlays

The land is affected by the following overlays:

- Infrastructure Contributions Plan Overlay Schedule 2
- Land Subject to Inundation Overlay

Municipal Planning Strategy (MPS)

The relevant strategies of the MPS are:

- 02.03-5 Built environment and heritage
- 02.03-7 Economic development
- 02.04-5 Cardinia employment areas

Planning Policy Framework (PPF)

The relevant clauses of the LPPF are:

- 11.02-2S Structure planning
- 11.03-2S Growth areas
- 15.01-1S Urban design
- 15.01-2S Building design
- 15.01-1L-04 Signs
- 17.01-1S Diversified economy
- 17.01-1L Diversified economy - Cardinia
- 17.03-1S Industrial land supply
- 17.03-1L Industry
- 17.03-3S Significant industrial land
- 19.03-1S Development and infrastructure contributions plans
- 19.03-2S Infrastructure design and provision

Relevant Particular/General Provisions and relevant incorporated or reference documents

The relevant provisions/ documents are:

- Clause 52.05 Signs
- Clause 52.06 Car Parking
- Clause 52.34 Bicycle Facilities
- Clause 65 Decision Guidelines
- Pakenham South Employment Precinct Structure Plan (July 2021)
- Pakenham South Employment Infrastructure Contributions Plan (May 2023)

Planning Permit Triggers

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

- Clause 2.3 (UGZ6) a permit is required to use the land for a Service station.
- Clause 33.01-1 (INZ1) a permit is required to use the land for Restricted retail premises.
- Clause 33.01-4 (INZ1) a permit is required to construct a building or to construct or carry out works.

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- Clause 44.04-2 (LSIO) a permit is required to construct a building or to construct or carry out works.
- Clause 52.05-12 (Signs) a permit is required to display the advertising signs as proposed.
- Clause 52.34-2 (Bicycle facilities) a permit may be granted to reduce the requirements of Clause 52.34-5 and 52.34-6.

Public Notification

Pursuant to Clause 37.07-13 of the Cardinia Planning Scheme the proposal is exempt from the notice requirements of Section 52(1)(a), (b) and (d) of the *Planning and Environment Act 1987*. Clause 37.07-13 states that:

“An application under any provision of this scheme which is generally in accordance with the precinct structure plan applying to the land is exempt from the notice requirements of section 52(1)(a), (b) and (d), the decision requirements of section 64(1), (2) and (3) and the review rights of section 82(1) of the Act., unless the schedule to this zone specifies otherwise”.

The application is considered to be generally in accordance with the Pakenham South Employment Precinct Structure Plan (PSP) which applies to the subject site. Clause 6 of the UGZ6 does not specify any specific requirement for notice to be given. The proposal is therefore considered to meet the exemption of Clause 37.07-13 and is not required to be advertised.

Despite the above exemption a letter of support was received by lawyers acting on behalf of a landholder to the east of the subject land. The letter of support noted the use and development aligns with strategic planning objectives, complements existing food production and food distribution businesses already operating in the surrounding locality, and offers substantial economic and community benefits.

Referrals

External Referrals/Notices Required by the Planning Scheme:

Referrals/Notice	Referral Authority	Brief summary of response
Section 55 Referral Determining Clause 66.03 – requires referral of applications within the Land Subject to Inundation Overlay	Melbourne Water	No objection subject to conditions including requirements around stormwater connection, drainage infrastructure and filling of the land.
Section 55 Referral Recommending Clause 66.04 – requires referral of applications for service stations within the South East Water odour buffer area.	South East Water	Initially no objection subject to conditions requiring connection to drinking water, recycled water and sewer. They then provided an updated response objecting to the application. The objection raised concerns with the information submitted with the application and the impacts on the current and future operation of the treatment plant. Following submission of an updated Odour Amenity Impact Assessment no objection subject to conditions requiring the recommendations within the odour assessment being implemented, an

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		additional odour assessment being undertaken when the treatment plant expands and the preparation and implementation of an Odour Communication Strategy.
Notice Comments sought due to proposed left in/left out access from Greenhills Road, noting Greenhills Road is a future state arterial road.	Head of Transport for Victoria	Initially requested some additional information and queried the type of referral. No objection subject to recommended advisory conditions to ensure appropriate integration with the future arterial road network.

Internal Referrals

Internal Referral	Council	Advice/ Response/ Conditions
▪ <i>Engineering</i>		Recommended a number of conditions to be included on any permit that should issue.
▪ <i>Traffic</i>		Recommended a number of requirements to be included on any permit that should issue.
▪ <i>Landscape</i>		Recommended standard conditions for any permit that should issue.
▪ <i>Urban Design</i>		Recommended provision of safe pedestrian routes through the carparking and tree canopy coverage through the car park.
▪ <i>Waste Management</i>		Recommended standard conditions for any permit that should issue.

Assessment

Planning Policy Framework

The proposal has been considered against the Planning Policy Framework including Clause 15.01-1L-04 Signs, Clause 15.01-2S Building design, Clause 17.03-1S Industrial land supply and Clause 17.03-3S Significant industrial land.

Clause 15.01-1L-04 - Signs
Industrial and restricted retail signs

Clause 15.01-1L-04 objectives – To ensure advertising signs are consistent with the surrounds whilst ensuring that businesses have adequate opportunities to identify their business; and 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 policy includes guidelines around signage for industrial and restricted retail areas to ensure signs do not appear as a dominant feature of a building or its surrounds. The signage as proposed is consistent with these guidelines in terms of design, location and extent of signage proposed.

Clause 15.01-2S – Building Design

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

The siting of the building at the corner of Greenhills Road / Kooweerup Road is appropriate, with greater height and articulation at this locality. The development suitably addresses all road frontages, with the buildings providing appropriate articulation and materiality, with associated landscaping along all frontages. The development considers sustainability, through the inclusion of a Sustainability Management Plan prepared by NDY to assist with the design, construction, operation and management of the premises to ensure best practice from a sustainability perspective is achieved. Some amendments are required, to ensure all elements are fully implemented. This can form a condition of any permit that should issue.

Clause 17.03-1S objective - To ensure availability of land for industry.

The policy includes the following strategies:

- Provide an adequate supply of industrial land in appropriate locations including sufficient stocks of large sites for strategic investment.
- Protect and carefully plan existing industrial areas to, where possible, facilitate industrial development.
- Preserve locally significant industrial land for industrial or employment generating uses, unless long-term demand for these uses can be demonstrably met elsewhere.
- Avoid approving non-industrial uses that will prejudice the availability of land in identified industrial areas for future industrial use.

Clause 17.03-3S objective - To protect significant industrial land.

The policy includes the following strategies:

- Protect state significant industrial precincts from incompatible land uses to allow for future growth.
- Ensure sufficient availability of strategically located land for major industrial development particularly for industries and storage facilities that require significant threshold distances from sensitive or incompatible uses.

The subject site is located within the State Significant Industrial Land (Future) area as depicted in the mapping below:



State Significant Industrial Land mapping (light brown – future, dark brown – existing) – source: [Vicplan](#)

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The proposal is a significant employment generating use which will create in the order of 250 jobs, once operational. Costco is not a typical commercial offering, incorporating bulky goods retail including furniture, luggage and homewares, alongside bulk grocery sales, alongside medical services, alongside a food-court and tyre centre, all within one warehouse style building. Suitable sites generally need to be a minimum of five hectares, with good access to transport networks. Such site requirements are commonly found within industrial areas, which typically consist of larger lots, with arterial road access.

Cardinia Shire contains a significant amount of vacant industrial land, principally within the Pakenham South and Officer South Employment Precinct Structure Plan areas, with these precincts containing over 650ha of industrial land. In addition, Cardinia Road Employment Precinct contains 186ha of industrial land, much of which is vacant / under development. All industrial land with Cardinia Shires employment precinct structure plan areas is identified as state significant.

In terms of compatibility, this unique commercial offering is not a sensitive land-use and is considered suitable within an industrial context, noting the bulky goods/warehouse retail offering and the successful establishment of Costco premises within industrial areas throughout metropolitan Melbourne, including Costco Adeer at 740 Ballarat Road, Adeer. The building is of a scale and form typically seen within industrial precincts, with the building presenting as a warehouse style development, albeit with significantly more carparking than that of a warehouse.

Zone

Urban Growth Zone

The land is zoned Urban Growth Zone 6 (UGZ6) with the applied zone Industrial 1 Zone (IN1Z). Clause 2.3 of the UGZ6 contains specific provisions for Service Station (Section 2 use - permit required as within the Pakenham Water Recycling Plant odour buffer). The UGZ6 has no specific provisions for Restricted Retail Premises.

The UGZ6 contains a number of application requirements, which have been provided with the application.

- A Landscape plan prepared by Group GSA Rev A dated 14 October 2025 was submitted as part of the application. The plan proposes the planting of 317 trees around the perimeter of the site and throughout the site, achieving 25% tree canopy cover. The plan is satisfactory to Council's Landscape Team.
- A Water Management Plan prepared by ACOR Consultants dated 8 October 2025 was submitted as part of the application. The plan provides details of the stormwater drainage system for the site. The plan is satisfactory to Council's Engineering Team subject to conditions.
- The Hydro-Geomorphic Assessment prepared by Streamology Pty Ltd dated February 2025 was submitted as part of the application. The assessment provides details of hydrogeological conditions and does not require any specific mitigation measures for the development. Council's Engineering Team did not raise any concerns with this assessment.
- A Bushfire Risk Assessment/Bushfire Management Plan prepared by XWB Consulting dated February 2025 was submitted as part of the application. The information showed how a 19m setback from bushfire risk could be readily achieved, noting the surrounding road networks. No external referral is required from a bushfire risk perspective.
- A Waste Management Plan dated May 2025 was submitted as part of the application. The plan outlined the operational and management processes that will be implemented for waste collection and management. The waste management plan is satisfactory to Council's Waste Management Team.
- A Traffic Engineering Assessment prepared by Traffix Group dated September 2025 was submitted as part of the application. Council's Traffic Team have considered the traffic assessment including the traffic to be generated by the proposal and have requested a number of permit conditions, including some upgrades to the road network to accommodate the proposal.

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- An updated Odour Amenity Impact Assessment prepared by Tonkin + Taylor dated April 2026 was submitted as part of the application following South East Waters objection. The assessment recommends design measures for the Costco building, including the use of positive pressure active ventilation within the building and use of air curtains at building entry points.
- A Sustainability Management Plan prepared by NDY dated 13th May 2025 was submitted as part of the application. Some amendments are required, which can form a condition of any permit that should issue.
- An Economic Impact Assessment prepared by Ethos Urban dated 12 March 2025 was submitted as part of the application. The assessment presents an economic need and impact assessment of the proposal. The assessment identifies that the project will bring the following economic benefits:
 - \$74 million direct investment into the economy from construction.
 - \$61 million total value added during construction including \$17 million in direct value added.
 - 420 job years of total employment supported in the construction industry including 100 direct job years.
 - Once complete and operational \$41 million of total value added is expected each year.
 - 320 FTE total jobs, including 250 FTE jobs at Costco Pakenham.

The use of the land for a service station requires a permit under the UGZ6, due to the land falling within the South East Water odour buffer area, with the Pakenham Water Recycling Plant located approximately 420 metres to the south-east of the site. The application has been referred to South East Water and who have no objection to the proposal, including the proposed service station component, within the buffer area, subject to conditions. It should be noted that a service station is generally not considered to be a sensitive land use, however under the UGZ6 convenience shop, crop raising, informal outdoor recreation, service station and takeaway food premises are the land uses which require a permit if located within the buffer area.

Industrial 1 Zone

A permit is required under the Industrial 1 Zone to use the land for Restricted Retail Premises and for buildings and works.

The purpose of the INZ1 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.*

Decision guidelines include:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The effect that nearby industries may have on the proposed use.
- The effect of traffic to be generated on roads.
- Streetscape character.
- Built form.
- Parking and site access.

Costco is a large-scale commercial land use operating within an industrial style warehouse building, along with the service station development. Whilst not an industrial land use, the proposal is considered compatible within this developing industrial area, with a number of larger warehouse developments already approved/under construction within the precinct. Noting the site is on the periphery of the UGZ6 and State Significant Industrial Land, the use is not expected to prejudice existing or future industrial uses in the vicinity, and the proposed hours of operation for both the Costco Wholesale and the Costco service station are considered appropriate and will not disrupt established uses. Planning Policy does not require absolute exclusivity where alternate uses within the Industrial 1 Zone can contribute to

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strong economic outcomes without prejudicing core industrial activities. Unlike traditional retail, bulky goods premises require a large floor area, high clearance buildings, substantial storages areas and a high portion of land allocated for car parking. This use also typically relies on arterial road access rather than pedestrian oriented activity/commercial centres. Council considers that this location reduces land use conflict and avoids drawing activity away from established retail centres. Council also considers that the standard warehouse design can be easily re-purposed for an industrial use in the future. The use and development are considered functionally and physically compatible with surrounding industrial activities.

The development appropriately responds to the surrounding landscape and character of the area and is consistent with approved development within the estate. The Costco warehouse is located at the corner of Greenhills Road / Kooweerup Road, providing additional height and articulation to this corner. The built form of the Costco warehouse to the other road frontages being Meadow Parade and Waddell Loop is also considered appropriate with suitable materials, articulation and landscaping. The service station is located at the corner of Meadow Parade and Waddell Loop and provides a suitable interface to this corner. Overall, the design is considered to suitably accord with Clause 15.01-2S Building Design of the Planning Policy Framework, the decision guidelines of the INZ1 and the requirements and standards of the Precinct Structure Plan.

The road network approved under the subdivision permit T230179 combined with the changes proposed by this application to facilitate access into the site will deal with the substantial traffic to be generated by the development. The on-site parking will accommodate patrons using the facility and is significantly more than the rates listed within the planning scheme – refer to the Clause 52.06 assessment for further details.

Pakenham South Employment PSP

The PSP vision highlights the importance of the precinct as an employment centre which provides for local service industry needs, general industry as well as for larger anchors to cater for the metropolitan and national markets. The vision goes onto acknowledge that businesses requiring larger lots and buffer distances will be attracted to the precinct with its limited environmental and topographical issues and accessibility to infrastructure, nearby services and freight connections. The vision also highlights that a diverse mix of industrial, manufacturing, warehousing and commercial jobs within the precinct will enable residents living in Cardinia the opportunity to work closer to home and reduce commute times.

The PSP objectives include the following:

- Create a high amenity industrial and commercial precinct to attract a diversity of different businesses and employers.
- Capitalise on the precinct gateways with strong built form on the corner of McGregor and Greenhills Roads and Healesville-Koo Wee Rup and Greenhills Roads.
- Ensure separation distance from the Pakenham Water Recycling plant is utilised to guide the pattern of uses and development in the precinct.
- Deliver a regionally significant employment precinct with the capacity to provide for approximately 3500 job opportunities including larger industrial uses such as local manufacturing, service industries, warehousing and distribution.

The PSP contains a number of elements, each with a set of requirements and guidelines.

- Image, Character, Topography and Heritage:
 - The scale of the Costco warehouse creates a positive address to adjoining roads, principally the Greenhills Road/Kooweerup Road corner which is a Gateway site. The building has been positioned to address this corner through height, decorative metal screening and signage.

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- Signage will not dominate streetscapes or the buildings.
- Setbacks are no less than 8m along Greenhills Road.
- Employment and Local Convenience:
 - The site is located within the 'odour South East Water buffer' area from the existing Pakenham Water Recycling Plant. South East Water have assessed the application and updated Odour Amenity Assessment and have no objection subject to conditions.
 - Parking is located close to the Costco warehouse.
 - The external cladding and landscaping provides visual interest.
 - Signage to the building is below a ratio of 3:1.
 - No front fencing is proposed.
 - Water tanks and service infrastructure are screened or located at the side of the building.
 - The Waste Management Plan considers an overall site approach for waste and refuse storage.
 - The Sustainability Management Plan explores environmentally sustainable design principles for the development, noting some changes are required to this plan.
- Open Space, Biodiversity, Threatened Species and Bushfire:
 - The site has been prepared, through the bulk earthworks permit. Any environmental mitigation levy requirements will need to be completed by the developer at the appropriate trigger point.
- Transport and Movement:
 - The subdivision approval creating the lot includes the delivery of the road network generally in accordance with the PSP. Additional works will be required to accommodate the Costco, including changes to Greenhills Road to accommodate the left in/left out, changes to Meadow Parade to accommodate the left in/left out and central median and a roundabout at Meadow Parade and Waddell Loop. The proposed road network, subject to conditions, is satisfactory to Council's Traffic Team.
- Integrated Water Management, Utilities, Energy and Sustainability:
 - The development includes three rainwater tanks.
 - Utilities will be delivered as part of the subdivision of the land.
- Infrastructure Delivery and Staging:
 - Prior to the occupation of the premises the subdivision and all road infrastructure external to the site will need to be delivered.

Infrastructure Contributions Plan Overlay Schedule 2

The subject land is covered by the Infrastructure Contributions Plan Overlay Schedule 2. Infrastructure delivery and ICP payments will be delivered / paid under the subdivision approval. A condition of approval will ensure that the applicable subdivision stage is completed prior to the Costco operation commencing on site.

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Land Subject to Inundation Overlay

Part of the land is affected by the Land Subject to Inundation Overlay. Purposes of the overlay include:

- To identify land in a flood storage or flood fringe area affected by the 1 in 100 year flood or any other area determined by the floodplain management authority.
- To ensure that development maintains the free passage and temporary storage of floodwaters, minimises flood damage, is compatible with the flood hazard and local drainage conditions and will not cause any significant rise in flood level or flow velocity.

Melbourne Water have assessed the application and have no objections subject to standard conditions to deal with drainage, stormwater and filling of the land.

Clause 52.05 Signs

A total of 12 advertising signs are proposed for the site, including floodlit signs, major promotional signs (attached to the warehouse) and sky sign (attached to the service station). The signs as proposed are considered satisfactory for the size and scale of the development and in line with Council’s signage policy at Clause 15.01-1L-04.

Clause 52.06 Car parking

The application includes a total of 836 car spaces, including 18 accessible spaces and 76 spaces for employee parking.

Carparking analysis:

Land use	Floor area	Planning scheme rate	Total car spaces as per planning scheme rate	Total car spaces proposed
Restricted Retail Premises	14,268sqm	3 to each 100spm of leasable floor area	428	836
Service Station	N/A	None listed	No rate listed	No dedicated parking proposed

The car parking as proposed is substantially more than the planning scheme rate. The applicant submits that the car parking rates proposed are similar to existing Costco facilities and based upon previous experience of car parking requirements for a Costco premises. Council’s Traffic Team have no issues with the proposed car parking rates or car parking layout. The parking as proposed is considered satisfactory and is expected to provide for sufficient on-site parking for customers.

Clause 52.34 Bicycle facilities

The application proposes a total of 20 bicycle spaces, 10 for customers and 10 for employees.

Bicycle spaces analysis:

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Landuse	Floor area	Planning scheme rate employee	Planning scheme rate customer/visitor	Total car bicycle spaces as per planning scheme rate	Total bicycle spaces proposed
Restricted Retail Premises (included in Shop definition)	14,268sqm	1 to each 600sqm of leasable floor area	1 to each 500sqm of leasable floor area	Employees - 24 Visitors - 29	Employees - 10 Customers - 10
Service Station	N/A	None required	None required	None required	None

A bicycle demand review for the existing Costco warehouse at Adreer (with similar floorspace to this proposal and 20 bicycle spaces) was submitted with the application. The review demonstrated that the bicycle spaces are rarely utilised owing to the nature of the use. Council's Traffic Team have assessed the proposed bicycle demand analysis and have no issues with the bicycle parking as proposed. The bulky goods nature of the business, supports a reduction in bicycle facilities, particularly for customers, noting customers will likely need to visit the site in motor vehicles or via public transport to transport goods purchased. The bicycle parking and end of trip facilities for employees is satisfactory.

Conclusion

The proposal has been assessed against the relevant provisions of the Cardinia Planning Scheme and is considered to be generally in accordance with the applicable requirements. Whilst not explicitly an industrial use, on balance considering the broader objectives under the Pakenham South Employment PSP, the proposal results in a high net community benefit. The site is suitably located with the development appropriate in an industrial setting. The proposal is therefore recommended for approval subject to conditions.



ISSUE DESCRIPTION
ISSUE FOR DA

DRAWINGS
STAGING PLAN

NUMBER
DA1103

REVISION
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DATE
02/10/2025

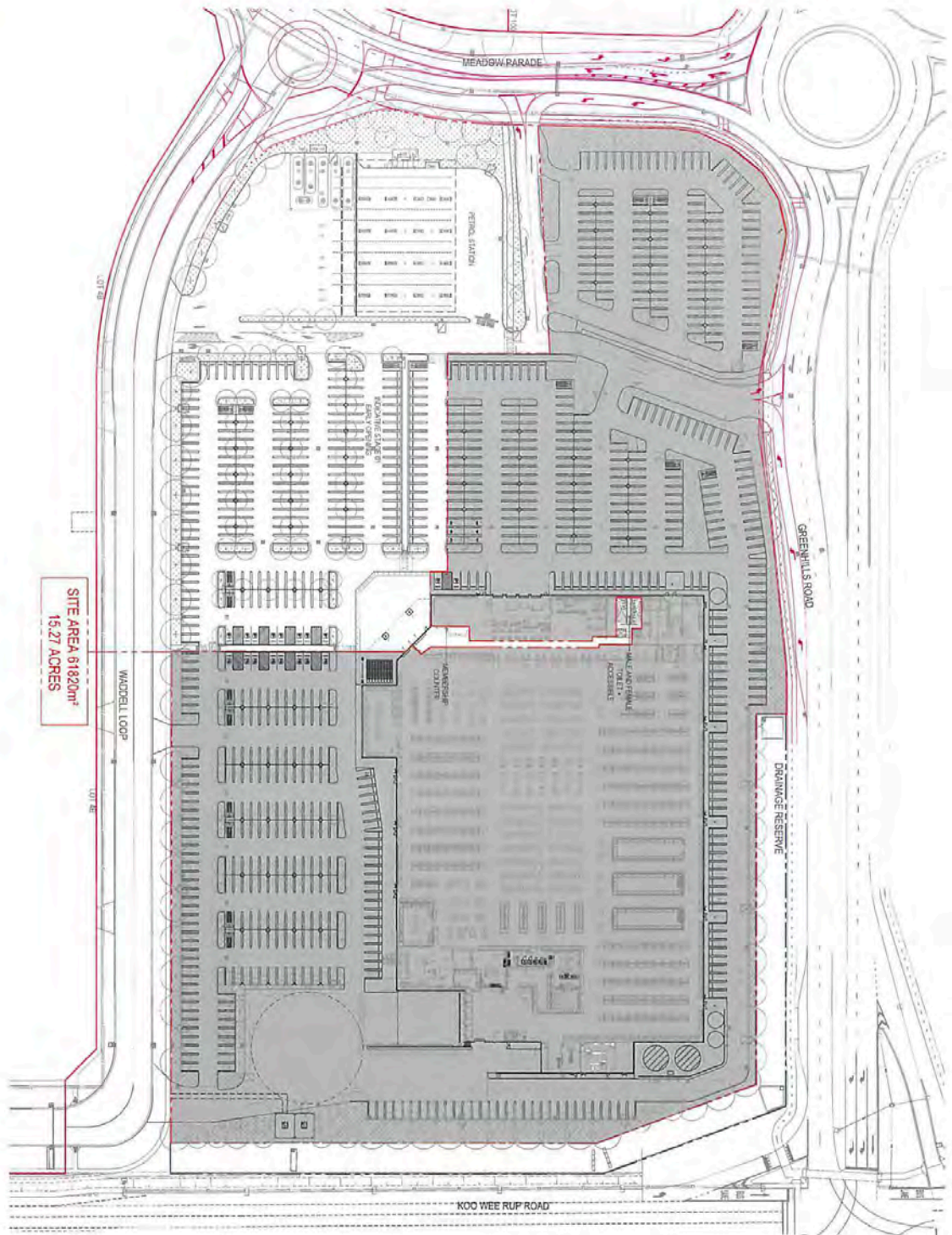
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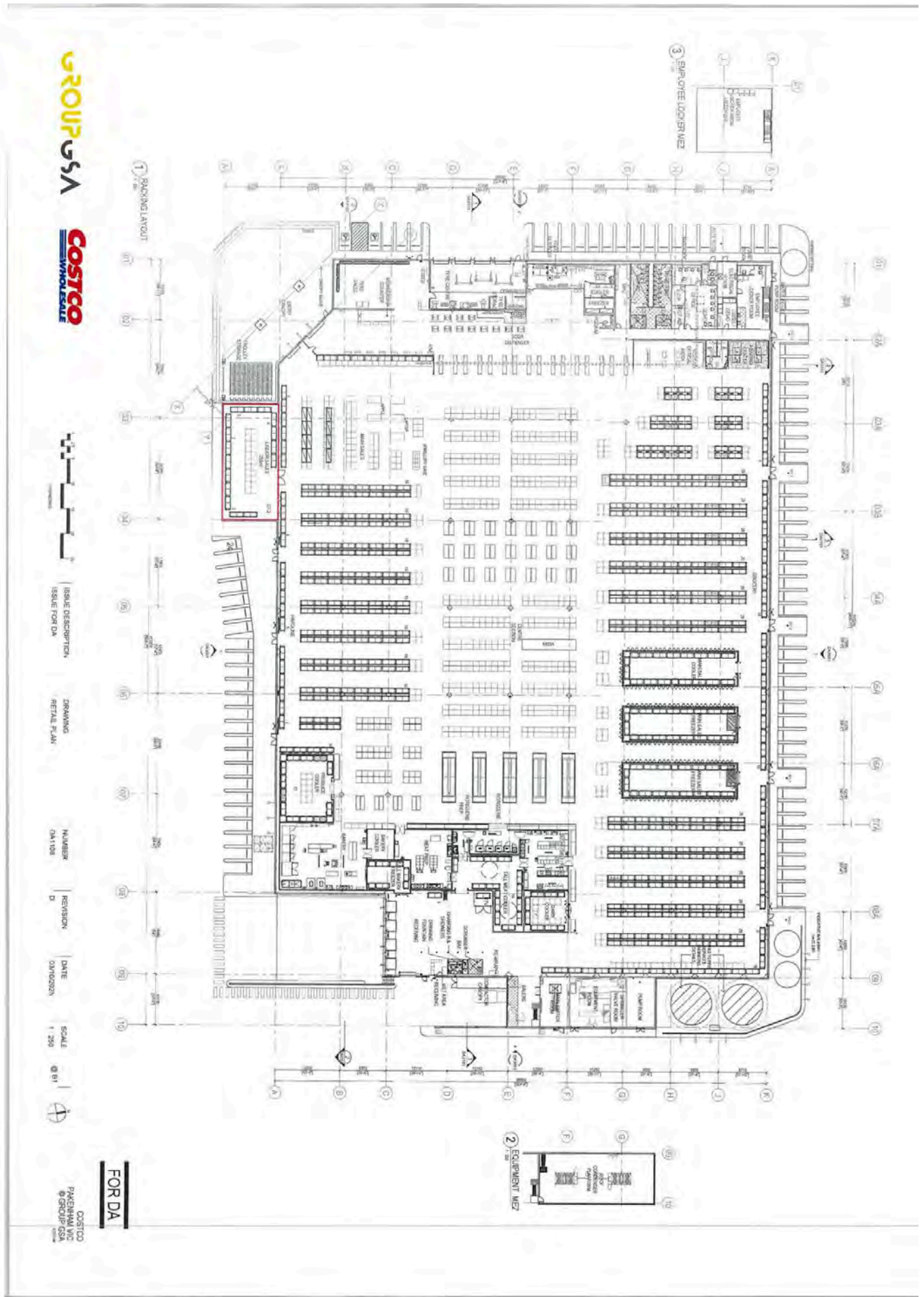
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ISSUE FOR DA

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NUMBER
R140002

REVISION
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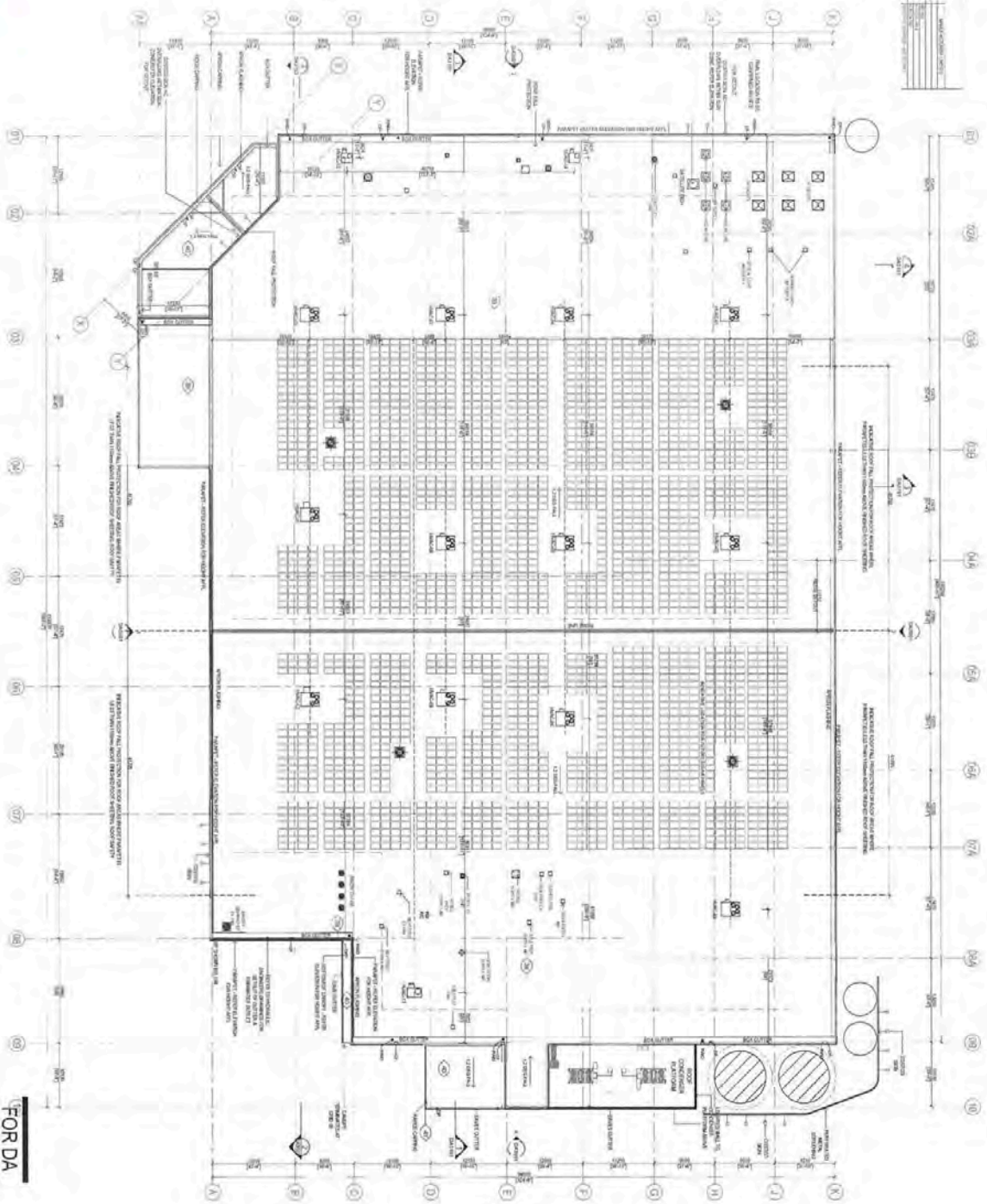
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21/07/2023

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LEGEND

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04	[Symbol]	ROOF CLIMBING
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08	[Symbol]	ROOF PLUMBING
09	[Symbol]	ROOF HVAC
10	[Symbol]	ROOF STAIRS
11	[Symbol]	ROOF ELEVATION

REVISIONS

NO.	DATE	DESCRIPTION
01	21/07/2023	ISSUE FOR DA

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COSTCO WHOLESALE

ISSUE DESCRIPTION
FOR DA

DRAWING
CONCEPT ELEVATIONS

NUMBER
DA3001

REVISION
B

DATE
21/01/2025

SCALE
As indicated

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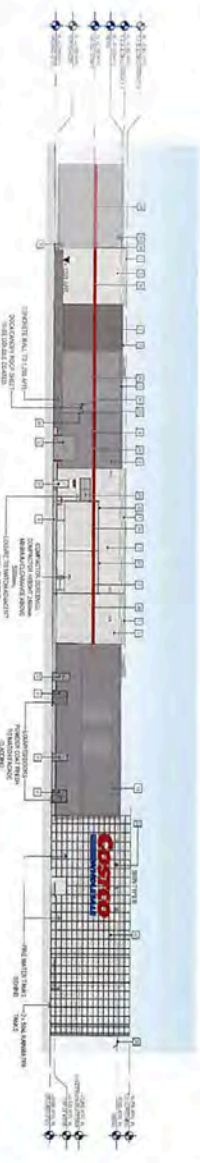
6 SIGN TYPE B - MAIN WAREHOUSE

8 SIGN TYPE C

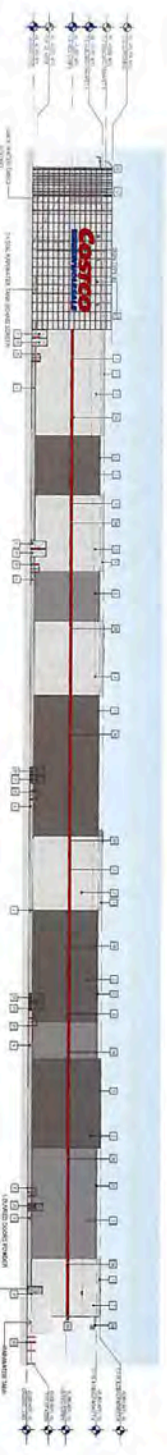


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4 EAST ELEVATION



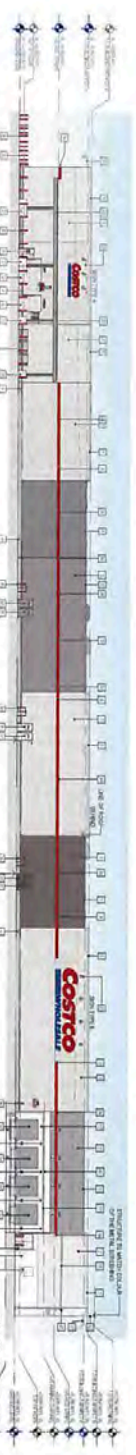
3 NORTH ELEVATION



2 WEST ELEVATION



1 SOUTH ELEVATION



NO.	DESCRIPTION	REVISION	DATE	BY	CHECKED
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2	CONCEPT ELEVATIONS				
3	REVISION B				

LINE	NO.	DESCRIPTION	REVISION
1	1	ISSUE FOR DA	
2	2	CONCEPT ELEVATIONS	
3	3	REVISION B	

ITEM	DESCRIPTION	REVISION
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2	CONCEPT ELEVATIONS	
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3	REVISION B	



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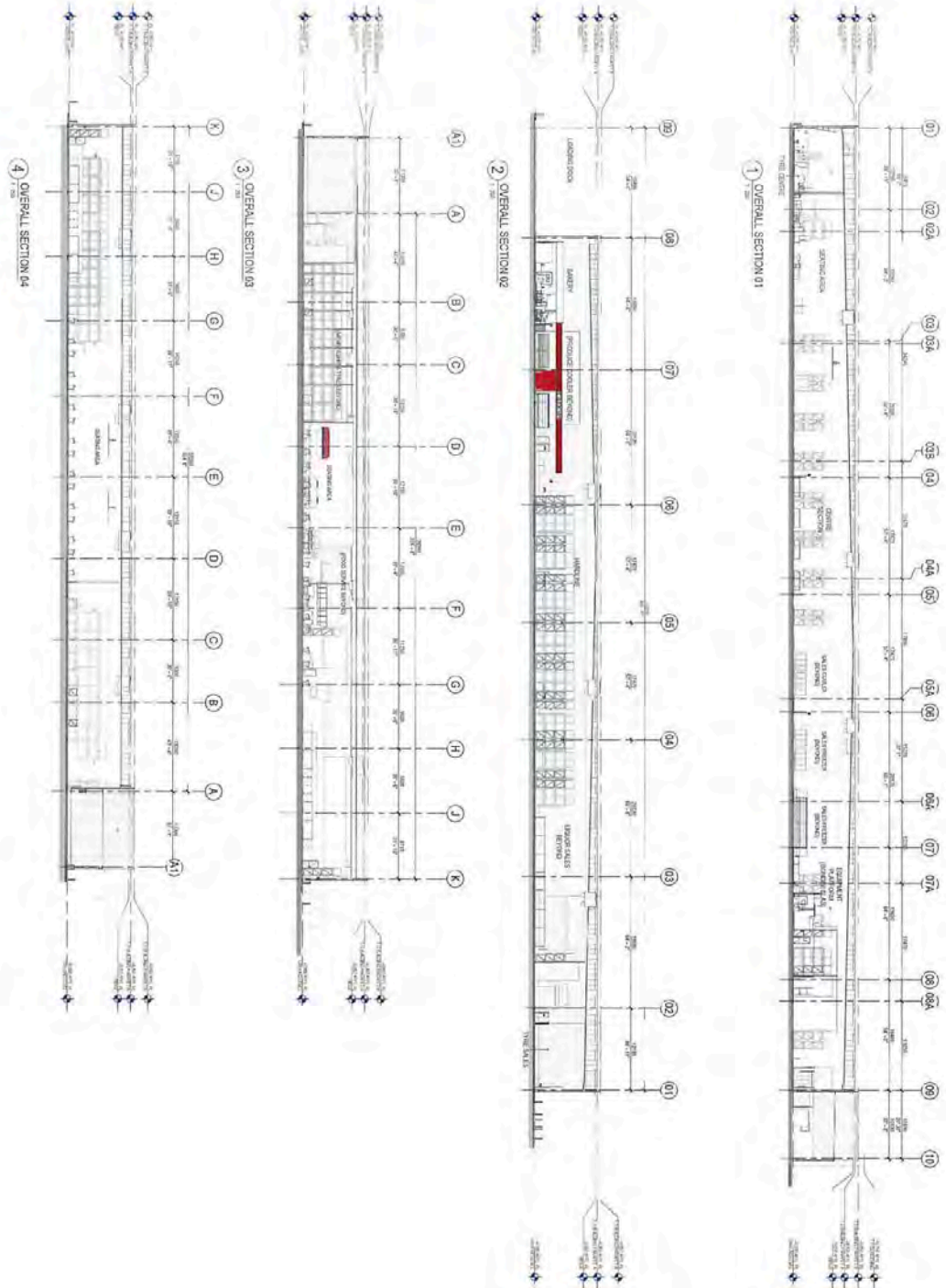
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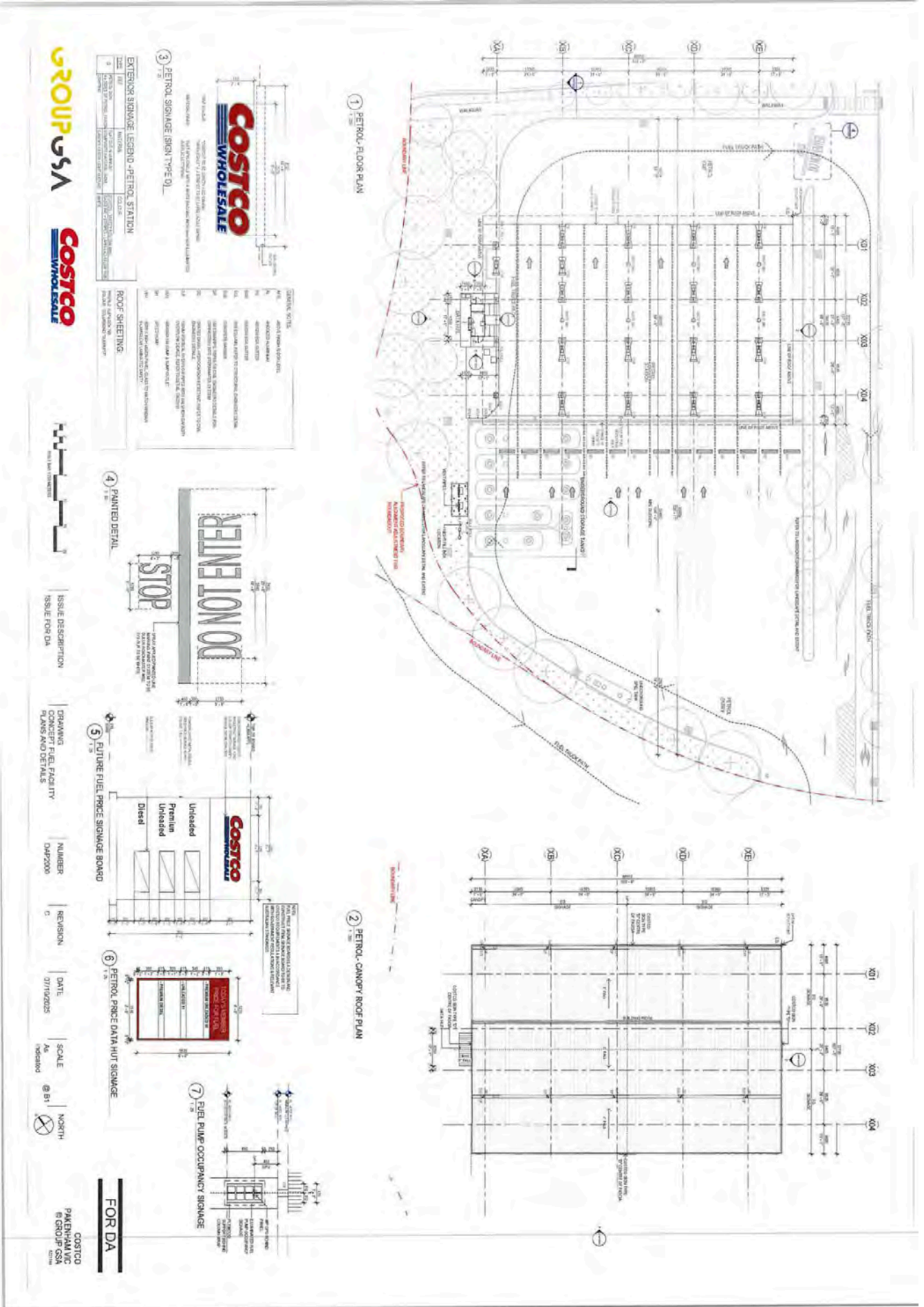
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ELEVATIONS

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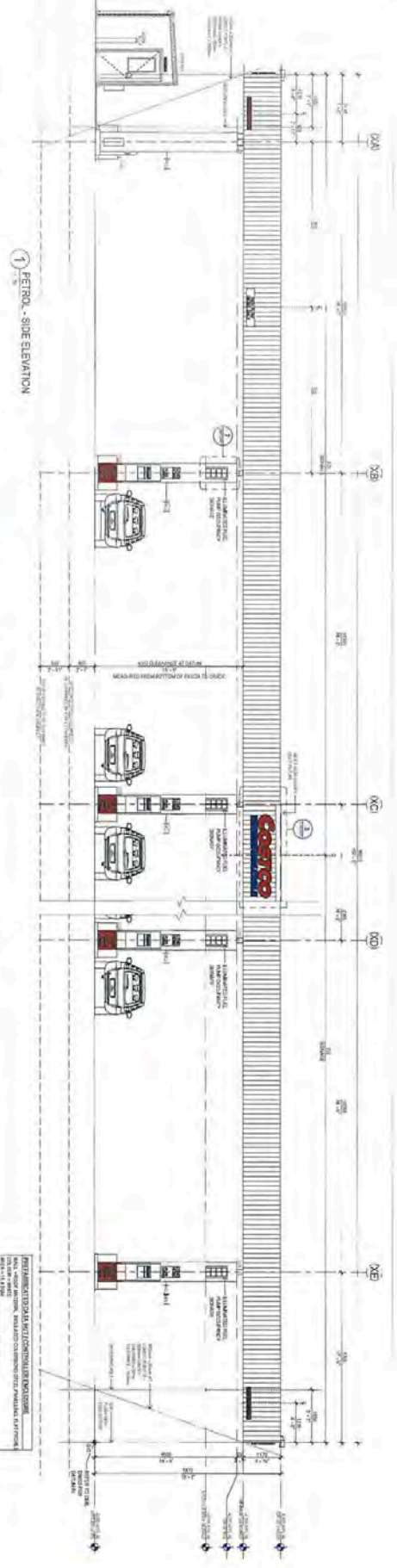
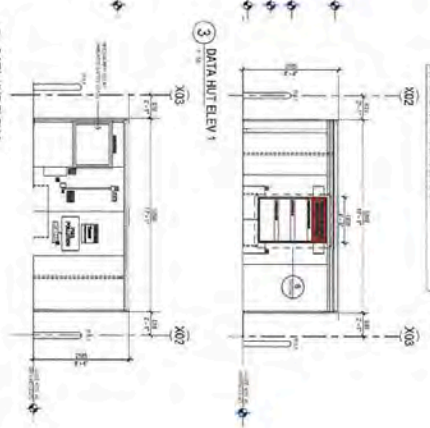
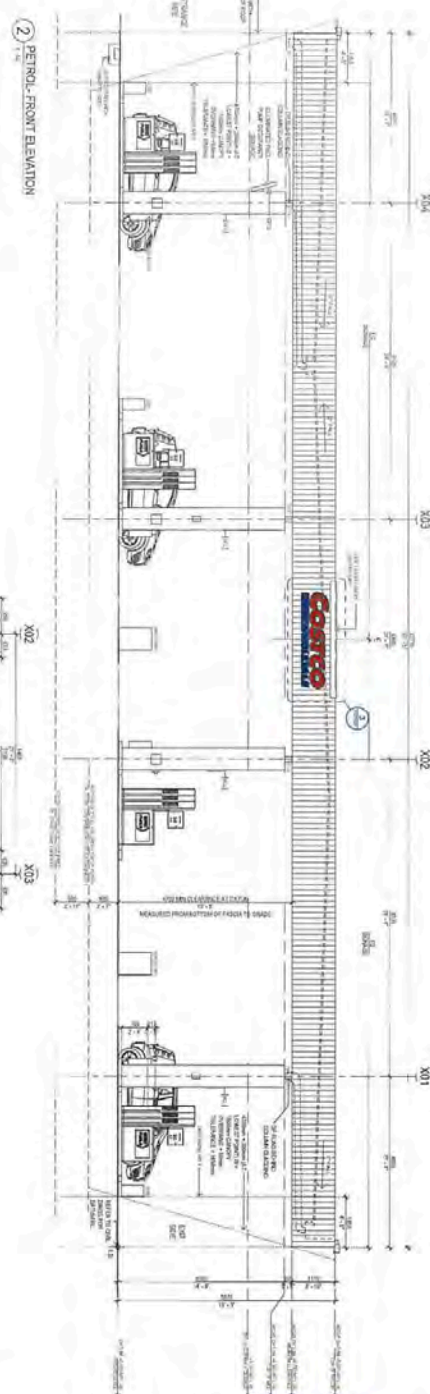
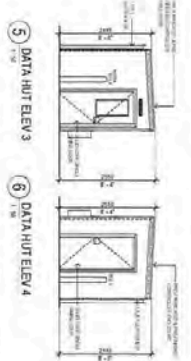
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PAENHANG INC
50000
DAE

REVISION	DATE	DESCRIPTION
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3	07/10/2025	ISSUE FOR DA
4	07/10/2025	ISSUE FOR DA
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6	07/10/2025	ISSUE FOR DA
7	07/10/2025	ISSUE FOR DA





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FUEL STATION SECTION

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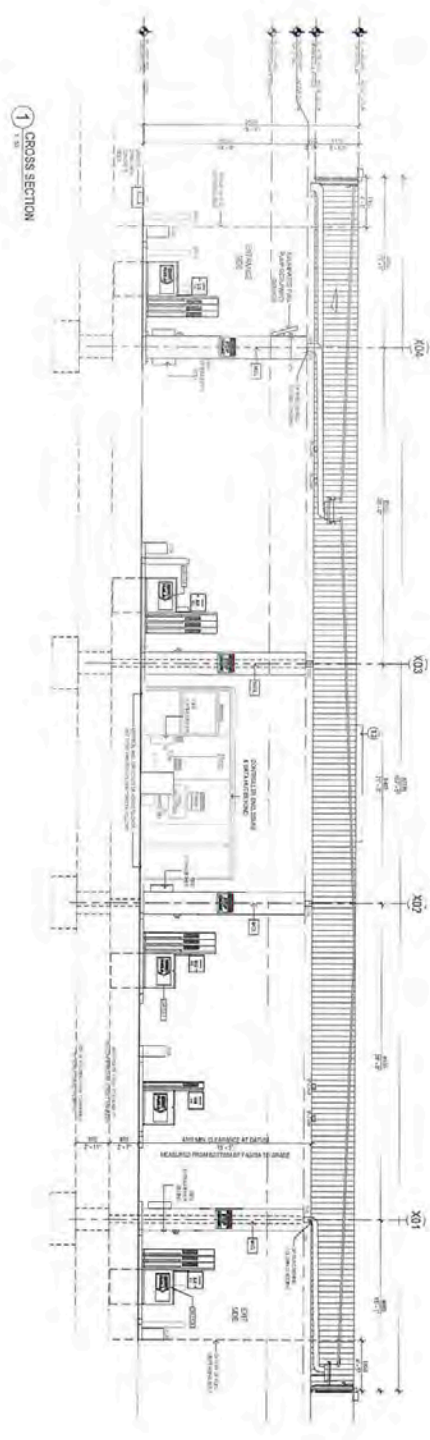
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I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS DRAWING IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF VICTORIA.

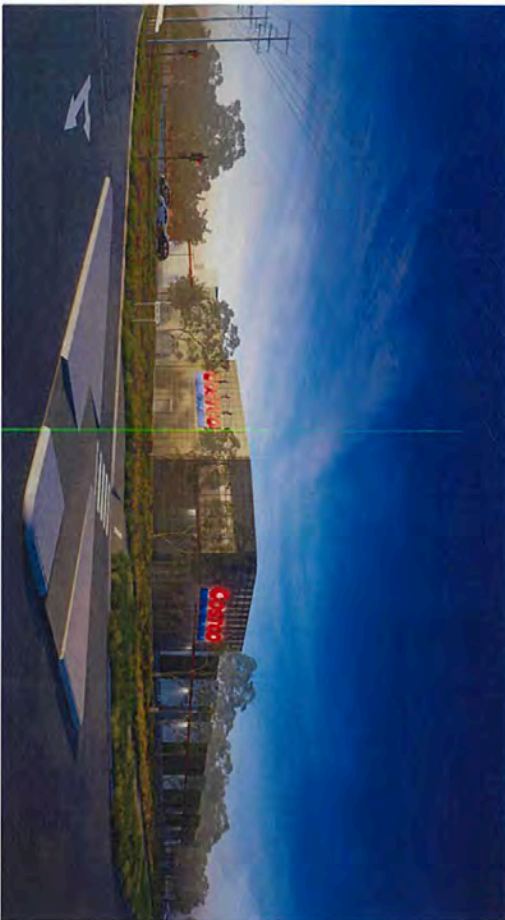
GENERAL NOTES:
1. ALL WORK TO BE IN ACCORDANCE WITH THE CURRENT AUSTRALIAN STANDARDS AND CODES OF PRACTICE.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE RELEVANT AUTHORITIES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING SERVICES AND UTILITIES.
4. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE RELEVANT AUTHORITIES.

NO.	DESCRIPTION
1	CONCRETE
2	STEEL
3	GLASS
4	PAINT
5	MECHANICAL
6	ELECTRICAL
7	PLUMBING
8	LANDSCAPE
9	INTERIORS
10	EXTERIORS

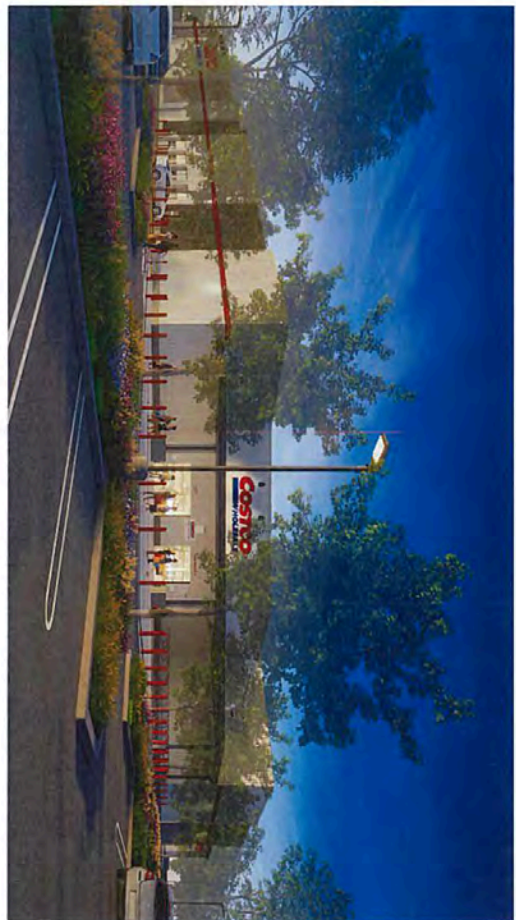




02 GREENHILLS RD & MOO WEE RQ/ RD



01 MAIN ENTRY



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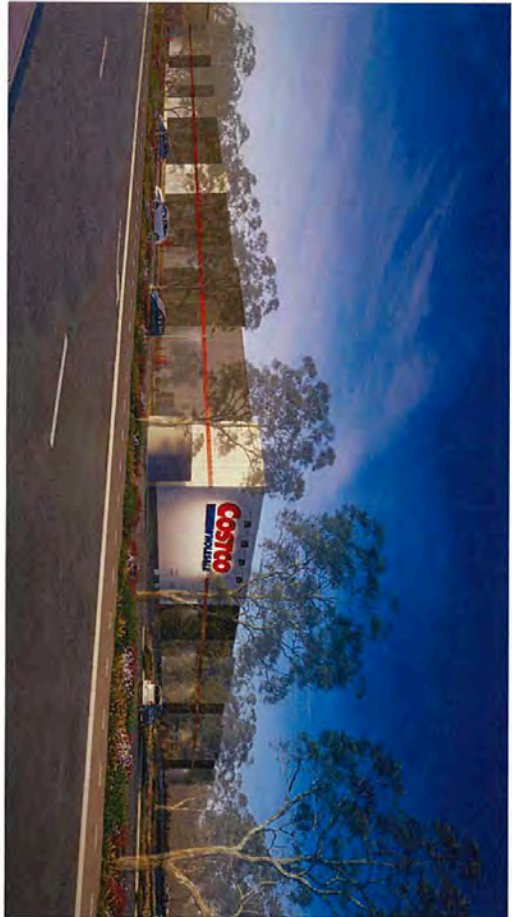
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01 GREENHILLS RD

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**COSTCO PAKENHAM VIC
60-100 GREENHILLS ROAD PAKENHAM, VICTORIA 3810
LANDSCAPE DESIGN PACKAGE
ISSUE FOR DA**

LOCATION & CONTEXT PLAN



DRAWING SCHEDULE

LANDSCAPE COVER SHEET	L1000
LANDSCAPE SITE PLAN	L1100
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TYPICAL DETAILS	L5001



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COVER SHEET

NUMBER
L1000

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LANDSCAPE SITE PLAN

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L1000

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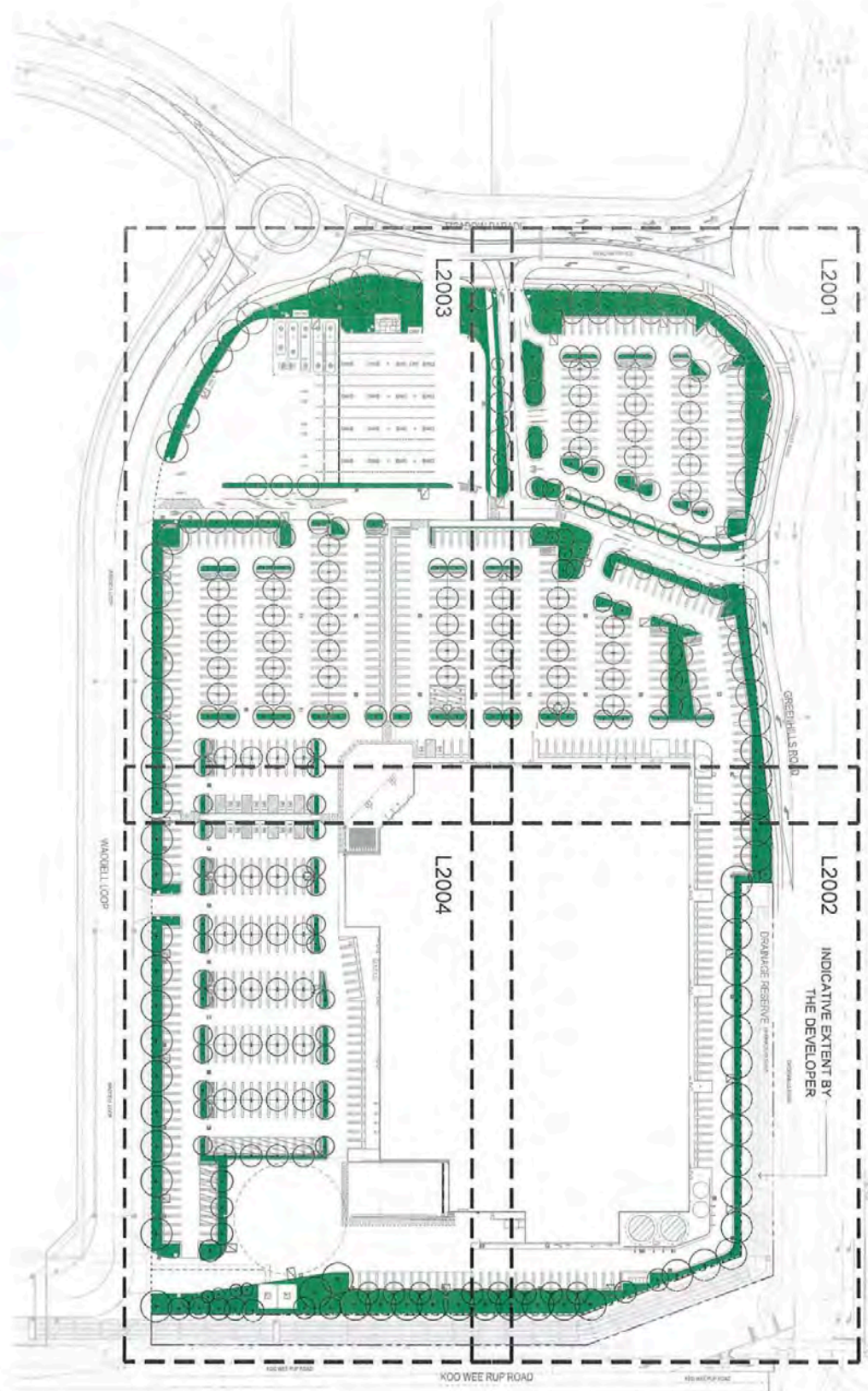
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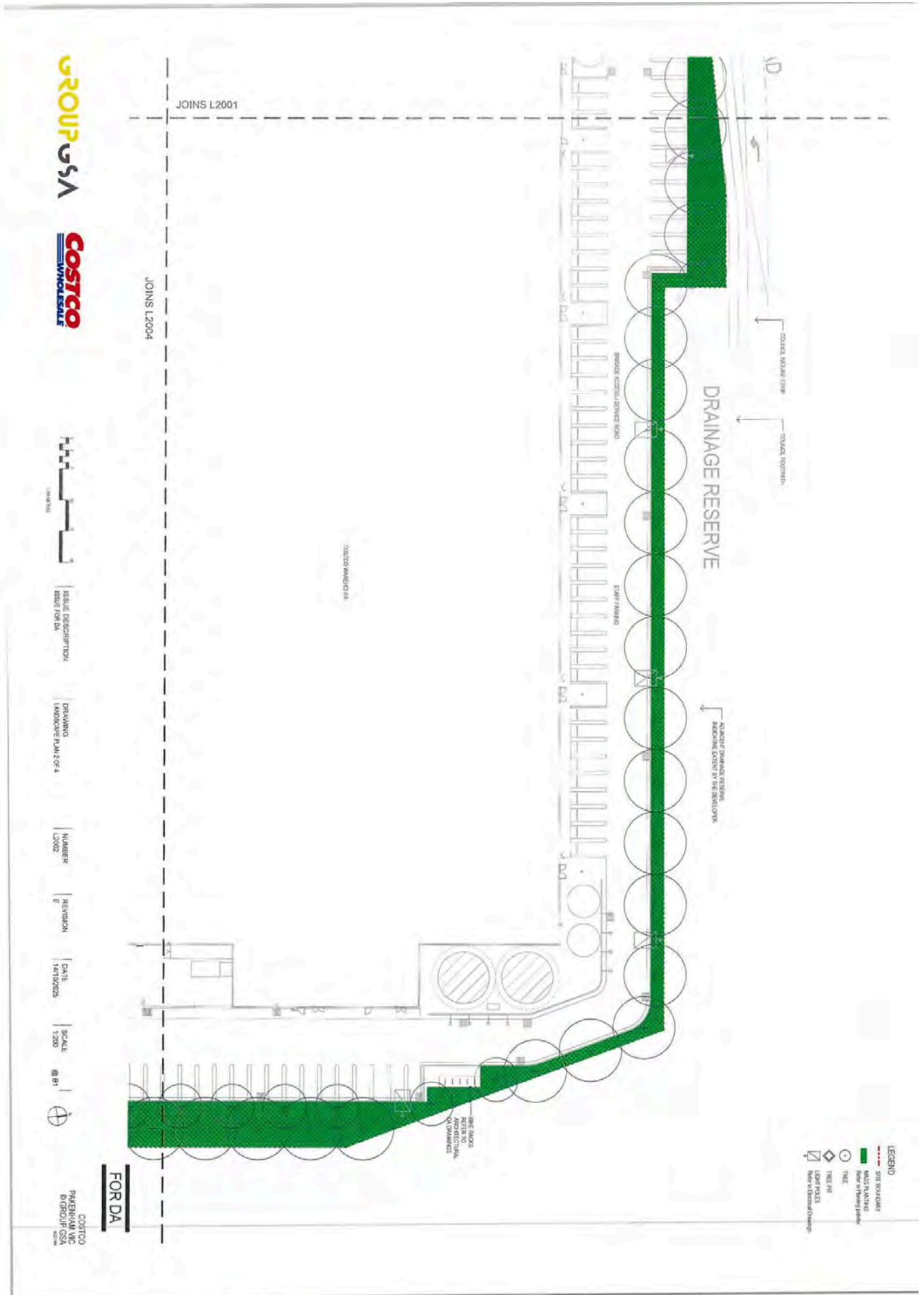
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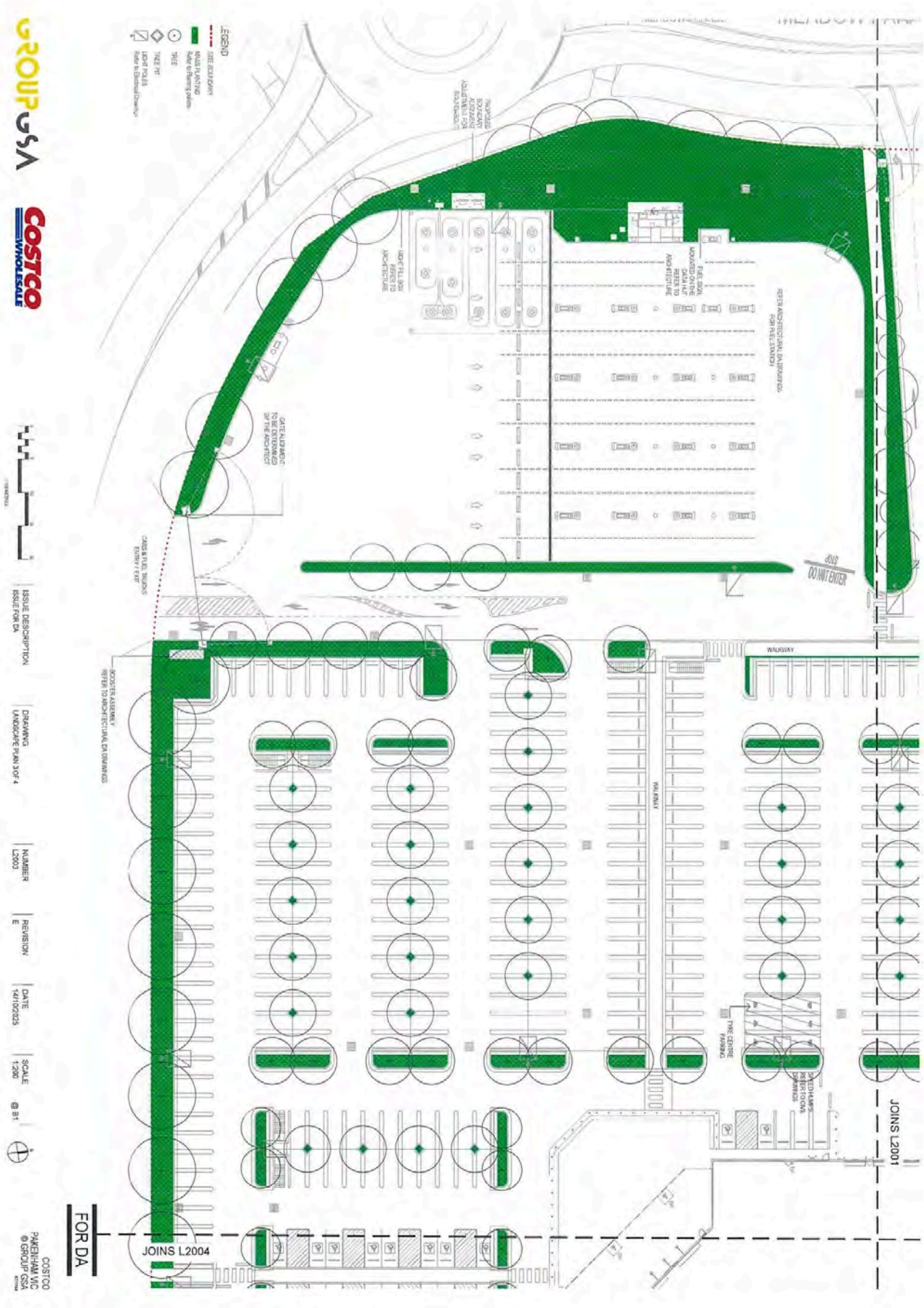


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PAGEHAM VIC
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ISSUE DESCRIPTION
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LANDSCAPE PLAN 3 OF 4

NUMBER
L2004

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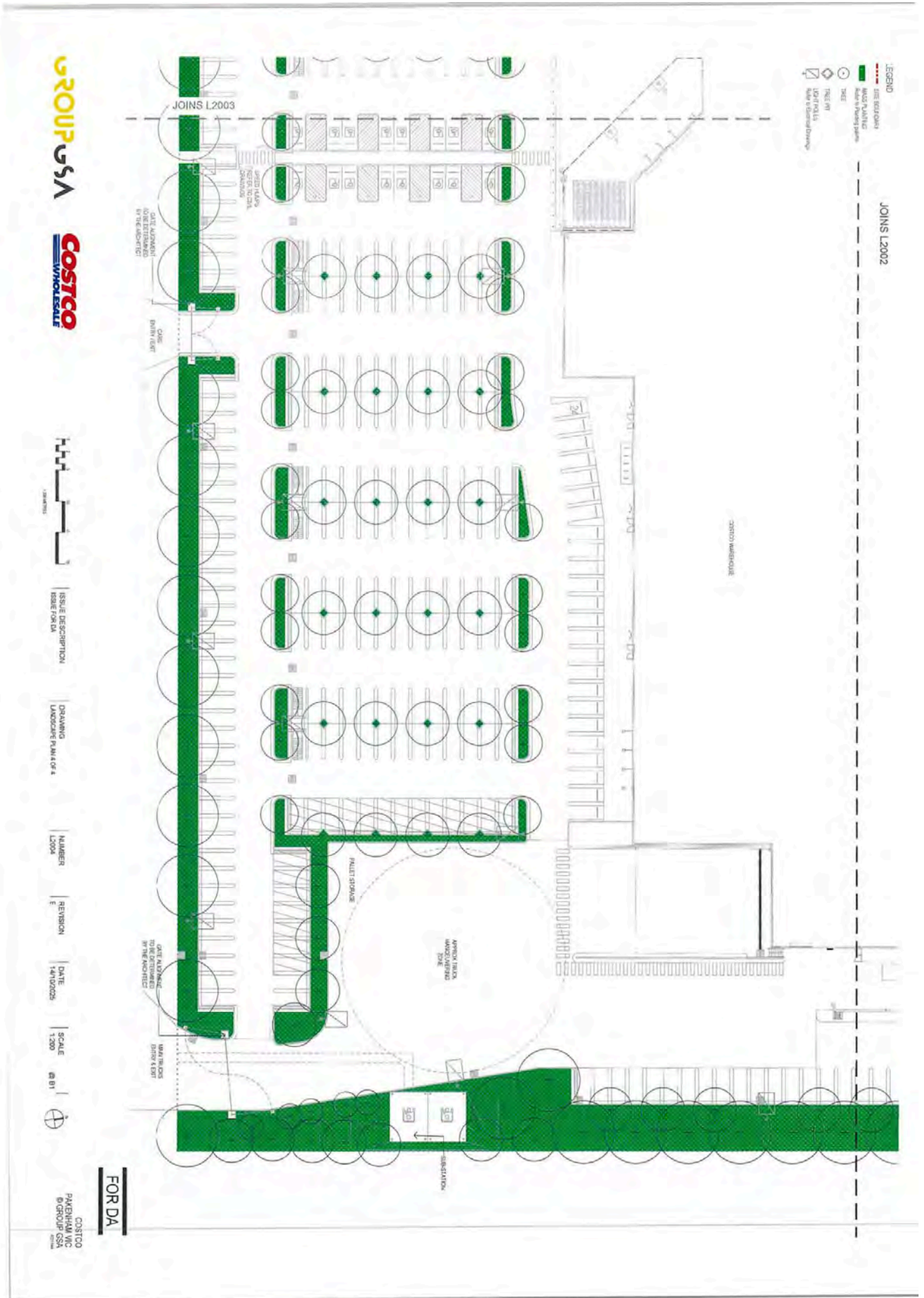
DATE
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81°

COSTCO
PARKING AND
LANDSCAPE PLAN
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FOR DA



TREES



ACA dealbata
Acacia dealbata
H: 10m X W: 8m



ACE tra
Acer x Fremontii Autumn Blaze
H: 15m X W: 10m



ACA impo
Acacia implexa
H: 8m X W: 7m



ALLB
Albizia leonuriiformis
H: 8m X W: 7m



CUP ana
Cupressus australis
H: 15m X W: 6m



EUC mel
Eucalyptus melliodora
H: 15m X W: 10m



EUC sed
Eucalyptus sideroxylon Rosea
H: 15m X W: 10m



BAN ni
Banksia integrifolia
H: 15m X W: 5m



BUR spa
Bursaria spinesca
H: 4m X W: 4m

SHRUBS AND GRASSES



C. carnea
C. carnea
H: 3m X W: 3m



Hb
Hb
H: 2m X W: 2m



Co
Co
H: 1m X W: 2m



Pn
Pn
H: 0.5m X W: 1m



P. laevis
P. laevis
H: 1m X W: 1m



F. nodosa
F. nodosa
H: 1m X W: 1m



L. bengalica
L. bengalica
H: 0.5m X W: 1m



C. appressa
C. appressa
H: 0.5m X W: 1m

GROUNDCOVERS



B. multifida
B. multifida
H: 0.2m X W: 1m



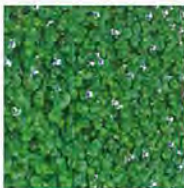
D. rosea
D. rosea
H: 0.2m X W: 0.2m



D. rosea
D. rosea
H: 0.2m X W: 1m



G. stellata
G. stellata
H: 0.2m X W: 1m



V. hederacea
V. hederacea
H: 0.2m X W: 1m

Total site area: 61856m²
Total tree quantity: 317
No. total free canopy area: 15300m²
Percentage of tree canopy achieved: 25%

COSTCO GREENHILLS PAKEMAH PLANTING SCHEDULE

CODE	BOTANIC NAME	COMMON NAME	MATURE HEIGHT (m)	PLANTING CENTRES	POT SIZE	QUANTITY
TREES						
ACA dealbata	Acacia dealbata	Silver Wattle	10.0 x 8.0	As Shown	100L	66
ACE tra	Acer x Fremontii Autumn Blaze	Maple	15.0 x 10.0	As Shown	100L	50
ACA impo	Acacia implexa	Heavenly Mimble	8.0 x 7.0	As Shown	100L	77
ALLB	Albizia leonuriiformis	Black Sheo-Cup	8.0 x 7.0	As Shown	100L	28
BAN ni	Banksia integrifolia	Coast Banksia	15.0 x 6.0	As Shown	100L	20
BUR spa	Bursaria spinesca	Native Bloodthorn	4.0 x 4.0	As Shown	100L	16
CUP ana	Cupressus australis	Tuckeroo	8.0 x 6.0	As Shown	100L	20
EUC mel	Eucalyptus melliodora	Yellow Box	15.0 x 10.0	As Shown	100L	20
EUC sed	Eucalyptus sideroxylon Rosea	Red flowering Yumuck	15.0 x 10.0	As Shown	100L	23

Note:
- Plant species within sightline triangles and other key sightline areas of the car park must have a mature height no greater than 600mm.
- Appropriate species mixture and planting arrangements are to be determined during the Detailed Design phase.



ISSUE DESCRIPTION
R002 FOR DA

DRAWING
PLANTING PALETTE

NUMBER
L5000

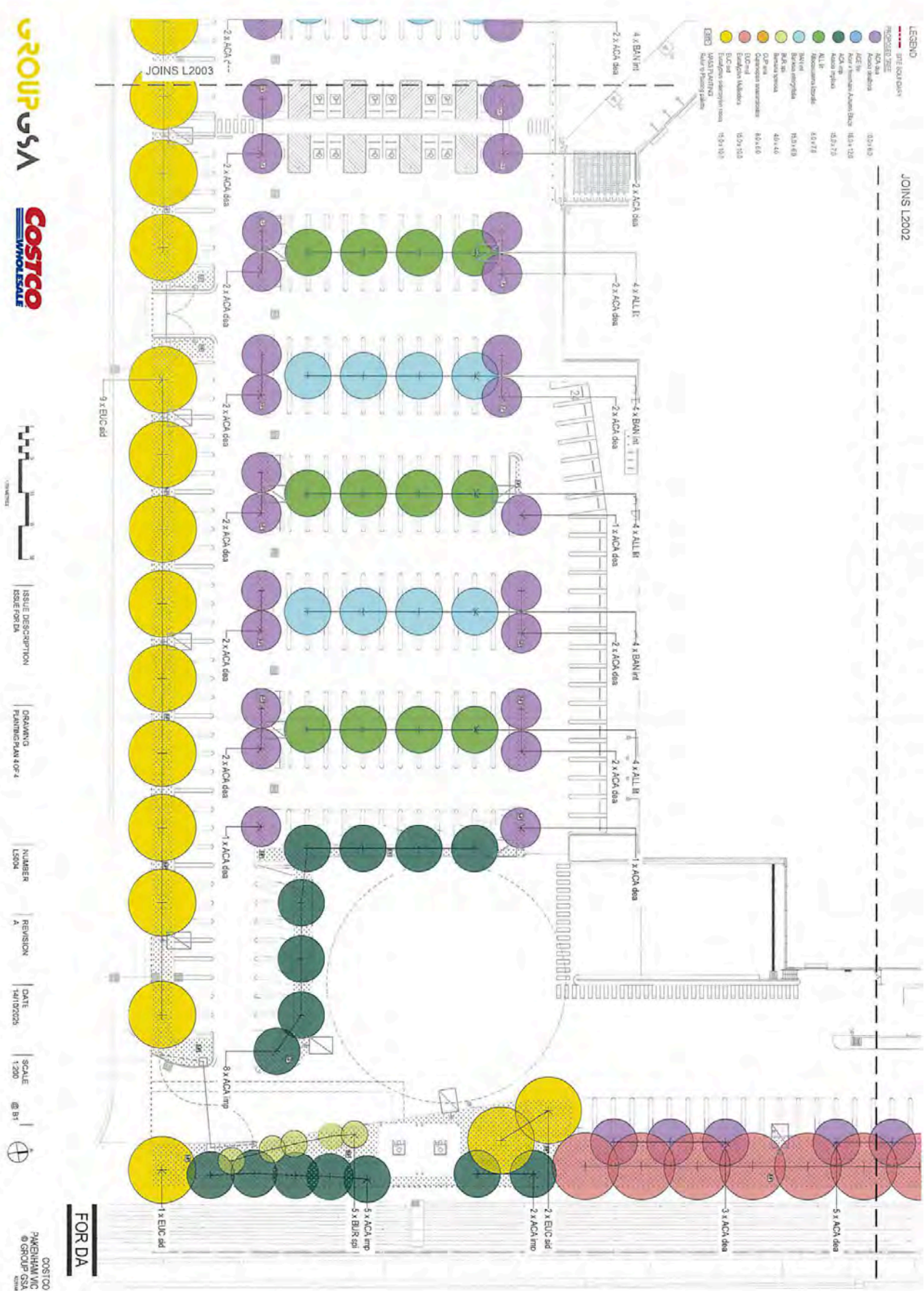
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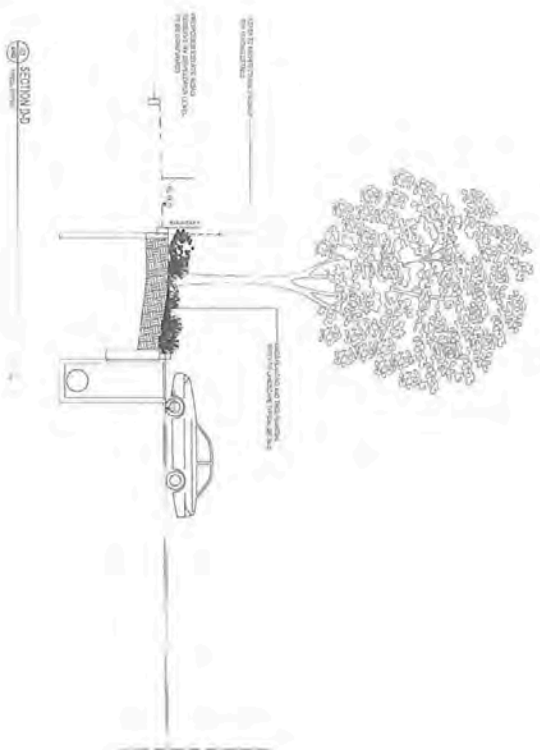
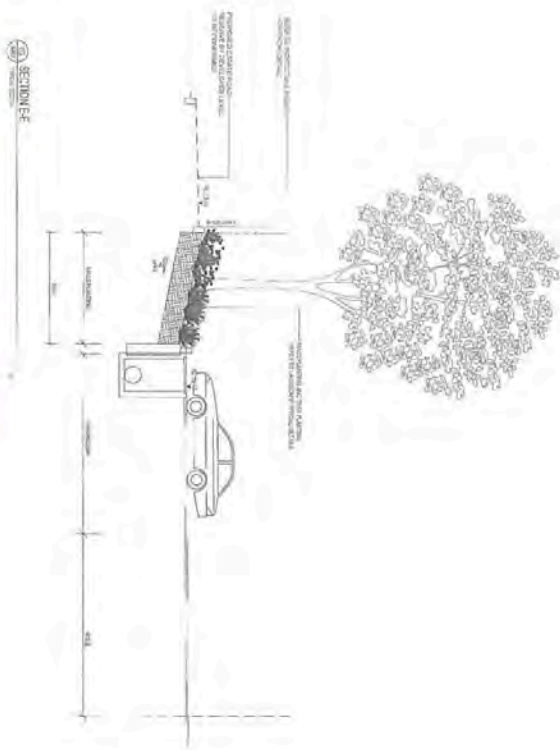
DATE
14/10/2024

SCALE
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PAKEMAH VIC
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ASBIE DESCRIPTION
ASBIE SYMBOL

DRAWING
LANDSCAPE SECTION

NUMBER
L002

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DATE
14/10/2024

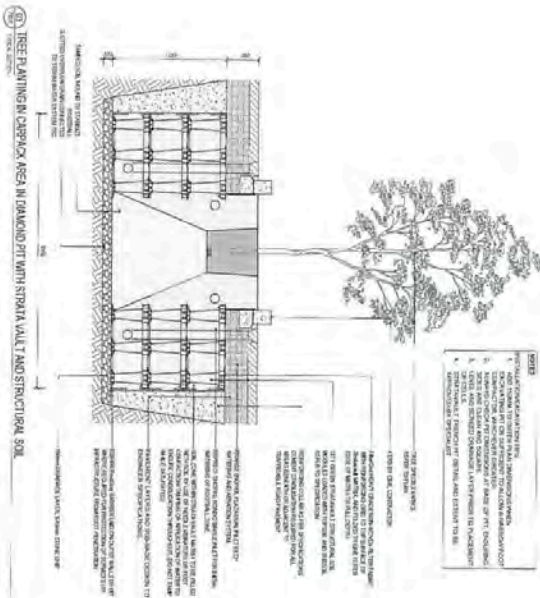
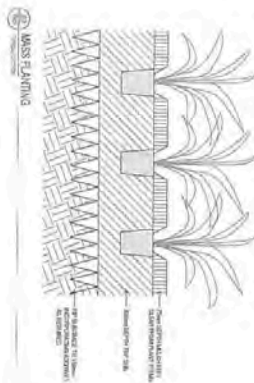
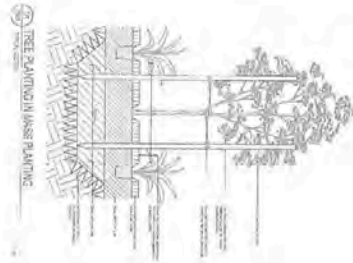
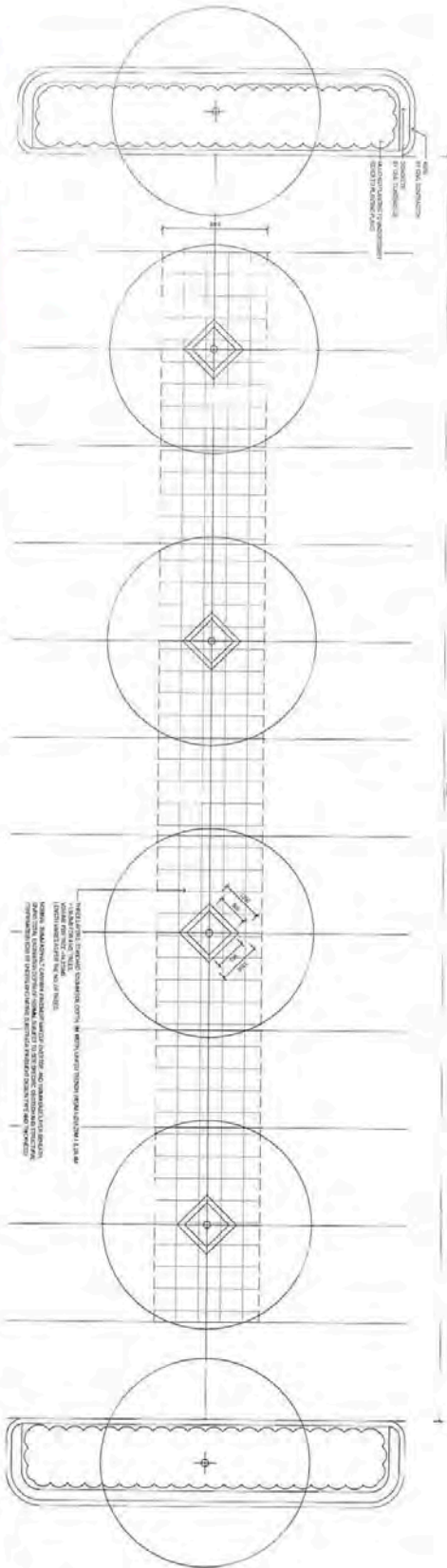
SCALE
AS SHOWN @ 1"

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TREE PLANTING IN OPEN AREA IN DAWSON PT WITH STRUT WALL AND STRUCTURAL SOIL



ISSUE DESCRIPTION	DRAWING	NUMBER	REVISION	DATE	SCALE
	TYPICAL DETAILS	1/2021	C	14/10/2025	AS SHOWN @ BT

FOR DA

COSTCO
PARKVIEW VIC
4/ BRUNNEN
3000

Attachment 3 – Locality and subdivision plan



REPORT



**Costco 130 Greenhills Road,
Pakenham**

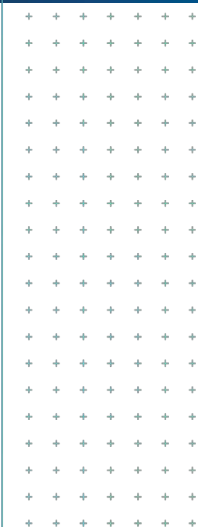
Odour amenity impact assessment

Prepared for
ESS Australia Pty Limited

Prepared by
Tonkin & Taylor Pty Ltd

Date
April 2026

Job Number
1097739.0000 v4

A close-up photograph of bright yellow, fluffy flowers, likely a species of mimulus, set against a blurred green background. The image is partially overlaid by a blue gradient on the left side of the slide.

***Together we create and
sustain a better world***
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Document control

Title: Costco 130 Greenhills Road, Pakenham – Odour amenity impact assessment					
Date	Version	Description	Prepared by:	Reviewed by:	Authorised by:
September 2025	1	Draft for client review	L Lovell	J Pene	R Chilton
October 2025	2	Final	J Pene	R Chilton	D Humpheson
March 2026	3	Response to SE Water Referral Feedback	J Pene	R Chilton	D Humpheson
April 2026	4	Response to supplementary SE Water Referral Feedback	J Pene	R Chilton	D Humpheson

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Executive summary

Tonkin & Taylor Environmental Pty Ltd has been engaged by ESS Australia Pty Ltd, on behalf of Costco Wholesale Australia Pty Limited, to undertake an odour amenity impact assessment for the proposed Costco development at 130 Greenhills Road, Pakenham ('the Site').

The assessment has been prepared to support a planning permit application and statutory referral to South East Water (SE Water), as the Site (including a proposed service station) lies within the odour buffer of the Pakenham Water Recycling Plant (WRP) under the Pakenham South Employment Precinct Structure Plan. The odour buffer anticipated future expansion of the WRP, as it was proposed at the time the PSP was prepared (2021).

SE Water has provided further details of its proposed expansion of the WRP, including a public acquisition overlay for a property at 1070 Koo Wee Rup Road, Pakenham. The separation between the Site and the WRP property boundary will reduce from 440 m to approximately 60 m as a result of expansion into this property.

An odour risk scoring evaluation was undertaken, considering odour sources, exposure pathways and receiving environment sensitivity. The evaluation identified a 'medium odour risk' at the Site both as a result of the existing WRP configuration and following the proposed WRP expansion, indicating that further site-specific investigation was warranted.

Field odour monitoring was carried out to further assess exposure to odour at the Site from existing sources in the area. The monitoring occurred on five separate dates at locations across the Site and surrounding area, targeting conditions when the Site would be downwind of the existing WRP or adjacent abattoir.

Further assessment of the potential for offensive odour at the Costco site, based on field odour monitoring results and wind frequency analysis, has identified that the overall likelihood of offensive odour from the existing local odour sources at the Costco site (post-development) is low.

Implementation of SE Water's proposed WRP expansion will both increase wastewater treatment capacity and bring potentially odorous treatment activities closer to the Site than the existing WRP. Therefore, the expansion could increase potential exposure at the Site to odour from the WRP. The exact extent of any increase in exposure and associated risk of offensive odour at the Site is uncertain without further detail of the proposed expansion of the WRP.

However, given the prospective increase in wastewater treatment activity and reduction in intervening separation distances, we have recommended a range of measures to mitigate exposure at the Site to odour from the expanded WRP. The recommendations include design measures to minimise fugitive ingress of odour to the proposed retail store building (as the most sensitive development activity) and to treat inlet air to the building to remove odour. Provided these measures are appropriately designed and implemented, exposure to odour at the Site from the expanded WRP is likely to be mitigated to levels consistent with the sensitivity of the proposed development activities. We understand that Costco proposes to implement the recommended measures at the outset of its development.

Overall, the findings of this odour amenity assessment are that the proposed Costco development is unlikely to be affected by offensive odours from the WRP, as currently configured, or other local sources. Additional risk of odour impacts related to any future expansion of the WRP will depend on the details of the expansion and associated odour control. However, exposure to odour from the expansion is able to be mitigated through the recommended design measures.

1 Introduction

1.1 Background

Tonkin & Taylor Pty Ltd (T+T) has been engaged by ESS Australia Pty Limited ("ESS") on behalf of Costco Wholesale Australia Pty Limited ("Costco") to undertake an odour amenity impact assessment for its site at 130 Greenhills Road, Pakenham ("the Site") as result of odour from the existing Pakenham Water Recycling Plant (WRP). The Site is the location of a proposed Costco retail development.

This report describes the odour assessment and has been prepared to accompany a planning permit application for the proposed development at the Site¹. The report includes updates in response to feedback received from South East Water (SE Water) following referral of the application (as described in section 1.2).

1.2 Statutory content

The Site lies within the precinct area of the Pakenham South Employment Precinct Structure Plan (PSP). Under the PSP, the Site falls within the Odour Buffer specified for the WRP, which is reproduced in Appendix A.

Schedule 66.04 of the Cardinia Planning Scheme, requires that applications for the following must be referred to SE Water as a recommending referral authority:

"Application to use land within the 'odour South East Water buffer' area from the existing Pakenham Water Recycling Plan for Convenience shop, Crop raising, Informal outdoor recreation, Service station, or Take away food premises,"

As the proposed development includes a fuel service station located within the WRP Odour Buffer, the permit application is required to be referred to SE Water. It is noted that it is only the service station component of the development and not the retail store that triggers a referral to SE Water.

1.3 Purpose

To inform the permit application and referral to SE Water, the purpose of this report is to detail an assessment of the potential impact to amenity at the Site (with the proposed development in place) of odour from the existing Pakenham Water Recycling Plant (WRP).

¹ This report has been prepared in accordance with our letter of engagement dated 27 January 2025 and variation dated 24 February 2026.

2 Site context and proposed development

The Site and location of proposed commercial development location is shown in Figure 2.1. The site is of approximately 6.19 ha in area and is located at the corner of Greenhills Road and Koo Wee Rup Road, Pakenham. The site is currently zoned as a UGZ6 – Urban Growth Zone – Schedule 6. To the north lies the IN1Z-Industrial 1 Zone.

The proposal includes development and use of the following at the Site:

- A retail store (floor area of approximately 1.4 ha);
- A fuel service station; and
- Outdoor carparking for the retail store.

Typical operational hours for Costco in Victoria are:

- 10:00 to 20:30 on weekdays;
- 09:30 to 18:30 on Saturdays; and
- 10:00 to 18:00 on Sundays.



Figure 2.1: Proposed development locality

3 Potential odour sources

3.1 Pakenham WRP

3.1.1 Existing WRP

The Pakenham WRP, operated by SE Water, occupies a site of 180,000 m² in area. Wastewater is collected, treated and recycled into a 'Class A' recycled water grade, suitable for use in agriculture. It is pumped to nearby farms for irrigation via the Western Port Recycled Water Scheme.

The WRP as it is currently configured include the following sources of wastewater/sewage related odours:

- Raw wastewater pumping and screening.
- Activated Sludge Plant (4.5 megalitres per day).
- Lagoon Plant (3 megalitres per day).
- Anaerobic digestion of primary and secondary sludge in sludge lagoons.
- Sludge drying in drying pans.

The odour sources at the WRP are located at distances of between 630 m and 1,050 m from the nearest boundary (at the southeast corner) of the Costco site. The WRP odour sources are located at directions from the Costco site ranging from 130°N to 180°N (i.e., the Site is downwind of potential WRP odour sources in south, south-southeast and southeast winds).

3.1.2 Proposed WRP expansion

The Pakenham and Officer region is part of a strategic growth corridor for Victoria. SE Water is expected to increase the amount of wastewater it can process at the site to meet the demand of this growth through a series of projects up to 2032. Doing this means it will be able to service a predicted population of 460,000 people by 2060.

SE Water was consulted prior to the lodgement of the permit application, to seek its views on the odour assessment methodology and any other matters it considered relevant. SE Water indicated that design works are underway for a South East Regional Biofactory at the WRP site with the intended commissioning by 2032.

As noted in section 1.2, the Site lies within the odour buffer of the WRP set out in the Pakenham South Employment Precinct Structure Plan (reproduced in Appendix A), which triggers referral of the permit application to SE Water.

In feedback in response to referral of the application, SE Water has indicated the following in relation to the proposed WRP expansion:

- a Planning Scheme Amendment is being prepared *"to apply a Public Acquisition Overlay to land at 1070 Koo Wee Rup Road, Pakenham, specifically to facilitate the future expansion of the WRP"*²; and
- the updated equivalent population for the expanded WRP in 2060 is 375,420³.

The proposed expansion property at 1070 Koo Wee Rup Road is illustrated in Figure 2.1. The assessment in this report has been updated to reflect the above expansion details.

² Coissieux, S. (Hansen Partnerships) (2026a). Email to Lisa Hall (Cardinia Shire Council), 28 January 2026.

³ Coissieux, S. (Hansen Partnerships) (2026b). Email to Hasnain Ikram (Colliers), 19 February 2026.

3.2 G&K O'Connor Abattoir

An abattoir operated by G&K O'Connor Pty. Ltd. is located approximately 1,300 m to the southeast of the Site (adjoining the WRP to the southeast). This property is used for the slaughter and processing of cattle. Odour sources associated with the abattoir include:

- An animal by-product rendering plant.
- Stock holding yards.
- An on-site wastewater treatment plant.
- Wastewater irrigation on land surrounding the abattoir.

The Site does not lie within the odour buffer of the abattoir set out in the Pakenham South Employment Precinct Structure Plan and the abattoir is not the focus of this assessment (refer to Appendix A). Instead, the abattoir is noted as being a potential background source of odour in field odour monitoring (discussed in Section 5.4) and is considered in relation to potential cumulative impacts at the Site (with odour from the WRP).

The odour sources associated with the abattoir are located at distances of between 1,300 m and 1,800 m from the nearest boundary (at the southeast corner) of the Site. The abattoir odour sources are located at directions from the Site ranging from 130°N to 150°N (i.e., the site is downwind of potential abattoir odour sources in southeast winds). This means that in southeast winds the Site is likely to be downwind of both the abattoir and WRP.

3.3 Costco Development Service Station

Feedback from SE Water⁴ has indicated concerns about potential cumulative odour impacts arising from the proposed service station at the Site together with odour from the WRP. For the following reasons, cumulative odour impacts with the service station are considered unlikely and are not considered further in this assessment:

- The location of the service station at the western edge of the development does not promote simultaneous exposure within the Site to odour from the WRP (located to the southeast at present and also to the east following its proposed expansion). The service station will be upwind of the remainder of the development in winds from the westerly quadrant when there is unlikely to be any wind exposure from the existing and expansion WRP properties.
- Exposure to petroleum odour from the service station is unlikely to be discernible beyond the service forecourt. For example, EPA Victoria Publication 1949 *Separation distance guideline* (2024), which recommends separation distances between industrial land uses that emit odour and/or dust and sensitive land uses (refer section 5.2), does not specify a separation distance for service stations.
- The odour character of petroleum from a service station is distinctly different in nature to odour types associated with the WRP (and is therefore unlikely to increase the intensity of exposure to WRP odour).
- Rather than considering service stations as a potential odour source, EPA Publication 1949 describes service stations as an interface land use type *with minimal sensitivity to odour and dust* that is encouraged to be located within separation distances between industrial and sensitive land uses.

⁴ Woon, S. (SE Water) (2026). Email to Hasnain Ikram (Colliers), 1 April 2026.

4 Wind conditions

4.1 Wind data

The dispersion and propagation of odour is influenced by meteorological conditions, in particular wind speed, and the exposure to odour at a given location is significantly influenced by wind direction.

SE Water has provided meteorological data for the period 2020 to 2024 from a meteorological station located at the Pakenham WRP⁵. Given the proximity of the meteorological station to the site and lack of intervening topographical variation, the data is likely to be representative of meteorological conditions at the site.

Wind rose frequency analyses of the wind speed and directions measured at the Pakenham WRP are presented for the following scenarios:

- All hours for years 2020-2024 (Figure 4.1), illustrating wind patterns in the area in general; and
- Proposed Costco opening hours 10 am to 9 pm (Figure 4.2), illustrating wind patterns when members of the public and workers are likely to be at the proposed development site.

The predominant winds at the Pakenham WRP are from the north-northwest and west. The average wind speed (for all hours) is 3.5 m/s, and the frequency of calm winds (wind speeds of less than 0.5 m/s) is 0.54%.

During normal weekday operating hours, the predominant wind is north-northwest and west. The average wind speed for the Costco operating hours (10 am to 9 pm) only is 4.0 m/s and the frequency of calm winds is 0.32%.

⁵ Meteorological data was provided in an AERMOD surface file from which wind speed and direction data has been extracted for use in this assessment.

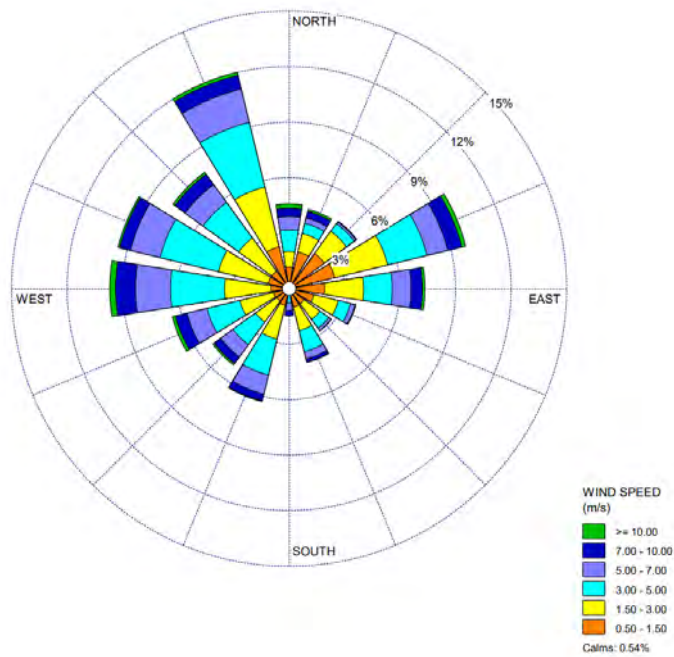


Figure 4.1: Frequencies of wind speeds and directions measured at the Pakenham WRP, 2020 – 2024 (all hours, 1-hour average data)

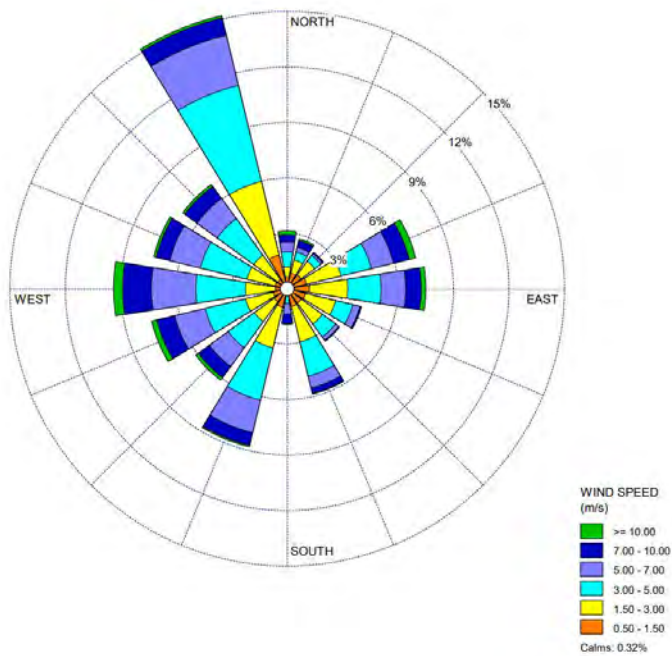


Figure 4.2: Frequencies of wind speeds and directions measured at the Pakenham WRP, 2020-2024 (likely Costco operating hours: 10am – 9pm, 1-hour average data)

4.2 Influence of wind conditions on odour propagation

As noted in Section 3, the Site will be downwind of potential odour sources at the existing WRP in south, south-southeast and southeast winds and following the proposed WRP expansion also in east-southeast and east winds. The Site will be downwind of the G&K abattoir in southeast winds. The frequency of winds from these directions based on Pakenham WRP wind data is detailed in Table 4.1.

Atmospheric dispersion and dilution of odour emissions is likely to be reduced in low wind speeds of below 3 m/s, potentially resulting in increased ambient odour levels downwind of the source. Given the distance of the Costco site from the WRP and abattoir, exposure to odour from these sources in calm conditions (less than 0.5 m/s) is unlikely. The frequency of low wind speeds (0.5 to 3 m/s) is also shown in Table 4.1.

The presence of staff and members of the public at the Costco site is also an important consideration for understanding odour exposure frequency. This most likely to occur during store operating hours (assumed in this analysis as being from 10 am to 9 pm). The coincident frequency that the Site is downwind of the WRP and the Costco store is likely to be open (as a percentage of all hours) is also detailed in in Table 4.1.

Overall, the analysis indicates that frequency of both people being present at the Costco site and winds blowing towards the site from the WRP is 5.6%. In terms of low winds, this frequency is 2.8%, which is relatively infrequent. Following the proposed expansion of the WRP into the property at 1070 Koo Wee Rup Road (and additional inclusion of winds from the east and east-southeast) these frequencies are projected to increase to 11.4% and 5.7%, respectively.

Table 4.1: Frequencies of low wind speeds that blow towards the site from the WRP

Direction blowing from	Frequency of winds directions blowing from WRP towards the Site		Coincidence frequency of winds blowing from WRP and Costco operating hours [‡]	
	All wind speeds [*]	Low winds [†]	All wind speeds [*]	Low winds [†]
E	7.3%	4.0%	3.7%	1.6%
ESE	3.7%	2.7%	2.1%	1.3%
SE	2.8%	2.1%	1.8%	1.2%
SSE	4.1%	2.3%	2.9%	1.5%
S	1.5%	0.2%	1.0%	0.1%
Total (existing WRP [§])	8.4%	4.6%	5.6%	2.8%
Total (post expansion WRP [§])	19.5%	11.4%	11.4%	5.7%

* Excluding calms (wind speeds of less than 0.5 m/s)

† Wind of 0.5 m/s to 3 m/s

‡ Operating hours assumed to be 10 am to 9 pm

§ Winds from the existing WRP are assumed to be from south to southeast and from the post-expansion WRP are assumed to be from south to east.

5 Assessment of potential odour amenity impacts

5.1 Overview of assessment method

To understand the potential impacts of odour from existing and proposed odour sources at the proposed development at the Site, an assessment has been conducted using the following methods:

- A review of separation distances for the existing and proposed WRP recommended in EPA Victoria Publication 1949 *Separation distance guideline* (2024).
- An odour risk scoring evaluation based on source, pathway and receiving environment attributes in accordance with the Level 2 assessment methodology set out in EPA Victoria Publication 1883 *Guidance for assessing odour* (2022).
- Field odour surveillance - as the Level 2 assessment has indicated a 'moderate risk' of odour impacts, in accordance with EPA Publication 1883, further assessment of potential odour impacts on the proposed development has been conducted using odour field surveillance methods.

A copy of the Odour Survey Monitoring Plan⁶ setting out the proposed field odour surveillance methodology was provided to SE Water for comment in March 2025, prior to commencement of field odour surveys.

5.2 Separation distance evaluation

The PSP indicates that the WRP odour buffer was derived from separation distance formulas for sewage treatment plants set out in EPA Victoria Publication 1518 *Recommended separation distances for industrial residual air emissions* (2013) for a projected equivalent population for the expanded WRP (in 2060) of 460,000.

The PSP odour buffer radius of 770 m has been derived from the separation distance recommended under EPA Publication 1518 for a "mechanical sewage treatment plant" treating an equivalent population of 460,000.

EPA Publication 1518 was superseded in 2024 by updated separation distance guidance provided in EPA Publication 1949. However, the separation distance formulas for sewage treatment plants of EPA Publication 1518 are the same as those specified for wastewater treatment plants in EPA Publication 1949.

Under the separation distance formula for "mechanical sewage treatment plant" under both EPA Publications 1949 and 1518, the now projected equivalent population provided by SE Water (described in section 3.1.2) of 375,420 corresponds to a recommended separation distance of 721 m.

The area encompassed by the separation distance recommended for the proposed WRP expansion (of 721 m) from the WRP (including the prospective PAO property at 1070 Koo Wee Rup Road) is compared with the existing PSP odour buffer for the WRP in Figure 5.1.

The entirety of the Site (including the proposed Service Station) falls within the existing PSP Odour Buffer for the WRP. The Site will remain within the EPA recommended separation distance for the WRP following its proposed expansion north into the property at 1070 Koo Wee Rup Road. The area encompassed within the EPA recommended separation distance will extend further into the established industrial areas to the north of Greenhills Road (which are described as the South East Business Park and Livestock Exchange employment areas in the PSP).

⁶ T+T. 2025. "Odour Survey Monitoring Plan - Costco 130 Greenhills Road Odour Amenity Impact". February 2025

The distance separating the Site from the existing WRP boundary will reduce from 440 m currently (630 m from existing WRP odour sources) to 60 m (the location of odour sources within the expanded WRP and their separation from the Site is as yet undetermined).



Figure 5.1: Existing PSP Odour Buffer and area encompassed but updated EPA Victoria recommended separation distance for proposed WRP expansion

The EPA separation distance guidelines are intended to provide “recommended separation distances between industrial land uses that emit odour and/or dust, and sensitive land uses”.

Appendix D of EPA Publication 1949 defines a sensitive land use in the context of odour and dust emissions as being “any land use that requires a focus on protecting human health and wellbeing, local amenity and aesthetic enjoyment”. Examples are provided of sensitive land use activities, which do not include commercial/retail activities (and focus instead on residential, accommodation, educational, medical and recreational activities).

As noted in section 5.3.4 below, EPA Victoria Publication 1883 describes retail premises as being of medium sensitivity. EPA Publication 1883 also acknowledges that for business premises, exposure to odour “can typically be controlled by mitigation at the receptor (incorporated health ventilation and air conditioning systems etc.)”. Car parking and service stations are described in EPA Publication 1883 as being of low sensitivity.

Given the low to medium sensitivity of the activities proposed at the Site, the potential impacts of odour from the existing and proposed WRP are assessed in further detail in sections 5.3 to 5.5 below.

5.3 Level 2 odour assessment

5.3.1 Introduction

EPA Publication 1883 describes that the level 2 assessment methodology is an appropriate starting point for this assessment (the WRP and abattoir are both classified as having a ‘very high odour potential’ and are located in the same direction from the Site).

The Level 2 assessment method specified in EPA 1883 guidance uses a qualitative scoring system based on the following attributes:

- Hazard potential of the source (odour source score – OSS).
- Exposure pathway between the source and sensitive locations (odour pathway score – OPS).
- Sensitivity of the receiving environment (odour receiving environment score – ORS).

The qualitative scores derived for each attribute for both the existing WRP and following the proposed WRP expansion (in accordance with the details provided by SE Water described in section 3.1.2) have been combined to determine the overall Level 2 risk score, which is then used to classify the risk.

5.3.2 Odour source hazard potential (OSS)

Table 1 of EPA Publication 1883 describes the different factors to consider when deriving a score for odour source hazard potential, i.e., the OSS. The OSS is the highest score for the following three factors:

- Activity type.
- Size of odour hazard.
- Offensiveness potential.

Table 2 of EPA Publication 1883 considers weighting for degree of effectiveness of odour controls in place at the odour source to be applied to the attribute score.

The odour source factors, and overall OSS score are evaluated for both the existing and proposed WRP (following expansion) in Table 5.1.

Table 5.1: Odour source hazard potential scoring

Factor	Existing and Proposed WRP		Commentary
	Score	Descriptor	
Activity type	4	Very high odour potential	The WRP includes a sewerage treatment plant with open air lagoon systems and sludge drying, which is classified as having a very high odour potential in Appendix A of the EPA 1883 Guidance.
Size of odour hazard			
Offensiveness potential			
Weighting for degree of effectiveness of odour controls	0	Moderate	The WRP includes a range of odour source featuring control measures as well as uncovered odour source with likely residual odour. Odour controls are therefore weighted as being of moderate effectiveness.
OOS value	4		

5.3.3 Odour exposure pathway effectiveness (OPS)

Table 3 of EPA Publication 1883 describes the different factors to consider when deriving a score for OPS. The OPS score is the for the following four factors:

- Distance.
- Meteorology.
- Terrain and built form.
- Hours of operation.

Scoring for each factor and the overall OPS score for both the existing and proposed WRP (following expansion) are evaluated in Table 5.2.

Table 5.2: Odour exposure pathway effectiveness scoring

Factor	Existing WRP		Proposed WRP		Commentary
	Score	Descriptor	Score	Descriptor	
Distance	1	Long distance	3	Short distance	The nearest boundary of the Site is located 630 m from the nearest existing WRP odour source (and 440 m from existing WRP property boundary) The location of odour sources within the expanded WRP is undetermined as yet. However, the prospective expansion into the property at 1070 Koo Wee Rup Rd will bring the WRP property boundary within approximately 60 m of the Site.
Meteorology	1	Favourable	2	Neutral	Based on the wind measured at the WRP, winds blowing towards the Site from the existing WRP (from the south to southeast range of directions) are infrequent and occur less than 10% of the time. EPA Publication 1883 classifies these wind conditions as “favourable”. With the proposed expansion of the WRP into the property at 1070 Koo Wee Rup Road, winds from the east-southeast and east may blow towards the Site from the expanded WRP and the frequency increases to between 10% and 20%. EPA Publication 1883 classifies these wind conditions as “neutral”.
Terrain and built form	2	Neutral	1	Neutral	The local terrain is generally flat and the WRP (both existing and following expansion) sits at the same elevation as the Site. No odour sources are apparent on intervening land.

Factor	Existing WRP		Proposed WRP		Commentary
	Score	Descriptor	Score	Descriptor	
Hours of operation	2	Moderate frequency	2	Moderate frequency	Although the WRP operates continuously, in the case of this assessment focussing on impacts at the Site specifically, occupation at the Site will largely be limited to opening hours. Costco stores currently operating in Victoria are generally between 10:00 and 20:30 on weekdays.
OPS value	2		3		

5.3.4 Odour receiving environment score (ORS)

Table 3 of EPA Publication 1883 describes the factors to consider when deriving the ORS score for the sensitivity of the receiving environment. The ORS score highest score of for the following two factors:

- Land use.
- Existing uses.

Weighting of the attribute score for historical context is also described in section 5.5 of the EPA 1883 guidance. Relevant context includes:

- Known ongoing amenity impacts;
- History of odour complaints;
- Facilities with histories of non-compliance; and
- Well-known contentious issue with political or legal aspects.

The ORS scoring associated with the proposed Costco development and understanding of historical context (relevant to both the existing and proposed WRP, following expansion) is evaluated in Table 5.3.

Table 5.3: Receiving environment scoring

Factor	Score (Existing and Proposed WRP)	Commentary
Land use	1 and 2	The proposed development includes: <ul style="list-style-type: none"> • A retail store building (retail premises 73.04-11), which is considered medium sensitivity. • Most of the site is proposed to be used for car parking and a service station 73.04-16. These are considered low sensitivity.
Historical context	0	We are unaware of ongoing amenity impacts, complaints or histories of non-compliance in relation to odour from the WRP.
ORS value	2	-

5.3.5 Overall risk of odour impact

The overall scores from the source-pathway-receptor odour risk assessment for both the existing and proposed WRP (following expansion) are summarised in Table 5.4. The total score for both the existing scenario (including the WRP under its current configuration) is 8, which indicates a ‘medium

risk’ for odour impacts at the Site. The total score following SE Water’s proposed WRP is 9, which also indicates a ‘medium risk’.

Table 5.4: Odour risk assessment summary

Attribute	Score	
	Existing WRP	Proposed WRP
Source hazard perception (OOS)	4	4
Odour exposure pathway (OPS)	2	3
Receiving environment sensitivity (ORS)	2	2
Total score	8 (medium risk)	9 (medium risk)

5.3.6 Level 2 Odour risk discussion

The Level 2 assessment identifies a medium risk of odour effects at the Site that could arise as a result of the introduction of the Costco development.

EPA Publication 1883 states that the medium risk rating applies to “borderline cases – there may be one element that can influence the score and tip it into a low or high score. In these cases, this should be explored further”. It does not mandate that a Level 3 assessment is required (a Level 3 assessment is only required for a high-risk or very-high-risk outcome from the Level 2 assessment).

In this instance, the presence of background odour from the abattoir and the relatively low potential wind exposure at the Site from both the existing WRP and abattoir identified in Section 4 are elements to be explored further to understand potential odour exposure from these existing sources.

EPA Publication 1883 provides a range of possible investigations that could be undertaken as part of a Level 3 assessment. This includes odour field monitoring, which is considered to be the most relevant and useful of the approaches for providing further support to the Level 2 assessment for the Site and proposed Costco development. Consequently, a brief odour field monitoring campaign has been undertaken to better inform the Level 2 assessment and is discussed in Section 5.4.

5.4 Field odour monitoring

5.4.1 Summary of odour monitoring methods

Field odour monitoring was conducted in accordance with the Odour Survey Monitoring Plan provided in Appendix D.

The Odour Survey Monitoring Plan was prepared in accordance with EPA Victoria Publication 1881 *Guidance for Field Odour Surveillance (2021)*, with adjustments to account for the focus of the assessment on impacts at the Site and restricted ability to access land in the wider area to conduct monitoring.

In summary, the odour monitoring involved the following:

- Travelling to pre-identified stationary locations at the site and in surrounding the area on separate days to observe odour.
- The duration of each observation at each location was five minutes.

- The determination of odour intensity (refer to Table 5.5) was recorded every ten seconds during each observation along with the character of observed odour (as classified in section 3.3 of the EPA 1881 Guidance).
- Observed wind conditions (including wind speeds measured with a handheld anemometer) were recorded for each observation.
- Odour presence was then analysed as being constant, frequent/repetitive or transient based on the frequency of subtle and obvious odour (as classified in section 3.4 of the EPA 1881 Guidance).

Table 5.5: Determination of odour intensity (reproduced from EPA 1881 guidance)

Descriptor	Description
Obvious (O)	Odour is easily recognised, can be described and may be attributed to a source. The assessor can smell it without any effort or focus on it.
Subtle (S)	Odour can be recognised only when focusing. For example, by standing still, inhaling slowly and concentrating.
No Odour (N)	No odour, or odour is not strong enough to be recognised.

5.4.2 Dates and locations of odour measurements

Field odour surveys were undertaken between May and August 2025 on the dates listed in Table 5.6. The surveyed locations are shown in Appendix B. Surveys were planned to occur during south easterly wind conditions to anticipate odour being blown from the odour sources towards the WRP. Due to weather conditions, not all surveys could be undertaken when the WRP was directly upwind of the Site.

Table 5.6: Dates and conditions of field odour surveys

Date	Commencement time	Observed wind directions	Measured wind speeds (m/s)
8 May 2025	10:50	West to west-southwest	0.6 - 3.1
22 May 2025	14:10	Southeast	1.1 - 3.1
4 June 2025	13:38	South easter	1.1 - 5.0
1 August 2025	12:25	South easter	0.3 - 3.1
12 August 2025	12:05	North	1.4 - 3.6

Odour observation locations are described in Table 5.7 and illustrated in Appendix B and consist of three locations at the Site and three accessible locations in the wider area at varying distances from the WRP.

Table 5.7: Odour observation locations

ID	Location name	Description
Costco Site observation locations		
A	Costco Site - Southeast Corner	Located at the southeast corner of the Costco site, this observation point represents the closest location within the site to both the Pakenham WRP and the G&K O'Connor abattoir and the likely peak odour exposure location at the site.
B	Costco Site - Store Entrance	This observation point at southwest corner of the proposed Costco store building, represents exposure at the proposed store entrance.
C	Costco Site - Service Station	This observation point at southeast corner of the proposed Costco service station, represents exposure at the service station (the location of which triggers the referral of the permit application to SE Water).
Wider area observation locations		
D	WRP Entrance	This observation point is at the Pakenham WRP entrance, on the WRP site's northwest corner about 600 m south of the Costco site on Koo Wee Rup Road. It is approximately 40 m from the nearest lagoon and represents the peak publicly accessible location for odour exposure during southeast winds.
E	Abattoir Gate	This observation point is at the G&K O'Connor abattoir access gate on Koo Wee Rup Road, approximately 1,350 m south of the Costco site. It lies 370 m from the nearest WRP odour source (downwind in north-northeast to northwest winds). It is also 700 m from the nearest abattoir source to the east-northeast.
F	McDonalds Drain Rd	Located approximately 2.2 km to 2.4 km to the east-southeast of the Costco site, this observation point was selected to provide an indication of exposure to odour from the WRP (it is 1.3 km from the WRP nearest odour source) in westerly winds. It is also located 850 m to the east-northeast the nearest odour source at the abattoir).

5.4.3 Odour observation evaluation

5.4.3.1 Evaluation of Costco site observations downwind of the Pakenham WRP

EPA Publication 1883 (at section 6.3) sets out a methodology for evaluating the risk of offensive odour based on the results of Area Surveillance odour observations. This methodology involves the following steps.

- 1 Determining when source odours have been confirmed.
- 2 Determining the frequency at which source odours were confirmed for each odour character and its associated offensiveness potential.
- 3 Combining odour frequency with odour character and intensity to determine the likelihood of odour exposure at a given point or series of points (for example in a suburb or a block).
- 4 Combining the likelihood of odour exposure with the sensitivity of the receiving environment to determine the overall risk that there will be offensive odour impacts.

As identified in Appendix C, the following odour was observation points at the Site while downwind of the WRP:

- No 'obvious' odour intensity was identified in observations conducted at the Site while downwind of the WRP.

- ‘Subtle’ of odour intensity with a character of sewage/septic was confirmed in one observation at the southeast corner of the Site during winds from the direction of the WRP.

Based on the latter observation of subtle odour, the odour exposure classification for ‘subtle’ odour has been used in evaluating the ‘odour exposure risk classification’ in Table 5.8 (which follows the Area Surveillance evaluation methodology). Specifically, the following factors are evaluated in Table 5.8:

- The coincident frequency that the Costco Site is downwind of the WRP and the Costco store is likely to be open (as a % of all hours) – identified in Table 4.1.
- The frequency that subtle odour was confirmed in observations conducted at the Costco site while downwind of the WRP (based on the field surveillance results presented in Appendix C).
- The estimated frequency of confirmed subtle odour at each Costco site observation location (as a product of the two preceding frequencies).
- The offensiveness potential of observed odour character as determined via Appendix B of the EPA 1883 guidance (sewage/septic character odour is classified as ‘unsafe’).
- The odour exposure risk classification at each Costco site observation location as determined via Table 13 of the EPA 1883 guidance.

Table 5.8: Odour exposure based on observations of subtle sewage/septic odour and frequency of wind exposure

Location		Coincidence frequency of winds blowing from WRP and Costco operating hours	Frequency of confirmed subtle odour in downwind observations*	Estimated frequency of confirmed subtle odour*	Offensiveness potential of observed odour character	Odour exposure risk classification
A	Costco Site - SE Corner	5.60%	33%	1.87%	Unsafe	Negligible
B	Costco Site - Store Entrance	5.60%	-	-	-	Negligible
C	Costco Site - Service Station	5.60%	-	-	-	Negligible

* No ‘obvious’ odour intensity was identified in observations conducted at the Site while downwind of the WRP and the frequency of confirmed obvious odour is not considered in this table.

The ‘overall risk of offensive odour’ from the Pakenham WRP impacting on the Costco Site has been assessed in Table 5.9 using the methodology set out in section 6.3.5 of EPA Publication 1883. This includes consideration of the following:

- The odour exposure classification at each observation location identified in Table 5.8.
- The sensitivity classification of activities proposed at each observation location as determined via Table 4 of the EPA 1883 guidance.
- The overall risk of offensive odour has then been determined via Table 15 of the EPA 1883 guidance.

Table 5.9: Risk of offensive odour from the Pakenham WRP at the Costco site

Location	Odour exposure risk classification	Receiving environment sensitivity classification	Overall risk of offensive odour
A Costco Site - SE Corner	Negligible	Low (carpark)	Low
B Costco Site - Store Entrance	Negligible	Low (service station)	Low
C Costco Site - Service Station	Negligible	Medium (retail)	Low

Based on the limited number of observations conducted at the Costco site while the Pakenham WRP was upwind, the overall risk of offensive odour at the proposed development from the Pakenham WRP (as it is currently operating) is assessed as being low.

5.4.3.2 Consideration of background odour observed at the Costco site

Observations at the Costco Site (locations A, B and C) on 8 May 2025 (in west to west-southwest winds) and on 12 August 2025 (in northerly winds). These observations targeted conditions when the WRP and abattoir were not upwind of the Site. Consequently, the observations on these dates were representative of background odours (i.e., other than those associated with the WRP and abattoir).

No odour was recorded at Locations A, B and C within the Costco Site on 8 May 2025. However, odour was recorded at all three locations on 12 August 2025 (when the Pakenham urban area to the north was upwind) as follows:

- At the southeast corner of the Costco Site (Location A) a subtle petrol character odour was observed briefly, the frequency of which was classified as transient.
- At the proposed service station and store entrance locations at the Costco site (Locations C and B), an obvious wood/woodsmoke odour was recorded and classified as constant at both locations.

In relation to the observed petrol odour, the transient nature of the observed odour means it would not influence the characterisation of the risk of offensive odour at the Costco site being low if cumulative impacts are considered.

In relation to the observed wood/woodsmoke odour, the odour was identified to be associated with a confirmed burn-off day that occurred in the two days before the survey was undertaken. Given the irregular/infrequent nature of this odour source and the 'innocuous' offensiveness potential of the odour character, this type of odour is not considered to have a cumulative effect with odour from the WRP.

5.4.3.3 Consideration of odour observed at other locations in the area

Odour was observed at locations outside of the Costco Site as follows:

- **WRP entrance:** Both obvious and subtle odour of sewage/septic character and frequent presence was observed on 22 May 2025 and 4 June 2025 while the WRP was upwind. Conversely no odour was observed at this location on 1 August 2025 while the WRP was upwind. Given its close proximity of the odour monitoring location to the WRP, odour observations at this location are not considered to be representative of odour likely to be experienced at the Costco site (which is more than 600 m to the north).
- **McDonalds Drain Road West:** Obvious odour of a constant frequency was observed on 8 May 2025. The characteristics were consistent with by-products rendering and stockyard sources present at the abattoir. This location is approximately 860 m east-northeast of the on-site wastewater treatment plant and 1,050 m east of the rendering plant at the abattoir. These

odour sources are located at greater distances from the Costco site (1.45 km and 1.3 km respectively) and odour associated with the abattoir was not identified or observed at Costco site observation locations.

- **Abattoir gate:** Frequent obvious livestock odour was observed on 22 May 2025 and transient subtle livestock odour was observed on 12 August 2025. Given the substantial distance from the Costco site (over 1.3 km), odour observations at this location are not considered to be representative of odour likely to be experienced at the Costco site.

Overall, the odour observed at other locations in the area do not modify the odour risk associated with WRP odour at the Costco (identified in section 5.4.3.1) or indicate that background odour is likely to cause cumulative impacts with the WRP.

5.5 Potential impact of WRP expansion

As noted in section 3.1, SE Water has indicated that it intends to expand wastewater treatment at the WRP site through construction of a new facility by 2032. SE Water has indicated

- That the expansion will provide treatment for an equivalent population of 375,420; and
- An amendment to the local planning scheme is in preparation to apply a PAO to the adjacent property at 1070 Koo Wee Rup Road.

The proposed increase in treatment throughput and the introduction of wastewater treatment odour sources in closer proximity to the Site has the potential to increase the potential for odour exposure at the Site.

The potential impacts of odour from the expanded WRP at the Site will be influenced by:

- The nature and scale of the wastewater treatment activities at the expanded WRP. SE Water has provided details of the scale of wastewater treatment activities (as indicated by the equivalent population) but advises that design details the activities are not yet available.
- The measures employed to control and mitigate odour emissions from the expanded WRP. Details are also not yet available. SE Water has indicated that the expansion will include modern odour control technologies, which would represent an improvement on those used in earlier stages of the WRP development⁷.

In the absence of the above details the magnitude of potential exposure to odour from the expanded WRP at the Site is uncertain. However, considering the proximity of the proposed WRP expansion property and the proposed increase in wastewater treatment activity, it is recommended that measures be incorporated into the design of the Costco development to mitigate potential exposure to odour from the expanded WRP, once it is in place. Mitigation measures are evaluated in section 5.6.

5.6 Odour exposure mitigation measures

5.6.1 Overview

As noted in section 5.5, Costco, as the proponent of the development, has a General Environmental Duty (GED) obligation *to implement all reasonably practicable measures to eliminate or minimise*

⁷ Under its General Environmental Duty (GED) pursuant to the Environment Protection Act 2017, SE Water is obligated to implement all measures *so far as reasonably practicable to eliminate or minimise risks of harm to human health and the environment* arising from its odour emissions at established activities in local environment. These include established activities within the existing employment areas to the north of Greenhills Road. Conversely, in relation to the proposed Costco development, Costco (as the agent of change) holds the corresponding GED obligation in relation to the risk of environmental harm at the development Site.

risks of harm to human health and the environment associated with the introduction of the development activities to the Site, including potential odour exposure from the WRP.

In accordance with this obligation, we recommend that design measures be incorporated into the development to mitigate potential exposure to odour arising from the planned WRP expansion at 1070 Koo Wee Rup Road.

Specific mitigation measures for exposure within the retail store building, as the proposed development activity with the highest sensitivity, and general exposure mitigation measures, are evaluated in section 5.6.2 and section 5.6.3 respectively. Mitigation recommendations are summarised in section 5.6.4.

5.6.2 Specific measures to mitigate exposure at Retail Store Building

5.6.2.1 Building containment and exclusion of potentially odorous outdoor air

Measures to minimise potential ingress of odorous outdoor air into the building and limit incoming air flow into the building to air conditioning system intakes include:

- A retail building that is enclosed, with the exception of entry points, to minimise the ingress of air.
- Use of positive pressure active ventilation within the enclosed building.
- Use of air curtains at building entry points to exclude outdoor air while the entry point is open may provide further protection against the ingress of air to the building.

Enclosure of the retail building façade (outside of where façade perforations are required to allow customer/staff entry) coupled with positive pressure ventilation within the building (which pushes air out of façade perforations rather than drawing or allowing outdoor air in) will allow air flow into the building to be controlled. As noted in section 5.6.2.2, inlet air to the ventilation system can then be treated to remove odour.

The building entry points comprise a comparatively small component of the overall building façade surface area and the ventilation system should be designed with sufficient flow to maintain positive pressure when the retail entrance is open. The use of air curtains would provide additional protection against ingress of air to supplement building enclosure and positive pressure ventilation.

We understand that the store building will be enclosed except at retail, staff and delivery entry points and the air conditioning and ventilation system is to be of a positive pressure configuration. Air curtains are to be employed at the store entrance to provide further protection against the ingress of air.

5.6.2.2 Treatment of inlet air to the building

Provided that the building enclosure and positive pressure ventilation measures described section 5.6.2.1 are employed to minimise fugitive ingress of outdoor air to the building, treatment of inlet air to the buildings air conditioning systems can be used to limit exposure to odour within the building.

Treatment of air conditioning intakes to remove odour is most commonly achieved through use of carbon adsorption filters. Accordingly, we recommend the use of carbon adsorption filters is used to treat of inlet air to the building, at least prior to the WRP expansion at 1070 Koo Wee Rup Road being implemented.

Carbon adsorption media/filters should be adequately sized for the inlet air flow and prospective odorant load. To maintain treatment effectiveness, carbon adsorption media/filters should be regularly checked/monitored for media depletion and replaced as required.

5.6.3 General measures to mitigate exposure at the Site

5.6.3.1 Boundary screening

Vegetative boundary planting may visually screen potential odour sources at the WRP expansion property from the Site and disrupt wind flows from the WRP to improve dispersion of odour.

Boundary planting along the Koo Wee Rup Road boundary of the Site (north of the site entrance) is identified in the site layout drawing for the development.

5.6.3.2 Layout and geographical separation

Maximisation of separation between odour sources and sensitive activities through the design layout of the Site is a potential means of mitigating odour exposure.

In relation to each of the proposed development activities in this case:

- The car parking areas are classified as low sensitivity in EPA Publication 1881 and include the areas closest to both the existing WRP and proposed WRP expansion property.
- The service station is also classified as low sensitivity and is situated at the western extent of the Site (furthest from the proposed WRP expansion property).
- The retail store building is classified as medium sensitivity and is located adjacent to the eastern Site boundary. However, the store building is to be enclosed, and the store entrance is located at the southwest corner of the store (furthest from the proposed WRP expansion property). At this location, the entrance would be exposed to wind from the WRP in southeast winds, which as noted in section 4.2 occur relatively infrequently.
- Increases in distances separating the building's air conditioning intakes and the WRP (e.g. by locating intakes at the western end of the building) may incrementally reduce odour levels in intake air. However, we understand that this is not practicable for distributed air conditions systems likely to be used and the recommended measures to control incoming odour to the air condition system focus on treatment of inlet air (as described in section 5.6.2.2).

Overall, no further modifications to site layout to increase source-receptor separation are recommended.

5.6.4 Mitigation summary and recommendations

The following measures are recommended to mitigate exposure to odour at the Site to be implemented prior to the implementation of the WRP expansion:

- Enclosed design of the retail store building (outside of entry points).
- Use of positive pressure ventilation to exclude external air from retail store building, designed to cater for openings in the building facade at the retail entrance.
- Treatment of intake air to the retail air conditioning system to remove odour (such as via carbon adsorption filters). Carbon adsorption media/filters should be sized correctly for air flow and prospective odorant load, regularly checked/monitored for depletion and replaced as required.
- Use of air curtains at the retail entrance to provide further protection from the ingress of air through the entrance while it is in use.
- Vegetative boundary screening planting should be implemented along the property boundaries with Koo Wee Rup Road.

The intent of the recommendations is to appropriately manage potential exposure to odour at the Site to levels consistent with the sensitivity of the proposed development activities, and to avoid

reliance on SE Water modifying or constraining current WRP operations or its proposed expansion to accommodate the proposed development.

The retail store building (as a medium sensitivity activity) is the most sensitive activity proposed as part of the development and the recommendations focus on mitigating odour exposure within the building. Provided the recommended measures are appropriately specified/designed, operated and maintained, exposure to external odour within the building is likely to be minimal and consistent with a medium sensitivity retail store environment to avoid creating a reverse amenity outcome or constraining current or proposed WRP operations.

Although the measures are recommended to implemented prior to the commissioning of the WRP expansion, we understand that the measures will be embedded in the approved development and delivered at the outset.

5.7 Summary of odour amenity assessment

The findings of the odour amenity assessment are summarised as follows:

- The Site lies within the PSP odour buffer for the Pakenham WRP, which was derived from EPA Victoria separation distance guidance and anticipated the future expansion of the WRP. SE Water has indicated in feedback on the permit application that the expansion is now proposed to encompass a property adjoining the WRP to the north.
- The updated WRP expansion proposal will reduce the separation between the Site and WRP property boundary from 440 m to 60 m and extend the area encompassed by the EPA recommended separation distance for the WRP to the north into established industrial areas.
- The Level 2 odour risk scoring evaluation that considered odour source, pathway and receiving environment attributes of the development has identified a medium risk of odour at the Site both under the current Pakenham WRP configuration and following its proposed expansion.
- To further understand the potential odour impacts at the Site from the existing WRP and odour sources in the area, field odour observations were conducted on five separate dates.
- Field odour observations at the Site, coupled with analysis of potential exposure to wind from the WRP and adjacent abattoir indicate that the overall risk of offensive odour from the existing WRP at the Site (post-development) is low.
- Field odour observations at the Site from other background sources do not indicate that cumulative impacts of background odour with odour from the WRP would increase the risk of offensive odour at the Site.
- Observations of odour at other locations in the area do not increase the evaluated odour risk associated with WRP odour at the Costco Site or indicate that background odour is likely to cause cumulative impacts with the WRP.
- SE Water's proposed WRP expansion will both increase the WRP treatment capacity and decrease the existing separation between the Site and potentially odorous treatment activities. This in turn is likely to increase exposure to wastewater odour at the Site.
- The extent of the increase in odour exposure associated with the expanded WRP is uncertain without further detail of the design, configuration and location of the proposed expansion and odour control measures. However, given the proximity of the proposed WRP expansion property and the scale of the proposed increase in treatment capacity, we have recommended a range of mitigation measures (summarised in section 5.6.4) to be incorporated in the development design to reduce potential exposure at the Site to odour from the expanded WRP. We understand that Costco proposes to implement the recommended measures at the outset of its development.

- The recommended measures focus on mitigating odour exposure within the retail store building, which as a medium sensitivity activity is the most sensitive activity proposed for the development. Provided the recommended measures are appropriately designed, specified, operated and maintained, exposure to external odour within the store building is likely to be minimal and consistent with a medium sensitivity retail environment.

Overall, the risk of offensive odour at the developed Site is currently assessed as being low. As this risk could increase with proposed expansion of the WRP into an adjacent property, additional measures are recommended for the development design to mitigate exposure to odour from the expanded WRP to levels consistent with the sensitivity of the proposed development activities.

6 Conclusions

The assessment of potential odour amenity impacts from the existing Pakenham Water Recycling Plant (WRP) and other surrounding sources on the proposed Costco development at 130 Greenhills Road, Pakenham has concluded the following:

- An initial odour risk assessment identified a medium risk of odour effects at the Site, reflecting the odour potential of the WRP, the effectiveness of the exposure pathway and the sensitivity of proposed land uses at the Site.
- Field odour monitoring completed to further explore potential on five dates showed that, while odours were intermittently detectable at off-site locations closer to the WRP and abattoir, observations at the Costco site itself were either absent or of low intensity.
- Analysis of local wind conditions indicates that potential exposure of the Costco site to wind from the existing WRP site is limited, with winds from the southeast sector (towards the site) occurring infrequently.
- Further assessment of the potential for offensive odour at the Costco site based on the results of field odour monitoring and wind frequency analysis has identified the overall risk of offensive odour from the existing Pakenham WRP or other sources at Costco site, post-development, to be low.
- SE Water has indicated it intends to expand treatment capacity at the WRP site, including expanding the footprint of the WRP into an adjoining property at 1070 Koo Wee Rup Road. The expansion could increase potential odour exposure and the risk of offensive odour at the site from the WRP. The exact extent of any increase is uncertain without further detail of the expansion.
- Notwithstanding this uncertainty, considering the prospective increase in WRP treatment capacity and decrease in separation between WRP odour sources and the Site, measures to mitigate exposure at the Site to odour from the expanded WRP are recommended to be incorporated into the development design. We understand that Costco proposes to implement the recommended measures at the outset of its development. Provided these measures are appropriately designed and implemented, exposure to odour at the Site from both the existing and expanded WRP is likely to be mitigated to levels consistent with the sensitivity of the proposed development activities.

Overall, the results of the risk assessment and field observations indicate that the proposed Costco development is unlikely to experience offensive odour impacts from the WRP (as it is currently configured) or from other existing surrounding odour sources. The risk of offensive odour at the developed Site is currently assessed as being low. The risk could potentially increase with expansion of wastewater treatment activities at the WRP site (depending on the details of the expansion) and additional mitigation measures are recommended to be incorporated into the design as the WRP expansion occurs.

7 Applicability

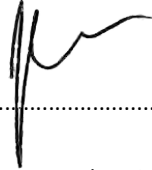
This report has been prepared for the exclusive use of our client ESS Australia Pty Limited and its client, Costco Wholesale Australia Pty Limited, with respect to the brief given to us and it may not be relied upon in other contexts or for any other purpose, or by any person other than our client, without our prior written agreement.

We understand and agree that this report will be used by Cardinia Shire Council in undertaking its regulatory functions in connection with the permit application for the proposed development.

Tonkin & Taylor Pty Ltd
Environmental and Engineering Consultants

Report prepared by:

Authorised for Tonkin & Taylor Pty Ltd by:



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**Appendix A PSP Pakenham WRP and G&K
O'Connor abattoir buffer**

Pakenham Water Recycling Plant and G and K O'Connor buffer



Appendix B Odour survey locations

Appendix C Field survey monitoring results summary

Table Appendix C.1: Summary of individual field odour survey monitoring results

Date	Time	Location		WD	WS (km/h)	Downwind of WRP?	Subtle odour			Obvious odour		
		ID	Location description				Count	Character	Presence	Count	Character	Presence
8/05/2025	11:30	1	Costco Site - SE Corner	WSW	4	N	0		NO	0		NO
8/05/2025	11:35	2	Costco Site - Store Entrance	WSW	4	N	0		NO	0		NO
8/05/2025	11:40	3	Costco Site - Service Station	WSW	6	N	0		NO	0		NO
8/05/2025	10:50	4	WRP entrance	WSW	4	N	0		NO	0		NO
8/05/2025	11:10	5	Abattoir Gate	W	11	N	0		NO	0		NO
8/05/2025	13:45	6	McDonalds Drain Rd	WSW*	2	N	0		NO	30	3f, 1c	C
22/05/2025	14:45	1	Costco Site - SE Corner	SE	11	Y	0		NO	0		NO
22/05/2025	14:20	2	Costco Site - Store Entrance	SE	8	Y	0		NO	0		NO
22/05/2025	14:10	3	Costco Site - Service Station	SE	11	Y	0		NO	0		NO
22/05/2025	15:05	4	WRP entrance	SE	6	Y	6	2c	F	6	2c	F
22/05/2025	15:15	5	Abattoir Gate	SE	7-11	N	2	1c	T	16	1e	F
22/05/2025	15:40	6	McDonalds Drain Rd	SE	4	N	0		NO	0		NO
22/05/2025	14:35	7	Koo Wee Rup Rd opp. WRP	SE	5	Y	0		NO	0		NO
4/06/2025	13:55	1	Costco Site - SE Corner	SE	13	Y	4	2d	F	0		NO
4/06/2025	13:45	2	Costco Site - Store Entrance	S	15	Y	0		NO	0		NO
4/06/2025	13:38	3	Costco Site - Service Station	SE	18	Y	0		NO	0		NO
4/06/2025	14:10	4	WRP entrance	SE	11	Y	6	2d	F	18	2d	F
4/06/2025	14:16	5	Abattoir Gate	S	15	N	0		NO	0		NO
4/06/2025	15:40	6	McDonalds Drain Rd	SE	4	N	0		NO	0		NO

Date	Time	Location		WD	WS (km/h)	Downwind of WRP?	Subtle odour			Obvious odour		
		ID	Location description				Count	Character	Presence	Count	Character	Presence
1/08/2025	13:55	1	Costco Site - SE Corner	SE	1	Y	0		NO	0		NO
1/08/2025	14:10	2	Costco Site - Store Entrance	SE	1	Y	0		NO	0		NO
1/08/2025	13:38	3	Costco Site - Service Station	SE	3	Y	0		NO	0		NO
1/08/2025	12:25	4	WRP entrance	SE	11	Y	0		NO	0		NO
1/08/2025	14:16	5	Abattoir Gate	SE	5	N	0		NO	0		NO
1/08/2025	15:40	6	McDonalds Drain Rd	SE	4	N	0		NO	0		NO
12/08/2025	13:00	1	Costco Site - SE Corner	N	5	N	2	6c	T	0		NO
12/08/2025	12:50	2	Costco Site - Store Entrance	N	13	N	0		NO	30	3e	C
12/08/2025	12:45	3	Costco Site - Service Station	N	13	N	0		NO	29	3e	C
12/08/2025	12:25	4	WRP entrance	N	11	N	0		NO	0		NO
12/08/2025	12:05	5	Abattoir Gate	N	5	Y	1	1e	T	0		NO
12/08/2025	12:19	6	McDonalds Drain Rd	N	17	N	0		NO	0		NO

Table Appendix C.2: Legend to codes used in Table Appendix C.1 (EPA Victoria Publication 1881 descriptors)

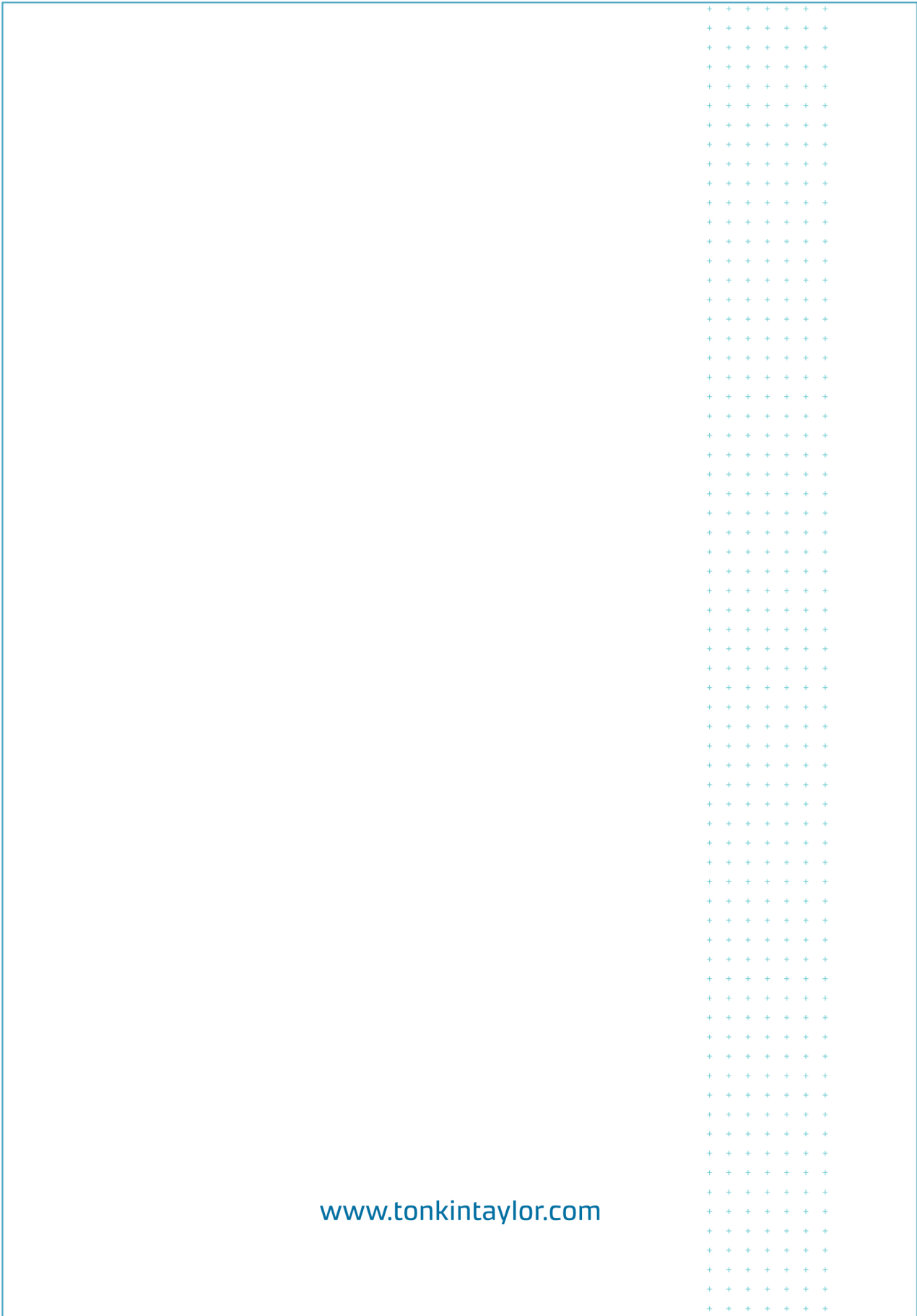
Odour character			Odour presence	
Code	Descriptor		Code	Descriptor
1c	Animal origin	Manure (faeces)	C	Constant
1e		Livestock	F	Frequent
2c	Rotting/putrid	Organic/compost (decayed)	T	Transient
2d		Sewage/septic	NO	No odour
3e	Burnt/smoky	Wood/woodsmoke		
6c	Hydrocarbon/fuel	Petrol		

Appendix D Odour survey monitoring plan

Appendix E Schedule of updates to report

Table Appendix E.1: Updates to report lodged with application

Section	Summary of modifications
Executive summary	Updates to reflect further WRP expansion detail and associated updates to the assessment
1.1 Background	Acknowledgement of updates to report
3 Potential odour sources	Updates to section 3.1 (Pakenham WRP) to incorporate further WRP expansion detail
	Inclusion of new section 3.3 to discuss service station proposed as part of development as potential background odour source with potential for cumulative odour impacts at the site with odour from the WRP
4.2 Influence of wind conditions on odour propagation	Updates to incorporate proposed WRP expansion property
5 Assessment of potential odour amenity impacts	Inclusion of separation distance evaluation (new section 5.2)
	Update to Level 2 odour assessment (now section 5.3) to include proposed expansion of WRP
	Update to headings of Table 5.8 at section 5.4 and addition of table footnote to clarify odour frequency results
	Updates to consideration of potential impact of WRP expansion (now section 5.5) to reflect further WRP expansion detail
	Inclusion of new section (5.6) evaluating and making recommendations on measures to mitigate odour exposure at the Site
	Updates to summary of odour amenity assessment (now section 5.7) to reflect updates to the assessment
6 Conclusions	Updates to reflect further WRP expansion detail and associated updates to the assessment
Appendix C Field survey monitoring results summary	Addition of table legend for descriptor codes used in results table





REPORT

Sustainability Management Plan

Costco Pakenham

Costco Wholesale Australia Pty Ltd

Revision: 4.0 – For Information | Issued: 13 May 2025
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VERIFICATION

REVISION	DATE ISSUED	PREPARED BY	VERIFIED BY	AUTHORISED BY	COMMENT
1.0	31/01/2025	David Giles	Justin Peberdy	Justin Peberdy	Draft
2.0	19/02/2025	David Giles	Justin Peberdy	Justin Peberdy	For Information
3.0	28/02/2025	David Giles	Justin Peberdy	Justin Peberdy	For Information
4.0	13/05/2025	David Giles	Justin Peberdy	Justin Peberdy	For Information

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1 EXECUTIVE SUMMARY

1.1 INTRODUCTION

This Sustainability Management Plan (SMP) has been prepared to provide an overview of the sustainable design initiatives for the proposed new retail development located at 140 Greenhills Road Pakenham VIC 3810 in Melbourne, Victoria.

The development will be a new, single level Costco retail location (total site area is 61,856 m² with the Costco retail building area totalling 14,440 m²). The new Costco location will be comprised of retail (Costco Wholesale, petrol station and Tyre Centre) and an office and amenity space for staff members.

The development will align with the objectives stated in the Cardinia Shire Council Planning Scheme, C278 amendment card and address the council's commitment to encouraging best practice and promoting sustainability in the built environment.

1.2 SUSTAINABILITY OBJECTIVES

The proposed development will pursue several sustainability initiatives, in line with the objectives identified within Cardinia Shire Council's Local Planning Policies 22. Through early design input from sustainability professionals and aligning with Cardinia Shire Council's policies, the project aims to improve the efficient use of resources, by reducing the energy and potable water demand of the building in operation.

Throughout the construction phase, the project will seek to promote the use of sustainable construction practices through the development of a Construction Waste Management Plan to track waste generation and disposal and promote waste avoidance. The proposed development also intends to provide a healthy indoor environment for building occupants.

As described in Section 3 of this report, the proposed development incorporates high-level sustainability initiatives and design responses that is in line with Cardinia Shire Council's ESD Policy.

This application is supported using the Green Star Buildings v1 tool, which has been used as a framework to guide the sustainability strategy of the development. The development does not intend to pursue a Green Star certification with the GBCA.

1.3 SUMMARY OF KEY SUSTAINABILITY INITIATIVES

The following summarises some of the key sustainability initiatives in the project:

- Appropriate metering and monitoring system to enable close monitoring of utility usage.
- Implementation of Building Users Guide (BUG) to ensure plant and equipment are serviced to **manufacturer's requirement to ensure performance at optimal efficiency.**
- Optimized building thermal performance, lighting layouts and high efficiency HVAC systems with energy recovery system to reduce energy consumption.
- Advanced refrigeration system is to be installed that utilises CO₂ refrigeration with Energy Efficiency Ratio (EER) of 5.5-6 and overall achieves greater energy efficiency compared to standard refrigeration methods.
- Future provision for on-site renewable energy generation via photovoltaic panels on the roof, of a rough target size of 1MW.
- Reduced upfront carbon emission (embodied carbon) through strategic selection of material.
- Potable water usage reduction via high efficiency WELS rated fixtures and appliances, rainwater harvesting system (reuse to toilet flushing, irrigation and part of refrigeration system) and closed loop fire pump testing system.
- High quality indoor air provided to all habitable spaces via specification of low TVOC and formaldehyde indoor finishes, appropriate outdoor air ventilation system and regular maintenance of supply air duct.
- Improved staff well-being via comfortable break room for employees and provision of outdoor areas under canopy used by employees for breaks.
- Best practice stormwater quality achieved via rainwater harvesting, on-site bio-retention systems and pit baskets.
- Provision of conduits and switchboard room for the implementation of EV chargers in the future.

- Provision of bicycle parking, end-of-trip facility and increased access points for pedestrians and cyclists to safely access the site to encourage sustainable means of transportation for occupants and visitors and minimize car dependency.
- The development has a minimum of 60% construction and demolition waste diversion from landfill target, with an aspirational target to divert 80% of construction and demolition waste from landfill.
- An operational waste management plan will be implemented to redirect waste from landfill.
- Native landscaping to encourage biodiversity, maximise landscaping and cool roof concept to reduce urban heat island effect.

2 INTRODUCTION

2.1 PURPOSE

This Sustainability Management Plan (SMP) has been prepared in accordance with Cardinia Shire Council planning requirements to detail the sustainability features of the proposed development.

2.2 INFORMATION SOURCES

The following information sources have been used in the preparation of this report:

- Cardinia Shire Council Planning Scheme: Clause 22 "Local Planning Policies" C278 amendment card.
- Green Star Buildings v1 Rev B Submission Guidelines.
- Architectural drawings prepared by Group GSA for DA issue dated 15/12/2024 rev P1.
- Feedback from the project team

3 SUSTAINABILITY INITIATIVES

3.1 OVERVIEW

Costco is a sustainability-conscious business that strives to contribute to real, result-driven positive impacts both environmentally and socially. Costco's approach to sustainability is practical and includes a combination of commercially proven techniques and systems that is appropriate to the scale of the development, site constraint and Costco's operational requirements which aligns with the sustainability objectives of Cardinia Shire Council's ESD Planning Policy.

CARDINIA SHIRE POLICY OBJECTIVES

Refer to Table 1 below for the proposed design response and sustainability measures against the Cardinia Shire sustainability planning policy objectives.

TABLE 1 SUSTAINABILITY MEASURE MATRIX – CARDINIA SHIRE POLICY OBJECTIVES

CARDINIA SHIRE SUSTAINABILITY PLANNING POLICY OBJECTIVES	DESIGN RESPONSE / COSTCO SUSTAINABILITY MEASURES
<p>Energy performance</p> <p>Reduce both energy use and energy peak demand through design measures such as building orientation; shading to glazed surfaces; optimising glazing to exposed surfaces; and inclusion of or space allocation for renewable technologies.</p>	<p>Building envelope</p> <ul style="list-style-type: none"> • Building design incorporates optimised glazing to exposed surface ratio by maximise wall panel for improved thermal insulation performance and minimise solar heat gain through translucent construction elements. • Use of design in materials that the building meets the energy efficiency requirements of Section J of the BCA Deemed to Satisfy provisions. • High performance Kingspan insulation panels are proposed to improve energy performance of the proposed buildings. • Effective shading of glazed elements. <p>Lighting & activation-deactivation system</p> <ul style="list-style-type: none"> • Lighting will be selected with minimal energy consumption. • Lighting design to target a 10% lighting power density reduction as set in NCC 2019. • Sensors will be utilised to all external lightings. Motion sensors drop external lights to 30% capacity for security lighting. • Internal lightings include sensors during operational hours. Outside of operational hours, lights are off. • 100% LED lighting used throughout. <p>Heating, ventilation and cooling (HVAC) system</p> <ul style="list-style-type: none"> • Air-conditioning system to run on economiser cycle and have the functionality to adapt to humidity levels to pull in outdoor air to reduce cooling load. • Natural ventilation is used where possible. • Buildings refrigeration plant includes heat recovery system to service domestic hot water system. It is anticipated that majority of the buildings hot water needs will be serviced by the heat recovery system. • Use of energy efficient appliances and equipment where applicable, that are selected based on their high levels of energy efficiency (exceeding 85% of the equivalent CoP/EER). • Advanced refrigeration system installed (approx. \$1M extra capital cost) to achieve greater energy efficiency. Standard HFC design has compressor EER of 3-3.5. Costco uses all-natural (CO₂) refrigeration system with EER of 5.5-6. The peak demand and overall efficiency is lower than competing technologies, resulting in a payback of between 5-6 years. Costco AU is pioneering the use of this CO₂ system for Costco globally and

CARDINIA SHIRE SUSTAINABILITY PLANNING POLICY OBJECTIVES	DESIGN RESPONSE / COSTCO SUSTAINABILITY MEASURES
	<p>the energy efficiency achievement is unique amongst food retailers in Victoria, Australia.</p> <ul style="list-style-type: none"> Large concrete floor provides thermal mass, AC system runs on economy cycle outside operational hours (set point increase from 23°C to 27°C. Night purging system will be considered if appropriate. <p>On-site renewable energy generation</p> <ul style="list-style-type: none"> Design of building has provisioned structural capacity and locations for PV on the roof. Main switchboard will have PV connection points for future PV system installation. Performance based PV sizing assessment systems will be conducted in the first year of operations to gauge system size and extent.
<p>Integrated Water Management</p> <p>Reduce total operating potable water use through appropriate design measures such as water efficient fixtures, appliances, equipment, irrigation and landscaping.</p> <p>Encourage the appropriate use of alternative water sources (including greywater, rainwater and stormwater).</p> <p>Incorporate best practice water sensitive urban design to improve the quality of stormwater runoff and reduce impacts on water systems and water bodies.</p>	<p>Potable water reduction</p> <ul style="list-style-type: none"> WELS rated water efficient fixtures and fittings will be used. Landscaping on the site will comprise plants selected to be either low-water consuming or locally endemic species in order to reduce the water requirement for irrigation. A sub-soil drip irrigation system will also be installed, which will be controlled by automatic timers or soil moisture sensors. Fire test water used in pump systems to be re-circulated into the fire system (closed loop system). <p>Rainwater harvesting</p> <ul style="list-style-type: none"> Roof rainwater harvesting for use with the refrigeration system for evaporative cooling, reducing electricity and water consumption. Collect 50,000 litres from roof (approximately ¼ of building roof) for toilets flushing reuse in tank at back of building. Collect 100,000 litres (approximately ¼ of building roof) from roof for refrigeration in tank at back of building. <p>Stormwater quality modelling and management assets</p> <ul style="list-style-type: none"> Costco has engaged Acor to model the stormwater system using the MUSIC modelling system and the results will be provided in the associated stormwater report to demonstrate that reductions in post development average annual loads for Total Suspended Solids, Phosphorus and Nitrogen is achieved. Stormwater from paved areas will be diverted into bio-retention basin to be treated. Pit basket will also be provided to selected stormwater inlet pits to capture gross pollutants.

CARDINIA SHIRE SUSTAINABILITY PLANNING POLICY OBJECTIVES	DESIGN RESPONSE / COSTCO SUSTAINABILITY MEASURES
<p>Indoor Environment Quality</p> <p>Achieve a healthy indoor environment quality, including thermal comfort and access to fresh air and daylight, prioritising passive design over mechanical heating, ventilation, cooling and lighting.</p> <p>Reduce indoor air pollutants by encouraging use of low-toxicity materials.</p> <p>Minimise noise levels and noise transfer within and between buildings and associated external areas.</p>	<p>Thermal comfort</p> <ul style="list-style-type: none"> • Kingspan insulated panels utilised for greater thermal comfort, helps achieve better values and better acoustic properties. <p>Daylight & light levels, indoor air quality and acoustic</p> <ul style="list-style-type: none"> • Entry / exit doors provide natural light into store. • Tyre centre provides windows with greater visibility and natural light into shopping area / food courts • Light-coloured surfaces will be selected to reflect light around the internal spaces, further reducing the need for artificial lighting • Materials, such as paints, carpets, adhesives, sealants, floor and wall coverings, furniture, wood products, and office equipment will be chosen to ensure that they do not impact upon the indoor air quality and do not give off polluting emissions • Acoustic insulated noise wall provided between compactor / loading docks and shopping areas. Internal walls insulated for acoustic purposes (for offices) <p>Amenities and Comfort</p> <ul style="list-style-type: none"> • Break room for employees provided of approximately 159m². • External areas under canopy used by employees for outside breaks.
<p>Transport</p> <p>Design development to promote the use of walking, cycling and public transport, in that order and minimize car dependency.</p> <p>Promote the use of low emissions vehicle technologies and supporting infrastructure.</p>	<p>Bicycle facilities</p> <ul style="list-style-type: none"> • 10 bicycle spaces / racks located at the back (near water tanks) for typical operational levels of approx. 150 staff. Additional 10 bicycle spaces located at the front of building for visitors. • End of trip facility will be provided including lockers for all staff and unisex shower as well as an accessible toilet with shower. <p>Future proofing for electric vehicle transition</p> <ul style="list-style-type: none"> • Provision for 20 future EV charging bays, conduits to be provided including electrical switchboard provisions.
<p>Waste Management</p> <p>Promote waste avoidance, reuse and recycling during the design, construction and operation stages of development.</p> <p>Encourage use of durable and reusable building materials.</p> <p>Ensure sufficient space is allocated for future change in waste management needs, including (where possible) composting and green waste facilities.</p>	<p>Construction & demotion (C&D) waste diversion</p> <ul style="list-style-type: none"> • A construction waste management plan will be prepared and implemented, contractor will be required to keep records of waste diversion including waste disposal report that detail weight of wastes recycled or sent to landfill. • Targeted 60% construction waste landfill diversion rate. <p>Operational waste</p> <ul style="list-style-type: none"> • An operational waste management plan will be prepared to assist the implementation of best practice waste management systems to minimise waste to landfill. • At minimum, waste should be segregated into general waste, comingled recyclables, cardboard and soft plastic on regular basis. Other streams will be considered if appropriate.

CARDINIA SHIRE SUSTAINABILITY PLANNING POLICY OBJECTIVES	DESIGN RESPONSE / COSTCO SUSTAINABILITY MEASURES
<p>Urban Ecology</p> <p>Protect and enhance biodiversity by incorporating natural habitats and planting indigenous vegetation.</p> <p>Reduce urban heat island effects through building design, landscape design, water sensitive urban design and the retention and provision of canopy and significant trees.</p> <p>Encourage the provision of space for productive gardens, particularly in larger residential developments.</p>	<p>Biodiversity and Ecology</p> <ul style="list-style-type: none"> • Biodiversity achieved using native vegetation • 1 tree per 6 carpark spaces with structural soil • Tree planting in garden beds within the medians between car spaces and at the ends of the car space groupings. • Avenue style plantings to denote the entry and exit points into and from the site. <p>Urban Heat Island Effect</p> <ul style="list-style-type: none"> • Screen/ boundary planting comprising garden beds for shrubs, ground covers and feature trees. • A landscaped area situated to the south-east of the service station. • Cool roof utilised, specific Colour Bond (white heat reflective) colour.

ADDITIONAL MEASURES

Several additional sustainability measures beyond the requirements of the Cardinia Shire policy objectives have also been considered, summarised in Table 2.

TABLE 2 SUSTAINABILITY MEASURE MATRIX – ADDITIONAL MEASURES

FEATURE	DESIGN RESPONSE / COSTCO SUSTAINABILITY MEASURES
<p>Management</p>	<p>Metering and monitoring system</p> <ul style="list-style-type: none"> • A metering system is installed which connects major energy efficient consuming items to a BMS to enable close monitoring of energy consumption in the building. • Water consumption of the building will be compared to usage patterns in other locations to identify any potential problems and training will be provided for staff where necessary to ensure any misuse is minimised. <p>Services Maintenance</p> <ul style="list-style-type: none"> • Plant and equipment are serviced and maintained regularly according to manufacturer's requirement (usually quarterly) to ensure it performs at optimal efficiency. • Building Users Guide (BUG) is implemented in Costco operations to inform of operations and maintenance requirement. <p>Sustainability Application</p> <ul style="list-style-type: none"> • NDY is engaged as sustainability consultants to provide sustainable design advice from an early stage.
<p>Materials</p>	<ul style="list-style-type: none"> • Where feasible alternatives to materials that contain PVC which meet the best practice guidelines provided by the GBCA will be selected for the project. • Where feasible, insulation to walls, roofs, ceilings, floors, ductwork, pipework, hot water tank, etc. will be specified with a zero ODP and low GWP (<5), both in manufacture and composition. Fire extinguishers and refrigerants will also have a zero ODP.

FEATURE	DESIGN RESPONSE / COSTCO SUSTAINABILITY MEASURES
	<ul style="list-style-type: none"> • Items such as office workstations, flooring, walls and partitions, chairs, tables, storage and joinery will be selected based on their low impact on the environment and the environmental credentials of the manufacturer. • >30% of external cladding consist of Kingspan Wall Panel, which is awarded with GreenRate Level A • For roof insulation, utilising Knauf Metal Building Insulation with ECOSE Technology, awarded GREENGUARD Gold standard for low chemical emissions. • Where feasible a proportion of Portland cement for the in-situ and pre-cast concrete components of the project will be replaced by an industrial waste product, to reduce the embodied energy and resource depletion occurring through the use of concrete. • In selecting structural building materials or fit-out materials, preference will be given to resources which are reused; contains recycled material and/or are recyclable; renewable; locally sourced; from sustainable sources; natural or involve limited processing; or are shown to have a reduced impact of the environment over their full life cycle.

4 GREEN STAR BUILDINGS FRAMEWORK

4.1 SUMMARY

As described in Section 3, Costco's sustainability approach is holistic and covers all aspects of Cardinia Shire Council's ESD policy. The Green Star Buildings v1 tool has been used as a framework to guide the sustainability strategy of the development. The development does not intend to pursue a Green Star certification with the GBCA.

The following section details the proposed sustainability initiatives against the relevant Green Star categories and themes.

Based on this, an indicative Green Star scorecard has been developed, provided in Appendix A. This scorecard is indicative only and is not intended to represent compliance or equivalence with any Green Star credit or requirement. NDY will not be responsible for implementation and cannot provide validation of any sustainability initiatives or equivalence to a third-party certification program.

The initiatives listed in this report will form the basis for detailed studies during design development and only those items which prove to be effective from a performance and health and wellbeing perspective will be adopted. There may therefore be modifications to the sustainability strategy throughout the project implementation as further studies are undertaken. The Head Contractor will ultimately be responsible for ensuring this design potential is realised.

4.2 RESPONSIBLE

The Responsible category recognises activities that ensure the building is designed, procured, built, and handed over in a responsible manner.

The category aims to help builders, owners, and the supply chain on the sustainability journey. The Responsible Products Framework provides additional flexibility for product suppliers to have their initiatives be recognised in Green Star, provided they fall under the principles of responsibility, transparency, stewardship, foresight, or verification.

TABLE 3: RESPONSIBLE CATEGORY

INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
Responsible Construction	<p>The project's construction practices will aim to reduce impacts and promote opportunities for improved environmental and social outcomes.</p> <p>The head contractor will have an environment management system in place to manage the environmental impacts on site and will have an environmental management plan to cover the scope of construction activities.</p> <p>High proportion of construction and demolition waste will be diverted from landfill, with a target of 90%.</p> <p>The head contractor will provide training to staff and subcontractors on the sustainability strategy for the development.</p>	Head Contractor
Verification and Handover	<p>The development will be set up for optimum ongoing management with the implementation of a metering and monitoring system. Electrical metering will be as per NCC Section J requirements.</p> <p>Best practice commissioning and tuning practices will be followed.</p> <p>Operation and Maintenance information will be created and delivered to the strata manager with the information will be available to all building users and in an easy to understand format.</p>	Building Owner Sustainability Consultant Independent Commissioning Agent Head Contractor Subcontractors

INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
Responsible Resource Management	The building will be designed for the collection of separate waste and resource stream. A dedicated and adequately sized waste storage area will be provided, with safe and efficient access for both occupants and waste and resource collection contractors.	Architect Waste Consultant
Responsible Finishes	The project will prioritise specifying products with an environmental product or associated third party declaration, and products that are carbon neutral certified. This will include prioritising materials that can be recovered and recycled at the end of life. Finishes will focus on high quality and durable materials to ensure long-term functionality	Architect Head Contractor

4.3 HEALTHY

Since its introduction in 2003, Green Star has had a strong focus on improving the indoor environment quality of buildings. Green Star Buildings builds on this focus by considering health to be fundamental, emphasising the important role the built environment has in enhancing the health and wellbeing of occupants.

TABLE 4: HEALTHY CATEGORY

INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
Clean Air	The project will ensure that levels of indoor pollutants are maintained at acceptable levels. High levels of outdoor air will be provided, above minimum code requirements where appropriate. Sources of indoor pollution will be removed or mechanically exhausted to the outside. Ductwork will be cleaned prior to occupation. Pollutants entering the building will be minimised by locating outside air intakes away from sources of pollution. Ventilation systems will be designed to allow for easy maintenance and cleaning.	Mechanical Engineer Head Contractor
Light Quality	The building will be provided with high levels of light quality. Best-practice lighting will be provided to improve lighting comfort via flicker-free, high-quality lighting that accurately addresses the perception of colour within the space.	Lighting Designer Architect
Acoustic Comfort	The project will be designed to deliver acoustic comfort to the occupants. The acoustic design will take into consideration the functional use of the space to provide controls for intrusive or high-level noise and provide privacy for all occupants.	Acoustic Consultant Architect
Exposure to Toxins	Materials will be selected to ensure that the building's occupants are not directly exposed to toxins in the spaces they spend time in. Internal air pollutants will be reduced via selection of materials with low or no volatile organic compound (VOC) levels and low formaldehyde concentrations.	Architect Head Contractor
Amenity and Comfort	The building will include a dedicated break room accessible to all staff.	Architect

4.4 RESILIENT

The initiatives detailed in the following section enable the building owner to show consideration to the short and long-term performance of the building, under the various situations. The initiatives consider the project in the broader world and have a focus on the potential climate risks that may impact the building's ability to function optimally over the long-term.

TABLE 5: RESILIENT CATEGORY

INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
Climate Change Resilience	The project will consider climate change adaptations through initiatives: <ul style="list-style-type: none"> • Heat Resilience • High performance building envelope and highly energy efficient building services • Selection of materials that is reliant to increased solar exposure and predicted weather events. • Selection of native landscaping that is climate resilient 	Building Owner Sustainability Consultant All Project Team Members
Heat Resilience	Effects of the urban heat island effect will be reduced through a number of measures, including selection of low-SRI white-coloured roofing and landscaped areas.	Architect Landscape Architect

4.5 POSITIVE

The IPCC report highlights two critical aspects that the built environment must pursue to be on a 1.5°C trajectory: Reducing our energy consumption and switching to renewable energy. It's imperative to ensure both conditions are met, and not trade one off the other.

The Positive category addresses the factors that allow buildings to meet this goal and sets the trajectory for the built environment to address its emissions fully through all scopes of emissions.

In addition, with Australia facing longer and severe periods of drought due to climate change, the category also focuses on the importance of reducing water consumption.

Finally, the category acknowledges the value in understanding the full life cycle impacts of the building, which, in turn, can lead to better designs and material selection.

TABLE 6: POSITIVE CATEGORY INITIATIVES

INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
Upfront Carbon Emissions	The project will prioritise specifying products with an environmental product or associated third party declaration, and products that are carbon neutral certified, The structural design will be optimised to minimise the quantity of structural materials required and lowering the embodied carbon for the Project, including procuring lower embodied carbon concrete and steel products with an environmental product or associated third party declaration where feasible.	Sustainability Consultant Architect Structural Engineer Head Contractor
Energy Use	Operational energy efficiency is a key focus for the development. This is prioritised through a number of initiatives, including: <ul style="list-style-type: none"> • Passive design principles through higher performance building envelope and effective shading. • Highly efficient building services, such advanced next-generation refrigeration systems. 	Sustainability Consultant Architect Building Services Engineers

INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
	<ul style="list-style-type: none"> Provisions for future solar PV system(s). Refer to Table 1 for more details.	
Energy Source	The development will be designed with all-electric air conditioning systems, as well as provisions for future solar PV system(s).	Building Owner
Other Carbon Emissions	Costco AU is pioneering the use of the CO ₂ refrigeration system for Costco globally, which is an all-natural refrigerant which offers higher efficiencies than competing technologies.	Building Owner
Water Use	The development will minimise potable water consumption through a number of initiatives, including: <ul style="list-style-type: none"> On-site rainwater harvesting and reuse WELS rated water efficient fixtures and fittings will be used. Landscaping on the site will comprise plants selected to be either low-water consuming or locally endemic species in order to reduce the water requirement for irrigation. A sub-soil drip irrigation system will also be installed, which will be controlled by automatic timers or soil moisture sensors. Fire test water used in pump systems to be re-circulated into the fire system (closed loop system). 	Architect Hydraulics Engineer

4.6 PLACES

The Places category has an increased focus on putting people at the forefront of design. It focuses on the integration of the building into the urban fabric and delivers places that increase social cohesion.

Buildings cannot be seen in isolation; they have an impact – positive or negative – on their wider surroundings. The Places category recognises this and seeks to maximise the positive impacts whilst limit any negative ones.

Importantly, the category celebrates where we come from and our Aboriginal and Torres Strait Islander communities and uses placemaking to give a sense of belonging to the spaces we spend time at.

A Green Star building should be a place where occupants or visitors feel welcome and enjoy their stay – and the Places category serves this purpose.

TABLE 7 PLACES CATEGORY INITIATIVES

INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
Movement and Place	The development will be designed to prioritise sustainable transport options through the following initiatives: <ul style="list-style-type: none"> 10 bicycle spaces / racks located at the back (near water tanks) for typical operational levels of approx. 150 staff. Additional 10 bicycle spaces located at the front of building for visitors End of trip facility will be provided including lockers for all staff and unisex shower as well as an accessible toilet with shower. Provision for 20 future EV charging bay conduits to be provided including electrical switchboard provisions. (closed loop system). 	Architect Transport Consultant Electrical Engineer

4.7 PEOPLE

The People category encourages solutions that address the social health of the community by bringing a new dimension to the design and construction of buildings.

It takes steps to recognise the multitude of people that are involved in the delivery and occupation of a building. The built environment has a wide and diverse supply chain. In recognition of this, procurement is increasingly being used to improve environmental and social outcomes beyond the project boundary. It highlights issues such as diversity and gender equity, inclusion, and mental health.

TABLE 8 PEOPLE CATEGORY INITIATIVES

INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
Inclusive Construction Practices	The head contractor will provide gender inclusive facilities and protective equipment, install policies on site to increase awareness and reduces instances of discrimination, racism and bullying. The policies and programs implemented are relevant to construction workers on site. High quality staff support on site is provided to reduce at least five key physical and mental health impacts, and the effectiveness of the interventions are evaluated, as determined by a needs analysis or similar of all workers on site	Head Contractor
Design for Inclusion	The building will be designed and constructed to be inclusive to a diverse range of people with different needs.	Accessibility Consultant Architect

4.8 NATURE

The following initiatives focus on the natural environment and the minimisation of impacts the built environment has on the natural environment. There is also a focus of the environmental impacts beyond the building boundary with a responsibility of rebuilding the natural environment. There is a shift in focus from a passive observer to a more active role in maintaining nature and biodiversity.

TABLE 9 NATURE CATEGORY INITIATIVES

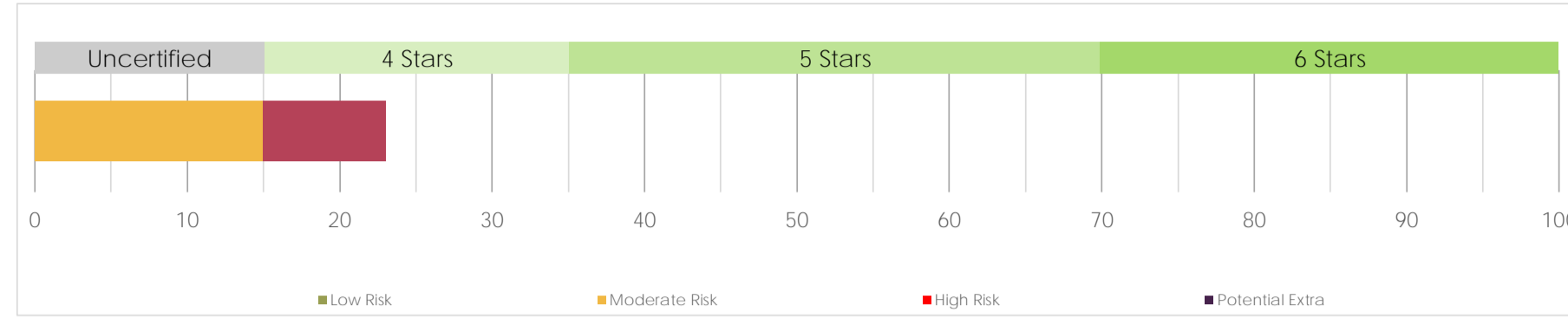
INITIATIVE	PROJECT RESPONSE	IMPLEMENTATION RESPONSIBILITY
Impacts to Nature	The project team have ensured that the development was not built on, or significantly impacted a site with a high ecological value. The developments design and construction conserves existing natural soil, hydrological flows and vegetation elements. The project will consider additional water sensitive urban design features integrated with landscaping. The development will minimise light pollution to the night sky and to neighboring bodies in line with relevant Australian Standards.	Building Owner Landscape Architect Head Contractor Ecologist

1 APPENDIX A – INDICATIVE GREEN STAR SCORECARD

Refer to the following page.



Costco Pakenham
19/02/2025



Credit	Minimum Expectation	Credit Achievement	Exceptional Performance	Total Points Available	Targeted Performance Level				Points Associated				Comments		
					Low Risk	Moderate Risk	High Risk	Potential Extra	Low Risk	Moderate Risk	High Risk	Potential Extra			
Responsible					17										
1 Industry Development		1		1											
2 Responsible Construction	•	1		1	Minimum Expectation	Credit Achievement			•	1					ME: Head contractor has an environmental management system and environmental management plan in place. 80% of construction and demolition waste is diverted from landfill. Sustainability training is provided by the head contractor to construction personnel. CA: 90% of construction and demolition waste is diverted from landfill. Waste contractors and facilities comply with the Green Star reporting criteria.
3 Verification and Handover	•	1		1	Minimum Expectation				•						ME: Best-practice metering and monitoring systems are provided. Environmental performance targets are set by the project team the building is designed and tested for airtightness. Services and maintainability review session is performed. Best-practice commissioning and 12-months building tuning is in place. Best-practice O&M manuals, building log book, and building users guide are developed.
4 Responsible Resource Manager	•			0	Minimum Expectation				•						ME: Separate collection of landfill, comingled recyclables, and one other (soft plastic or compostable organics). Dedicated waste storage areas is provided. Size and accessibility of waste storage area and access to waste storage area must be signed off by a specialist waste consultant or contractor.
5 Responsible Procurement		1		1											
6 Responsible Structure		3	2	5											
7 Responsible Envelope		2	2	4											
8 Responsible Systems		1	1	2											
9 Responsible Finishes		1	1	2		Credit Achievement				1					CA: 40% of all internal building finishes (by cost) meet a Responsible Products Value of at least 7.
										Total	2				
Healthy					14										
10 Clean Air	•	2		2	Minimum Expectation				•						ME: Air intake and exhaust separation to meet separation distances of Table 5.5.1 of ASHRAE 62.1. All ductwork to be cleaned prior to use. Outside air is provided at rate 50% higher than AS1668.2, or the team can demonstrate that enough outside air is provided to maintain 800ppm CO ₂ levels and demand control ventilation is provided. ME: Best-practice artificial lighting and reduction of glare from light sources.
11 Light Quality	•	2	2	4	Minimum Expectation	Credit Achievement			•		2				CA: Artificial lighting solution must address the quality of light in the space, provide highlights and contrasts, and seek to avoid excessive lighting or overly uniform solutions. External glare to be controlled via blinds or other shading devices. Shadow/glare modelling will be required if blinds are not provided.
12 Acoustic Comfort	•	2		2	Minimum Expectation	Credit Achievement			•	2					ME: Engage acoustic consultant to develop acoustic comfort strategy. CA: Project to address at least three of the following acoustic performance requirements: Maximum Internal Noise Levels, Minimum Internal Noise Levels, Acoustic Separation, Impact Noise Transfer, Reverberation Control.
13 Exposure to Toxins	•	2		2	Minimum Expectation				•						ME: Internally applied paints, adhesives, sealants and carpets meet specified VOC limits. Engineered wood products meet specified formaldehyde limits. A comprehensive hazardous materials survey must be carried out on any existing structures on the site, and any hazardous materials are stabilised or removed in line with best-practice guidelines and WHS legislation.
14 Amenity and Comfort		2		2		Credit Achievement				2					CA: Dedicated amenity rooms for parents, relaxation, prayer, meditation, or exercise, accessible by all regular building occupants.
15 Connection to Nature		1	1	2											
										Total	4	2			
Resilient					8										
16 Climate Change Resilience	•	1		1		Credit Achievement				1					ME: Climate change pre-screening checklist. CA: Project-specific climate change risk and adaptation assessment undertaken. A climate change risk and adaptation assessment undertaken. NDY have facilitated the workshop and is developing risk matrix and adaptation plan. At least two risks identified in the assessment, and all high/extreme risks, must be addressed by specific design responses.
17 Operations Resilience		2		2											
18 Community Resilience		1		1											
19 Heat Resilience		1		1		Credit Achievement				1					CA: Landscaping, hardscape and new roofing materials to be kept light in colour, or shaded by trees or solar panels.
20 Grid Resilience		3		3											
										Total	2				
Positive					30										
21 Upfront Carbon Emissions	•	3	3	6	Minimum Expectation				•						ME: Building upfront carbon emissions reduced by 10% compared a reference building.
22 Energy Use	•	3	3	6	Minimum Expectation	Credit Achievement			•	3					ME: Building operational energy reduced by 10% compared a DIS reference building, demonstrated via energy modelling by NDY. PV cannot be used to calculate reductions. CA: Building operational energy reduced by 20%. Will require comprehensive push for high performance building fabric (i.e. insulation, glazing performance, shading, airtightness & reduced thermal bridging) and energy-efficiency systems (HVAC, LED lighting, DHW, controls systems) and on-site renewable energy generation (solar PV). Behind the meter PV can be used to calculate reductions, but not electricity exported to the grid.
23 Energy Source	•	3	3	6	Minimum Expectation				•						ME: Zero Carbon Action Plan to be developed.
24 Other Carbon Emissions		2	2	4		Credit Achievement				2					CA: High-GWP refrigerants must be eliminated from the building, or carbon offsets to be purchased for GHG emissions associated with refrigerants.
25 Water Use	•	3	3	6	Minimum Expectation	Credit Achievement			•	3					ME: All fixtures and water-using appliances installed within the project's scope meet specified WELS ratings. CA: The building uses 45% less potable water compared to a reference building, based on the Green Star 'Water Use Calculator'. The building must have infrastructure for recycled water in a district or location where local council or water authorities (or similar) have planned for installation of recycled water infrastructure.
26 Life Cycle Impacts		2		2											
										Total	2	6			
Places					8										
27 Movement and Place	•	3		3	Minimum Expectation	Credit Achievement			•	3					ME: Showers are provided for all staff (1 shower for up to 49 staff). Minimum one locker is provided for every 8 staff members. CA: EV charging infrastructure, bicycle parking, bicycle routes and connectivity to surrounding routes, transport options that aren't private fossil fuel powered vehicles are prioritised; building's design and surroundings encourage walking. Transport consultant engaged to produce a sustainable transport plan.
28 Enjoyable Places		2		2											
29 Contribution to Place		2		2											
30 Culture, Heritage and Identity		1		1											
										Total	3				
People					9										
31 Inclusive Construction Practices	•	1		1	Minimum Expectation				•						ME: Head contractor provides gender inclusive facilities and protective equipment; policies on-site to increase awareness and reduce instances of discrimination, racism, and bullying.
32 Indigenous Inclusion		2		2											
33 Procurement and Workforce Inclusion		2	1	3											
34 Design for Inclusion		2	1	3		Credit Achievement				2					CA: Provide equitable, appealing, safe, and secure access in a manner that does not segregate or stigmatise users through all principal entrance points and main thoroughfares inside and outside the building.
										Total	2				
Nature					14										
35 Impacts to Nature	•	2		2	Minimum Expectation				•						ME: Existing site is not deemed to include areas of high ecological value. All outdoor lighting on the project complies with AS/NZS 4282:2019 Control of the obtrusive effects of outdoor lighting. Light pollution to the night sky must be mitigated through either control of UOR less than 5%, or direct control of illuminance in accordance with AS/NZS 4282:2019.
36 Biodiversity Enhancement		2	2	4											
37 Nature Connectivity		2		2											
38 Nature Stewardship		2		2											
39 Waterway Protection		2	2	4											
										Total					
Leadership					0										
40 Market Transformation				0											
41 Leadership Challenges				0											
										Total					

7.2.2 GLISMANN ROAD AREA DEVELOPMENT PLAN (DP019)

Responsible GM:	Wayne Mack
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. Vibrant Places</p> <p>2.1 Strategic planning - We ensure the Cardinia Shire Planning Scheme delivers high quality outcomes that preserve the liveability and identity of the municipality and protecting our natural environment, while also accommodating for population growth and economic development, while preserving the liveability and identity of the municipality and protecting our natural environment.</p>

Recommendation

That Council:

1. Endorses in principle the four settlement principles, and the associated provisions, outlined in the without-prejudice letter from Maddocks Lawyers to Best Hooper Lawyers dated 1 May 2026 (**Confidential Attachment 2**) in relation to VCAT Proceeding P1102/2025.
2. Approves the tracked changes outlined in **Attachment 3** - Tracked Changes to the Approved Glismann Road Area Development Plan (Principle 2) and confirms that these changes form part of the Glismann Road Area Development Plan approved by Council on 17 November 2025, under section 4.0 of Schedule 19 to Clause 43.04 (Development Plan Overlay) of the Cardinia Planning Scheme.

Executive Summary

Council adopted the Glismann Road Area Development Plan (GRADP) on 17 November 2025 to provide a coordinated framework for future subdivision, infrastructure delivery and land use outcomes within the precinct. On 12 December 2025, Council received a VCAT application from the owner of 6 Glismann Road, challenging whether the GRADP is generally in accordance with Development Plan Overlay Schedule 19 (DPO19) and the Glismann Road Development Contributions Plan. The matter has progressed to a Compulsory Conference, with Maddocks Lawyers representing Council.

This report seeks Council endorsement of four agreed without-prejudice principles to resolve the VCAT proceeding by consent, avoiding a contested hearing while maintaining the integrity and intent of the approved planning framework. **Confidential Attachment 2** contains a without-prejudice settlement offer dated 1 May 2026, which proposes minor, clarifying amendments to the GRADP, the provision of a Chief Executive Officer assurance letter, and an agreement that no party seeks costs. The proposed amendments are limited in scope and do not alter the strategic intent of the Development Plan. While agreement has been reached in principle with the applicant at 6 Glismann Road and the adjoining landowner at 4 Glismann Road, the statements of grounds lodged by northern landowners remain unresolved. Council maintains that the GRADP and DPO19 prohibit vehicular access to Patrick Place and Timberside Drive at any stage of development, including interim arrangements, and that allowing such access would be inconsistent with the statutory planning framework and adopted safety, traffic and amenity outcomes.

Subject to Council approval of the agreed principles, the applicant will confirm whether the proceeding can be finalised by consent, with VCAT to determine the status of any remaining unresolved grounds.

Background

The gazettal of Cardinia Planning Scheme Amendment C238card in November 2022 facilitated the rezoning of land within the Glismann Road area to a residential zone, enabling residential development to proceed through the preparation of a Development Plan and Development Contributions Plan.

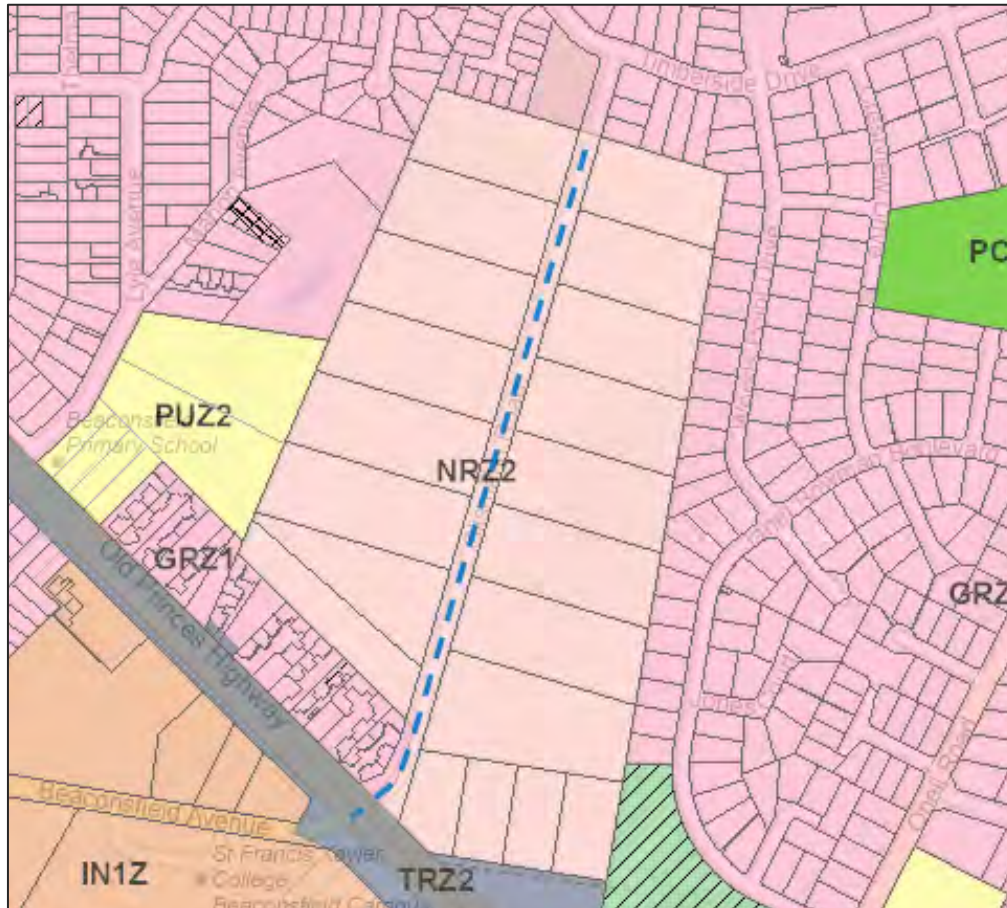


Figure 1: Zoning mapping – source: [Vicplan](#)

The Glismann Road Area comprises approximately 21 hectares of land in Beaconsfield, held across 21 individual titles. In accordance with Schedule 19 to the Development Plan Overlay (DPO19), the Glismann Road Area Development Plan (GRADP) is required to be prepared and approved by Council before any landowner may seek a planning permit to subdivide or develop land within this area.

In March 2025, landowners within the GRADP area were advised that Council had allocated funding in its 2024–2025 Budget for preparation of the Development Plan. In May 2025, landowners were invited to participate in informal engagement through meetings or written submissions, supported by a dedicated project webpage to facilitate communication and provide updates.

At its meeting on 17 November 2025, Council unanimously approved the Glismann Road Area Development Plan (GRADP). The approved GRADP is a 132-page document that sets out a clear framework for future development in the Glismann Road area. It shows where housing, roads, paths, open space and infrastructure will be located, and includes guidelines to manage traffic, protect vegetation, respond to steep land and ensure development fits with the local landscape. The plan helps ensure growth occurs in a coordinated, safe and attractive way for the community.

The officer report noted that the Development Plan was informed by community and stakeholder engagement, together with technical assessments and broader strategic planning considerations. The 'Development Plan' shown in **Attachment 1**, is an extract from the approved GRADP.

VCAT Application

On 12 December 2025, Council received a VCAT application from the landowner of 6 Glismann Road (represented by Best Hooper Lawyers). The application was lodged under Section 149 of the *Planning and Environment Act 1987* (VCAT Ref: PED-20211-P4X7, P1102/2025). The applicant predominately contends that the Council-approved GRADP:

- Is not generally in accordance with DPO19 and the Glismann Road Development Contributions Plan, and does not adequately respond to relevant background reports and recommendations.
- Fails to provide sufficient clarity and flexibility regarding development staging and the delivery of the internal road network, particularly where landowners may not wish to develop.
- Proposes a road network that unreasonably fragments 6 Glismann Road, does not respond adequately to topography, and may limit development potential, resulting in a lower dwelling yield than anticipated under DPO19.

Council engaged Maddocks to represent it in the proceeding.

The 'Development Plan' shown in **Attachment 1**, refers to 6 Glismann Road as Property 3.

Following the Practice Day Hearing on 13 February 2026, an Order issued on 16 February 2026 required notice of the VCAT application to be given to all landowners affected by the GRADP and to relevant referral authorities, with those parties provided an opportunity to lodge Statements of Grounds.

Statements of Grounds were lodged by:

- An adjoining landowner to the south at 4 Glismann Road, who raised concerns that the approved GRADP identifies their property as part of the traffic network despite their stated intention not to develop, and noted potential personal impacts associated with loss of land or control of their home. The 'Development Plan' shown in **Attachment 1**, refers to 4 Glismann Road as Property 2.
- A group of landowners to the north of the applicant's land (being 10, 12, 14 and 16 Glismann Road, referred to as the 'northern landowners' represented by Rigby Cooke Lawyers). The northern landowners contend that the approved GRADP does not deliver a fair, orderly or commercially viable development outcome due to reliance on a constrained road network with a single access via Glismann Road. They seek consideration of temporary access via Patrick Place as an alternative staging option. The 'Development Plan' shown in **Attachment 1**, refers to 10, 12, 14 and 16 Glismann Road as Property 5, 6, 7 and 8.

A compulsory conference was held on 13 April 2026 to assist the parties to resolve or narrow the issues in dispute prior to a hearing. While no agreement was reached at the conference, an Order dated 15 April 2026 recorded that the parties sought additional time to continue negotiations with a view to achieving a settlement. The Tribunal subsequently listed the matter for an administrative check-in on 27 April 2026, at which time the Tribunal was advised that discussions were ongoing. Since that time, Council has reached a without prejudice agreement with the applicant and the landowner at 4 Glismann Road, subject to formalisation of the agreed matters at this Council Meeting.

The **Confidential Attachment 2** – Is the ‘without-prejudice’ letter from Maddocks Lawyers to Best Hooper Lawyers dated 1 May 2026. The letter sets out Council’s without-prejudice settlement offer, proposing four agreed principles (including a CEO assurance letter and minor amendments to the Development Plan) as the basis for resolving the VCAT proceeding by consent, subject to Council approval.

It is noted that the statement of grounds listed by the northern landowners remain unresolved. Council officers maintain that the approved Glismann Road Area Development Plan (GRADP) and Development Plan Overlay Schedule 19 (DPO19) expressly prohibit any vehicular connection to Patrick Place or Timberside Drive at all stages of development, including temporary or interim arrangements. Officers consider that permitting interim access via Patrick Place would be inconsistent with the statutory planning framework, create a high risk of permanent reliance, and undermine deliberately adopted access outcomes based on safety, traffic and amenity considerations. Council’s position on these matters is well-established, has been consistently communicated to the northern landowners.

Following Council’s consideration of the matter and the issuing of the CEO correspondence, the next procedural step is for the applicant to confirm whether the proceeding can be resolved on that basis. If agreement is reached, the parties will lodge consent orders with VCAT, enabling the Tribunal to finalise the proceeding without a hearing. Where statements of grounds lodged by other parties remain unresolved, it is a matter for the Tribunal to determine whether any such grounds raise issues requiring determination or have been resolved or rendered moot by subsequent events.

Discussion

This section of the report summarises the four agreed principles set out in **Confidential Attachment 2**, being the ‘without-prejudice’ letter from Maddocks Lawyers to Best Hooper Lawyers dated 1 May 2026 and explains why these principles are considered appropriate and are supported as a basis for resolving the VCAT proceeding.

Table 1: Overview and Assessment of the four principles outlined in Confidential Attachment 2.

'Without Prejudice' Principle	Assessment / Justification
<p>Principle 1 Subject to a Council resolution, Council’s Chief Executive Officer will write to the owners of 4 and 6 Glismann Road to confirm that Council has no current intention or plans to compulsorily acquire or vest any part of either property for the purposes of implementing the Glismann Road Area Development Plan.</p> <p>This includes land identified for the proposed east-west local access road (Project LA-01 of the Glismann Road Development Contributions Plan) through part of 6 Glismann Road.</p> <p>Council does not currently foresee any circumstances in which this position would change.</p>	<p>Principle 1 is proposed to clarify Council’s position following issues raised at the VCAT Compulsory Conference regarding the possible use of compulsory acquisition powers in relation to the Glismann Road Area Development Plan (GRADP) and the Glismann Road Development Contributions Plan (GRDCP).</p> <p>While 6 Glismann Road is affected by two DCP projects (RD-03 Local Access Street Level 1 and LA-01 Land component of RD-03), 4 Glismann Road is not affected by any DCP project. In both cases, the identification of infrastructure in either the GRADP or the GRDCP does not imply any intention by Council to compulsorily acquire land.</p> <p>Council has not set up DCP costings on the basis of public or compulsory acquisition, and no Public Acquisition Overlay applies to either property. This reflects Council’s standard practice, which is not to compulsorily acquire land for local infrastructure, regardless of whether the works are identified in a DCP or delivered outside a DCP. Local roads and similar</p>

'Without Prejudice' Principle	Assessment / Justification
	<p>infrastructure are typically provided through the development process or by agreement between parties.</p> <p>By confirming that Council has no current intention or plans to compulsorily acquire or vest land at 4 or 6 Glismann Road, Principle 1 provides clarity and certainty to affected landowners and responds directly to a key issue raised in the VCAT proceeding. The principle supports the resolution of the proceeding by consent, without altering the intent or operation of the Glismann Road Area Development Plan (GRADP).</p>
<p>Principle 2 A minor amendment to the text in the Council-approved GRADP:</p> <ul style="list-style-type: none"> • explicitly allow certain minor works and structures on land prior to redevelopment, provided they do not prejudice future orderly development; and • specify there will be no public acquisition or vesting of land in Property 3 to facilitate the design of TM-01. 	<p>Principle 2 is proposed to provide additional clarity to existing text within the approved GRADP. It clarifies how the Plan is intended to operate and be interpreted, particularly in response to matters raised during the VCAT proceeding.</p> <p>Proposed text changes to the approved GRADP, does not introduce new policy, alter development expectations, or change the intent, direction or strategic outcomes of the approved GRADP.</p> <p>The principle simply reinforces and explains matters that are already contemplated within the Plan to ensure a common and clear understanding by all parties.</p> <p>The amendment to the text is outlined in Attachment 3: Tracked changes to the approved GRADP (Principle 2).</p>
<p>Principle 3 That no party would seek costs against another.</p>	<p>Principle 3 reflects the good-faith nature of the discussions between the parties and the shared intent to resolve the VCAT proceeding by consent.</p> <p>By agreeing that no party will seek costs against another, the parties acknowledge that the matters in dispute arose from legitimate differences in interpretation and implementation of complex planning controls, rather than unreasonable conduct.</p> <p>This approach supports a constructive and collaborative resolution, avoids the risk of further escalation of the proceeding, and provides certainty to all parties. It also aligns with Council's broader objective to resolve planning disputes efficiently and responsibly, minimising additional time, expense and uncertainty for both Council and landowners.</p>
<p>Principle 4 After this Council meeting, copies of the agenda item and the minutes (or an extract of the minutes) confirming any Council resolutions will be provided before the VCAT proceeding is resolved.</p>	<p>Principle 4 is proposed to ensure transparency, accountability and procedural clarity in the resolution of the VCAT proceeding.</p> <p>This approach ensures the agreed outcome is based on a clear formal Council resolution, rather than informal discussions, and that all parties, including VCAT have the same, accurate understanding of Council's position.</p>

The letter also notes that:

- Council officers can support the proposed consent orders in principle; however, as the proposal involves an amendment to the approved Development Plan, it must be reported to and endorsed by Council before consent orders can be finalised.
- The settlement offer is conditional on the matter being resolved on the currently listed June hearing dates and will be withdrawn if the proceeding is adjourned to a later date.
- Acceptance of the proposal would enable preparation of the necessary CEO correspondence and consent orders to give effect to the agreed outcome.

Policy Implications

The Glismann Road Area Development Plan was approved by Council on 17 November 2025. Principles 1, 3 and 4 are clarifying in nature and do not introduce any changes or alter the intent or operation of the approved GRADP or the Glismann Road Development Contributions Plan (GRDCP). In contrast, Principle 2 proposes amendments to text on two pages of the approved GRADP; however, these changes are considered minor and do not alter the overall intent or operation of the approved GRADP.

The approved GRADP contains an approval stamp on each page stating, “APPROVED DEVELOPMENT PLAN, Planning and Environment Act 1987, Cardinia Planning Scheme, Glismann Road Area Development Plan (DPO19), Page: x of 144, Approved By: Cardinia Shire Council, Date: 17 November 2025”.

Principle 2 will require minor changes to text on page 7 and page 27, as well as the page with the version history table. Council is approving a modification, not a replacement Development Plan so from a governance and statutory clarity perspective, the integrity of the original approval is required.

To ensure transparency:

- The approval stamp on the two affected pages (and the version history table page) will have a clear notation stating, “Amended by Cardinia Shire Council 18 May 2026, VCAT Compulsory Conference outcome P1102/2025.”
- All other pages should retain the existing ‘Approved by Council – 17 November 2025’ stamp unchanged.

Changes to the text is outlined in **Attachment 3**, Tracked changes to the approved GRADP (Principle 2).

Financial and Resource Implications

Resolving the VCAT proceeding through the proposed consent process will result in significant cost savings and certainty benefits for both Council and the affected landowners, compared with proceeding to a three-day VCAT hearing.

Resolving the matter through this process represents a cost-effective outcome for all parties, reduces unnecessary expenditure and uncertainty, and allows both Council and landowners to redirect resources away from litigation and toward future development planning and delivery.

Climate Emergency Consideration

This VCAT application has no implications for the climate emergency measures contained in the GRADP.

Consultation/Communication

The GRADP was informed by a combination of statutory processes (Planning Scheme Amendment C238card) as well as targeted informal engagement undertaken during the preparation of the Council-approved GRADP.

As part of this VCAT process, all landowners were formally notified of the VCAT application. Two Statements of Grounds were subsequently lodged: one by the owner of 4 Glismann Road, and one by a group of landowners located at the northern end of Glismann Road (represented by Rigby Cooke Lawyers). The statement of grounds are discussed in the Background section of this report.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. It was determined that a Gender Impact Assessment (GIA) was not required as the subject matter of this report does not relate to a policy, program or service that has a direct or significant impact on the community.

Confidential Attachments

The **Confidential Attachment 2** - Without-prejudice letter from Maddocks Lawyers dated 1 May 2026 in relation to VCAT Proceeding P1102/2025- is designated confidential information pursuant to the *Local Government Act 2020*, s.3(1)(e) Legal privileged information, being information to which legal professional privilege or client legal privilege applies.

Attachments

1. Attachment 1 - GRADP Figure 6 [7.2.2.1 - 1 page]
2. Confidential Attachment 2 - Maddocks letter to BHL [7.2.2.2 - 2 pages]
3. Attachment 3 - Tracked Changes to GRADP - Principle 2 [7.2.2.3 - 3 pages]

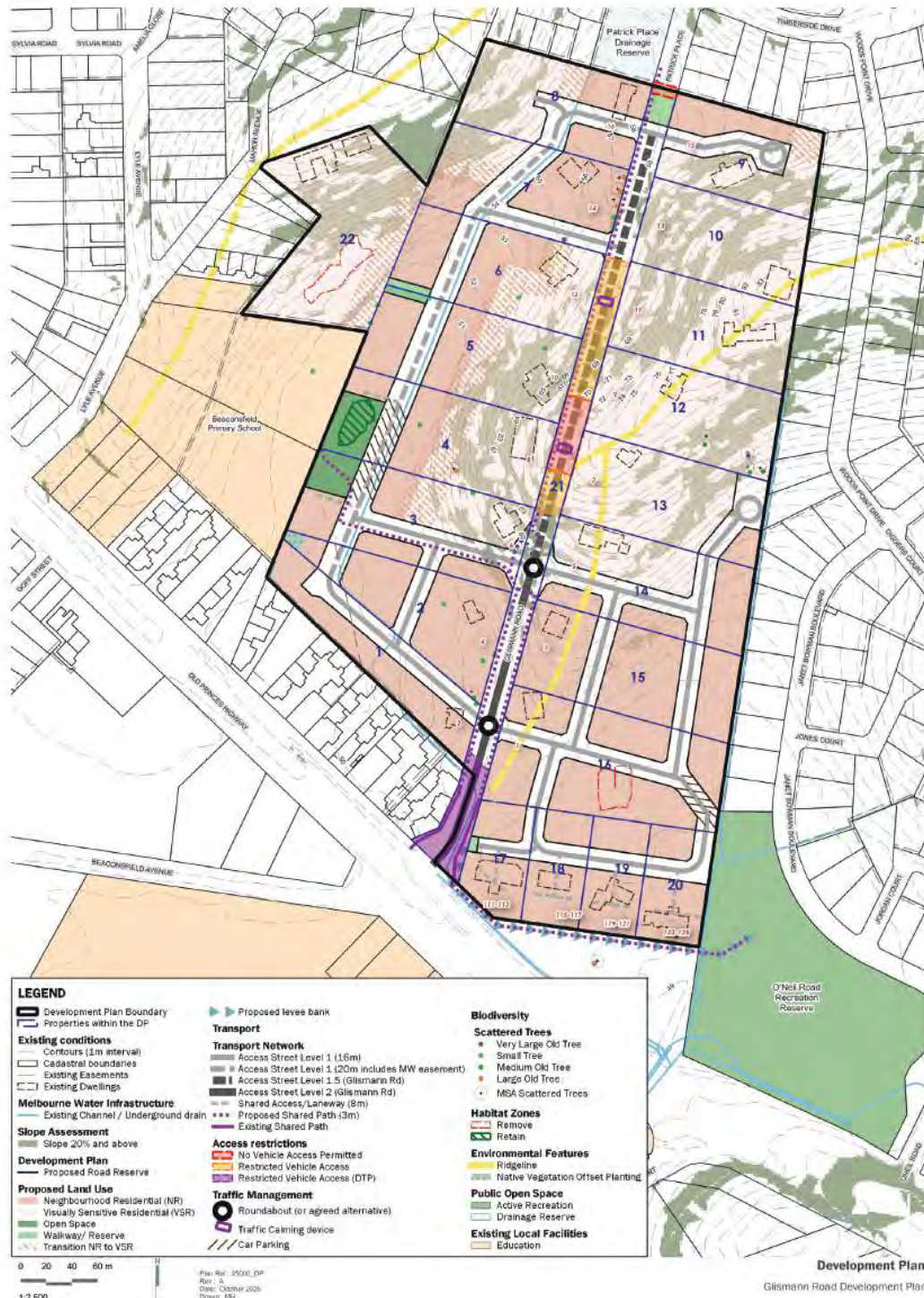


Figure 6 - Development Plan

APPROVED DEVELOPMENT PLAN
 Planning and Environment Act 1987
 Cardinia Planning Scheme
Glismann Road Area Development Plan (DP019)
 Page: 26 of 144
 Approved By: Cardinia Shire Council
 Date: 17 November 2025

Version history			
Report title	Glismann Road Beaconsfield Development Plan – DPO19		
Version	Date	Comment	Author
A	5 November 2025	Draft Development Plan	UDM
B	6 November 2025	Final Development Plan	UDM/CSC
C	9 December 2025	Final Development Plan – Minor edits (see Section 17 Attachments) & Approved Stamp,	CSC
D	18 May 2026	Final Development Plan – Edits to page 7 and 27, Compulsory Conference outcome P1102/2025	CSC

Prepared by:

Urban Design and Management

In collaboration with:

Cardinia Shire Council

Acknowledgement of Country

Cardinia Shire Council wishes to acknowledge the Bunurong and Wurundjeri peoples as the Traditional Owners of the land that makes up Cardinia Shire and pays respect to their Elders, past and present.

Cardinia Shire's name is derived from the Bunurong word 'kar-din-yarr', meaning 'look to the rising sun' or 'close to the sunrise'. Council's logo, which includes a motif of the rising sun, reflects this meaning.

Cardinia Shire Council acknowledges the right of Indigenous Australians, and indeed all Australians, to live according to their values and customs, subject to the law.

Council is committed to developing and strengthening relationships through reconciliation and supports the reconciliation process, which promotes mutual respect and understanding of the indigenous people and of all ethnic groups and their history and culture in our community.

APPROVED DEVELOPMENT PLAN
Planning and Environment Act 1987
 Cardinia Planning Scheme
Gilsmann Road Area Development Plan (DPO19)
 Page: 2 of 144
 Approved By: Cardinia Shire Council
 Date: 17 November 2025
 Amended by Cardinia Shire Council 18 May 2026
 VCAT Compulsory Conference outcome P1102/2025

1.5. Generally in Accordance Guidelines

Ensuring that permit applications are generally in accordance with the GRADP provides consistency and protects its long term vision.

In accordance with Clause 43.04 of the Cardinia Planning Scheme, a permit granted must:

- Be generally in accordance with the GRADP.
- Include any conditions or requirements specified in DPO19.

The term 'generally in accordance' represents a threshold test that all permit applications must satisfy. Meeting this test does not imply permit approval, a planning merits assessment against all other relevant clauses is required to determine whether an acceptable planning outcome will be achieved.

The Victorian Planning Authority (VPA) [Generally in Accordance Guidelines](#) (*Generally in Accordance: Guidance Note (VPA, April 2020)*) provide a practical framework to guide decision making, including:

- Judge each matter on its facts and circumstances.
- Make decisions in the context of the whole plan (e.g. Development Plan or a Precinct Structure Plan).
- Make decisions in the context of the objectives to be achieved.
- A matter can be in general accordance without being identical to the plan.
- Accord less flexibility to matters resolved to a higher level of detail in the plan.
- Accord greater flexibility on matters resolved in less detail in the plan.
- **In acknowledgement that some land within the GRADP may be used for residential lifestyle purposes prior to its redevelopment, minor works and structures (such as sheds and sealed driveways) may be considered to be generally in accordance with this approved development plan, provided they do not prejudice the orderly future development of the land as anticipated by the approved development plan.**

1.6. Permits Issued

Permits issued within DPO19 must not adversely affect the amenity of the area or compromise the future development of land as outlined in this GRADP. This requirement is particularly important for items funded through DCPO5, as ensuring coordination with these works is essential to delivering its intended outcomes.

Table 10 - TM-01 – Roundabout (or alternative treatment to the satisfaction of the Responsible Authority) (cross-section at Figure 10 for concept plan)

Extent	<ul style="list-style-type: none"> The preferred form of TM-01 is a roundabout, however an alternative intersection treatment may be considered and approved by the Responsible Authority subject to detailed design and completion of required assessments and the outcome of the FLP. TM-01 is located at the intersection of Glismann Road (between RD-01 and RD-02) and Access Street Level 1 (RD-03).
Construction Trigger	<ul style="list-style-type: none"> To be constructed: <ul style="list-style-type: none"> By any development beyond the northern extent of RD-01 (including Property 3 or Property 14), or If access is required for the development of Property 17 (111-113 Old Princes Highway) from Glismann Road (RD-01) and a roundabout has not been constructed to provide access to Property 1 and Property 16. Further information is provided in <ul style="list-style-type: none"> Table 9 and Table 11 regarding this requirement.
Design Requirements	<ul style="list-style-type: none"> A FLP must be prepared for the entire length of Glismann Road (RD-02), or for a length as agreed by the Responsible Authority, to accompany the first subdivision requiring access to the road (RD-02) or TM-01. An allowance for a FLP is included in DCPO5. The FLP must include TM-01. Refer to Section 5.1.1 for further details. TM-01 must be designed to provide access to Properties 3 and 14. Refer to Figure 10 for indicative concept plan for a roundabout solution. The location shown in Figure 10 is generally in accordance with that shown in Figure 1 of DPO19 and Figure 2 of the DCP document. There will be no public acquisition or vesting of land in Property 3 to facilitate the design of TM-01. This constraint must be considered in the design of TM-01, particularly if Property 3 does not intend to develop at the time TM-01 is scheduled for delivery.
Funding & Delivery	<ul style="list-style-type: none"> Land to be set aside and vested in Council in Properties 14 and 15 if TM-01 is required to be constructed (refer to Construction Trigger). DCPO5 covers the construction of TM-01 and the associated limited land costs (LA-04a and LA-04b). In accordance with DCP requirements, any additional construction costs or land needed from Properties 14 and 15 to deliver TM-01, beyond what is allocated in the DCP, will be the responsibility of the developer. This is likely to be the case if Property 3 is not being developed concurrently.
Shared Paths & Footpaths	<ul style="list-style-type: none"> 3m wide shared path on western side. 1.5m wide footpath on eastern side.

7.3.1 REVISED PUBLIC ART POLICY 2026 - 2030

Responsible GM:	Wayne Mack
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. Thriving Communities 1.1. Community culture and identity - We enrich local identity and foster opportunities for the community to make meaningful connections through creative arts, events and cultural expression.

Recommendation

That Council adopts the Public Art Policy 2026-2030.

Executive Summary

The revised Public Art Policy (the Policy) provides a clear and strategic framework to guide Cardinia Shire Council's investment in, and management of public art. The Policy guides the commissioning, acquisition, care, and maintenance of public art assets to ensure a consistent, transparent, and sustainable approach across the municipality. The Policy applies to all public art assets commissioned, owned, or managed by Council, including the existing Public Art Collection and Civic Art Collection.

Background

The previous Cardinia Shire Council Public Art Policy was endorsed in 2012. Since then, the public art sector has evolved significantly, alongside changing community expectations and contemporary best-practice approaches to public art commissioning and management.

Council acknowledges the important role public art plays in enhancing the vibrancy, liveability, visitation, safety, and unique identity of the Cardinia Shire community. Public art strengthens a sense of place, supports cultural expression, and enriches shared public spaces for both residents and visitors. Council remains committed to the ongoing care, development, and expansion of its Public Art Collection to ensure lasting community benefit for current and future generations.

Given the challenges raised by the community regarding the Lang Lang Public Artwork, Council resolved that officers review and update Council's Public Art Policy (2012-2017) to align with current best practice and contemporary standards. This resolution was made at the Council Meeting held on 19 May 2025, extract (part resolution) below.

That Council:

4. *Supports the review and update of councils Public Art Policy (2012-2017) to reflect current best practices and contemporary standards, with a revised policy to be presented at a future council meeting, and prior to further public artworks being delivered.*

Discussion

The revised Public Art Policy strengthens Council's approach to public art by aligning with contemporary best practice and positioning public art as a key contributor to community identity, liveability, placemaking, and wellbeing. It affirms Council's role as a leader, investor, manager, and advocate for bold, inclusive, place based, and transformative public art that

activates public spaces, supports regeneration and cultural tourism, and reflects Cardinia Shire Council's values of design excellence, First Peoples engagement, sustainability, and strong governance.

Policy Implications

The Policy establishes a comprehensive framework to guide Council's investment in the commissioning, management, maintenance and deaccessioning of public and civic art across Cardinia Shire. It supports the growth, care and long term sustainability of Council owned public art assets.

Findings from the review undertaken following the most recent public art project (Lang Lang Public Art Sculpture) identified the need for a revised Policy to strengthen governance arrangements. This includes clearly defined roles, responsibilities and decision making processes, alongside the integration of fraud control measures across the program.

The revised Policy will also articulate how public art funding contributes to Council Plan objectives, ensure alignment with the *Local Government Act 2020* and Victorian Auditor General's Office (VAGO) recommendations, provide consistent guidance for the community, and balance accountability requirements.

The proposed Policy will complement Council's existing policy framework, including the Council Plan, Liveability Plan, Community Engagement Policy and Risk Management Framework. Its development requires comprehensive community engagement in accordance with the *Local Government Act 2020* to ensure the Policy reflects diverse community needs and expectations.

Financial and Resource Implications

The re-development of the Public Art Policy does not require additional budget allocation beyond existing operational resources. The community engagement process was conducted within existing resources, and the Policy development was undertaken by Officers within current roles and responsibilities.

The ongoing operation of the Public Art Program continues to be funded through Council's annual budget process. Future funding allocations will be determined through annual budget deliberations and informed by the adopted policy framework.

Climate Emergency Consideration

Not applicable.

Consultation/Communication

Under the *Local Government Act 2020*, Council is required to engage the community in decision making processes that have a significant impact on the community. The revised Public Arts Policy constitutes a significant decision, as it will guide how Council allocates public funds over the long term.

Officers undertook community engagement in line with Council's Community Engagement Policy. This engagement informed the development of the Policy by identifying community priorities for funding, gathering views on accountability and governance, testing proposed principles and approaches, and strengthening community understanding of the program's purpose and constraints.

The revised Policy has been developed in response to the outcomes of this community engagement, supported by benchmarking.

Community Engagement Undertaken

- Community engagement was delivered by the Communications team in partnership with the Arts and Creative Industries team.
- The engagement period ran from 5 December 2025 to 30 January 2026, extended beyond the standard four-week period due to the holiday season
- Engagement activities were undertaken during major community events and through pop-up sessions across the Shire.
- Staff attended festivals, markets and community locations to conduct direct conversations with residents for the list of locations please refer to this link: [Help shape the future of arts, culture and events in Cardinia | Cardinia Shire Council](#)
- Members noted the value of face-to-face engagement and the strong level of community interest observed during these sessions.

Engagement Statistics

- 714 page views
- 570 visits (approx. 400 unique visitors)
- 132 contributions received
- 39 face-to-face engagement sessions conducted (approx. 40 hours)
- Feedback requested from all grant applicants (successful and unsuccessful)
- Approximately two-thirds of consultations were conducted face-to-face
- Direct discussions with local community groups.

Arts & Culture Reference Group

- A summary of the findings was provided to the Arts & Culture Reference Committee to inform their consideration and invite feedback.

Engagement Findings

- Refer to attachment – Public Art Policy Engagement Summary Report

Gender Impact Assessment

In preparing this report, Council undertook an assessment of its obligations under the *Gender Equality Act 2020* and determined that a Gender Impact Assessment (GIA) was required. It is considered that this Policy does not adversely impact community members of different genders and no further actions were identified.

Attachments

1. Attachment 1 - Revised Public Art Policy 2026-2030 [7.3.1.1 - 8 pages]
2. Attachment 2 - Public Arts Policy Engagement summary report [7.3.1.2 - 8 pages]
3. Attachment 3 - Cardinia Shire Council Public Art Policy 2012-17 [7.3.1.3 - 5 pages]
4. Attachment 4 - Cardina Public Art Asset Map site locations [7.3.1.4 - 1 page]



Choose an item.

Public Art Policy

Policy owner	Arts, Advocacy and Economy		
Adopted by	Council		
Adoption date	18/05/2026	Scheduled review date:	15/05/2030
Revision/version number	1		
Council Plan reference	1.1 Community culture and identity - We enrich local identity and foster opportunities for the community to make meaningful connections through creative arts, events and cultural expression.		

1 Purpose

The purpose of the Public Art Policy is to provide direction for Council’s investment in public art and a framework and guidance for the ongoing provision and maintenance of public art and Collections within Cardinia Shire Council.

2 Scope

This policy applies to all Public Art assets commissioned, owned, and managed by Council, including the existing Public Art Collection and Civic Art Collection. This includes, but is not limited to sculptures, murals, projections, installations, and other forms of artistic expression either permanently or temporarily installed within the public realm, as well as the Civic Art Collection at Cardinia Shire Civic Centre. It excludes memorials, interpretive signage and wayfinding, civic decorations, general streetscaping, lighting, and advertising assets. This policy does not relate to public art on private land.

3 Definitions

Use this section to identify and define any key terms that may need explanation to understand this policy.

Term	Definition
Acquisition	The purchase of an existing artwork, or receipt of an artwork as a donation or gift
Accession	Works of art acquired through a variety of means, including gift, donation, bequest, purchase, acquisition, or commission, added to the asset register and Public Art Collection

Artwork	A form or expression of the visual arts. It may include, but is not limited to, painting, sculpture, ceramics, photographs, printmaking, drawing, use of information technology, multimedia and mixed media.
Cardinia Civic Collection	The official collection of artworks owned by Council and displayed in Council buildings as listed withing the Collection database.
Commission	The purchase of a new artwork created specifically for a site or purpose
Community Based Public Art	Public art projects funded and managed by community organisations, community members, or private investors, located in public spaces but not on Council land
Council	Cardinia Shire Council, being a body corporate constituted as a municipal Council under the Local Government Act 2020
Council managed land	Land which is owned by another party, with an agreement/ lease in place for Council to manage the land on behalf of the landowner.
Council owned land	Land that is currently owned by Council
Councillors	The persons holding the office of a member of Cardinia Shire Council
Council Officer	The Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
De-accessioning	The permanent removal of a work of a Public Art asset.
Disposal	The physical removal of a work of art or public art from the collection, following de-accessioning.
Independent Assessment Panel	The Council nominated assessors responsible for evaluating and selecting the commissioned artists. Panel members, made up of a combination of Council Officers and independent experts, are required to declare any conflicts of interest before participating in the assessment process.
Moral Rights	The rights of creators of copyrighted works which includes the right of attribution, the right to have a work published anonymously or pseudonymously, and the right to the integrity of the work such as the display of the work in the way the artist intends.
Permanent Works	Public artworks that have an expected lifespan of more than 25 years. Permanent works can be site specific or site responsive and may be integrated into a landscape or civic development.
Proposed Council owned Land	Land which is intended for transfer to Council ownership, in particular land that is part of a new estate or development which will be handed over to Council when development is complete.
Public Art Collection	The official collection of public artworks owned by Council as listed withing the Collection database.
Public Art Program	The services involved with Council's public art activities including collection management, new projects and initiatives, community programs, promotions and events presented in relation to public art.

Site-Specific Art	Public artwork designed and created for a specific site
Temporary Works	The installations, performances or actions that activate or exist in a location for a specific period of time. They tend to be exploratory and experimental and can have an expected lifespan of a single day up to five years. They enable a dynamic and responsive environment that allows people to encounter the unexpected, challenge perceptions and offer new experiences. They also provide opportunities to test and trial ideas, produce topical and responsive work and support young and emerging artists to build their capability in the public realm. Temporary works may sometimes be further developed into permanent commissions.

4 Policy

4.1 The Role of Public Art

Council recognises the importance and value of public art in enhancing the vibrancy, liveability, visitation, safety, and the unique identity of our community, and is committed to maintain and grow the Public Art Collection for the benefit of all residents. Council prides itself in high-quality civic planning and design, including architecture, landscape architecture, public spaces, and green building practices. Council understands and values the unique role that public art can play in vibrant thriving communities - it can create a strong sense of identity to new developments; create meaningful connections to people and place; it can serve as a memorial or historical reference; it can be used to create gathering points or landmarks; can be a feature of celebration, and it can be a key factor in regeneration projects. Council also understands and values the wider role that arts and creativity play in good physical and mental health for our communities. Council understands its role as leader, investor, manager, and advocate for the inclusion of public art within public spaces, and major infrastructure and open space projects.

4.2 The Guiding Principles

Council is committed to commissioning and presenting public art that is bold, inclusive, place-based, and transformative. These guiding principles are aligned with the Council Plan and inform the planning, commissioning, acquisition, management, conservation and presentation of public art throughout the municipality.

Design Excellence:

- *Equity, Inclusion and Access:* Reflecting community diversity through equitable opportunities, inclusive commissioning, and practices that prioritise cultural safety and remove systemic barriers.
- *Artistic Excellence and Innovation:* Driving public art with bold, research-informed, and innovative practices that express distinct cultural ideas, engage audiences, and achieve artistic excellence.
- *Creative Placemaking:* Public art will support creative placemaking principles of enriching public spaces through offering unique, engaging, and meaningful artworks that help transform and activate space, foster community identity, pride, and connection to place, and support improved safety and site revitalisation.
- *Structural Integrity and Safety:* Public art will meet structural integrity standards, meet durability, maintenance, and asset lifespan measures, and comply with relevant industry safety regulations.

- *Cultural Tourism and Creative Economies:* Public art will drive local economic development by engaging artists, commissioning local and industry suppliers where possible, and attracting visitors to Cardinia's cultural precincts, venues, and activity centres.
- *Environmental Sustainability:* Developing public art using environmentally sustainable materials and practices, with a commitment to ongoing care and conservation that upholds the principles of long-term environmental stewardship and aligns with Council's sustainability goals.

Alignment with Cardinia Values

- *First Peoples Engagement:* Ensuring First Peoples voices, knowledge systems, and cultural protocols inform and lead public art outcomes, and feature works and practices that meaningfully engage with and celebrate First People and their artwork, culture, storytelling, and connection to Country.
- *Equitable Geographic Access:* Work towards increasing opportunities for public art across a wider range of council areas and communities.
- *Community Engagement and Partnerships:* Council will facilitate opportunities for engagement, participation, and collaboration between public artists, residents, businesses, and stakeholders through the public art program to promote local connections between people and place.
- *Artists as Cultural Workers:* Recognising artists as essential contributors to cultural life and providing paid opportunities alongside professional development with consideration of alignment of the artist's values with Council's and the community.
- *Diverse Forms and Flexible Practices:* Supporting a broad range of creative expressions and encouraging experimental, temporary works that engage communities and provide opportunities for emerging artists.
- *Sustained Resourcing and Asset Management:* Public art assets and collection will be managed using a sustained hybrid resourcing model for the investment in new work and the effective lifecycle management of existing artworks.
- *Best Practice Governance and Equitable Processes:* Managing public art with transparency, fairness, and respect for artists' rights and equity throughout all stages.
- *Good Governance:* Decision-making regarding public art will be transparent, collaborative, and informed by industry best practice, using a systemic and responsible methodology for accession maintenance, and deaccession of works.

4.3 Funding

Future public artwork is to be funded through a range of options, such as:

- Council's capital works program
- Partnership, sponsorship and donations - With artists, community groups, developers, philanthropic organisations and government agencies
- Developer-led commissions - Council will encourage private developers to incorporate public art in new residential and commercial developments
- State and Federal government funding - Council will actively seek funding, either whole or part project costs, from other tiers of government.
- Council's grants program- Council will encourage the creation of small-scale permanent and temporary public artworks initiated by the community and local artists.

New acquisitions to the Civic Collection are to be funded through the Mayor's discretionary funds. the current collection will need to be considered before new acquisitions to ensure the collection does not exceed the capacity of Cardinia Shire's resources as recommended by the Arts and Creative Industries team.

4.4 Public Art Initiatives

Community Based Public Art Initiatives

Council encourages and supports community based public art initiatives where possible. However, public art outcomes from community-based projects will not be added to the Council's asset register, nor will they be repaired or replaced should they fall into disrepair. Any public artwork that has fallen into disrepair can be removed at the Council's discretion.

Public Art Commissioning by External Parties

Council will continue to collaborate and work with developers, business owners and other organisations in the shire to foster private development partnerships and voluntary contributions towards public art that align with the principles of this policy. All Public Art commissioned by external parties, including developers, businesses, and any other organisations, which intend to locate artwork on Council owned land, proposed Council owned, Council managed land, or require Council endorsement, must adhere to and align to the Council's Public Art & Collections Guidelines.

Council Investment in Public Art on Private Land

Council funds will only support public art projects on private land if:

- The intended site is facing public land
- The proposed artwork improves public amenity
- The proposed artwork increases potential for broad economic uplift and enhancement of Council's city strategy
- The proposed artwork complies with the objectives, principles and assessment criteria outlined in this policy

4.5 Public Art Maintenance and Insurance

Council commits to cleaning, maintaining and managing the public art collection to industry standards, preserving the artworks and ensuring safety, through the provision of an annual maintenance fund that will be reviewed annually to reflect the identified needs of the collection's effective management. All Council's public art will be appropriately insured. Council will seek to commission public artworks that are low to no maintenance wherever possible.

Design Life Expectancy and Deaccessioning

Council led public art commissions will seek to deliver artworks which have a minimum expected design life of at least 10 years and 5 years for mural projects. When the work poses a risk to the public, is no longer able to be maintained or the context for the work has changed, it will be necessary for Council to relocate, remove or dispose of it – this is known as deaccessioning. Periodically, Cardinia Shire will review the collection and identify works of art that need to be deaccessioned. A report will be prepared that outlines why the work needs to be deaccessioned and will reference:

- Whether the conservation and/or storage requirements are beyond the reasonable means of Council.
- Whether the item is irreparably damaged or destroyed or is missing, or stolen without hope of return.
- How the item no longer meets the current acquisition criteria for Cardinia Shire Council Public Art Collection.

- Whether a substantiated request has been received by Council or the return of the item to its owner/donor.
- Whether the item continues to have artistic merit as determined by the Council's Arts and Creative Industries team or equivalent nominated industry expert.

Council reserves the right to deaccession works through the appropriate Manager. Executive Leadership Team (ELT) approval may be required where community influence is present. The ELT is the approval authority and may escalate matters to Council if warranted by the level of community influence.

A deaccessioned item must be disposed of by the following methods listed in priority order:

- Returned to the artist or their family.
- Destroyed or recycled.

4.6 Governance

Decision-making regarding public art and collections will be transparent, collaborative, and informed by industry best practice, using a systemic and responsible methodology for collection management, implemented through the following practices:

- Within Council led projects, a Public Art Project Working Group, comprising various cross-disciplinary expertise from across Council, will be established for each public art commission. The Public Art Working Group will be responsible for the following:
 - Inform decisions about the selection of projects in which there will be a public art component or artist involvement.
 - Allocate appropriate budgets to support public art opportunities identified.
 - Inform the development of the project brief.
 - Provide feedback and support on commissioning, installing and completing the Public Art project in relation to their area of expertise
 - Ensuring that public art projects meet the aims of the Public Art Policy and other leading strategic documents of Council.

Financial decisions and approvals regarding Public Art and collections will reflect the financial delegation authority levels as set out by Council's procurement policy.

- Council will use the established procurement framework to contract artists and public art suppliers and will provide clear project briefs and consistent assessment criterion.
- Council will seek a balance of quality and value for money through a competitive selection process using Council's established procurement and conflict of interest framework, using a consistent selection criterion to assess applications and inform decisions.
- Regular evaluation and reporting to Council regarding the Public Art Program's impact and identify opportunities for improvement, new opportunities, and innovation.

4.7 Gender Impact Assessment

It is considered that this policy does not adversely impact community members or employees of different genders and has been developed in accordance with the *Gender Equality Act 2020*.

5 Relevant documents

- Cardinia Shire Public Art Assessment Matrix
- Cardinia Shire Public Art Selection Matrix
- Victorian Local Government Act 2020
- Strategic Plan Framework – Creative Australia Act 2023
- National Association Visual Arts (NAVA) Code of Practice
- Creative Victoria – Creative State 2025
- Cardinia Shire Council Plan
- Cardinia Shire Liveability Plan
- Arts and Cultural Industries Strategy (draft)
- Arts & Culture reference Group Terms of Reference 2023
- Open Space Strategy 2023
- Gender Equity Action Plan (draft)
- Reconciliation Action Plan
- Cardinia’s Value Framework
- Access and Inclusion Strategy
- Finance Procurement Policy
- National Association of Visual Arts (NAVA) - Code of Practice
- Our Equal State: Victoria’s Gender Equality Strategy and Action Plan 2023–2027
- First Peoples: A Roadmap for enhancing Indigenous engagement in museums and galleries, by Terri Janke and Company, commissioned by Australian Museums and Galleries Association (AMaGA), 2019
- Creative Australia – Protocols for using First Nations Cultural and Intellectual Property in the Arts, 2007
- Engagement Summary Report
- Current Public Art Collection Database (audited)
- 2012 -2017 Public Art Policy
- Public Art policy benchmarking
- Cardinia Shire Crown Land Policy (Draft)

6 Review

Council will review this Policy every four years.

The next review of this policy is scheduled for completion by [Click or tap to enter a date..](#)

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. Administrative changes do not require Community Engagement.

7 Document history

Date approved	Change type	Version	Next review date
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Cardinia Shire Council

Public Art Policy

7

19/03/2026	Major Change	1.0	13/03/2026
Click or tap to enter a date.	Choose an item.	Click or tap here to enter text.	Click or tap to enter a date.

Cardinia Shire Council



Engagement summary report

Public Arts Policy

February 2026

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Acknowledgement of Country

Cardinia Shire Council acknowledges the Bunurong and Wurundjeri peoples as the Traditional Custodians of the land and waterways across our region.

We pay our respects to Elders past and present and acknowledge that we live, work and play on the lands of the world's oldest and most sustainable culture. We acknowledge the deep connection to Country of our First Nations people and their invaluable contributions to our understanding of climate change and the environment.

Statement of Inclusion

Cardinia Shire Council encourages a sense of belonging within our Shire. We support an inclusive community comprised of people from diverse backgrounds, including and not limited to Aboriginal and Torres Strait Islander people, people from cultural and linguistically diverse (CALD) backgrounds, those identifying as LGBTIQ+, people of faith, and people of all ages, genders and abilities.

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Executive summary

Council is developing an updated **Public Art Policy** to guide the future of public art across Cardinia Shire. From 5 December 2025 to 30 January 2026, Council undertook community consultation to inform this work. A total of 132 contributors provided survey feedback, with 98 respondents engaging directly with public art-related questions.

The consultation explored community values, priorities, and expectations for public art, including its role within the Shire, preferred types and forms of artwork, approaches to selection and design, and criteria for assessing future projects. Community feedback also identified preferred locations for public art and highlighted opportunities to strengthen cultural expression across the municipality.

Community members were able to contribute in several ways. An online survey was available throughout the consultation period, with printed copies offered on request. Additional engagement activities included online discussion forums, an interactive mapping tool to identify potential locations for public art, and a series of community pop-up sessions. These activities were designed to ensure accessible, diverse, and meaningful participation as Council works to shape a responsive and contemporary Public Art Policy for Cardinia Shire.

Community Consultation

Community feedback showed a strong desire for public art that enhances and beautifies shared spaces while celebrating Cardinia's unique identity, history, and diverse communities. Residents want public art initiatives that uplift and showcase local artists, incorporate meaningful Indigenous cultural representation, and offer opportunities for creativity, imagination, and learning. There is enthusiasm for murals, street art, interactive installations, and projects co-created with community members. Across all responses, people expressed a clear expectation that public art decisions are made through a transparent and inclusive process; one that genuinely values community voices alongside professional artistic expertise.

Objectives and purpose

The engagement aimed to gather community input to shape a Public Art Policy that is contemporary, responsive, and aligned with community aspirations.

Objectives included:

1. Understanding how residents value public art and the impact it has on community identity and wellbeing.
2. Identifying priority types of public art to guide future commissions and investments.
3. Determining who the community believes should be involved in the selection and decision-making process.
4. Establishing clear, community informed criteria for assessing public art proposals.
5. Exploring how the community wishes to participate in public art design, development, and implementation.

Engagement promotion

The consultation was delivered as part of the Shape Our Cultural Future – Have Your Say engagement, which ran from 5 December 2025 to 30 January 2026 and invited both members and non-members of the Creating Cardinia platform to participate. The consultation was primarily facilitated through an online survey.

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Engagement activities

The consultation used a mixed method, open access survey format hosted on the “Creating Cardinia – Have Your Say” platform. Activities included:

Online Survey (Primary engagement tool)

- Open from 5 December 2025 – 30 January 2026.
- Promoted via social media, Council website, newsletters, word-of-mouth, flyers, and QR codes.
- 132 total survey contributors; 98 respondents answered public art questions.

Pop-up and on-site engagement

- Council officers facilitated in person conversations at community locations (e.g., CCC, local centres, townships).
- Participants completed the survey digitally or through assisted conversation captured by staff.

Who we heard from

Engagement reached a diverse cross-section of the community. Contributors accessed the survey primarily through mobile and desktop devices, indicating strong digital accessibility across age groups and households. Participants came from a wide geographic spread across Cardinia Shire.

Audience profile

Among all survey participants:

- 74% live in Cardinia Shire.
- Majority of respondents were aged 40–79.
- 65.9% female, 30.3% male.
- Only 14.39% had created or commissioned public art, but 27.3% engage with public art as viewers.

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Engagement findings

The engagement findings reflect a strong and consistent community vision for the future of public art in Cardinia Shire. Across the consultation period, participants shared a clear appreciation for public art's ability to beautify spaces, strengthen local identity, foster creativity, and support local artists.

Respondents emphasised the importance of artworks that tell meaningful stories, particularly those connected to local history, Indigenous culture, and the diverse communities that make up the Shire. Feedback also highlighted a preference for vibrant and interactive forms of public art, including murals, community cocreated projects, and installations that encourage participation, learning, and connection.

Alongside this, there was a strong call for transparent, inclusive decision-making processes that involve community members, young people, Traditional Owners, and professional artists alike. Collectively, the community's insights reveal a desire for a Public Art Policy that is place responsive, culturally rich, locally grounded, and deeply collaborative, ensuring public art continues to enhance Cardinia's character and community life for years to come.

Survey data

What the Community Values About Public Art

Respondents value public art for its ability to:

- Beautify public spaces (69.4%)
- Support local artists (63.3%)
- Reflect community identity and culture (55.1%)
- Encourage creativity and imagination (51%)
- Tell stories of local history (50%)
- Create gathering points (45.9%)
- Attract visitors and tourism (46.9%)
- Provide educational opportunities (36.7%)
- Make areas feel safer and more welcoming (38.8%)

These results demonstrate that public art is seen as both culturally meaningful and socially functional.

What Types of Public Art Should Be Prioritised

Top ranked priority art forms include:

- Murals and street art – highly preferred for vibrancy and accessibility.
- Permanent sculptures/monuments – valued for legacy and identity.
- Community co-created projects – demonstrates appetite for collaborative creative expression.
- Interactive/participatory art – supports learning, fun, and community engagement.
- Indigenous art and cultural markers – strong support for visibility of First Nations culture.
- Functional art (benches, bike racks, lighting) – appreciated for blending utility and creativity.
- Digital/projection art – moderate but emerging interest reflecting contemporary trends.
- Youth focused art and environmentally focused art – rising interest, particularly from younger respondents.

This highlights that the community seeks a **diverse, dynamic, and inclusive public art landscape**.

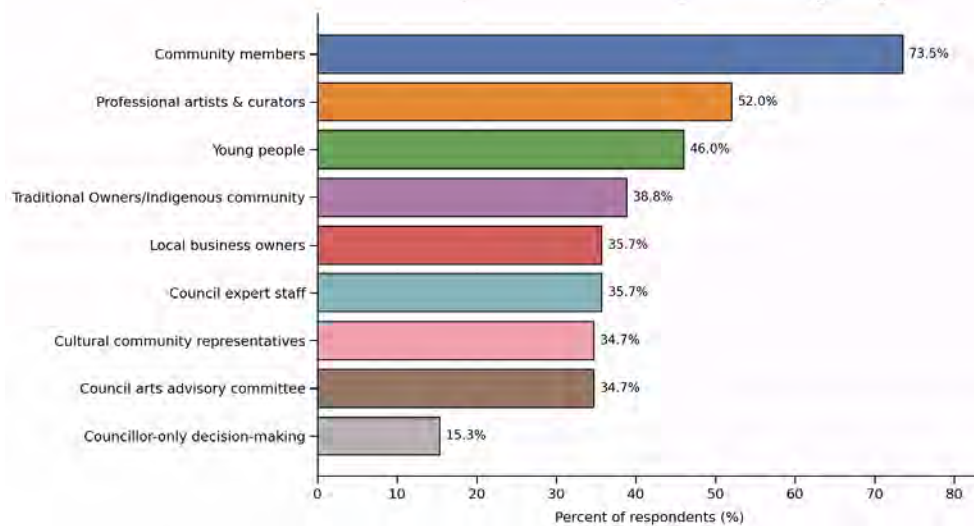
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Who Should Select and Approve Public Art

Respondents believe decisions should involve a mix of community, professionals, and cultural voices:

- Community members – 73.5% (strongest expectation)
- Professional artists and curators – 52%
- Young people – 46%
- Traditional owners/Indigenous community – 38.8%
- Local business owners – 35.7%
- Council arts advisory committee – 34.7%
- Cultural community representatives – 34.7%
- Council expert staff – 35.7%
- Councillor-only decision-making (15.3%).

This reflects a desire for a collaborative, expert informed, community led model. consultation.



Decision making

The findings from this engagement will directly inform the development of a Public Art & Collection Policy. Community feedback has been analysed to identify priority themes, which will be considered alongside Council's strategic objectives, resource capacity, and Cardinia’s existing Public Art and Civic Collections. Key decisions will be informed by the engagement with the inclusion of guiding principles such as First Peoples Engagement and Equity, Inclusion and Access, ensuring the reflection of our diverse community's feedback.

Evaluation

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The engagement was successful in reaching a broad cross-section of the community, attracting 316 unique visitors to the project page and generating meaningful qualitative and quantitative feedback across multiple participation channels. The combination of online surveys, discussion forums, interactive mapping, and in-person popup sessions ensured that residents with varying levels of digital literacy and accessibility needs could contribute. The high rate of return visits suggests sustained community interest in the policy development process. Future engagement processes may benefit from capturing demographic and location-based data to better understand the geographic spread of participants and identify any gaps in reach.

How the results shaped the outcome

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Community feedback will play a central role in shaping the priorities and principles embedded in the Public Art Policy. The clear appreciation for public art's ability to beautify spaces, strengthen local identity, foster creativity, and support local artists will directly inform the inclusion of dedicated policy principles ensuring creative placemaking and Artistic excellence and innovation. The community have asked for a transparent, inclusive decision-making processes that involves community members, young people, Traditional Owners, and professional artists. Inclusion of an Independent Assessment Panel, and a clear public art assessment matrix will provide a clear and transparent process of decision making. The engagement findings will ensure the resulting policy is grounded in genuine community need and reflects the cultural aspirations of Cardinia Shire residents.

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Appendices

Appendix 1 - Consultation survey

[Form_Survey \(2\).docx](#)

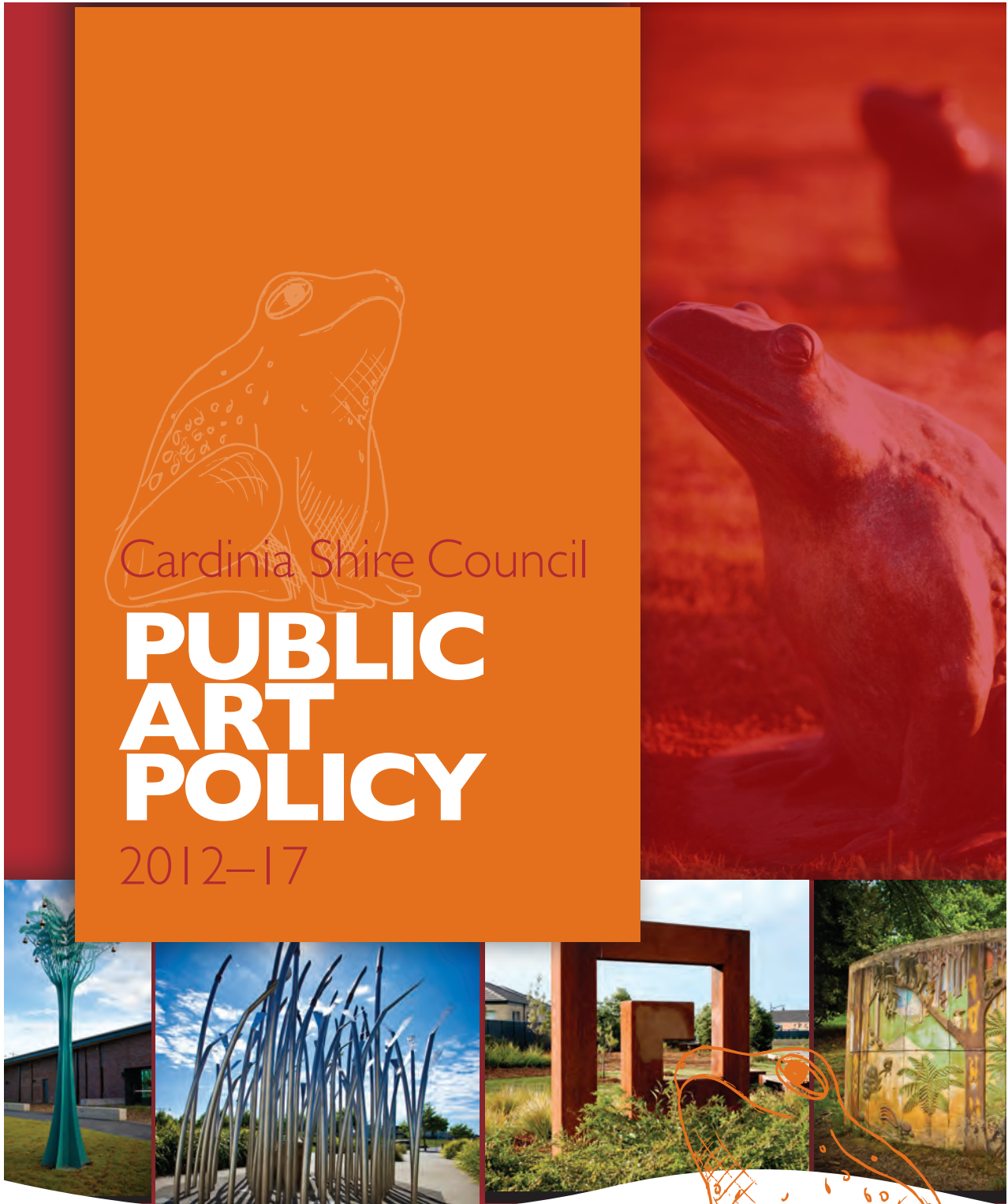
Appendix 2 - Consultation data and analysis

[1.C_2026-02-02_Form-Results-Overview_Shape-Our-Cultural-Future.pdf](#) .

[1.D_2026-02-02_Form-Results-Summary-Shape-Our-Cultural-Future----.pdf](#)

Appendix 3 - Promotion of the engagement

[Shape Our Cultural Future – Have Your Say! | Creating Cardinia](#)



Cardinia Shire Council

PUBLIC ART POLICY

2012–17



Prepared by:

Cardinia Shire Council
Sustainable Communities Unit
Adopted: August 2012
Review date: 30 June 2017
Published September 2012

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Watermark: *Amphibitheatre* (artist: Heather B Swann)

Cover design and frog illustration: Imprint Design

1. INTENT

The Public Art Policy provides the basis for the provision of public art in Cardinia Shire.

2. DEFINITIONS

Public art is all artistic works located in open public spaces or facilities, and accessible to the public. Public art can include sculptural and mural-based forms as well as functional pieces often integrated into buildings such as seating, lighting, paving, etc.

Not all public art has to be a permanent feature. Public art of a temporary or ephemeral nature can allow the artists to address site-specific issues that may only be relevant in the short term. Examples include video and sound projection and live performance based works for festivals and events.

3. PURPOSE

The goal of this policy is to provide for the ongoing provision of public art within the Shire through:

- incorporating public art into the urban and natural landscape through adopting a ‘whole of Council’ approach to planning, selection and maintenance of public art
- developing a high quality, progressive and varied public art collection
- encouraging community connection and belonging, through public art that is relevant to the community
- pursuing a range of funding sources.

4. WHY HAVE A PUBLIC ART POLICY?

Public art offers a range of benefits to the community, including:

- enhancing the aesthetic value of the built and natural environment
- maximising the community’s understanding and ownership of their local landscape, culture, history and identity
- providing a variety of experiences and opportunities for community engagement
- accrual of valuable arts based assets within the Shire
- creating opportunity for increased cultural tourism to the municipality

This policy provides the framework and direction to assist Cardinia Shire Council in creating and sustaining a vibrant public art collection.

5. BACKGROUND

Council’s inaugural *Public Art Policy 2009–12* outlined a strategic approach to guide the development of Cardinia Shire’s public art program.

This reviewed *Public Art Policy 2012–17* provides a framework for the ongoing provision of public art in Cardinia Shire. It is underpinned by Council’s vision for the arts, as highlighted in the *Arts and Culture Policy 2012–17*, which states “Cardinia Shire is recognised as a place that fosters community wellbeing, local identity

and community cohesion through participation and creation of a dynamic arts and culture environment”.

6. IMPLEMENTATION OF POLICY

The Public Art Policy 2012–17 will be implemented through the Arts and Culture Action Plan 2012–17.

7. POLICY STATEMENT

Cardinia Shire Council commits to the ongoing provision of public art.

7.1 Public art selection and management

- Consideration will be given to encourage public art selection that explores a variety of medium, approaches and geographical distribution and (where possible) encourages and engages the expertise and/or involvement of local artists and art groups, working across a range of art forms.
- The Public Art Coordination Team comprising of appropriate officers from various Council business units will form the basis of all Council led public art selection and working groups.
- Where partnerships are formed with developers a team with representatives of each agency is to agree on the selection of works.
- Community stakeholders (such as township committees, business groups, ACRG representative, Council ACRG delegate and the wider community) will be engaged in the commissioning of site-specific projects.

7.2 Public art funding

Future public artwork is to be funded through a range of options, such as:

- Council’s capital works program -
Specific allocations as part of the ongoing five-year capital works program
- Partnership, sponsorship and donations -
With artists, community groups, developers, philanthropic organisations and government agencies
- Developer-led commissions -
Council will encourage private developers to incorporate public art in new residential and commercial developments
- Per cent for art scheme -
Council is committed to per cent for art based on one per cent of the total cost of new individual community capital works projects over \$2 million
- State and Federal government funding
Council will actively seek funding, either whole or part project costs, from other tiers of government.
- Council’s grants program
Council will encourage the creation of small-scale permanent and temporary public artworks initiated by the community and local artists.

7.3 Public art maintenance and insurance

- Public artworks will be inspected regularly and maintained as part of annually allocated maintenance funds ensuring Council's public art collection is adequately preserved.
- All Council's public art will be appropriately insured.

8. RELATED DOCUMENTS

- Cardinia Shire Council *Arts and Culture Policy 2012–17*
- Cardinia Shire Council *Arts and Culture Action Plan 2012–17*
- Cardinia Shire Council *Background to Arts and Culture Policy 2009*
- *Lakeside Pakenham Public Art Program – Process Overview 2005*
- Cardinia Shire Council *Draft Public Art Maintenance Manual*

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Current listed Public Artworks on Cardimaps



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7.3.2 DRAFT FESTIVAL & EVENTS POLICY 2026 -2030

Responsible GM:	Wayne Mack
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. Thriving Communities 1.1. Community culture and identity - We enrich local identity and foster opportunities for the community to make meaningful connections through creative arts, events and cultural expression.

Recommendation

That Council:

1. Opens the 2026-27 Festival and Events grants round and assesses applications in accordance with the draft Festival and Events Policy 2026-2030 and associated guidelines.
2. Adopts the draft Festival and Events Policy 2026-2030 for the purposes of further community engagement, including feedback received through the 2026-27 process.
3. Receives a further report following community engagement to adopt the Festival and Events Policy.

Executive Summary

The draft Festival and Events Policy (the Policy) will provide the framework for Cardinia Shire Council's strategic investment in community festivals and events. It guides the responsible allocation of public funds to support the activation of townships and public spaces, celebrate local identity, and strengthen social connection, cultural expression, and economic activity across the Shire.

The Policy prioritises geographic equitable access to funding, with a focus on rural towns and communities with limited opportunities. It sets clear expectations for inclusion, accessibility, cultural safety, and environmental sustainability, while recognising and supporting grassroots, volunteer-led events through proportionate administrative requirements.

Funding decisions are made through a transparent, independently assessed grants process underpinned by strong governance, integrity, and probity arrangements. The Policy also clearly defines the roles and responsibilities of Council Officers, the Independent Assessment Panel, Councillors, and applicants.

This report recommends that the draft Policy be adopted for the purposes of the 2026-27 grants program round and that applications are opened.

It is also recommended that Council undertake further engagement, informed by the 2026-27 grants program application before considering the Policy for final adoption at a future Council meeting.

Background

In early 2025, Council updated the Festivals and Events Grant Program guidelines to strengthen governance and ensure the program reflects the needs of Cardinia's growing and diverse community. The changes aimed to make funding more equitable, transparent, and aligned with Council's strategic priorities under the Council Plan and Liveability Plan, including inclusion, local identity, and community wellbeing.

Key improvements include a tiered funding model, streamlined documentation, relaxed residency requirements, and stronger accountability measures. These updates support a more inclusive, sustainable, and economically impactful events calendar.

The 2025–26 grant round opened with a funding pool of \$255,000. Initially, Council received 39 applications, with 13 were approved for funding based on eligibility and assessment criteria. To ensure funds remain accessible, Council endorsed keeping the program open for rolling submissions until 30 June 2026 or until the funding pool is exhausted (which occurred in November 2025).

Given the feedback from the community regarding the changes to the round, Council sought development of a revised Policy in considering this matter at the 17 November 2025 Council Meeting, resolving as follows:

That Council:

- 1. Notes the review of the 2025-26 Festivals and Events Grant Program, including program compliance analysis, applicant feedback, and insights gathered through community consultation.*
- 2. Endorses a community engagement process to be undertaken in accordance with the Local Government Act 2020 to inform the development of a Festivals and Events Grant Funding Policy.*
- 3. Receives a further report in April 2026 presenting the draft Festivals and Events Grant Funding Policy informed by community engagement findings for Council consideration.*

This report responds to this review and presents a draft Policy for Council consideration. The review of the program ensured community voices were central to this process. All applicants were invited to provide feedback, which was gathered through in-person interviews, phone conversations, and email responses.

Discussion

Council completed a review of the 2025–26 Festivals and Events Grant Program to evaluate the effectiveness of updated guidelines, consider applicant and stakeholder feedback, assess program outcomes and compliance, and identify areas for improvement. The review included analysis of application results, community and applicant experiences, and feedback from Councillors and officers.

The review also assessed alignment with the Victorian Auditor-General's Office (VAGO) 2024 report on fraud control in local government grants. The new policy responds to key VAGO recommendations by strengthening eligibility checks, documentation, risk-based assessment, monitoring, and acquittal processes to improve accountability and protect public funds.

The Policy supports Council Plan Priority 1.1 (Community Culture and Identity) by providing a strategic framework that ensures funded festivals and events deliver social, cultural, environmental, and economic benefits. It prioritises inclusivity, safety, accessibility, cultural safety, and gender equity; encourages youth engagement; promotes geographic equity, particularly for rural and underserved communities; and recognises the role of community-led and volunteer-run initiatives through proportionate administration and recognition of in-kind contributions.

Clear roles and responsibilities are defined for officers, the Independent Assessment Panel, Councillors, and applicants to ensure transparent, accountable, and effective governance of the program.

Policy Implications

The Festivals and Events Grant Program currently operates under program guidelines rather than a formal Council policy. While recent updates have strengthened governance and accountability, the absence of a comprehensive Policy framework limits Council's ability to embed strategic direction, establish clear governance structures, and demonstrate full compliance with legislative requirements and best practice standards identified in the VAGO report.

The review findings highlight the need for a Festivals and Events Grant Funding Policy that would strengthen governance by establishing clear roles, responsibilities, and decision-making frameworks while embedding fraud control measures throughout the program. A formal Policy would articulate how festivals and events funding supports Council Plan objectives, ensure alignment with the *Local Government Act 2020* and VAGO recommendations, provide stable guidance for community organisations, and balance accountability requirements with accessibility for volunteer-led groups.

The proposed Policy will complement Council's existing Policy framework, including the Council Plan, Liveability Plan, Community Engagement Policy, and Risk Management Framework. Development of this Policy requires comprehensive community engagement in accordance with the *Local Government Act 2020* to ensure it reflects diverse community needs and expectations.

Financial and Resource Implications

The development of a Festivals and Events Grant Funding Policy does not require additional budget allocation beyond existing operational resources. The community engagement process was conducted within existing resources, and the Policy development was undertaken by Officers within current roles and responsibilities.

The ongoing operation of the Festivals and Events Grant Program continues to be funded through Council's annual budget process. Future funding allocations will be determined through annual budget deliberations and informed by the adopted policy framework.

Climate Emergency Consideration

N/A

Consultation/Communication

Under the *Local Government Act 2020*, Council has a responsibility to engage the community in decision-making processes that significantly impact the community. The development of a Festivals and Events Grant Funding Policy represents a significant decision that will shape how Council supports community events and allocates public funds over the long term.

Officers have undertaken community engagement designed in accordance with Council's Community Engagement Policy. This engagement has extended beyond current program participants to capture broader community perspectives and identify opportunities to improve program accessibility and effectiveness.

The community engagement has informed Policy development by identifying community priorities for festivals and events funding, understanding barriers to program accessibility and participation, gathering perspectives on accountability and governance requirements, testing proposed Policy principles and approaches, and building community understanding of the program's purpose and constraints.

The Policy will be placed on public exhibition from 20 May to 10 June 2026. This period will provide the community with a further opportunity to review and provide feedback. Insights gathered through this process will inform the development and opening of the 2026–27 grants round, which will run concurrently.

The outcomes of the engagement are scheduled to be presented to Councillors at the July Council meeting, ensuring community feedback is considered ahead of the commencement of the next grants cycle.

The new Policy has been developed in response to community engagement outcomes and benchmarking.

Community Engagement Undertaken

- Community engagement was delivered by the Communications team in partnership with the Arts and Creative Industries team.
- The engagement period ran from 5 December 2025 to 30 January 2026, extended beyond the standard four-week period due to the holiday season
- Engagement activities were undertaken during major community events and through pop-up sessions across the Shire.
- Staff attended festivals, markets and community locations to conduct direct conversations with residents for the list of locations please refer to this link: [Help shape the future of arts, culture and events in Cardinia | Cardinia Shire Council](#)
- Members noted the value of face-to-face engagement and the strong level of community interest observed during these sessions.

Engagement Statistics

- 714 page views
- 570 visits (approx. 400 unique visitors)
- 132 contributions received
- 39 face-to-face engagement sessions conducted (approx. 40 hours)
- In person interviews with previous grant applicants
- Feedback requested from all grant applicants (successful and unsuccessful)
- Approximately two-thirds of consultations were conducted face-to-face
- Direct discussions with local community groups.

Arts & Culture Reference Group

- A summary of the findings was provided to the Arts & Culture Reference Committee to inform their consideration and invite feedback.

Engagement Findings

- Refer to **Attachment 2** - Festival and Events Engagement Summary Report

Gender Impact Assessment

In preparing this report, Council undertook an assessment of its obligations under the *Gender Equality Act 2020* and a Gender Impact Assessment (GIA) was undertaken.

Attachments

1. Attachment 1 - Festival and Events Grants Policy Draft [7.3.2.1 - 6 pages]
2. Attachment 2 - Festivals Events Engagement Summary Report [7.3.2.2 - 8 pages]
3. Attachment 3 - Festival and Events Grant Draft Guidelines 2026-2027 [7.3.2.3 - 8 pages]



Council Policy

Festival & Events Funding Policy

Policy owner	Arts, Advocacy and Economy and Social Strategy		
Adopted by	Council		
Adoption date	18/05/2026	Scheduled review date:	1/05/2030
Revision/version number	1		
Council Plan reference	1.1 Community culture and identity - We enrich local identity and foster opportunities for the community to make meaningful connections through creative arts, events and cultural expression.		

1 Purpose

Council is committed to supporting an inclusive festival and event program that activates the Shire’s townships and public spaces, recognising the cultural, social, and economic value that events bring to the region.

This Policy establishes Cardinia Shire Council’s principles and governance framework for funding community festivals and events. It ensures public funds are invested transparently, fairly and strategically to strengthen local identity, inclusion, and wellbeing; support volunteers and local creatives; activate townships across the Shire; and uphold integrity, safety and environmental responsibility.

Through strategic investment, Council promotes social inclusion, supports diverse community voices, and transforms public spaces into dynamic hubs of activity. This Policy ensures council funding supports safe, accessible, and community-focused, festivals and events, while upholding high standards of compliance and community benefit, making Cardinia a great place to live, work, and explore.

2 Scope

This Policy applies to all Council grants provided to external organisations or groups for festivals and events within Cardinia Shire. It covers design, assessment, decision-making, agreements, monitoring, reporting and evaluation, and funding distribution.

This Policy does not cover funding provided through other Council grant programs, procurement, sponsorships, donations, or any other support provided outside designated application periods.

3 Definitions

Term	Definition
Applicant	An individual, group, or organisation that submits an application for funding under this Program.
Acquittal	The process by which a grant recipient reports back to Council on how the funding was spent, usually including financial statements and evidence of outcomes.
Co-contribution/Co-funding	A financial or in-kind contribution made by the applicant toward the project, separate from the grant funding received.
Community Event	An event open to the public that provides social, cultural, economic, or recreational benefit to the local community.
Community	People with a connection to Cardinia Shire, including residents, workers, students, visitors, local groups, and those who share a sense of identity or common interest.
Council	The local government body administering the grants program.
Eligible Applicant	An individual or organisation that meets the criteria to apply for funding, such as being a not-for-profit, incorporated association, or local business.
Festival/Event	A planned public gathering offering cultural, social, artistic, recreational, or community focused activities to engage the community and activate public spaces.
Festival and Events Funding Program (the Program)	A structured grants or financial support program provided by Council to assist community groups, artists, businesses, or event organisers in planning, delivering, and delivering their festivals or events.
Funding Agreement	A formal document outlining the terms and conditions under which funding is provided, including obligations of the recipient.
Grant	Financial support provided by Council for eligible festivals and events.
Guidelines	The document setting out the rules, criteria, eligibility requirements, and processes for the funding program.
Independent Assessment Panel (IAP)	An Independent assessment panel (IAP), nominated by Council, is responsible for evaluating grant applications and making funding recommendations in accordance with the Guidelines.
In-kind Support	Non-monetary contributions such as volunteer labour, equipment, or services that contribute to the delivery of an event.
Streams	A category or pathway of funding within the overall program.

4 Policy principles

Support applications for accessible festivals and events that activate live music, youth and children's programming, and markets, while celebrating Cardinia's cultural diversity, local stories, and distinct township identities.

4.1 Inclusion, accessibility and cultural safety

- Festivals must be inclusive and welcoming of Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse (CALD) communities, all genders, LGBTIQ+ communities, and people with disability.
- All funded festivals and events must be accessible and affordable, and welcoming for people of all ages and abilities.
- Gender equity and cultural safety must be embedded in all planning and delivery stages. This can be achieved by:
 - Creating welcoming and inclusive environments for all genders and cultures
 - Considering accessibility and safety for diverse community members
 - Including an Acknowledgement of Country or Welcome to Country in communications or at the commencement of a festival where appropriate.
- Applicants who cannot meet safety, disability access, or compliance standards are ineligible for funding.

4.2 Geographic equity

- Applications must show how the event will consider accessibility, inclusion, and community benefit for the local area.
- Funding will be allocated equitably across the region, with priority given to rural towns and communities with limited existing provision.

4.3 Grassroots and volunteers

- Prioritise community led and volunteer run initiatives, with proportionate requirements to reduce admin burden.
- Recognise in-kind contributions as valid contributions.
- Support pathways for festivals to grow over time through multi-year funding.
- Provide accessible guidance on event planning and compliance to ensure equitable participation and a sustainable, community driven calendar.

4.4 Environmental sustainability

- Applicants must demonstrate sustainable practices appropriate to their scale, by addressing waste minimisation, resource use, and sustainable procurement.

- Prioritise festivals and events with environmental education or innovative sustainability initiatives.

4.5 Safety and compliance

- Festivals must meet Council safety and compliance requirements, including completing the Event Permit process and adhering to all legislative, regulatory, and risk management obligations.
- Festivals must hold \$20 million public liability insurance, list Cardinia Shire Council as an interested party, and demonstrate capacity to meet all safety, risk, permit, and operational standards before funding is released.
- Applicants must enter a funding agreement and provide post event reporting and evidence of expenditure.

4.6 Local creatives and economy

- Prioritise applications that engage local artists, musicians, producers, suppliers, and businesses, strengthening the Shire's local economy through increased visitor activity.

4.7 Funding Program

- The Festival and Events Grants Program provides funding to support eligible community festivals and events. The program also offers multiyear funding per year for recognised civic and cultural days of celebration.

4.8 Eligibility and ineligibility

- Applicants must refer to the Program Guidelines to confirm eligibility and assessment criteria.

4.9 Assessment and decision making

- The Program will be administered transparently and accountably through centralised processes, standardised reporting, and ongoing monitoring to ensure proper use of public funds and compliance.
- The Program will be assessed by an IAP and Officers with members required to complete fraud, corruption, and conflict of interest training and declare conflicts for each application.

4.10 Integrity, probity and lobbying controls

- All assessments are conducted transparently and impartially in accordance with Council's Codes and Policies and the *Local Government Act 2020*.
- Applicants must direct all enquiries to Council officers. Lobbying of Councillors or staff, or offers of gifts, are strictly prohibited and may result in disqualification, withdrawal of funding, or formal referral.
- Applicants must engage respectfully with Council staff at all times. Alternative behaviour may result in disqualification or withdrawal from future funding.

4.11 Transparency and communication

- Council will administer the Program with openness, consistency, and accountability, and all funding decisions will follow the assessment criteria and policy priorities.
- Applicants will receive clear information about their application status and may request feedback if unsuccessful.
- All Program communications must go through designated Council officers to ensure consistency and integrity. Council may publicly report on funded event outcomes to meet accountability obligations.

4.12 Monitoring, evaluation and reporting

- All funding recipients must meet monitoring, evaluation, and reporting requirements as outlined in their funding agreement.
- A post event acquittal report is required, covering expenditure, attendance, and outcomes; failure to report may affect future eligibility.
- Council will periodically evaluate the Program to assess effectiveness, guide future priorities, and ensure alignment with community needs and strategic direction.

4.13 Ethical Standards

- Council will not provide support, including use of its facilities, funding, publicity or promotion for community groups, organisations, clubs or businesses that promote or advertise gambling, particularly EGMs, sports betting, and online gambling.

4.14 Risk management and fraud control

- The Program is administered in line with Council's Code of Conduct and governance frameworks, including fraud and corruption controls.
- Council reserves the right to disqualify any future applications where fraud is identified, and—in accordance with Section 4.12—may also refuse applications where required processes have not been followed.

4.15 Roles and Responsibilities

Council Officers

- Manages Program delivery, pre-eligibility assessments, agreements, appointing IAP members, overseeing the grants process, compliance, and risk assessment duties, with conflicts of interest managed under the Council Code of Conduct and the Local Government Act 2020.

Independent Assessment Panel (IAP)

- A panel of nominated Council officers evaluates applications and makes funding recommendations in line with the Guidelines. Panel members must declare any conflicts of interest before assessment.

Councillors

- Councillors endorse the Program policy and approve the annual budget but must not influence individual funding decisions or engage with applicants during assessment. Conflicts of interest must be declared and managed under the Council Code of Conduct. Councillors may attend funded events in an official capacity.

Applicants

- Applicants must submit accurate applications, attend required consultations, meet all eligibility, safety, compliance, reporting, acquittal, and sustainability requirements, deliver the festival as per the funding agreement.

5 Relevant documents

- Local Government Act 2020
- Code of Conduct
- Council Plan
- Arts and Creative Industries Strategy (Draft)
- Community Capital Works Grants Program
- Open Space Strategy
- Access and Inclusion Strategy
- Gambling Harm Prevention and Minimisation Policy
- Finance Procurement Policy

6 Review

Council will review this Policy every four years.

The next review of this policy is scheduled for completion by 1/05/2030.

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. Administrative changes do not require Community Engagement.

7 Document history

Date approved	Change type	Version	Next review date
19/03/2026	Major Change	1.0	1/05/2030

Cardinia Shire Council



Engagement summary report

Festivals

February 2026

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Executive summary

Council is developing a key document to guide the future of cultural activity across the shire: the Festivals and Events Funding Policy, which outlines how Council supports and funds festivals and events, which sets the framework for planning, creating, and managing festival and events within the community. This policy aims to strengthen and coordinate Cardinia Shire's cultural life, ensuring that festivals, and events are delivered in a way that reflects community needs, enhances public spaces, and contributes to a vibrant and connected municipality.

As part of this work, Council sought input on community priorities relating to cultural activity. The consultation invited feedback on the types of festivals and events most valued, preferred locations for cultural activity, and how Council could best support a diverse and sustainable cultural environment across the shire.

Community members were able to participate in several ways. An online survey was made available for those wishing to provide feedback on one or both policies, with printed copies offered on request. Additional engagement opportunities included contributing to online discussion forums, using an interactive map to identify preferred locations for festivals and events, and attending community popup sessions held throughout the consultation period. These activities were designed to ensure broad and accessible participation as Council worked to shape the future of cultural engagement in Cardinia Shire.

Community Consultation

The festival engagement feedback reflects a strong and consistent community desire for connection, local identity, cultural expression, and grassroots-led experiences. Over 79% of participants regularly attend local festivals, and more than 40% are involved in producing/organising them in some capacity. Sentiment was largely positive, with recurring emphasis on belonging, inclusion, and the need to support small volunteer-run festivals through better funding and structures.

Objectives and purpose

The purpose of this engagement was to gather community insights to inform the development of Council's **Festivals Policy**. The engagement sought to understand community priorities, identify the types of festivals and events most valued, and explore how Council could best support a diverse, inclusive, and sustainable program of cultural activity across Cardinia Shire.

Key objectives included:

- Determining community preferences regarding festival and event themes, formats, and scale.
- Identifying gaps and opportunities in the current festival and events landscape.
- Understanding expectations about Council's role in supporting and funding these activities.
- Ensuring the resulting policy reflected community needs and supported equitable cultural participation.

Engagement promotion

A range of promotional methods and engagement activities were employed to encourage broad participation across the shire.

Engagement opportunities were promoted through Council's digital channels, existing networks, community newsletters, and local platforms to maximise reach.

Community members were invited to participate through:

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- **Online Survey:** An accessible survey that allowed respondents to provide feedback on festival and event priorities, and comment on Council's role and funding approach. Printed surveys were available on request.
- **Online Discussion Forums:** Participants shared ideas and discussed what types of festivals and events they valued.
- **Interactive Mapping Tool:** Users identified preferred locations for festivals and events and highlighted opportunities for future activation.
- **Community Pop-Up Sessions:** Face-to-face engagement sessions were held across various locations throughout the consultation period, enabling informal discussions and direct feedback.

These activities were designed to ensure that a wide cross-section of the community could participate in a way that suited their preferences.

Who we heard from

The engagement attracted steady community interest throughout the consultation period. Website analytics indicate that the project page received 658 page views, resulting in 520 visits from 316 unique visitors.

These insights show that the engagement reached a broad cross-section of the community, with multiple visitors returning to the project page to explore information or participate in the survey, map, or forum activities. While demographic and location-based data were not captured within the visitation dataset, the volume of unique visitors suggests that awareness of the project extended across a diverse range of community members.

The engagement approach—including online tools, interactive features, and in-person pop-ups—supported participation from residents with varied interests, accessibility needs, and levels of familiarity with Council processes. The number of return visits also indicates sustained curiosity and ongoing engagement with the development of the Festivals and Events Funding Policy.

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Engagement findings

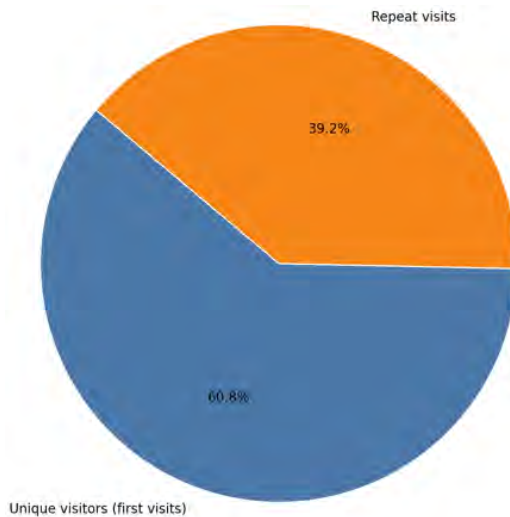
Community feedback highlighted several recurring themes that informed the development of the policy. The key themes include:

1. **Celebration of Local Culture and Diversity**
Participants expressed strong interest in festivals and events that celebrate the shire’s cultural diversity, local stories, and community identities.
2. **Family-Friendly and Inclusive Activities**
There was a desire for events that are welcoming, accessible, and suitable for all ages, with emphasis on affordability and inclusivity.
3. **Geographic Distribution and Accessibility**
Feedback indicated the importance of ensuring events are spread across the shire to improve accessibility for residents in both growth areas and rural townships.
4. **Support for Local Creatives and Organisations**
Community members identified opportunities for Council to further support local artists, performers, and community groups through funding, training, and partnership opportunities.
5. **Vibrant Public Spaces and Local Activation**
Many respondents highlighted the value of activating parks, town centres, and community precincts through festivals and events that bring people together and enliven public spaces.
6. **Sustainability and Long-Term Planning**
Community input emphasised the importance of environmentally responsible event delivery and supportive structures that allow festivals to be sustainable and continue year-to-year.

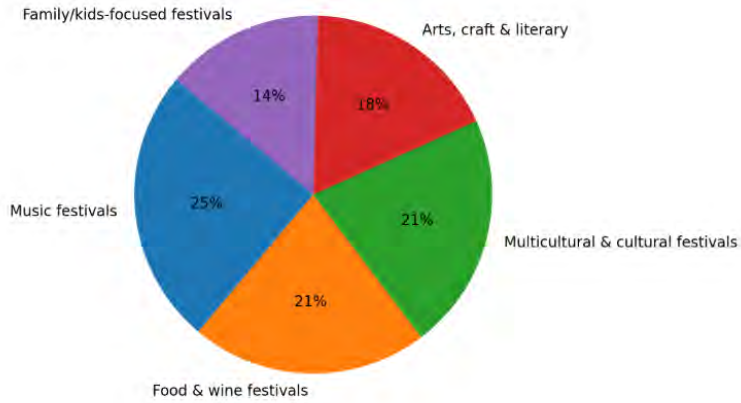
Survey data

Unique vs repeat visits: 316 first-time visits vs 204 repeat visits which means 60.8% unique, 39.2% repeat.

Page views composition: 520 baseline page views (1 per visit) vs 138 additional page views meaning 79.0% baseline, 21.0% additional.

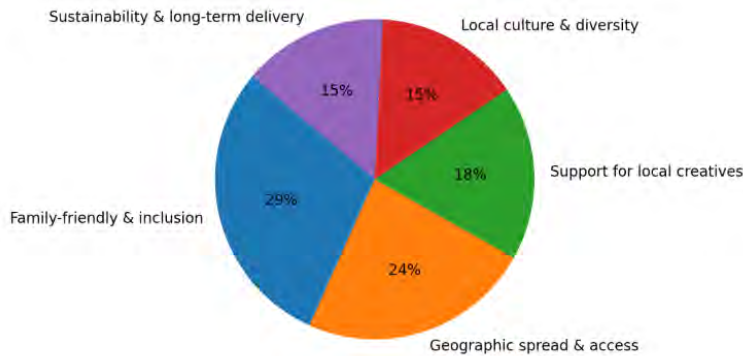


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What this means

- Design for families & access: Calls for inclusive, affordable, all-ages programming feature strongly.
- Balance the map: Requests to distribute festivals beyond growth nodes into smaller townships and rural areas.
- Back local makers: Support (funding, skills, partnerships) for local artists, producers and volunteer groups.
- Program the favourites: Music, food & wine, multicultural and arts-led festivals top the list of desired activity.



The community emphasised the importance of supporting grassroots and community led festivals, identifying this as the top ranked priority in the survey results. They also expressed a strong desire to increase multicultural and inclusive festivals that reflect Cardinia Shire's growing diversity, alongside calls to expand festival activity across rural, hills, and growth area townships, rather than concentrating primarily in major centres. Feedback highlighted the need to grow youth and family friendly festival content, including safe and engaging nighttime activation, while also recognising the pressure on volunteer run festivals and the need to strengthen volunteer sustainability through improved funding pathways, training, and shared resources. Respondents also voiced interest in seeing more live music and creative arts festivals that showcase and elevate local talent, and underscored the importance of building accessible, free or low cost festival experiences to ensure all community members can participate-led festivals, identifying this as the top-ranked priority in the survey results. They also expressed a strong desire to increase multicultural and inclusive festivals

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that reflect Cardinia Shire's growing diversity, alongside calls to expand festival activity across rural, hills, and growth-area townships, rather than concentrating primarily in major centres. Feedback highlighted the need to grow youth and family-friendly festival content, including safe and engaging night-time activation, while also recognising the pressure on volunteer-run festivals and the need to strengthen volunteer sustainability through improved funding pathways, training, and shared resources. Respondents also voiced interest in seeing more live music and creative arts festivals that showcase and elevate local talent, and underscored the importance of building accessible, free or low-cost festival experiences to ensure all community members can participate.

Decision making

The findings from the consultation will directly inform the development of Cardinia Shire Council's Festivals and Events Funding Policy. Community feedback has highlighted clear priorities including geographic equity, youth-focused programming, cultural diversity, accessible grant processes, and regular local activation. These insights will guide Council's decisions around funding allocation, grant program design, event location targeting, and investment planning, ensuring that future policy directions are evidence-based, community-led, and responsive to the needs of residents across the full breadth of the shire — from growth areas to rural and hills communities.

[Click or tap here to enter text.](#)

Evaluation

The engagement was successful in reaching a broad cross-section of the community, attracting 316 unique visitors to the project page and generating meaningful qualitative and quantitative feedback across multiple participation channels. The combination of online surveys, discussion forums, interactive mapping, and in-person popup sessions ensured that residents with varying levels of digital literacy and accessibility needs could contribute. The high rate of return visits suggests sustained community interest in the policy development process. Future engagement processes may benefit from capturing demographic and location-based data to better understand the geographic spread of participants and identify any gaps in reach.

How the results shaped the outcome

Community feedback will play a central role in developing the Festivals and Events Funding Policy. The strong community desire for grassroots and volunteer-led festivals directly informed the inclusion of a dedicated policy principle supporting accessible and proportionate funding pathways for community-run organisations. Calls for greater geographic distribution of events influenced the policy's commitment to supporting festivals across rural, hills, and growth-area townships, not just major centres. The emphasis on inclusivity, affordability, and multicultural programming shaped the policy's eligibility and assessment criteria. Feedback regarding volunteer sustainability led to emphasise in-kind support as a recognised co-contribution, and the need for simplified processes and officer guidance for smaller organisations. Together, the engagement findings ensured the resulting policy is grounded in genuine community need and reflects the cultural aspirations of Cardinia Shire residents.

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Appendices

Appendix 1 - Consultation survey

[Form_Survey \(2\).docx](#)

Appendix 2 - Consultation data and analysis

[1.C_2026-02-02_Form-Results-Overview_Shape-Our-Cultural-Future.pdf](#) .

[1.D_2026-02-02_Form-Results-Summary-Shape-Our-Cultural-Future----.pdf](#)

Appendix 3 - Promotion of the engagement

[Shape Our Cultural Future – Have Your Say! | Creating Cardinia](#)

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Cardinia Shire Council



Festivals and Events Grant Program 2026-2027

Cardinia Shire Council (Council) is committed to supporting a vibrant, inclusive, and growing calendar of festivals and events that celebrate local identity, reflect the Shire's cultural diversity, and activate communities across the region.

Through the Festival and Events Grants Program, Council invests in grassroots and community-led initiatives that deliver lasting cultural, social, and economic outcomes for residents and visitors alike.

The 2026–2027 Program supports events to be held between July 2026 and June 2027.

Program Objectives:

The Festival and Events Funding Program invests in community-led festivals and events that activate Cardinia Shire's townships, public spaces, and community precincts. The Program reflects Council's commitment to the cultural, social, and economic value of events, and responds directly to community feedback calling for grassroots-led experiences, greater geographic equity, and accessible, inclusive activation across the Shire.

The Program invests in initiatives that:

- Celebrate Cardinia's cultural diversity, local stories, and distinct township identities
- Support grassroots, volunteer-run festivals and local creatives, artists, musicians, and producers
- Deliver inclusive, family-friendly, and accessible experiences for all ages and backgrounds
- Activate parks, town centres, and community precincts, driving local visitation and economic activity
- Expand festival activity across rural, hills, and growth-area townships

This Program is delivered in accordance with the principles outlined in the Festival & Events Funding Policy.

Funding Stream

Funding Stream

The Festival and Events Grants Program provides grants ranging from \$1,000 to \$30,000 to support community festivals and events. Eligible Civic Pride and Cultural Events may also access multi-year funding of up to \$5,000 per year for a maximum of three years.

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The Program is built around the recognition that festivals and events across Cardinia Shire vary widely in scale, maturity, and capacity, from small, volunteer-led community celebrations to large, established annual events. Support is structured to reflect this diversity, helping to remove barriers to participation and support long-term sustainability.

All applications are assessed competitively, with larger event applications reviewed by an Independent Assessment Panel (IAP) following the close of each round.

Multi-Year Funding

Eligible Civic Pride and Cultural Events may apply for funding up to \$5000 per year for three consecutive years, subject to the following conditions:

- Satisfactory completion of acquittal and reporting requirements annually
- Continued eligibility and alignment with program objectives
- Annual budget availability

Funding Options – 2026–27 Round

Small Community Grant | \$1,000–\$5,000 Designed for recognised civic and cultural celebrations. Eligible applicants may access up to three years of support. Applications are accepted on a rolling basis until 30 June 2027, or until funds are fully committed.

Festivals and Events Grant | \$5,001–\$30,000 Open to once-off or recurring community festivals and events. Applications are accepted during a four-week annual round and assessed by an Independent Assessment Panel.

Funding Schedule

Small Community Grant

- 100% of the grant is paid upon signing of the funding agreement. For multi-year funding recipients, subsequent years are paid following satisfactory acquittal of the previous year.

Festivals and Events

- 70% paid upon signing of the funding agreement
- 30% paid upon completion of the event and all acquittal requirements

Council funding is intended to complement, not fully fund, an event. Applicants must demonstrate a co-contribution toward the event, separate from the requested grant – for grants under \$5,000, an in-kind contribution is sufficient; for grants of \$5,000 or more, both a financial and in-kind contribution is required. Applicants must show how their event will remain financially viable and sustainable.

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Assessment Criteria

Applications will be assessed against the following criteria:

Program objectives	<ul style="list-style-type: none"> Applicants have demonstrated how their event contributes to a vibrant, inclusive, and growing calendar of festivals and events that celebrates local identity, reflects the Shire's cultural diversity, and activates communities across the region.
Capacity and capability	<ul style="list-style-type: none"> Applicants have demonstrated expertise and capacity to successfully plan, deliver, and promote the event within timeframes, and comply with all Council permits, legislative, and regulatory requirements. Applicants have a positive track record delivering similar events, with clear measures of success outlined in the application. A post-event acquittal report covering expenditure, attendance, and outcomes is required; failure to report may affect future eligibility.
Inclusion, accessibility and cultural safety	<ul style="list-style-type: none"> Applicants have demonstrated how the event will be inclusive, accessible, and affordable for people of all ages, abilities, backgrounds, genders and identities, including Aboriginal and Torres Strait Islander peoples, CALD communities, LGBTIQ+ communities, and people with disability. Gender equity and cultural safety are embedded in planning and delivery, including an Acknowledgement or Welcome to Country where appropriate. Applicants unable to meet safety, disability access, or compliance standards are ineligible.
Economic impact and community connections	<ul style="list-style-type: none"> Applicants have demonstrated engagement with local businesses, organisations, artists, musicians, producers, and suppliers, and how the event will strengthen the local economy and attract visitation. Applicants have demonstrated how the event celebrates local stories, distinct township identities, and builds ongoing community partnerships.
Funding requirements and budget	<ul style="list-style-type: none"> Applicants have provided a realistic, itemised budget reflective of the event's scope and scale, with sufficient revenue streams to ensure the event is not solely dependent on Council funding. Funding will be allocated equitably across the region, with priority given to rural towns and communities with limited existing provision.

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Priority Considerations:

- The event is inclusive, accessible, and affordable for all people, reflecting Cardinia's diverse community.
- Community led and volunteer run initiatives.
- Events with environmental education or innovative sustainability initiatives.
- Engaging local artists, producers, suppliers, and businesses, strengthening the Shire's local economy through increased visitor activity.
- Located in rural towns or communities with limited existing events provision.

Eligibility Criteria

Eligible Applicants and Events

To be eligible for funding under the Festival and Events Grants Program, applicants must meet the following criteria:

Event location and public access

- The event must take place within the Cardinia Shire Council Local Government Area.
- The event must be open to the general community, and provide demonstrable social, cultural, economic, or community benefit.
- Events must be inclusive, affordable, and accessible, and not discriminate on the basis of age, gender, ability, cultural background, sexual orientation, or socio-economic status.

Applicant eligibility

Applicants must be one of the following:

- An incorporated not-for-profit organisation
- A community group or community asset committee
- A local business, sole trader, or event organiser with a valid Australian Business Number (ABN)

Applicants must demonstrate appropriate experience, governance, or partnerships to successfully deliver the proposed event.

Financial contribution and viability

- Applicants must demonstrate a co-contribution toward the event, separate from the requested grant. For grants under \$5,000, an in-kind contribution is sufficient; for grants of \$5,001 or more, both a financial and in-kind contribution is required.
- Council funding is not intended to fully fund an event; applicants must show how their event will remain financially viable and sustainable.
- Grant funding must be used to enhance the quality, reach, accessibility, or impact of the event, rather than to cover standard business operations.

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Safety, compliance and risk management

- Applicants must demonstrate the ability to meet all **Council safety, compliance, and legislative requirements**, including:
 - Completing the Event Permit process (where required)
 - Meeting risk management and operational standards
- Applicants must hold, or be willing to obtain prior to funding release:
 - **\$20 million public liability insurance**
 - Insurance listing **Cardinia Shire Council as an interested party**
- Applicants unable to meet safety, disability access, or compliance standards are not eligible for funding.

Application Requirements

Applications must:

- Be submitted within the advertised funding period
- Be complete and include all required supporting documentation
- Agree to enter into a funding agreement if successful

Successful applicants must complete a post-event acquittal, including financial reporting and evidence of outcomes, in order to remain eligible for future funding.

Ineligible applicants and events

An application will be deemed ineligible if any of the following apply:

- The event is private, invitation-only, or restricted to members of a business, club, or organisation.
- The event is primarily a school fete, school event, or educational activity.
- The funding request is for:
 - Ongoing business or operational costs, including staff salaries, administration, insurance or project management
 - Capital works, facility maintenance, or permanent infrastructure purchases
 - Fundraising activities, catering, prize money, or competitions
 - Retrospective funding for events that have already occurred, or events scheduled outside the approved funding period
- The applicant:
 - Is currently in financial debt with Council
 - Has failed to comply with previous Council grant conditions or acquittal requirements
 - Is already receiving Council funding for the same event or component in the same financial year
 - Is unable to meet required safety, insurance, compliance, or reporting obligations
- The applicant is a Council staff member, Councillor, or contractor, or has attempted to improperly influence the assessment process.

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Procedural guidelines

The Festivals and Events Grants Program is administered transparently and accountably through centralised processes, standardised assessment, and ongoing monitoring to ensure appropriate use of public funds and compliance with Council policies. Following the close of applications, Council Officers review submissions for eligibility before eligible applications are assessed competitively against published criteria by an Independent Assessment Panel (IAP). All assessors must declare conflicts of interest and comply with Council's Codes of Conduct and the *Local Government Act 2020*. Funding decisions are made in accordance with the Guidelines and Council policy priorities and are final, with unsuccessful applicants able to request feedback.

All enquiries must be directed to designated Council Officers. Lobbying of Councillors or staff, or offers of gifts, is strictly prohibited and may result in disqualification, withdrawal of funding, or formal referral. Applicants must engage respectfully with Council staff at all times; failure to do so may result in disqualification or exclusion from future funding rounds. Successful applicants must enter into a funding agreement and meet all requirements, including event approvals, insurance, compliance, and post-event reporting and acquittal. Council may publicly report on funded events and outcomes to meet its transparency and accountability obligations.

Proposed Key Dates - Small Community Grants

Assessed monthly until 30th June 2027 or until funds are expended

Applications Opens	20 th May 2026
Assessment Period	3 rd week of the month
Applicants notified of outcome	21 st July 2026, then 2 nd week of the following month

Proposed Key Dates - Festival & Events Grants

Applications open	20 May 2026
Applications close	24 June 2026
Applicants notified of outcome	21 July 2026

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How to apply

Applications can be made via the SmartyGrants Portal. Please ensure you attach all requested supporting documentation for your application. Applications without all required supporting documentation will be deemed ineligible.

Please Note: Once submitted, applications cannot be reopened. Check your application carefully and use the check list to ensure your application is complete and eligible prior to submitting.

Festivals and Events Grant Program Checklist

1. Read through the objectives and priorities of the grant program and check your group/organisation is eligible for funding and that your proposed activity meets the criteria.
2. Attend or watch the grant information session(s). Recordings available on the website.
3. Speak to an officer regarding your application prior to submitting.
4. Read through all of the resources and support documents carefully.
5. Assemble your support material and budget.
6. Draft your application by downloading a copy from SmartyGrants.
7. Submit your completed application via the SmartyGrants portal.

Terms and Conditions

- Applications must be received before the closing period. Applications received after this date will not be eligible for consideration as there is a no appeals process for late applications.
- Successful applicants will need to enter into a formal funding agreement with Council and will be expected to spend and acquit their funding by the agreed date in their funding agreement.
- If the event or festival does not proceed, all funds received by the applicant must be returned to Council.
- Successful applicants will be required to provide a post-event report detailing key performance indicators specific to their event, in addition to providing evidence of expenditure as detailed in the funding agreement.
- Unsuccessful applicants may request feedback from Council Officers regarding why their application was not successful and how they can improve any future applications.
- The number of applications supported and the level of funding provided will be at Council's discretion and will reflect the available budget, the quality of applications, the outcomes achievable and the needs of the community.
- Allocation of funds to an applicant for any purpose in any year must not be taken as a commitment by Council for funding in any subsequent years.
- Council will not be responsible for any under-estimated costs and Council's only contribution will be that outlined in the funding agreement. All other costs will be the responsibility of the applicant.
- Council may make funding conditional on particular elements, as outlined in an offer to the applicant.
- If the applicant has not spent all of the funding, all remaining funds must be returned to Council.

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- Council's decision is final and will not be reviewed. No further correspondence will be entered into.
- Council reserves the right to extend the application period or open subsequent rounds of funding if no suitable submissions are received and/or the funding pool is not fully exhausted.
- Please ensure your application is eligible and correct. Once submitted **there will be no recourse to reopen your application** and make changes. If in doubt, please contact the Grants Officer prior to submitting.
Before you press submit, please ensure you have:
 1. Read through the objectives and priorities of the grant program and check your group/organisation is eligible for funding and that your proposed activity meets the criteria.
 2. Attended or watched the grant information session(s). Recordings available on the website.
 3. Spoken to an officer regarding your application prior to submitting.
 4. Read through all of the resources and support documents carefully.
 5. Completed all relevant sections correctly.
 6. Attached all support documentation.

Important contacts

Smarty Grants technical assistance

If you experience technical issues with the SmartyGrants system, please contact Smarty Grants directly via email service@smartygrants.com.au or by calling 03 9320 6888 (Monday to Friday, 9am-5pm).

General enquiries

If you have any questions in relation to the grant program please contact the Cultural Development and Grants Officer on 1300 887 624 or email arts@cardinia.vic.gov.au.

If you are unable to complete the application form online due to access issues or you have difficulty using technology, please contact us via email, arts@cardinia.vic.gov.au or by calling 1300 787 624 and we will discuss how we can assist you to complete the forms.

7.4 Financial Reports

7.4.1 CONTRACT AWARD RFT000099 - ENTERPRISE SYSTEM IMPLEMENTATION PARTNER

Responsible GM:	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:	<p>5. Responsible Leaders</p> <p>5.5 Continuous improvement - We take advantage of emerging technologies to continuously improve our customer experience, ensure our services are efficient, scalable and secure.</p> <p>5.6 Service quality and review - Our services are designed and reviewed to ensure that they address changing community needs, are efficient, effective, respond to risks and fulfill Council's legal obligations.</p>

Recommendation

That Council:

1. Awards the contract for ERP Implementation Partner to PM Partners for capped time and materials over the life of the contract (including extensions) for \$6,588,763 ex GST.
2. Awards the initial contract period for a period of twelve months from commencement with up to three (3) additional twelve (12) month extension options at the discretion of CEO.
3. Approves the use of any additional time and material items up to 10% variation on the total contract value at the rates outlined in the confidential attachment and within budgetary constraints.

Executive Summary

The purpose of this report is to recommend that the tender submitted by PM Partners for RFT000099 ERP Implementation Partner be accepted for \$6,588,763.

Background

At the April 2025 Ordinary Council meeting, Council accepted recommendations to proceed with a significant uplift of Council's business systems. This recommendation followed an extensive review of our existing systems, and identified deficiencies that make it necessary to address in a strategic and integrated way.

The need to improve Council's business systems touches on most parts of the business, and will achieve the following:

1. **Improving inconsistent customer experience**, due to fragmented systems, repeated information requests and poor digital engagement
2. **Reducing operational inefficiencies** resulting in slower service delivery, due to lack of process automation and workflow optimisation, and staff time spent on administrative tasks
3. **Reducing cost base for services**, as more staff are required to overcome system inefficiencies
4. **Addressing data integrity challenges** because key organisational data (for example assets, rateable properties, customer data, staff data) are spread across multiple systems, which introduces inconsistencies, inefficiencies and risk of errors

5. **Addressing cyber-security risks**, privacy and compliance challenges
6. **Allowing for flexibility to adapt and scale** to accommodate the inevitable service growth required to match population growth
7. **Replacing end-of-life systems** – several business systems have been in place for over 20 years and are at end of life.

In scope for the project are the following functional groupings, to be addressed in four phases over 3 years:

Phase	Functional grouping	Included functions
Phase 1	People & Culture	This includes managing organisation structure, Employee Information, Recruitment, Onboarding & Offboarding, Learning & Development and Performance Management
	Payroll	This includes Payroll, Timesheets, Awards and Employee Self Service (e.g. leave management etc)
Phases 2 & 3	Enterprise Asset Management	This includes preserving detailed data about all Council-managed assets, Assets Works Maintenance, Risk & Criticality Information, Asset Financials, Mobile Works Maintenance and Strategic Asset Management
Phase 4	Customer Management	This includes recording and protecting Customer Data, Customer Requests, Service Management, Customer Relationships & Channels and Case Management
	Property & Rating	This includes the recording and protecting of accurate Property Data, Rates-related processes, Special Rates, Debtor Management and Cash Receipting
	Website and digital platforms	This includes digital transaction platforms (that link to back-end applications) and customer communication channels
	Regulatory & Compliance	This includes a range of databases and workflows that support Statutory Planning, Municipal Building Surveyor, Local Laws, Regulatory Compliance, Animal Management, Infringements, Environmental Health, Wastewater Management, Property Management, Bonds & Guarantees, Developer Levies and General Registers
Recent aligned projects	Events & Facilities	OptimoGov, a new platform for online facility booking and administrative management, went live in Nov 2025

	Website	The corporate website is being replaced (go live anticipated in May 2026), and will support all later phases of work
	Financial Management	Financial Management, Supply Chain Management (procurement & contracts) and Project Management went live in Technology One in July 2023.
	Supply Chain Management	
	Project & Contract Management	
Supporting all project phases	Corporate Planning, Reporting and Governance	This includes Corporate Reporting, Performance Reporting, Risk Management, OHS & Incident Management, Governance Registers including management of delegations, policies and other regulatory documents.
	Platform & Technology	This includes Core Technologies & Security, Workflow Capabilities, Products & Services, User Interface, Reporting & Dashboards, Data Analytics, Mobility, Integration Platform and Geographic Information Systems (i.e. mapping, asset records, property data and aerial imagery)
	Records Management	This includes the business records classification system, Content Management, Scanning & Registration and Disposal and Retention in accordance with the Public Records Act and other regulations.

Council endorsed an overall project budget of \$32m over 4 years, which was based on the business case that was published with the report. The estimate of \$32m included the software itself and included all external and internal expertise required to deliver a project of this nature over 4 years.

On 16 March 2026, Council awarded a contract to TechnologyOne Ltd, which represented the software vendor component of the project. The recommendation in this report (for the implementation partner) will appoint a specialised and technical team with the necessary experience and expertise to support delivery of this project.

With the appointment of Technology One and the implementation partner, Officers are confident that the project will be delivered within the allocated budget. Councillors and the Audit and Risk Committee will have regular oversight of the project as it progresses.

This report addresses the tender process and recommendation to appoint PM Partners as the implementation partner for the project.

To assist in the complex activities to implement multiple service category streams, a tender was created to deliver experienced personnel, skills and services to support council in an effective and timely project delivery.

An Expression of Interest process was undertaken to gather information on market capabilities to inform a selective tender process. This report is the finalisation of the selective tender process, seeking award of a formal contract.

Description of Tendered Services/Goods

Expression of Interest

An Expression of Interest (EOI) was created which outlined general requirements to support Council for the delivery of a new enterprise software system. The EOI process was to garner market capabilities, restrictions and opportunities, and help shape a selective tender for shortlisted proponents.

The EOI procurement process is a two-stage activity:

1. A public invitation for an expression of interest, with an evaluation process to select a shortlist of respondents
2. A selective tender process only for shortlisted respondents, to enable a successful contract award.

This EOI enabled council to continue to refine the project requirements whilst simultaneously completing the software tender evaluation. The selective tender documentation was prepared to include details of the awarded vendor for the software tender, ensuring detailed submissions could be presented to align specifically with vendor requirements.

An EOI was put to market on 22 January 2026 and closed on 17 February 2026. Ten submissions were received from the following organisations:

Tenderer	Tenderer
Atturra Business Applications	Lanluas Consulting Pty Ltd
Avec Global Pty Ltd	Leander Business Consulting Pty Ltd
Davidson HR Consulting Pty Ltd	LGA Cloud Pty Ltd
KPMG	PM Partners Group
The Trustee for Ladd & Associates Unit Trust	Terra Firma

The evaluation concluded with a formal Tender Evaluation Report dated 12 March 2026 and included within the confidential attachment to this report. The approved recommendation appointed Atturra, Davidson, KPMG and PM Partners as shortlisted and subsequently be invited to the selective tender process.

Selective Tender

Information gathered from the EOI allowed a thorough and considered approach to services required to support council with requirements outlined in detailed selective tender documentation. The tender provided allowance for tenderers to select a specific work stream according to their organisation strengths, or all components of the services. The work streams were broken into the following:

Stream A

- Governance & Project Planning
- Project Management
- Change Management

Stream B

- Functional Leads
- Solution Architecture
- Data Migration & Integration
- Testing & Quality Assurance
- Yearly Upgrades
- Process Improvement
- Training
- Go-Live & Post Implementation Support

A selective tender was called on 27 March 2026. The tender closed on 16 April 2026, with four submissions received from the following invited organisations:

Tenderer	Conformance
Atturra	Yes
Davidson	Yes
KPMG	Yes
PM Partners	Yes

A collaborative tender was not considered due to the individual project outcomes, timeliness and availability of suppliers to provide an appropriate competitive outcome.

Tender Evaluation

Tenders were evaluated by the Evaluation Panel in accordance with the evaluation criteria outlined in the Request for Tender documentation. The criteria and allocated weightings are as follows:

Evaluation Criteria – Stream A	Weightings
Delivery approach & implementation	20%
Governance, project controls & risk maturity	20%
People, capacity & capability to deliver	20%
Commercial, service & compliance confidence	20%
Change management & adoption outcomes	20%
Value for money	Non-weighted score

Evaluation Criteria – Stream B	Weightings
Delivery approach & implementation	20%

Governance, project controls & risk maturity	20%
People, capacity & capability to deliver	20%
Commercial, service & compliance confidence	20%
Technical transition assurance (data migration, cutover, controls)	20%
Value for money	Non-weighted score

The Evaluation Panel consisted of:

- A/General Manager Community & Planning Services
- Manager Business Transformation & Customer
- Coordinator IT Operations
- Project Manager Enterprise Systems

Details of the full evaluation process and responses are included in the Confidential Attachment to this report.

The Evaluation Panel concludes that the tender submitted by PM Partners, will provide council with best value for the following reasons:

- Achieves the best score based upon the method of evaluation
- Demonstrates specific, relevant experience and capability to undertake the works in accordance with the specification
- Supportive framework, systems and templates to support complex software implementation.

Policy Implications

Procurement Policy.

Financial and Resource Implications

The total recommended awarded contract amount is within budget and forms part of the current capital works program.

The recommended contract is broadly consistent with the overall estimates set out in the business case. Notwithstanding some uncertainty that is inherent in any project of this nature, Officers are confident that the business case projections and allocated budget are accurate and appropriate.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. It was determined that a Gender Impact Assessment (GIA) was not required as the subject matter of this report does not relate to a policy, program or service that has a direct or significant impact on the community.

Confidential Attachments

The **Confidential Attachment 1** (listed in Attachments section) Tender Evaluation Report RFT000099 ERP Implementation Partner – is designated confidential information pursuant to the *Local Government Act 2020*, 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 - Tender Evaluation Report RFT000099 Implementation Partner [7.4.1.1 - 18 pages]

7.4.2 AWARD CONTRACT RFT000098 - ANNUAL SUPPLY FOOTPATH, KERB & CHANNEL & ASSOCIATED WORKS – NEW, REPLACEMENT & MAINTENANCE

Responsible GM:	Ana Caicedo
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. Vibrant Places</p> <p>2.2 Annual capital project planning - We identify and deliver capital projects that provide and renew public infrastructure.</p> <p>2.5 Community and open space infrastructure - We plan, deliver and maintain recreation facilities, open spaces and places that support community connection and promote the health and wellbeing of the community.</p>

Recommendation

That Council:

1. Awards the contract for RFT000098 – Annual Supply of Footpath, Kerb & Channel and Associated Works – New, Replacement and Maintenance to following tenderers for initial period of three (3) years, with provisions for two (2) extensions of two (2) years each
 - a. Germano Construction Pty Ltd
 - b. Rabot Paving (Australia) Pty Ltd
 - c. Sahhar Holdings Pty Ltd as trustee for (ATF) Paul Sahhar Family Trust t/a UCIVIL
 - d. Prestige Infrastructure Services Pty Ltd
 - e. Tony and Sam Porto Family Trust ATF Uniscape Pty Ltd

Executive Summary

Tenders have been sought for Council's Panel contract for RFT000098 – Annual Supply of Footpath, Kerb & Channel and Associated Works – New, Replacement and Maintenance. The purpose of this panel is to undertake the construction of new and reconstruction of existing concrete infrastructure, including footpaths, kerb and channel, pram crossings and associated works, as well as reactive and programmed maintenance activities across the municipality. The contract will ensure continuity of service delivery and support Council's capital works and operational programs following the expiry of the current panel arrangement.

The purpose of this report is to recommend that the tenders submitted by following tenderers for RFT000098 – Annual Supply of Footpath, Kerb & Channel and Associated Works – New, Replacement and Maintenance be accepted for an initial period of three (3) years, with provisions for two (2) extensions of two (2) years each, subject to satisfactory performance, annual budget allocations and Council requirements.

- a. Germano Construction Pty Ltd
- b. Rabot Paving (Australia) Pty Ltd
- c. Sahhar Holdings Pty Ltd ATF Paul Sahhar Family Trust t/a UCIVIL
- d. Prestige Infrastructure Services Pty Ltd
- e. Tony and Sam Porto Family Trust ATF Uniscape Pty Ltd

Background

Council's existing panel contract for the Annual Supply of Concrete Footpath, Kerb & Channel and Associated Works – New, Replacement and Maintenance (RFT 22-009) is due to expire on 30 June 2026. This contract has been extensively used to deliver capital and operational works across the municipality, including the construction of new concrete infrastructure, replacement of deteriorated footpaths, kerb and channel assets, and ongoing maintenance of Council's pedestrian and road reserve networks.

To ensure continuity of service delivery and to support Council's forward capital works and operational programs, a new panel contract (RFT000098) was developed and publicly tendered. The proposed arrangement is intended to commence on 1 July 2026 and includes an initial contract term of three (3) years, with options to extend for up to two (2) additional periods of two (2) years each, subject to satisfactory performance, Council discretion and annual budget allocations.

Description of Tendered Services and Evaluation

The scope of the new panel contract is consistent with the existing arrangement and enables Council to engage suitably qualified and experienced contractors on a schedule of rates basis for a range of works, including new construction, renewal, reinstatement and reactive maintenance of concrete footpaths, kerb and channel, pram crossings and associated assets. Establishing a multi-contractor panel provides Council with flexibility to allocate works based on contractor capacity, availability, performance and value for money, while maintaining competitive pricing and delivery resilience across the Shire.

A public tender was called on 28 February 2026 and closed on 24 March 2026. thirteen (13) submissions, all conforming were received.

Due to the potential overall contract term price and to ensure a rigorous and compliant tender process a Probity Advisor was appointed. Aster Advisory were successful and were appointed for the duration of the tender evaluation process. An independent probity report is included in **Confidential Attachment 2**. The probity report confirms that the evaluation process was fair, impartial and defensible, and that no unresolved probity issues remain.

Tenders were evaluated by the Evaluation Panel in accordance with the evaluation criteria outlined in the Request for Tender documentation. Details of the full evaluation process and responses are included in the **Confidential Attachment 1** to this report.

The Evaluation Panel concluded that the tenders submitted by the following tenderers will provide Council with best value:

- Germano Construction Pty Ltd
- Rabot Paving (Australia) Pty Ltd
- Sahhar Holdings Pty Ltd as trustee for (ATF) Paul Sahhar Family Trust t/a UCIVIL
- Prestige Infrastructure Services Pty Ltd
- Tony and Sam Porto Family Trust ATF Uniscape Pty Ltd

These contractors:

- Achieved the best score based upon the method of evaluation
- Demonstrated specific, relevant experience and capability to undertake the works in accordance with the specification
- Provided competitive and reasonable schedule of rates, offering value for money
- Demonstrated acceptable risk profiles, including satisfactory financial viability, insurances and compliance with Council's occupational health and safety requirements.

Financial and Resource Implications

Over recent years, Council has typically expended between \$1.5 million and \$2 million per annum on concrete footpath renewal, kerb and channel renewal, footpath expansion works and general maintenance activities across the municipality. Actual expenditure varies annually depending on adopted budget allocations, program priorities and funding availability.

There is no single dedicated budget allocation for all works delivered under this contract. Funding for concrete footpath, kerb and channel works is drawn from a range of capital and operational budgets, including the Sealed Pathway Renewal Program, Sealed Road Resurfacing Program (kerb and channel renewal), Footpath Network Expansion Program and Footpath General Maintenance budgets.

The contract is based on schedules of rates, and there is no fixed total contract value or guaranteed volume of work. Appointment to the panel does not commit Council to any minimum spend, nor does it prevent Council from engaging alternative suppliers where appropriate. All works undertaken under the panel will be subject to individual project approval, available budgets and the financial thresholds set out in Council's Procurement Policy.

Consultation/Communication

Consultation will occur on a project-by-project basis for works delivered under this panel contract. This includes consultation for the construction of new footpaths and shared paths, as well as for renewal and maintenance works where there is a potential impact on abutting owners or occupiers, businesses, schools or other key stakeholders, such as footpath replacement works within shopping centres or highly trafficked areas.

The appointed tenderers are required to comply with Council's consultation and communication requirements, including the provision of advance notification, maintenance of safe pedestrian access, and the preparation and implementation of appropriate traffic management plans where required.

Relevant internal Council teams, including maintenance and operational teams, will be notified of the establishment of this panel contract, as they may also call upon the panel contractors to deliver works as part of their programs and service delivery responsibilities.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. It was determined that a Gender Impact Assessment (GIA) was not required as the subject matter of this report does not relate to a policy, program or service that has a direct or significant impact on the community.

Confidential Attachments

The **Confidential Attachments 1 & 2** (listed in Attachments section) – RFT000098 Tender Evaluation Report and RFT000098 Probity Report – is designated confidential information pursuant to the *Local Government Act 2020*, 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 - RFT000098 - Tender Evaluation Report [7.4.2.1 - 43 pages]
2. Confidential Attachment 2 - RFT000098 - Probity Report [7.4.2.2 - 3 pages]

7.4.3 AWARD CONTRACT RFT000103 - STAGE 2 PAKENHAM REVITALISATION PROJECT - CONSTRUCTION OF DRAKE PLACE AND JOHN STREET

Responsible GM:	Ana Caicedo
Staff Disclosure:	All officers involved in the preparation of this report have considered and determined that they do not have a conflict of interest in the matter.
Council Plan Reference:	2. Vibrant Places 2.5 Community and open space infrastructure - We plan, deliver and maintain recreation facilities, open spaces and places that support community connection and promote the health and wellbeing of the community.

Recommendation

That Council:

1. Awards the contract for RFT000103 Stage 2 Pakenham Revitalisation Project – Construction of Drake Place and John Street to Blue Peak Constructions for \$6,981,247.85
2. Approves the use of any contingency items as outlined in the confidential attachment for the delivery of this contract should they arise throughout the course of the contract.
3. Delegates CEO to have the authority to approve up to 10% variation on the total contract value as declared in Recommendation 1.

Executive Summary

The purpose of this report is to recommend that the tender submitted by Blue Peak Constructions (Blue Peak Constructions Pty Ltd) for RFT000103 Stage 2 Pakenham Revitalisation Project – Construction of Drake Place and John Street project be accepted for amount \$6,981,247.85 exclusive of GST.

Background

The Pakenham Revitalisation Project is a multi-stage project which aims to revitalise the Pakenham Activity Centre. It intends to deliver a more pedestrian-friendly, accessible, and connected environment that supports residents, visitors, and local businesses. With a strong focus on liveability, economic activation, and community connection, the project will create welcoming public spaces and improve access to key destinations such as the new Pakenham train station and the Pakenham Community Hospital.

In 2024 Council secured Growth Area Infrastructure Contributions (GAIC) funding of \$8.4M for Drake Place Reconfiguration project and \$4.2M for John Street Extension works. This contract includes construction works for both Drake Place and John Street and will be supported by both funding agreements.

Description of Tendered Services/Goods

Council undertook a competitive open public tender process which sought submissions from all suitably experienced and qualified construction contractors.

The tender process is summarised below:

- A public tender was opened on 18 February 2026 and closed on 20 March 2026.
- Two (2) on site briefings were scheduled and held in Pakenham, with a mandatory requirement that Tenderers must attend a site briefing on at least one occasion. Eight (8) contractors registered attendance at site briefings.
- During the tender period seven (7) questions were asked, and three (3) addendums were created.
- Council received submissions from two (2) contractors.

Tender Evaluation

Tenders were evaluated by the Evaluation Panel in accordance with the evaluation criteria outlined in the Request for Tender documentation.

Details of the full evaluation process and responses are included in the **Confidential Attachment 1** to this report.

The Evaluation Panel concluded that the tender submitted by Blue Peak Constructions, provides Council with best value for the following reasons:

- Achieves the best value score based upon the method and above criteria of evaluation; and
- Demonstrates specific, relevant experience and capability to undertake the works in accordance with the specification; and
- Demonstrates best capacity for effective communication with affected businesses and management of works to minimise disruption; and
- Demonstrates best site-specific construction methodology and program in response to site and project constraints; and
- Demonstrates best capacity for effective management of site, traffic, and pedestrians; and
- Made consideration of and provision for recent supply cost escalations reducing risk to Council.

Policy Implications

Procurement Policy
Engagement Policy
Community Safety Policy

Other Reference Documents Considered:

Council Plan
Access and Inclusion Plan
Liveability Plan
Pakenham Major Activity Centre Structure Plan
Pakenham Major Activity Centre Urban Design Framework
Pakenham Parking Precinct Plan
Ageing Well Strategy

Financial and Resource Implications

This construction contract includes works under two external Growth Areas Infrastructure Contribution (GAIC) funding sources summarised below:

- Drake Place Reconfiguration project - \$8.4 Million
- John Street Extension project - \$4.2 Million

Budget for the construction contract will be supported by the above external funding agreements. The total recommended awarded contract amount is included in the capital works program.

Climate Emergency Consideration

This project includes landscaping and vegetation elements which align with water sensitive urban design (WSUD) principles which will assist to reduce surface runoff, improve water quality, and recharge groundwater. New deciduous street trees will also provide additional seasonal shade.

Consultation/Communication

Community consultation has been undertaken for the Public Realm Strategy (PRS) for the Pakenham Major Activity Centre as well as the previous design in 2023 and 2024. Engagement with affected businesses and impacted stakeholders is ongoing for first stage of works as well as for other future stages of the Pakenham Revitalisation Project. Council will ensure that the community, affected businesses and stakeholders are updated throughout construction through relevant channels.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the Gender Equality Act 2020. A Gender Impact Assessment (GIA) has been identified as a requirement for the Pakenham Revitalisation Project and will be completed prior to the planning, engagement, and delivery of the project.

Confidential Attachments

The **Confidential Attachment 1** (listed in Attachments section) - "*Tender Evaluation Report - RFT000103 Stage 2 Pakenham Revitalisation Project - Construction of Drake Place and John Street*" - is designated confidential information pursuant to the *Local Government Act 2020*, 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 - Tender Evaluation Report - RFT000103 - Stage 2 Pakenham Revitalisation Project [7.4.3.1 - 8 pages]

7.4.4 ORGANISATION QUARTERLY FINANCE REPORT – DECEMBER 2025 – MARCH 2026

Responsible GM:	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:	<p>2. Vibrant Places</p> <p>2.1 Strategic planning - We ensure the Cardinia Shire Planning Scheme delivers high quality outcomes that preserve the liveability and identity of the municipality and protecting our natural environment, while also accommodating for population growth and economic development, while preserving the liveability and identity of the municipality and protecting our natural environment.</p> <p>2.2 Annual capital project planning - We identify and deliver capital projects that provide and renew public infrastructure.</p> <p>5. Responsible Leaders</p> <p>5.3 Long term financial sustainability - We manage Council's resources prudently and efficiently to ensure long-term financial sustainability.</p>

Recommendation

That Council:

1. Receives and notes the Quarterly Finance Report for the period ended 31 March 2026, for the purpose of section 97 of the *Local Government Act 2020*.
2. Notes that the Chief Executive Officer, as required under section 97(3) of the *Local Government Act 2020*, is of the opinion that a revised budget is not required.

Executive Summary

The attached quarterly finance report has been prepared as of 31 March 2026. The report includes financial year to date data up to quarter three of the 2025-26 financial year and is compared to the adopted budget for the full year to 30 June 2026.

Discussion

The quarterly financial update presents summary financial statements and a series of other progress reports on matters that will inform Councillors and the community on the performance of Council for the nine months ending 31 March 2026.

Quarterly Finance Report

The quarterly financial report presents summary financial statements and a series of other progress reports on matters that will inform Council and the community on the performance of Council for the nine months ending 31 March 2026.

The full report is included in **Attachment 1**

Comprehensive result

The year-to-date comprehensive result is a \$38.5 million surplus, which is \$45.5 million unfavourable to the adopted budget.

- Revenue is currently tracking significantly below budget, primarily due to:
- The early receipt of 50% of the 2025/26 VLGGC payment in FY24/25, which has reduced grant revenue recognised in the current year.

- Developer contributions are having an increasing impact on Council's comprehensive result, driven by a significant decline in developer monetary contributions.

Expenses are broadly in line with budget, with key movements including:

- A materials and services variance driven largely by timing, particularly insurance premiums, consultants, legal services and maintenance contracts incurred later than budgeted.
- Higher employee costs, reflecting lower staff capitalisation due to slower capital delivery and higher-than-budgeted casual expenditure.

The current full-year forecast comprehensive surplus is \$63.1 million, which is \$45.5 million unfavourable to the adopted budget. This variance continues to be driven by the timing of VLGGC funding, the re-phasing of capital works into FY26/27, lower developer contributions and higher forecast materials and services and depreciation expenses arising from asset revaluations and indexation.

Adjusted underlying result

The year-to-date adjusted underlying result is a \$4.4 million deficit, which is \$5.4 million unfavourable to the adopted budget. This variance is mainly attributable to:

- The flow-on impacts of the early VLGGC payment received in FY24/25, which continues to distort the comparison against budgeted expectations.
- Higher employee costs, driven by reduced capitalisation and increased operational staffing costs.
- These impacts are partially offset by timing-related underspends in materials and services, particularly for insurance, maintenance and parks contracts.

The full-year forecast AUR is showing an \$18.4 million deficit, which is \$15.0 million unfavourable to the adopted budget deficit of \$3.4 million. This outcome reflects the continued impact of VLGGC timing, higher depreciation arising from asset revaluation and indexation, and a forecast increase in materials and services expenditure as project delivery accelerates in the final quarter of the year, partially offset by higher interest income from term deposits.

Included in this quarterly report is the AUR excluding VLGGC. When reviewing the adjusted AUR, it shows YTD favourable variance of \$3.8 million and a full year unfavourable variance of \$5 million further highlighting the impact of the timing of VLGGC.

Balance sheet

The balance sheet continues to demonstrate a strong underlying position, with notable year-to-date movements.

Current assets increased by \$52.5 million, primarily driven by the annual rates billing cycle, with approximately \$43 million in rates and charges outstanding at March, together with higher cash and term deposit balances. Current liabilities increased by \$40.2 million, largely reflecting unearned income from rates billed in August and unearned grant revenue. As a result, working capital remains strong, noting that a substantial proportion is committed to future capital works and grant-funded projects.

Non-current assets increased by \$58.3 million, reflecting continued capital investment through infrastructure delivery and \$26 million in developer-contributed assets, partially offset by depreciation. Non-current liabilities decreased by \$3.4 million, due to lower outstanding supplier payments compared to 30 June 2025 following the ramp-up of capital delivery activity earlier in the year.

Overall, Council's financial position remains robust, though a significant proportion of assets and cash balances are restricted or committed to future capital obligations.

Cashflow statement

Council ended the quarter with unrestricted cash \$3.9 million above budget, supported by the timing of capital expenditure, higher cash balances and strong investing cashflows through term deposits.

However, restricted cash is \$8.5 million below budget, primarily due to lower than expected developer contributions and delayed receipt and expenditure of grant funding resulting from changes in the timing of capital project delivery.

The full-year forecast indicates unrestricted cash will be \$15.9 million below budget, driven mainly by higher forecast materials and services expenditure and grant-funded capital projects being rephased into future financial years. This position will continue to fluctuate and be closely monitored through the remainder of the financial year.

Quarterly Capital report

Year-to-date capital expenditure of \$27.9 million represents approximately 38% of the full-year capital budget of \$74.2 million. The year-to-date variance is primarily driven by the timing of capital project delivery. Following a review of project phasing, a number of significant projects are now forecast to be delivered later in the financial year or carried forward, resulting in lower expenditure to date than originally planned.

The full-year capital expenditure forecast is \$56.1 million, which is \$18.1 million lower than the capital budget. This variance reflects the re-phasing of several major road, building and land projects into the 2026–27 financial year. As a result, grant-funded projects have experienced delayed delivery, contributing to lower than expected recognition of grant revenue, along with reduced Development Contribution Plan (DCP) revenue compared to the adopted budget.

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. It was determined that a Gender Impact Assessment (GIA) was not required as the subject matter of this report does not relate to a policy, program or service but the retrospective review of the implementation of them.

Attachments

1. Attachment 1 - Q3 Quarterly Financial Report 2025-26 [7.4.4.1 - 16 pages]
2. Attachment 2 - Q3 Quarterly Capital Works Report 2025-26 [7.4.4.2 - 5 pages]



Financial Performance Report 1 July 2025 - 31 March 2026



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Executive Summary
As at 31 March 2026

	YTD Actual	Highlights	Full Year Forecast	Highlights
Adjusted Underlying Result Vs Budget	-\$5.40M	The unfavourable variance was driven by the early receipt of the Victorian Local Government Grants Commission (VLGGC) payment. Other key drivers are the higher than budgeted employee costs (lower staff capitalisation due to slow capital delivery and higher than budgeted casual expenditure). This is offset by the timing in expenditure on materials and services, predominantly insurance premiums, building maintenance and parks contracts.	-\$14.98M	Key drivers for the FY variance is the early receipt of the VLGGC grant FY24/25 and the inclusion of operating costs which were not originally budgeted as operating but as capital expenses. The updated forecast also reflects higher depreciation resulting from asset revaluation and indexation, increased employee costs, which are partially offset by higher interest income from term deposits.
Adjusted Underlying Result Vs Budget EXCLUDING VLGGC Funding	\$3.81M	It should be noted that the timing of the VLGGC payment is outside of Council's control and is not known at the time of adopting the budget. This can distort a fair analysis of Council's true financial performance, both for year-to-date results and full year forecast. When removed from the results, Council's year to date AUR, is a \$10.6M deficit, which is \$3.8M favourable year to date budget which is being influenced as advised above.	-\$4.99M	It should be noted that the timing of the VLGGC payment is outside of Council's control and is not known at the time of adopting the budget. This can distort a fair analysis of Council's true financial performance, both for year-to-date results and full year forecast. When adjusted to remove these items, Council's full-year forecast AUR shows an underlying deficit of \$25.4M. This is \$4.9M unfavourable compared to the full year budget, which is mainly contributed by Upper Beaconsfield and Cora Lynn projects, as well as higher depreciation expenses.
Capital Delivery %	54%	The YTD unfavourable variance reflects slower than expected progress on a number of major projects. Project completion dates have been revised due to limited capacity, delays in design and procurement, and ongoing staffing challenges. While timelines have been updated where possible, some projects are now expected to be completed in the next financial year.	76%	The full year unfavourable variance is mainly due to several major road and building projects, as well as planned land purchases, being rescheduled into the 2026/27 financial year. As a result, the grant and contribution funding linked to these projects has also shifted to next year, leading to lower than budgeted grant income in the current year.
Liquidity	2.47	Indicates the ratio of cash or equivalent assets the Council holds over liabilities less than twelve months. Ratio above the benchmark of 1.0 indicates the Council is in a strong position to meet its short-term financial obligations. However, it's important to note that 88% of Council's cash and term deposits are already committed to future capital works, such as infrastructure funded by capital grants and developer contributions. This means while the ratio looks strong, much of the cash is earmarked for specific long-term projects.	2.88	The ratio is expected to improve by June, mainly driven by the significant reduction in current liabilities following the recognition of unearned revenue in rates billed to ratepayers in August 2025 for the full year. This will reduce the current liability by \$64.5M by June 2026. Additionally, the reduction of unearned revenue recognised as income as grant funded projects are completed by June 2026.
Unrestricted Cash Vs Budget	\$3.87M	YTD Unrestricted Cash of \$3.87M, is exceeding budget expectations. This favourable result is mainly driven by delays in capital delivery expenditure and the timing of monetary contribution receipts (due to developers delaying payment of development levies). While cash and other financial assets are lower than expected, this is offset by reduced restricted cash balances resulting from these delayed monetary contributions resulting in the favourable position.	-\$15.90M	The full year unrestricted cash forecast is \$15.9 million below budget. This result is mainly driven by higher materials and services expenditure and additional cash invested in term deposits due to delays in the capital program. Capital grant-funded projects that are not expected to be completed will continue to be recognised as unearned income (unspent grants), which has contributed to higher than expected restricted cash balances. As a result this has then contributed to the unfavourable unrestricted cash position.

Cardinia Shire Council VAGO Sustainability Indicators As at 31 March 2026

	YTD Actual	Full Year Budget	Full Year Forecast	Scale		
Net result (%) <i>Measures the size of the operating result</i>	22.6%	38.0%	25.3%	<-10%	-10%-0%	>0%
Adjusted underlying result (%) <i>Removes non-recurrent items to measure pure operating result</i>	-3.5%	-2.0%	-10.0%	<0	0%-5%	>5%
Liquidity (Working Capital ratio) <i>Measures ability to pay existing liabilities in the next 12mths</i>	2.47	5.01	2.88	<0.75	0.75-1.0	>1
Internal financing (%) <i>Measures ability to finance capex cash outflow through operating cashflow</i>	221.1%	145.1%	155.7%	<75%	75%-100%	>100%
Indebtedness (%) <i>Measures ability to cover non-current liabilities through own revenue</i>	18.6%	24.6%	21.2%	>60%	40%-60%	<40%
Capital replacement (ratio) <i>Measures if rate of infrastructure investment exceeds dep'n, excl carryovers</i>	0.92	2.49	1.60	<1	1-1.5	>1.5
Renewal gap (ratio) <i>Measures if Council is maintaining its existing assets, excl carryovers</i>	0.88	1.71	1.35	<0.5	0.5-1.0	>1.0

Adjusted underlying result: shows the Council's ability to generate an operating surplus from regular activities, excluding one-off capital grants and contributions. This negative result indicates that Council should continue to focus on controlling / reducing operating costs. This negative result factors in the budgeted VLGGC payment which was received in FY24-25. The full year forecast does not assume a potential early payment in June 2026.

Capital replacement: This ratio compares spending on new infrastructure, property, plant and equipment to depreciation. A result of 0.92 shows assets are depreciating faster than they are being renewed, creating potential long term renewal risks. While this trend is not expected to continue, Council must prioritise ongoing investment in infrastructure to maintain asset sustainability and service quality.

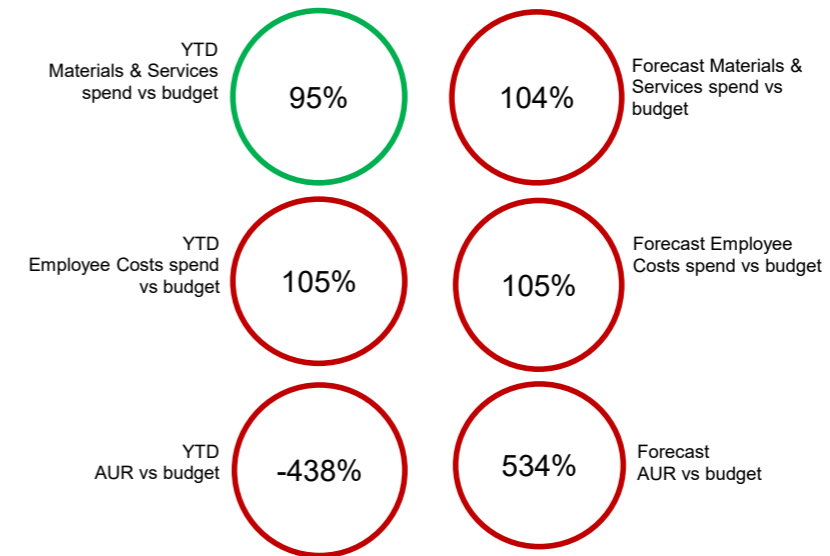
Renewal gap: This compares the rate of spending on asset renewal to depreciation. A ratio of 0.88 indicates Council's assets are depreciating at a faster rate than Council can replace. Council must continue to prioritise investment of renewal of existing assets to ensure the long-term sustainability and service quality of its asset portfolio. Several large renewal programs including roads, footpaths and court resurfacing are currently forecast for delivery in March through to June 2026, which will see the renewal gap ratio increase in line with forecast.

Definitions and risk assessment criteria are available from the VAGO website

Operating Performance

As at 31 March 2026

Income Statement	Ref	YTD Actual \$'000	YTD Budget	Variance to Budget \$'000	Full Year Forecast \$'000	Full Year Budget	Variance to Budget \$'000
Income							
Rates and Charges	1	100,282	99,664	618	132,966	132,826	140
Statutory and User Fees	2	8,876	7,985	891	11,954	10,663	1,291
Grants and Contributions	3	53,747	102,091	(48,344)	94,307	133,728	(39,421)
Other Income	4	7,887	5,995	1,892	10,008	8,356	1,652
Total Income		170,792	215,735	(44,943)	249,235	285,573	(36,338)
Expenses							
Employee costs	5	47,652	45,338	(2,314)	64,586	61,296	(3,290)
Materials and Services	6	55,741	58,722	2,981	81,973	78,518	(3,455)
Depreciation	7	25,964	24,426	(1,538)	35,155	32,568	(2,587)
Other Expenses	8	2,917	3,199	282	4,410	4,618	208
Total Expenses		132,274	131,685	(589)	186,124	177,000	(9,124)
Comprehensive Result		38,518	84,050	(45,532)	63,111	108,573	(45,462)
Adjusted Underlying Result (AUR)		(4,393)	1,004	(5,397)	(18,428)	(3,448)	(14,981)



*Note: Variances to budget are favourable where shown as a positive value (surplus), and unfavourable where shown as a negative value (deficit).
The underlying result from regular activities, excluding one-off capital grants and contributions.*

Year to date Comprehensive Result (\$45.5M) unfavourable to budget largely due to:

Favourable variance:
Ref 6 – Materials and Services:
 The YTD favourable variance of \$2.9M reflects the timing of several expenses, with costs such as insurance premiums, consultants, legal services and building maintenance contracts incurred later than budgeted.

Partly offset by unfavourable variance:
Ref 3 – Grants (VLGGC) & contributions:
 Part of the unfavourable variance relates to the early receipt of 50% of FY25/26 VLGGC funding in FY24/25, resulting in reduced recognition in the current year. Contributing further to this variance is the delay in revenue recognition, which is aligned to the timing of funded capital project delivery and lower than budgeted contributions expected from developers.

The full year Comprehensive Result is (\$45.6M) unfavourable to budget due to:

Unfavourable variance:

Ref 3 – Grants (VLGGC) and contributions:
 As outlined in prior commentary, the key drivers of the variance relate to lower than expected developer monetary contributions, the timing of VLGGC funding receipts and revenue recognition of funded capital projects.

Ref 5 – Employee costs:
 The \$3.29 million overspend in employee costs is primarily due to lower than expected staff costs being allocated to capital projects. The full year variance also includes \$225,000 in unbudgeted casual wages to support School Crossing Supervisors.

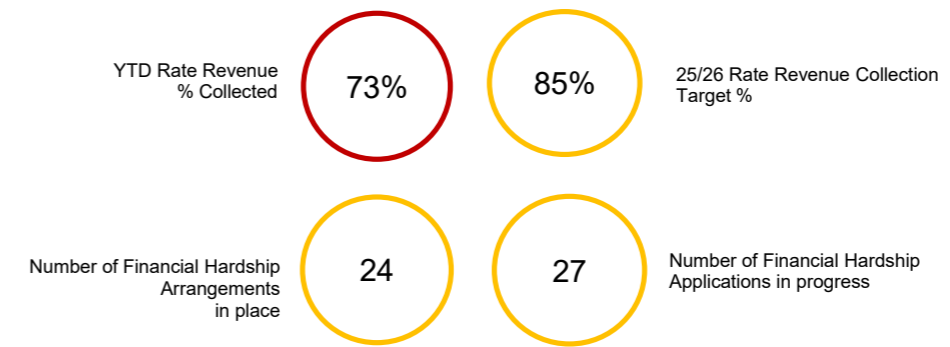
Ref 6 – Materials and Services:
 This variance reflects a forecasted increase in materials and services expenditure, driven by the expensing of construction costs relating to non-capital infrastructure for Upper Beaconsfield and Cora Lynn, originally budgeted as capital.

Ref 7 - Depreciation:
 The full year variance in depreciation is due to updated indexation for buildings asset class and revaluation on bridges asset class which were both unknowns during budget build time. This unfavourable increase is partly offset by a forecast reduction in depreciation in roads due to more up to date information.

Financial Position

As at 31 March 2026

Cash Position	YTD		Variance to Budget	Full Year Forecast	Full Year Budget	Variance to Budget
	Actual	YTD Budget				
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Opening Cash Balance	25,075	23,089	1,986	25,075	23,089	1,986
Cash Received/(Paid) through Activities	26,669	37,890	(11,221)	9,724	50,520	(40,796)
Closing Cash Balance	51,744	60,979	(9,235)	34,799	73,609	(38,810)
Other Financial Assets (Cash Equivalents)	145,500	140,929	4,571	175,500	140,929	34,571
Total Cash and Cash Equivalents	197,244	201,908	(4,664)	210,299	214,538	(4,239)
Total Restricted Cash	175,258	183,790	(8,532)	195,201	183,540	11,660
Total Unrestricted Cash Balance	21,986	18,118	3,868	15,098	30,998	(15,899)



Note: Variances to budget is favourable where shown as a positive value (surplus) and unfavourable where shown as a negative value (deficit).

YTD Unrestricted Cash Position \$3.87M favourable

- Year-to-date, the cash and cash equivalents balance is \$4.6M below the budget. This outcome is driven by unfavourable variances from operating activities, specially in grants and contribution income cash flow reductions compared to budget. These movements are offset by strong performance in investing activities with lower than budget expenditure on property, plant and equipment acquisitions.
- Restricted cash is \$8.53M below budget, primarily due to lower than expected DCP reserve balances, which have resulted from delays in developer progression. These delays also affect trust funds and deposits held. As developers progress more slowly, trust and deposit balances remain higher for longer, which partially offsets the reduction in DCP reserves.
- Unrestricted cash remains favourable to budget, supported by higher cash on hand, the timing of capital delivery payments.

Forecast Full Year Unrestricted Cash Position (\$15.9M) unfavourable.

- The primary driver of this unfavourable variance is the higher than budgeted balance of unspent grants. This is largely due to delay in delivering the infrastructure assets, those unspent grants will remain as restricted cash, ensuring they stay committed to their purpose and reducing the amount of unrestricted cash.
- Furthermore, the total forecast balance for cash and cash equivalents is below budget. This is primarily due to delays in capital project delivery, which have reduced the timing of payments for property, plant and equipment and resulted in higher than expected balances held in term deposits.

Balance Sheet	Ref	YTD		Opening Balances	YTD Movement	Full Year Forecast	Full Year Budget	Variance to Budget
		Actual						
		\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Current Assets	1	254,962	202,497	52,465	243,239	240,502	2,737	
Non-Current Assets	2	3,400,552	3,342,264	58,288	3,473,662	3,268,382	205,280	
Current Liabilities	3	103,066	62,873	(40,193)	84,330	48,017	(36,313)	
Non-Current Liabilities	4	21,724	25,100	3,376	32,778	37,191	4,413	
Equity		3,530,724	3,456,788	(73,936)	3,599,791	3,423,676	176,115	

Note: Variances to budget is favourable where shown as a positive value and unfavourable where shown as a negative value.

Balance Sheet

Year to date variances are largely due to:

Ref 1 - Current Assets – \$52M higher year to date:

The increase in current assets is mainly due to the timing of our annual rates billing and payments:

- Rates and charges to receive: At 28 March 2026 \$43M.
- Bank: Increase of \$27.5M in bank compared to 30 June 2025, attributable by \$22M restricted and \$5M unrestricted cash.

Ref 2 - Non-Current Assets – Year-to-date increase of \$58M:

This reflects investment in long-term infrastructure up to March 2026. \$27.9M spent on capital projects (e.g. roads, buildings), \$26M worth of assets contributed by developers, this increase of \$53.9M to assets is partially offset by depreciation in March for \$26M.

Ref 3 - Current Liabilities – Year-to-date increase of \$40M:

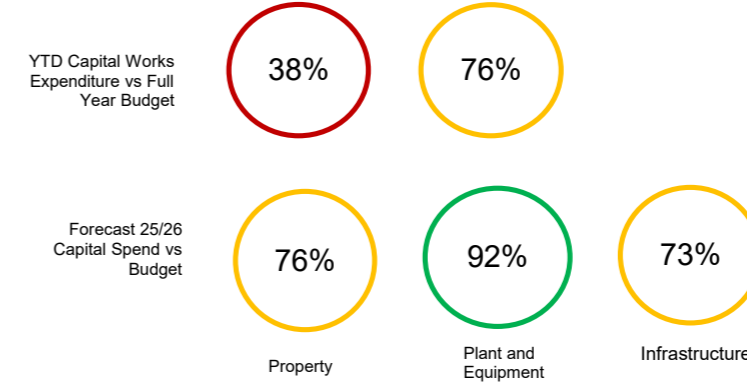
\$43M of the total rates and charges billed in Aug 2025 will be gradually recognised as income over the next 4 months. Additionally.

Ref 4 - Non-Current Liabilities – Year-to-date decrease of \$3.3M:

Due to lower outstanding supplier payments at March 2026 compared to 30 June 2025, due to ramping up the capital delivery before the end of June.

Capital Works As at 31 March 2026

Capital Expenditure	YTD Actual	YTD Budget	Variance to Budget	Full Year Forecast	Full Year Budget	Variance to Budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Capital Works Expenditure	27,909	51,676	(23,767)	56,096	74,167	(18,072)
Funded By:						
Grant Revenue	9,819	25,606	(15,787)	14,864	34,141	(19,277)
Contributions	-	-	-	660	3,732	(3,072)
Borrowings	-	-	-	11,600	17,000	(5,400)
Council Cash	18,090	26,070	(7,980)	28,972	19,294	9,678
Total	27,909	51,676	(23,767)	56,096	74,167	(18,072)



Note: Variance to budget is favourable where shown as a positive value (surplus) and unfavourable where shown as a negative value (deficit).

Estimated for carryover to 2026/27	2,893,090
Estimated rephased projects from 2026/27	16,384,063

YTD Variance:

The YTD variance is primarily driven by delays in the delivery of key projects. These delays have had the greatest impact on grant-funded projects, with \$15.7 million deferred, which in turn has delayed the recognition of associated grant revenue. Council's cash position has also been affected, with an additional \$9.7 million in projects being funded by Council cash as a result of this timing difference.

Full Year Variance:

The full year variance reflects the re-phasing and carryover of several major road projects, building projects and land purchases into FY26/27. Consistent with the year-to-date position, the greatest impact has been on grant-funded projects, with \$19.3 million of grant revenue not recognised due to delays. Projects intended to be funded through borrowings and contributions have also been affected, resulting in an additional \$9.7 million of Council cash being required to fund the capital program.

Other Infrastructure:	YTD Actual	YTD Budget	Variance to Budget	Full Year Forecast	Full Year Budget	Variance to Budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Cora Lynn Reserve Pavilion	1	111	(109)	403	1,330	(927)
Upper Beaconsfield Rec Reserve Pavilion	4	490	(486)	4,265	5,874	(1,609)
Total	5	600	(595)	4,669	7,204	(2,535)

Some projects delivered through the Capital Program involve building or improving infrastructure on Crown land. These projects follow the same planning and delivery process as other capital works and are funded from the capital budget. However, because Council does not own Crown land, accounting rules prevent us from capitalising these works. This means the cost of these projects must be treated as an operational expense. As a result, the spend appears in Council's P&L (operational budget).

Operational Projects moved from Capital Plan:	YTD Actual	Full Year Forecast	Full Year Budget	Variance to Budget
	\$'000	\$'000	\$'000	\$'000
Community Grants Program	43,613	210,883	300,000	(89,117)
Tree planting program	20,903	20,903	50,000	(29,097)
Landscape renewal program	17,282	133,950	137,000	(3,051)
Significant Reserve Program	1,450	20,450	72,000	(51,550)
Traffic management devices program	202,500	252,806	270,000	(17,194)
Guard Rail & Safety Fence Renewal Prog	29,355	29,355	80,000	(50,645)
Equestrian Trails Maintenance Program & BMX Gravel	13,125	27,125	26,000	1,125
WSUD Assets	4,480	156,480	160,000	(3,520)
Basketball Net replacement	49,118	52,118	12,000	40,118
Remediation works - Bayles - to finish FY28/29	-	270,000	270,000	-
Total	381,826	1,174,070	1,377,000	(202,931)

Grant Funding As at 31 March 2026

Grant Funding Schedule	2025/26 FY	2026/27 FY	2027/28 FY	2028/29 FY	2029/30 FY	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Capital Grant Funding	11,787	5,495	3,382	3,382	-	24,046
Operating Grant Funding	354	275	45	-	-	675
Total Confirmed Funding	12,141	5,771	3,427	-	-	21,339

This table shows the total amount of confirmed, one-off (non-recurrent) grant funding Council has secured for future years. These amounts relate only to grants that have been formally approved and where a grant agreement has been signed.

The majority of confirmed funding is expected to be received in 2025/26, reflecting approved capital and operating grants that are already in place. Smaller amounts are currently confirmed for 2026/27, with only minimal funding confirmed beyond that period.

It is important to note that this information does not include Council's recurrent funding, such as ongoing operating grants, or funding from the Victorian Local Government Grants Commission (VLGGC).

The timing and value of payments may vary if project scopes, delivery timeframes or conditions change and grant variations are approved by the funding body. Council will continue to seek additional grant opportunities and provide updates as new funding is confirmed.

Grant Funding	YTD Actual	YTD Budget	Variance to Budget	Full Year Forecast	Full Year Budget	Variance to Budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Capital Grant Revenue	9,819	25,606	(15,787)	14,864	34,141	(19,277)
Operating Grant Revenue	10,227	18,904	(8,677)	11,820	21,513	(9,693)
Unearned Grant Revenue	20,046	44,510	(24,464)	26,684	55,654	(28,970)

Note: Variances to budget is favourable where shown as a positive value and unfavourable where shown as a negative value.

Unearned Grant revenue (funding received in advance of project delivery)

Unearned grant revenue is funding Council has received for a specific project or service that has not yet been delivered. This funding cannot be recognised as revenue until the agreed project milestones or outcomes are completed, at which point it is recognised as revenue and the unearned revenue balance is reduced.

- Capital grant revenue continues to be recognised in line with project delivery milestones and is expected to increase later in the financial year as works progress, although this will remain below budget due to project re-phasing.

- To date, grant revenue recognised includes \$3.0 million from Sealing the Hills and \$1.0 million from Roads to Recovery, with the remaining unearned balance largely relating to GAIC-funded projects, the Cardinia Youth Hub, Upper Beaconsfield Reserve Pavilion, and remaining Sealing the Hills and Roads to Recovery projects.

- The impacts of the timing of the VLGGC funding can be seen in the operating grant revenue.

Grant Activity	Amount \$'000	FY25/26 Applications #
Successful Applications	5,033	27
Partially Successful Applications		
Total Funds applied for	1672	3
Total Funds unsuccessful	(1,242)	
Partially Successful Applications	430	3
Unsuccessful Applications		
100 Neighbourhood Batteries Program - Round 3	200	
VicHealth Local Food Partnerships	899	
Total Unsuccessful Applications	1,099	2
Pending Applications		
DEECA Integrated Water Management Grant Program	200	
Youth Fest 2026	2	
Total Pending Applications	202	2
Total Applications	6,764	34

Successful applications are included in the Grants - Expected Financial Milestone Report attachment

Year to date, 34 funding applications have been submitted. Of these, 30 applications have been successful in securing funding either in full or in part, including three applications that were only partially successful, receiving 26% of the amount requested.

Notification has been received for two unsuccessful applications:

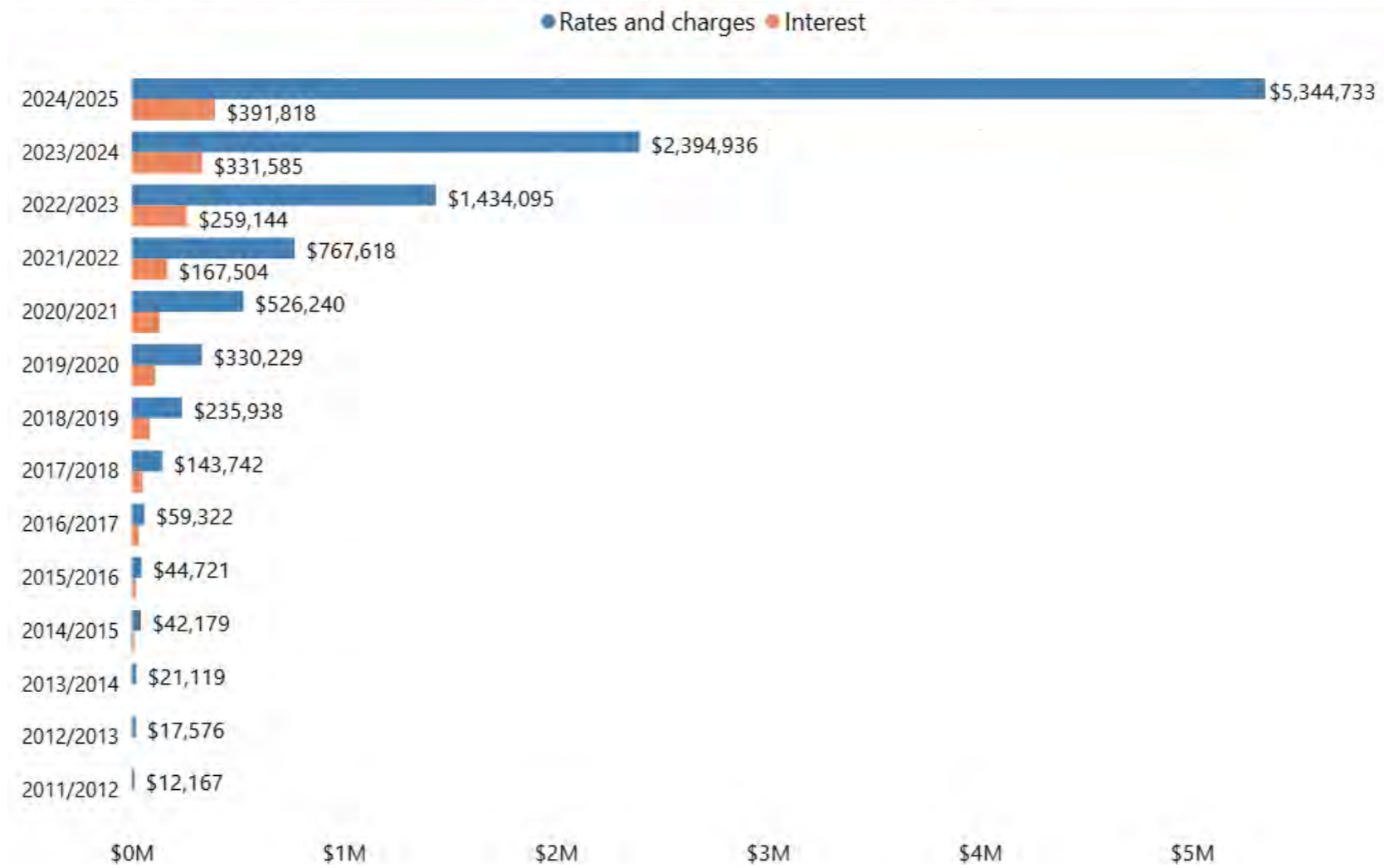
- The *100 Neighbourhood Batteries Program* was unsuccessful due to Council's geographic location not aligning with the funding body's target area.
- The *VicHealth Local Food Partnerships* application was unsuccessful due to stronger competing proposals with more established partnerships and scalable impact.

Decisions are still pending for the remaining two applications.

Rates and charges outstanding for prior years

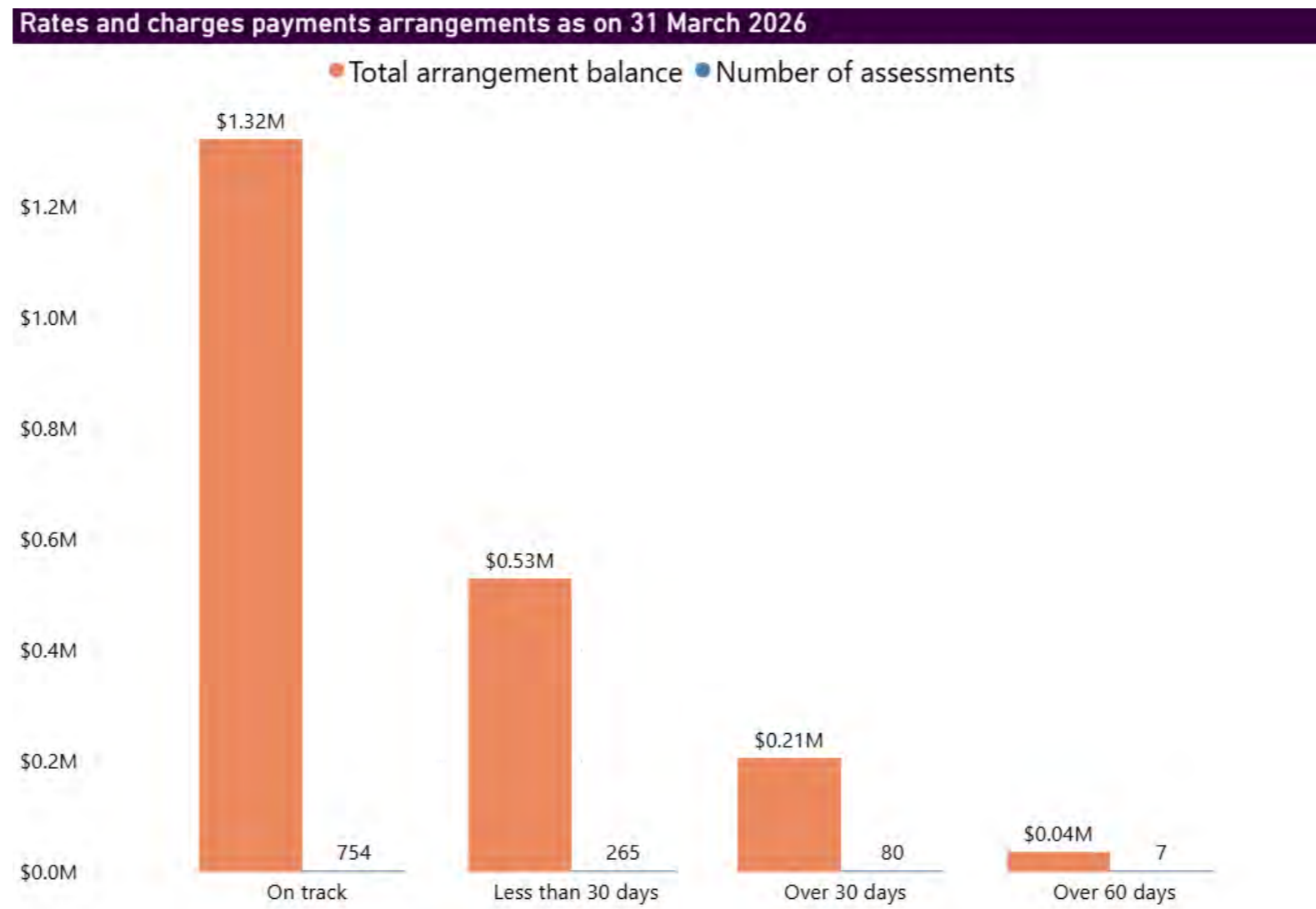
As at 31 March 2026

Outstanding Rates and Charges Over the Years
 Total outstanding rates and charges (excluding 2025/26): \$11.4M | Outstanding interest charges: \$1.64M. The graph below shows only years in which the outstanding balance exceeds \$10,000. Rates and charges for 2025/26 are excluded as the final instalment remains due on 31 May. As of 31 March, 2025/26 rates and charges total \$47.3M and interest accrued \$133.3K.



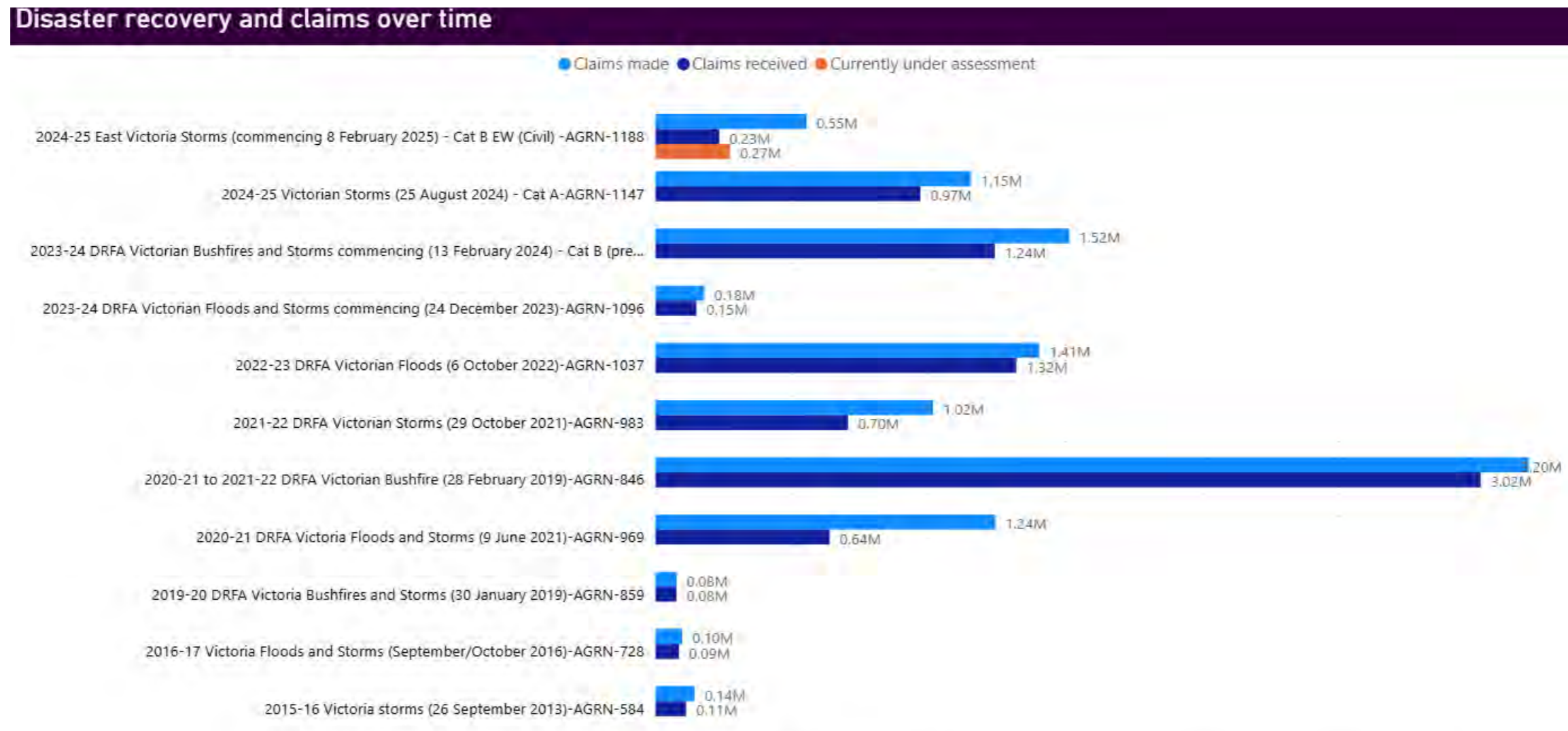
Rates and charges balances in payment arrangements

As at 31 March 2026



Disaster recovery and claims over time

As at 31 March 2026



Cardinia Shire Council Income Statement As at 31 March 2026

	YTD Actual	YTD Budget	YTD Variance		Full Year Forecast	Full Year Budget	Full Year Variance	
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	%
Income								
Rates and charges	100,282	99,664	618	1%	132,966	132,826	140	0%
Statutory fees and fines	6,268	5,724	544	10%	8,479	7,587	892	12%
User fees	2,608	2,261	347	15%	3,475	3,076	399	13%
Grants - operating	10,227	18,904	(8,677)	(46%)	11,820	21,513	(9,693)	(45%)
Grants - capital	9,819	25,606	(15,787)	(62%)	14,864	34,141	(19,277)	(56%)
Contributions - monetary	7,050	31,083	(24,033)	(77%)	30,303	41,745	(11,442)	(27%)
Contributions - non-monetary	26,651	26,498	153	1%	37,320	36,329	991	3%
Net gain/(loss) on disposal of PIPE	(427)	375	(802)	(214%)	(427)	500	(927)	(185%)
Other income	8,314	5,620	2,694	48%	10,435	7,856	2,579	33%
Total income	170,792	215,735	(44,943)	(21%)	249,235	285,573	(36,338)	(13%)
Expenses								
Employee costs	47,652	45,338	(2,314)	(5%)	64,586	61,296	(3,290)	(5%)
Materials and services	55,741	58,722	2,981	5%	81,973	78,518	(3,455)	(4%)
Depreciation	25,964	24,426	(1,538)	(6%)	35,155	32,568	(2,587)	(8%)
Amortisation - intangible assets	117	116	(1)	(1%)	170	155	(15)	(10%)
Amortisation - right of use assets	313	422	109	26%	418	562	144	26%
Bad and doubtful debts	279	158	(121)	(77%)	344	223	(121)	(54%)
Borrowing costs	523	803	280	35%	819	1,070	251	23%
Finance costs - leases	47	78	31	40%	47	107	60	56%
Other expenses	1,638	1,622	(16)	(1%)	2,612	2,501	(111)	(4%)
Total expenses	132,274	131,685	(589)	(0%)	186,124	177,000	(9,124)	(5%)
Comprehensive surplus/(deficit)	38,518	84,050	(45,532)	(54%)	63,111	108,573	(45,462)	(42%)
Adjusted Underlying Result								
Remove capital grants and contributions	(42,911)	(83,046)	(40,135)	(48%)	(81,847)	(112,021)	(30,174)	(27%)
A.Adjusted underlying surplus/(deficit)	(4,393)	1,004	(5,397)	(538%)	(18,428)	(3,448)	(14,981)	(434%)

Adjusted Underlying Result removes the impact of one-off capital income streams, presenting Councils pure operating result.

Note: Variance to budget is favourable where shown as a positive value (surplus) and unfavourable where shown as a negative value (deficit).

AUR Excluding VLGGC Grant	YTD Actual	YTD Budget	YTD Variance		Full Year Forecast	Full Year Budget	Full Year Variance	
	\$'000	\$'000	\$'000	%	\$'000	\$'000	\$'000	%
Total income	164,562	200,298	(35,736)	(18%)	242,552	268,590	(26,038)	(10%)
Total expenses	132,274	131,685	589	0%	186,124	177,000	9,124	5%
Comprehensive surplus/(deficit)	32,288	68,613	(36,325)	(53%)	56,428	91,590	(35,162)	(38%)
B.Adjusted underlying surplus/(deficit)	(10,623)	(14,433)	3,810	(26%)	(25,419)	(20,431)	(4,988)	24%

Cardinia Shire Council Balance Sheet As at 31 March 2026

	Actual 30 June 25 \$'000	YTD Budget \$'000	YTD Actual \$'000	YTD Movement \$'000	Full Year Forecast \$'000	Full Year Budget \$'000	Full Year Variance \$'000
Current assets							
Cash and cash equivalents	25,075	71,012	51,744	26,669	34,799	73,609	(38,810)
Non-current assets held for sale	-	-	-	-	-	-	-
Other assets	3,663	7,121	1,995	(1,668)	2,978	4,928	(1,950)
Other financial assets	144,624	146,789	145,500	876	175,500	140,929	34,571
Trade and other receivables	29,135	(403,458)	55,723	26,588	29,962	21,036	8,926
Total Current assets	202,497	(178,536)	254,962	52,465	243,239	240,502	2,737
Non-current assets							
Intangible assets	1,160	2,011	1,197	37	1,460	1,325	135
Property, infrastructure, plant & equipment	3,335,912	3,690,191	3,395,041	59,129	3,467,993	3,264,121	203,872
Right of use assets	2,081	2,377	1,768	(313)	1,663	1,686	(23)
Trade and other receivables	3,111	1,576	2,546	(565)	2,546	1,250	1,296
Total Non-current assets	3,342,264	3,696,156	3,400,552	58,288	3,473,662	3,268,382	205,280
Current liabilities							
Interest-bearing liabilities	1,418	6,328	1,467	(49)	1,467	4,818	3,351
Lease liabilities	424	(3,964)	117	307	117	582	465
Provisions	11,533	10,563	12,208	(675)	12,208	9,295	(2,913)
Trade and other payables	8,386	(8,014)	6,276	2,110	8,864	7,325	(1,539)
Trust funds and deposits	15,322	14,140	23,906	(8,584)	21,319	13,381	(7,938)
Unearned income	25,790	(14,600)	59,092	(33,302)	40,355	12,616	(27,739)
Total Current liabilities	62,873	4,454	103,066	40,193	84,330	48,017	36,313
Non-current liabilities							
Interest-bearing liabilities	16,092	7,561	14,985	1,107	26,039	31,017	4,978
Lease liabilities	1,805	1,805	1,805	-	1,805	1,255	(550)
Provisions	1,471	1,425	1,476	(5)	1,476	4,919	3,443
Trade and other payables	5,732	5,088	3,458	2,274	3,458	-	(3,458)
Total Non-current liabilities	25,100	15,879	21,724	(3,376)	32,778	37,191	(4,413)
Net Assets	3,456,788	3,497,287	3,530,724	73,936	3,599,793	3,423,676	176,117
Equity							
Accumulated surplus	1,496,789	1,592,194	1,524,716	27,927	1,529,552	1,559,659	(30,107)
Reserves	1,959,999	1,905,093	2,006,008	46,009	2,070,239	1,864,017	206,222
Total Equity	3,456,788	3,497,287	3,530,724	73,936	3,599,791	3,423,676	176,115

Note: Variance to budget is favourable where shown as a positive value (surplus) and unfavourable where shown as a negative value (deficit).

Cardinia Shire Council Statement of Cash Flows As at 31 March 2026

	Actual 30 Jun 2025 \$'000	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Full Year Forecast \$'000	Full Year Budget \$'000	Full Year Variance \$'000
Cash flows (to)/from operating activities							
Rates and Charges	123,841	96,393	100,143	(3,750)	127,354	133,524	(6,170)
Statutory Fees and Fines	7,908	6,293	6,293	1	8,504	8,390	114
User Fees	3,713	2,659	2,551	108	3,543	3,401	142
Grants - operating	29,585	10,256	16,220	(5,964)	15,025	21,626	(6,601)
Grants - capital	24,025	12,937	25,740	(12,803)	17,598	34,320	(16,722)
Contributions - monetary	19,748	7,057	31,309	(24,252)	30,335	41,745	(11,410)
Interest received	7,309	4,195	3,971	225	6,018	5,294	724
Trust funds and deposits taken / (repaid)	2,298	8,585	-	8,585	5,997	-	5,997
Other Receipts	5,632	12,807	5,437	7,370	19,082	7,249	11,833
GST received (net)	12,511	8,492	6,581	1,911	12,886	8,775	4,111
Employee costs	(58,863)	(47,033)	(46,424)	(609)	(63,988)	(61,899)	(2,089)
Materials and Services	(98,073)	(68,393)	(61,519)	(6,874)	(92,444)	(82,025)	(10,419)
Short-term, low value and variable lease payments	(387)	(288)	-	(288)	(413)	-	(413)
Other Payments	(1,913)	(875)	(1,960)	1,085	(1,801)	(2,613)	812
Net cash provided/(used) by operating activities	77,334	53,085	88,340	(35,255)	87,696	117,787	(30,091)
Cash flows (to)/from investing activities							
Payments for property, plant and equipment	(60,222)	(24,009)	(60,889)	36,880	(56,323)	(81,185)	24,862
Proceeds from sales of assets	616	404	413	(9)	404	550	(146)
Net Payments from investments	(27,624)	(876)	-	(876)	(30,876)	-	(30,876)
Net cash provided/(used) in investing activities	(87,230)	(24,481)	(60,476)	35,995	(86,795)	(80,635)	(6,160)
Cash flows (to)/from financing activities							
Finance costs	(274)	(523)	(803)	280	(819)	(1,070)	251
Proceeds from borrowings	17,510	-	12,750	(12,750)	11,600	17,000	(5,400)
Repayment of borrowings	(11,690)	(1,058)	(1,426)	368	(1,604)	(1,901)	297
Interest paid - lease liability	(72)	(47)	(80)	33	(47)	(107)	60
Repayment of lease liabilities	(429)	(307)	(416)	109	(307)	(554)	247
Net cash provided/(used) by financing activities	5,045	(1,935)	10,026	(11,961)	8,823	13,368	(4,545)
Increase/(reduction) in cash held	(4,851)	26,669	37,890	(11,221)	9,724	50,520	(40,796)
Cash at beginning	29,926	25,075	23,089	1,986	25,075	23,089	1,986
Cash at end	25,075	51,744	60,979	(9,235)	34,799	73,609	(38,810)
Other financial assets	144,624	145,500	140,929	4,571	175,500	140,929	34,571
Cash and other financial assets at year end	169,699	197,244	201,908	(4,664)	210,299	214,538	(4,239)
Restricted Cash							
Unearned Income/Unspent Grants	23,445	26,553	11,385	15,168	29,326	11,469	17,857
Trust funds and deposits	15,322	23,906	14,140	9,766	21,319	13,381	7,938
Asset Committees Bank	940	1,148	1,320	(171)	1,148	1,189	(40)
Unexpended Contributions (incl DCP,POS,CIL)	106,216	116,616	149,878	(33,261)	136,588	150,377	(13,789)
Other Reserve Balances	6,847	7,034	7,067	(33)	6,820	7,125	(305)
Restricted Cash - Total	152,770	175,258	183,790	(8,532)	195,201	183,540	11,660
Unrestricted Cash	16,929	21,986	18,118	3,868	15,098	30,998	(15,899)

*Restricted Cash includes any cash held by Council which is required to be spent on specific future obligations, or is held on behalf of another group or organisation. Removing these values shows Councils pure cash position.
Note: Variance to budget is favourable where shown as a positive value (surplus) and unfavourable where shown as a negative value (deficit).*

Cardinia Shire Council Statement of Capital Works As at 31 March 2026

	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	%	Full Year Forecast \$'000	Full Year Budget \$'000	Full Year Variance \$'000	%
Property								
Land	1,055	2,313	1,258	54%	1,741	3,990	2,249	56%
Buildings	4,243	5,875	1,632	28%	6,777	10,222	3,445	34%
Total Property	5,298	8,188	2,890	35%	8,518	14,212	5,694	40%
Plant and equipment								
Plant & machinery	1,103	2,173	1,070	49%	4,769	3,036	(1,733)	(57%)
Fixture, fittings & furniture	1,054	1,248	194	16%	1,576	1,641	65	4%
Computers & telecoms	113	501	388	77%	429	2,665	2,236	84%
Total Plant and equipment	2,270	3,922	1,652	42%	6,774	7,342	568	8%
Infrastructure								
Roads	11,822	22,772	10,950	48%	24,706	37,243	12,537	34%
Bridges	209	790	581	74%	499	1,057	558	53%
Footpaths	1,624	1,432	(192)	(13%)	1,792	1,835	43	2%
Drainage	207	1,298	1,091	84%	928	1,135	207	18%
Recreational	1,124	2,019	895	44%	2,127	2,156	29	1%
Parks and open space	821	1,432	611	43%	1,784	1,583	(201)	(13%)
Off Street Car Parks	144	127	(17)	(13%)	144	-	(144)	100%
Other infrastructure	3,253	7,680	4,427	58%	6,603	7,604	1,001	13%
Total Infrastructure	19,204	37,550	18,346	49%	38,583	52,613	14,030	27%
Intangibles								
Software	1,137	2,016	879	44%	2,221	-	(2,221)	100%
Total Intangibles	1,137	2,016	879	44%	2,221	-	(2,221)	100%
Total Capital Works Expenditure	27,909	51,676	23,767	46%	56,096	74,167	18,071	24%
Represented by:								
New assets	3,442	5,263	1,821	35%	5,083	6,309	1,226	19%
Asset renewals	10,525	16,184	5,659	35%	20,133	23,244	3,111	13%
Asset upgrades	12,445	27,765	15,320	55%	27,444	32,313	4,869	15%
Asset expansions	1,497	2,463	966	39%	3,435	12,301	8,866	72%
Total Capital Works Expenditure	27,909	51,675	23,766	46%	56,095	74,167	18,072	24%

Note: Variance to budget is favourable where shown as a positive value (surplus) and unfavourable where shown as a negative value (deficit).

Cardinia Shire Council Grants - Expected Financial Payments Report As at 31 March 2026

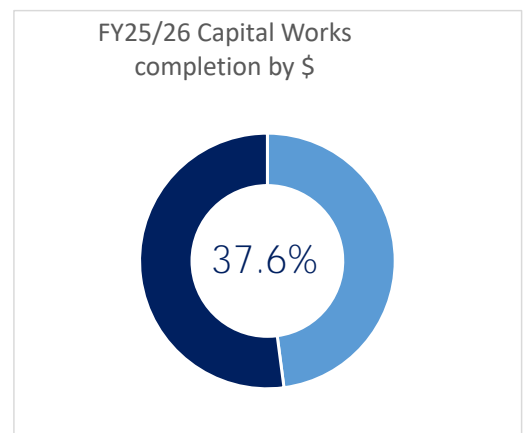
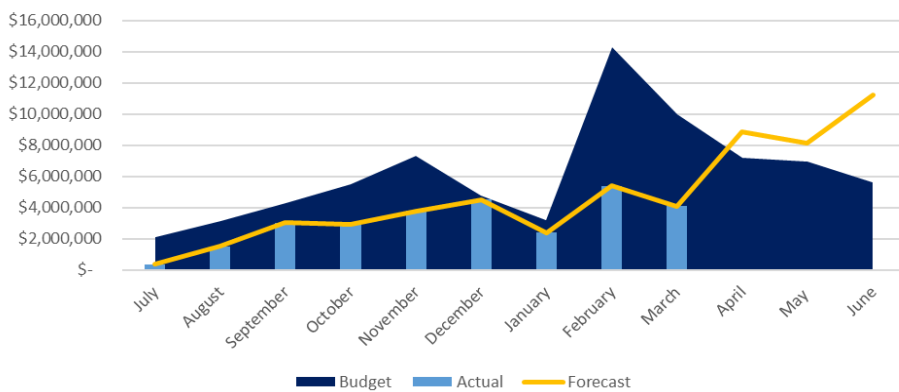
	2025/2026 FY	2026/2027 FY	2027/2028 FY	2028/2029 FY	Total Funding
	\$'000	\$'000	\$'000	\$'000	\$'000
Capital Funding - by Funding Program					
Federal Funding					
Community Energy Upgrades Round 1	432	48	-	-	480
Pedestrian Crossing Village Way Pakenham (TAC)	20	-	-	-	20
Road to Recovery 1 Jul 2024 to 30 Jun 2029	4,904	3,213	3,382	3,382	14,882
Total Federal Funding	5,356	3,261	3,382	3,382	15,382
State Funding					
100 Neighbourhood Batteries Program - Round 2	43	230	-	-	272
2025/2026 Australian Government Black Spot Program	130	-	-	-	130
Alma Treloar Reserve Dog off leash area upgrade project	75	-	-	-	75
Bunyip Kindergarten Upgrade	157	-	-	-	157
Upper Beaconsfield McBride Road Kindergarten Upgrade	267	-	-	-	267
Cardinia Creek Bridge Detailed Design	150	-	-	-	150
Cockatoo Kindergarten Renewal/Upgrade (Stage 2 Project)	-	452	-	-	452
Furniture, Fixtures & Equipment Program - Lang Lang Kindergarten	200	-	-	-	200
Conditioned Roadworks - Hickson and Officer Sth Roads	705	-	-	-	705
Koo Wee Rup Netball Court redevelopment	248	28	-	-	275
Motorcycle Road Safety Infrastructure	4	-	-	-	4
Mountain Road Recreation Reserve Sports field Lighting Upg	-	13	-	-	13
GAIC - McGregor Road Duplication and Henty St Signalisation	600	-	-	-	600
GAIC - Pakenham Drake Place Reconfiguration	-	840	-	-	840
GAIC - Pakenham John Street Extension	1,900	400	-	-	2,300
GAIC - Princes Hwy/Arena Parade Intersection Upgrade Officer	300	-	-	-	300
Safer Local Streets program - Eagle Dr	100	-	-	-	100
Safer roads program - Ahern Rd	454	-	-	-	454
Safer Local Roads Program - Duncan Dr, Pakenham	273	273	-	-	545
Safe Local Roads and Streets Program - Livingstone Blvd	101	-	-	-	101
Toomuc Rec Reserve Oval 1 Lighting Upgrade and Scoreboard	120	-	-	-	120
Worrell Reserve Emerald Skate Park	100	-	-	-	100
Total State Funding	5,925	2,234	-	-	8,160
Other Funding					
AusNet Street Lighting Upgrade Stage 3	105	-	-	-	105
Energy Resilience Community Fund - Beaconsfield Upper	400	-	-	-	400
Total Other Funding	505	-	-	-	505
Total Capital Funding	11,787	5,495	3,382	3,382	24,046
Operational Funding - by Funding Program					
Federal Funding					
Total Federal Funding	-	-	-	-	-
State Funding					
Amplify/FreeZA 2025-2027 program	-	40	20	-	60
Cardinia Deer Control Partnership 2025-27	40	40	-	-	80
Community Road Safety Grants 2025-26	6	-	-	-	6
Engage 2025-27 Program	-	50	25	-	75
Environment & Heritage Integrated Water Management Plan	16	-	-	-	16
Look Over the Farm Gate (LOTFG)	5	-	-	-	5
Memorandum of Understanding Level Crossing Removal Project	185	-	-	-	185
Peri-Urban Weed Management Partnerships	97	146	-	-	243
Total State Funding	349	275	45	-	670
Other Funding					
Mission to the Moon by Highwire Entertainment	5	-	-	-	5
Total Other Funding	5	-	-	-	5
Total Operational Funding	354	275	45	-	675
Total Grant Funding	12,141	5,771	3,427	3,382	24,721

These amounts relate only to grants that have been formally approved and where a grant agreement has been signed and does not include Council's recurrent funding, such as ongoing operating grants, or funding from the Victorian Local Government Grants Commission (VLGGC).

FY25/26 Capital Works Report Q3 March 2026

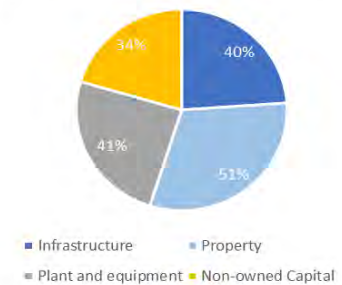
	Number of projects		Value
Adopted budget	247	\$	74,167,141
Approved carry forwards from FY24/25	28	\$	3,072,879
Approved in-year adjustments:			
- External grants	12	\$	3,972,670
- Change requests	216	-\$	12,952,967
Capital Plan	503	\$	68,259,723
Forecast carry forward		-\$	2,893,090
Forecast underspend		-\$	7,888,204
Forecast underspend (non-owned infrastructure)		-\$	1,383,742
Total capital expenditure FY25/26	503	\$	56,094,687

Forecast performance to 31 March 2026



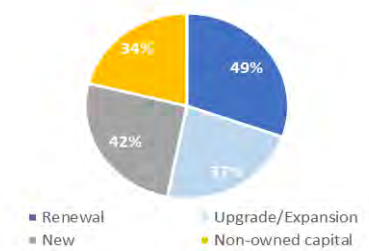
Asset group	Budget # of Projects	FY25/26 Budget	YTD Actuals	Q3 Period Actuals
Infrastructure	269	\$40,386,228	\$15,999,363	\$6,945,757
Property	96	\$10,546,447	\$5,425,640	\$1,710,153
Plant & equipment	134	\$8,750,916	3574663	\$971,504
Non-owned infrastructure	4	\$8,576,132	\$2,909,043	\$2,225,220
Total	503	\$68,259,723	\$27,908,709	\$11,852,635

% expenditure year to date by Asset Group

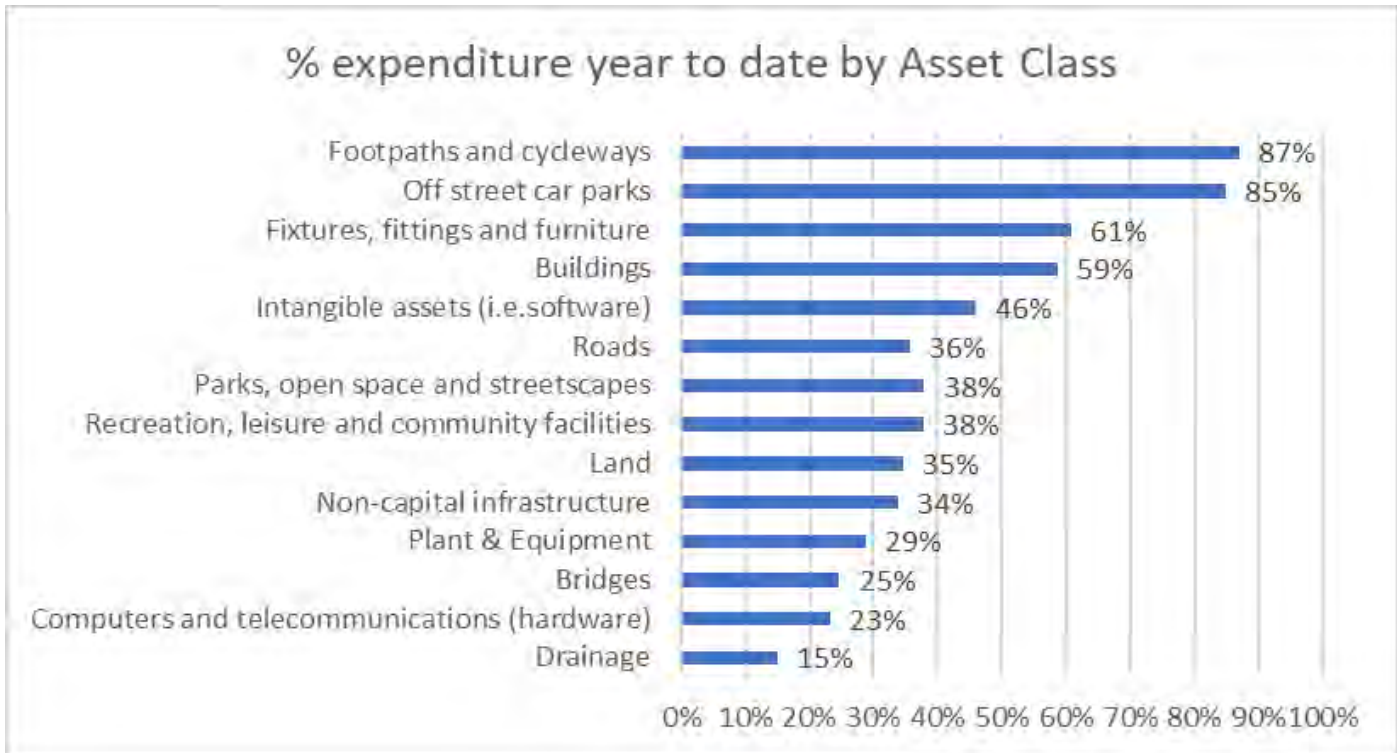


Asset type	Budget # of Projects	FY25/26 Budget	YTD Actuals	Q3 Period Actuals
Renewal	349	\$23,134,826	\$11,335,566	\$5,241,446
Upgrade / Expansion	101	\$30,324,038	\$11,073,378	\$3,687,905
New	49	\$6,224,727	\$2,590,722	\$698,064
Non-owned infrastructure	4	\$8,576,132	\$2,909,043	\$2,225,220
Total	503	\$68,259,723	\$27,908,709	\$11,852,635

% expenditure year to date by Asset Type



Asset class	Budget # of Projects	FY25/26 Budget	YTD Actuals	Q3 Period Actuals
Bridges	12	\$1,448,119	\$357,817	\$153,758
Drainage	19	\$1,207,500	\$182,390	\$59,952
Footpaths & cycleways	69	\$1,827,360	\$1,589,094	\$322,953
Parks, open space and streetscapes	20	\$1,860,677	\$705,742	\$545,806
Recreation, leisure and community facilities	21	\$2,326,611	\$878,620	\$429,219
Roads	125	\$31,545,960	\$12,141,578	\$5,315,486
Off street car parks	3	\$170,000	\$144,122	\$118,584
Computers and	10	\$665,000	\$154,330	\$109,193
Intangible assets (i.e.software)	3	\$2,368,196	\$1,092,111	\$282,633
and furniture	64	\$2,138,163	\$1,300,669	\$214,360
Plant & equipment	57	\$3,579,557	\$1,027,553	\$365,319
Buildings	79	\$7,362,742	\$4,326,876	\$1,691,604
Land	17	\$3,183,706	\$1,098,764	\$18,550
Non-owned infrastructure	4	\$8,576,132	\$2,909,043	\$2,225,220
Grand Total	503	\$68,259,723	\$27,908,709	\$11,852,635



CARRY FORWARD

Capital carry forward is the process for carrying unused capital funds from one year the next.

At the completion of FY24/25, we reviewed all projects that were not completed to assess whether carry forward into FY25/26 was required to enable completion of the project. Projects were only considered for carry forward if they were underway and expected to be completed by 30 June 2025.

Carry forward requested from FY24/25 Capital Plk	Amount carried forward	Expected Completion	Project status
Infrastructure			
Blessing Rise, Pakenham landscape rehabilitation	\$125,413	30-Jun-26	Footpath construction is complete. Tree planting will occur in May 2026.
Beaconsfield Oval sports lighting upgrade	\$187,128	31-Jul-25	Project complete
Nar Nar Goon Reserve Oval 2 sports lighting upgrade	\$40,000	31-Jul-25	Project complete
Pakenham outdoor pool repair and refurbishment	\$32,039	30-Oct-25	Upgrade works at Pakenham Outdoor Pool have been delayed by wet weather and construction challenges. While Council staff are working to progress the project, the pool is unlikely to reopen for the 2025-26 season.
Lighting - Hobsons Rd & Soldiers Rd, Rythdale	\$17,813	30-Sep-25	Lights have been installed
Lighting - 180 Main Drain Road, Koo Wee Rup	\$16,470	30-Sep-25	Lights have been installed
Bunyip Sanctuary BMX Track	\$25,189	30-Jun-25	Construction scheduled for completion in May 2026
Renewal - Simpson Road, Road Vervale Bridge	\$418,633	31-Aug-25	Project complete
Renewal - Lakeside seawall stabilization	\$46,649	31-Mar-26	Project complete
Renewal - Greenland Ct Reserve playspace	\$28,807	30-May-26	Construction scheduled for completion in May 2026
Renewal - Lauriston Estate Park playspace	\$15,316	30-May-26	Construction scheduled for completion in May 2026
Plant and equipment			
Booking and ticketing system	\$180,568	31-Oct-25	Project Complete
Website transformation	\$187,628	1-May-26	Project complete
Renewal - CCC foyer and theatre lighting	\$33,041	30-Sep-25	Project complete
CCC furniture replacement	\$7,800	31-Jul-25	Project complete
New Plant #19 - Township maintenance truck	\$169,057	31-Aug-25	Project complete
Plant Replace #24 - Heavy vehicle truck	\$250,000	31-Aug-25	Project complete
Upgrade - Pakenham Upper Hall HVAC	\$25,000	30-Sep-25	Project complete
Property			
Garfield North Cannibal Creek Community Hub	\$55,957	31-Oct-25	Project complete
Koo Wee Rup Bowling Club Pavilion	\$18,000	31-Aug-25	Project complete
Land Acquisition	\$387,121		In progress
Lang Lang public art project	\$19,300	31-Aug-25	Project complete
Non-capital			
Community capital works grant - Pakenham Auto Club ablution block	\$33,385	31-Aug-25	Project complete
Community capital works grant -Upgrade of lighting for netball courts	\$7,263	31-Oct-25	Project complete
Community capital works grant -Blinds and carpeting at Pakenham Cricket Club	\$5,247	30-Sep-25	Project complete
Universal design - Bunyip Football Pavilion	\$73,217	30-Sep-25	Project complete
Cora Lynn Reserve Pavilion	\$366,037	31-Dec-25	The building is now open to the public, with minor works remaining to be completed.
Upper Beaconsfield Recreation Pavilion	\$300,801	31-May-26	Onsite building works continuing to schedule, however site wide upgrades have not yet commenced.
Total carry forward requested	\$3,072,879		

Asset Class	Type of Capital	Scope of Works	Adopted FY25/26 Budget	Working Budget FY25/26 (includes carry forward, external funding and approved changes)	Dollar % complete to working budget	Forecast	YTD spend to 31 March 2026	Underspend	Carry forward	Commitments	Number of projects	Number of projects completed	Project % Performance complete of indicator planned works	Comment
COUNCIL MEETING - 18 May 2026														
ATTACHMENT 7.4.4.2														
			\$ 1,367,741	\$ 1,367,741	24%	\$ 56,094,687	\$ 27,908,709	\$ 9,271,946	\$ 2,893,090	\$ 27,080,473	50	18	16%	
Infrastructure														
Bridges														
Bridge Renewal Program	Renewal	Repairing or replacing aging bridges, enhancing structural integrity, improving safety features, and ensuring durability	\$ 1,057,291	\$ 1,448,119	25%	\$ 677,817	\$ 357,817	\$ 770,302	\$ -	\$ 113,297	12	2	17% In Progress	Lakeside seawall stabilisation completed in March 2026
Drainage Renewal and Upgrade Program	Renewal	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	\$ 722,000	\$ 794,500	20%	\$ 695,431	\$ 157,380	\$ 99,070	\$ -	\$ 307,843	17	3	18% In Progress	Detailed designs for Charman Avenue is currently under review. Consultants have been engaged to investigate Dorchester Road and Boronia Road. Contractor has been appointed to deliver works South Yarran Road, with completion expected by May 2026.
WSUD Assets Renewal Program	Renewal	Upgrading WSUD infrastructure, including bio-retention basins, swales, and rain gardens, to improve stormwater management, water quality, and environmental sustainability	\$ 543,000	\$ 413,000	6%	\$ 57,468	\$ 25,010	\$ 355,532	\$ -	\$ 36,775	2	0	0% In Progress	Construction of Mana Gum Drive WSUD has been re-phased into future years
Footpaths and cycleways														
Footpath network expansion program	New	Extending pedestrian pathways or constructing new paths, to improve connectivity, accessibility, and safety.	\$ 465,000	\$ 457,660	57%	\$ 408,683	\$ 262,287	\$ 48,973	\$ -	\$ 84,901	7	1	14% In Progress	
Gravel pathway resurfacing Program	Renewal	Maintaining and improving pathway surfaces, ensuring safety, accessibility, and longevity by replenishing gravel layers and addressing wear and erosion.	\$ 102,000	\$ 102,000	79%	\$ 101,996	\$ 80,478	\$ 1	\$ -	\$ 15,765	10	8	80% In Progress	
Sealed Pathway Renewal Program	Renewal	Renewal of footpaths within Cardinia Shire Council, for defects and risk and repair or replace according to the road management plan intervention levels.	\$ 1,267,700	\$ 1,267,700	98%	\$ 1,246,329	\$ 1,246,329	\$ 21,371	\$ -	\$ 1,980	52	52	100% In Progress	Programed concrete footpath renewal works have been completed and open to the local community
Parks, open spaces and streetscapes														
Alma Treloar Dog Off Leash Area upgrade	New		\$ 278,920	\$ 290,736	60%	\$ 288,037	\$ 173,537	\$ 2,698	\$ -	\$ 87,196	1	0	0% In Progress	Project largely complete with only minor works remaining. On track for a May 2026 completion.
BMX Facility asset renewal	Renewal	Renewing or upgrading existing BMX facilities and infrastructure, including resurfacing, upgrading obstacles, enhancing safety features, and improving accessibility	\$ 287,000	\$ 312,189	1%	\$ 312,046	\$ 4,062	\$ 143	\$ -	\$ 236,779	1	0	0% In Progress	Construction scheduled for completion in May 2026
Basketball halfcourt renewal	Renewal	Renewing or upgrading existing basketball courts, including resurfacing, enhancing markings, improving lighting, and ensuring safety features	\$ 10,000	\$ 10,000	28%	\$ 12,790	\$ 2,790	\$ 2,790	\$ -	\$ -	3	2	67% In Progress	Construction scheduled for completion in May 2026
Emerald Lake Park	Renewal	Implementing projects identified in Stage 1 of the masterplan for the Emerald Lake Park Precinct	\$ 220,000	\$ 220,000	25%	\$ 113,275	\$ 54,316	\$ 106,725	\$ -	\$ 10,840	2	1	50% In Progress	
Exercise equipment renewal program	Renewal		\$ 10,000	\$ -	0%	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	1	0	0% In Progress	The Heritage Springs exercise equipment project has been deferred to the 2026-27 financial year. It has been consolidated with other works, including the Toomuc Playspace, under a combined project now referred to as Possum Place.
Open Space Furniture & Equipment	Renewal		\$ 100,000	\$ 100,000	0%	\$ 115,000	\$ 387	\$ 15,000	\$ -	\$ 47,485	3	0	0% In Progress	
Playspace and supporting infra renewal	Renewal	Revitalising or upgrading outdoor playspaces, including upgrading equipment, improving landscaping, incorporating inclusive features, and fostering community involvement to create vibrant play environments	\$ 777,000	\$ 846,123	56%	\$ 838,561	\$ 470,650	\$ 7,562	\$ -	\$ 250,167	7	0	0% In progress	
Garfield Rec Reserve Safety upgrades	Upgrade/Expansion	Fencing to the playground to provide separation One-way traffic flow, including gate treatment	\$ -	\$ 48,629	0%	\$ 48,629	\$ -	\$ -	\$ -	\$ 38,029	1	0	0%	Contractors engaged to undertake fencing works within reserve and linemarking near the bowls club entrance. On track for May 2026 completion
New Playspaces & associated infrastr	New	Vantage Dr - Basketball halfcourt	\$ -	\$ 33,000	0%	\$ -	\$ -	\$ 33,000	\$ -	\$ -	1	0	0%	Budget has been provided for installation of a basketball half court in the Vantage drive, Pakenham area. Contractors have been engaged for the works and installation is expected to occur in May 2026.
Sport, recreation & community facilities														
Shade structures renewal program	Renewal		\$ 100,000	\$ 100,000	14%	\$ 59,925	\$ 13,972	\$ 40,075	\$ -	\$ 16,190	5	3	60% in progress	The program is currently on track and within budget. Pakenham Outdoor Pool shade sail is completed and Homegarth kindergarten. Remaining projects are planned to be delivered over April and May 2026.
Netball/Tennis Court Resurfacing Program	Renewal	Renovating and upgrading existing netball and tennis court surfaces to improve playability, safety and durability	\$ 100,000	\$ 1,220,000	24%	\$ 971,724	\$ 286,824	\$ 248,376	\$ -	\$ 400,018	2	0	0% In progress	
Rec Reserve lighting and power upgrade	Renewal	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	\$ 50,000	\$ 309,446	69%	\$ 257,202	\$ 213,314	\$ 52,244	\$ -	\$ 3,677	8	5	63% In progress	
Rec reserve turf resurfacing program	Renewal	Replacing damaged turf, improving drainage, and enhancing surface quality, ensuring safer, more durable grounds for sports, events, and community activities	\$ 1,300,000	\$ -	0%	\$ 17,185	\$ 185	\$ 17,185	\$ -	\$ -	1	0	0% In progress	
Swimming Facilities Renewal Program	Renewal	Refurbishing or upgrading outdoor swimming pools, equipment, and infrastructure, improving water quality, safety features, accessibility, and energy efficiency	\$ 585,826	\$ 657,865	50%	\$ 482,710	\$ 328,710	\$ 155	\$ 175,000	\$ 231,138	4	2	50% in progress	Upgrade works at Pakenham Outdoor Pool have been delayed by wet weather and construction challenges. While Council staff are working to progress the project, the pool will not reopen for the 2025-26 season.
Public Art Program	New	Commissioning and installing site-specific, community-driven artworks to enhance cultural vibrancy, foster civic engagement and promote artistic innovation.	\$ 20,000	\$ 39,300	80%	\$ 51,379	\$ 31,379	\$ 12,079	\$ -	\$ -	1	1	100% In Progress	
Roads														
Arena Parade Intersection	Upgrade/Expansion	Upgrade of existing intersection to be fully signalled, including additional lanes, drainage, pedestrian/cyclist facilities.	\$ 3,600,000	\$ 1,175,000	9%	\$ 365,249	\$ 110,914	\$ 9,752	\$ 800,000	\$ 12,600	1	0	0% in progress	
Better Local Roads - Connect Cardinia Blackspot Road/Intersection Program	Upgrade/Expansion	Road sealing of identified link roads	\$ 5,000,000	\$ 5,629,000	6%	\$ 3,610,474	\$ 352,291	\$ 1,786,080	\$ 232,446	\$ 3,535,299	2	0	0% in progress	
	Upgrade/Expansion	Federally-funded program targeting high-risk intersections, improving safety through design upgrades, traffic control enhancements, better signage, and infrastructure changes	\$ 512,907	\$ 642,507	18%	\$ 664,362	\$ 116,197	\$ 21,855	\$ -	\$ 198,229	4	0	0% in progress	
Blessing Rise	New	Streetscape and reserve landscaping works including street trees and nature strips, reserve tree and shrub planting and concrete footpath	\$ -	\$ 125,413	65%	\$ 120,700	\$ 81,700	\$ 4,713	\$ -	\$ -	1	0	0% in progress	
Brunst Rd-Rix Rd - Road Component	Upgrade/Expansion	Construction of roads, intersection and roundabout, including associated drainage works and public lighting works	\$ 1,120,000	\$ 430,370	16%	\$ 116,875	\$ 69,825	\$ 1,505	\$ 315,000	\$ 132,355	3	0	0% In progress	Project design is progressing and is expected to be completed by October 2026.
Brunst-Whiteside to O'Neil Intersection Carpark resurfacing program	Upgrade/Expansion	Princes Highway intersection upgrade	\$ -	\$ 130,000	0%	\$ 136,000	\$ -	\$ 6,000	\$ -	\$ 20,200	1	0	0% In progress	
	Renewal	Resurfacing, improving drainage, upgrading lighting, enhancing safety features, and optimizing layout to create safer, more accessible, and durable off-street car parking facilities	\$ 170,000	\$ 170,000	85%	\$ 144,122	\$ 144,122	\$ 25,878	\$ -	\$ 1,312	3	2	67% in progress	
DCP Road Projects (Officer 5th Road/Hickson Rd)	Renewal	Construction of Officer 5th Road/Hickson Rd and associated drainage works	\$ -	\$ 100,000	11%	\$ 40,935	\$ 11,230	\$ -	\$ 59,065	\$ 17,885	1	0	0% in progress	Design work is currently underway and is being developed in consultation with the Melbourne Water Drainage Service Scheme. Final design is expected to be completed in October 2026.
DCP Road Projects (Pink Hill-O'Neil Rd to Whiteside Rd)	Upgrade/Expansion		\$ -	\$ 146,470	15%	\$ 76,990	\$ 21,990	\$ -	\$ 69,480	\$ 113,995	1	0	0% in progress	Design is currently underway and expected to be completed by October 2026.
Local Area Traffic Improvements Program	Upgrade/Expansion	Enhancing traffic flow and safety through measures such as intersection upgrades, traffic calming, improved signage, and pedestrian facilities	\$ 376,400	\$ 1,609,309	19%	\$ 959,886	\$ 298,455	\$ 68,946	\$ 580,535	\$ 478,661	6	1	17% in progress	
Drake Place, Pakenham (Pakenham Revitalisation)	Upgrade/Expansion	Pakenham revitalisation program	\$ 6,020,000	\$ 2,620,000	41%	\$ 2,410,264	\$ 1,076,912	\$ 209,736	\$ -	\$ 1,619,990	1	0	0% in progress	
John Street extension Pakenham (Pakenham Revitalisation)	Upgrade/Expansion	Pakenham revitalisation program	\$ 1,000,000	\$ 150,000	80%	\$ 143,596	\$ 120,116	\$ 6,404	\$ -	\$ 101,347	1	0	0% in progress	
Main Street Central, Pakenham (Pakenham Revitalisation)	Upgrade/Expansion	Pakenham revitalisation program	\$ 56,662	\$ 56,662	14%	\$ 18,137	\$ 8,003	\$ 2,086	\$ 40,611	\$ 27,525	1	0	0% in progress	
Main St Gateway (Pakenham Revitalisation)	Upgrade/Expansion	Pakenham revitalisation program	\$ 1,026,772	\$ 1,004,743	36%	\$ 898,059	\$ 356,990	\$ 106,685	\$ -	\$ 560,686	1	0	0% in progress	
McGregor-Henty-Rogers Intersection	Upgrade/Expansion	Upgrade of McGregor Rd-Henty St and Rogers St intersection to be fully signalled, including additional lanes, drainage, pedestrian/cyclist facilities.	\$ 4,000,000	\$ 2,800,000	14%	\$ 2,532,412	\$ 397,412	\$ -	\$ 267,589	\$ 133,260	1	0	0% in progress	Design works are progressing and are expected to be completed by the end of April 2026. Construction is anticipated to begin in July 2026 and will be coordinated with other projects across Pakenham.
Princes Hwy Intersection (Tivendale & Bayview)	Upgrade/Expansion	Upgrade of Tivendale & Bayview Princes Hwy Intersection	\$ -	\$ 286,303	101%	\$ 290,406	\$ 290,406	\$ 4,103	\$ -	\$ -	2	2	100% Completed	Final payment made for works completed in last financial year.
Road Reserve Lighting Program	Renewal	Installing energy-efficient streetlights along road	\$ 148,000	\$ 182,083	36%	\$ 127,727	\$ 66,053	\$ 54,356	\$ -	\$ 77,414	11	3	27% in progress	

Road Pavement Renewal Program	Renewal	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.	\$ 1,669,300	\$ 1,996,300	88%	\$ 1,972,442	\$ 1,762,442	\$ 23,858	\$ -	\$ 394,661	11	8	73% In progress	The scope for pavement renewal works on Head Road has been finalised, and a contractor is currently being engaged, with completion expected in May 2026.
Sealed Road Prep & Resurfacing Program	Renewal	Sealing involves applying a 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.	\$ 1,099,800	\$ 2,149,800	48%	\$ 2,711,426	\$ 1,301,576	\$ 774	\$ -	\$ 679,225	9	1	6% In progress	Preparation of concrete footpath renewal works have been completed and open to the local community.
Sealing of the Hills Program	Upgrade/Expansion	Federally-funded program to seal unsealed roads across Dandenong Ranges and surrounding townships.	\$ 6,470,000	\$ 6,340,000	58%	\$ 5,178,435	\$ 3,703,815	\$ 1,132,769	\$ 28,796	\$ 1,834,181	6	1	17% In progress	
Streetlight upgrades - MV lights to LED	Upgrade/Expansion		\$ 495,000	\$ 495,000	90%	\$ 476,556	\$ 444,990	\$ 18,444	\$ -	\$ 32,701	1	0	0% In progress	Replacement of the remaining lights is expected in the next 6 weeks.
Thewlis Rd - Princes Hwy Inter upgrade	Upgrade/Expansion	Princes Highway Intersection upgrade	\$ 500,000	\$ 500,000	11%	\$ 313,523	\$ 53,523	\$ 59,523	\$ 246,000	\$ 77,360	1	0	0% In progress	
Bergun wayfinding (Princes Hwy Intersections)	New	Interpretive indigenous signage and sculpture to be installed along Princes Highway intersection between Arena Pde Office and O'Neil Rd Beaconsfield	\$ 135,850	\$ 10,600	100%	\$ 10,600	\$ 10,599	\$ -	\$ -	\$ -	1	1	100% In progress	Sculpture has been delivered and installed.
Unsealed Road Resheeting Program	Renewal	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, re-sheeting and compacting the road surface.	\$ 2,404,000	\$ 2,404,000	61%	\$ 2,376,746	\$ 1,456,746	\$ 27,254	\$ -	\$ 822,669	7	5	71% In progress	
Total - Infrastructure			\$ 45,109,828	\$ 40,386,227	40%	\$ 32,483,398	\$ 15,999,363	\$ 5,081,119	\$ 2,814,522	\$ 12,753,635	269	103		
Plant and Equipment														
Computers and Technology	Renewal	Investing in, upgrading, or expanding technology infrastructure, including hardware, software, and network systems, to enhance operational efficiency, cybersecurity, data management, and overall digital capabilities.	\$ 665,000	\$ 665,000	23%	\$ 469,730	\$ 154,330	\$ 195,270	\$ -	\$ 108,639	10	1	10% In progress	
Business Improvement Program	Upgrade/Expansion	Improving business systems and digital platforms to enhance operational efficiency and customer experience.	\$ 2,000,000	\$ 2,368,196	46%	\$ 2,176,170	\$ 1,092,111	\$ 192,026	\$ -	\$ 125,356	3	1	33% In progress	
Fixtures, Fittings and Furniture	Upgrade/Expansion	Procuring, upgrading, or replacing small-scale equipment for the Cardinia Cultural Centre	\$ 104,000	\$ 104,000	100%	\$ 103,684	\$ 103,684	\$ 316	\$ -	\$ -	8	6	75% In progress	
Disability Access Upgrade Program	Upgrade/Expansion	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	\$ 232,102	100%	\$ 263,977	\$ 233,061	\$ 31,875	\$ -	\$ 23,641	4	3	75% In progress	Program remains on track with 3 completed projects: CCC handrail, Cardinia Public Hall entry and Mountain Rd Reserve Cockatoo Athletics toilets. Final project to commence late April.
EAC & MK System Upgrade Program	Upgrade/Expansion	Upgrading existing facilities to Electronic Access Control and rekeying to new Master Key system	\$ 400,000	\$ 400,000	80%	\$ 403,955	\$ 321,734	\$ 3,955	\$ -	\$ 64,191	39	25	64% In progress	The 25/26 EAC, Master Key & CCTV Upgrade Program is on schedule and within budget.
Energy & Water Strategies Program	Upgrade/Expansion	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	\$ 100,000	\$ 597,573	14%	\$ 509,350	\$ 86,435	\$ 88,224	\$ -	\$ 317,423	7	2	29% In progress	
HVAC renewal program	Renewal		\$ 596,688	\$ 596,688	61%	\$ 567,058	\$ 361,223	\$ 29,630	\$ -	\$ 165,144	4	1	25% In progress	The HVAC renewal program is progressing as planned. Pakenham Hall and Emerald Library works are completed and final commissioning underway expected to be completed April 2026.
Furniture and Equipment Renewal Program	Renewal	CCC Furniture replacement	\$ -	\$ 207,800	94%	\$ 194,532	\$ 194,532	\$ 13,268	\$ -	\$ 3,636	2	1	50% Completed	CCC furniture replacement Project Completed Early Years furniture renewal just awarded
New Plant Program	New	Procuring new light and heavy vehicles, heavy plant, equipment and machinery	\$ 89,000	\$ 938,057	55%	\$ 940,140	\$ 515,591	\$ 2,083	\$ -	\$ 300,440	15	5	33% In progress	To date, 66% of the new fleet program has been delivered. The remaining 34% are either ordered or scheduled for ordering in April.
Plant Replacement Program	Renewal	Replacing or upgrading aging or inefficient equipment and machinery to improve operational efficiency, reduce downtime, ensure safety, and support long-term sustainability of operations.	\$ 2,946,500	\$ 2,641,500	19%	\$ 3,736,839	\$ 511,962	\$ 1,095,339	\$ -	\$ 2,804,323	42	2	5% In progress	A total of 30 fleet items has been identified for replacement in the current financial year. Of these, 14 vehicles are on order, with 15 already delivered. The replacements include a mix of vehicles and plant.
Total Plant and equipment			\$ 7,141,188	\$ 8,750,916	41%	\$ 9,365,435	\$ 3,574,663	\$ 614,518	\$ -	\$ 3,912,793	134	47		
Property														
Beaconsfield Station House Station Building Minor Renewal Program Reactive	Upgrade/Expansion	Addressing unforeseen building issues by providing timely repairs and essential upkeep to buildings and facilities, ensuring safety, functionality, and compliance	\$ 600,000	\$ 560,000	60%	\$ 529,264	\$ 336,264	\$ 30,736	\$ -	\$ 131,663	32	23	72% In progress	Program is on track and within budget. Upcoming works to Garfield Rec Reserve roof replacement to commence in April 2026.
Building Minor Renewal Program Strategic	Renewal	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	\$ 3,439,000	\$ 2,330,646	1%	\$ 2,133,928	\$ 1,504,998	\$ 118,150	\$ 78,568	\$ 212,604	25	7	28% In progress	The program is on track and within budget. KWR Outdoor upgrade of changerooms and Pakenham Community College are have been awarded and delivery to commence in April 2026. Bunyip and Upper Beaconsfield Kindergarten will be completed in April 2026.
Building & Facilities Furniture and Equipment Renewal Program	Renewal	Replacing or upgrading furniture or equipment to maintain functionality, ensure safety, and support efficient operations at Cardinia Shire Council facilities	\$ 100,000	\$ 100,000	18%	\$ 100,000	\$ 17,587	\$ -	\$ -	\$ 36,758	3	0	0% In progress	Program delivery continues following Ways of Working endorsement. External wayfinding signage has been installed, and additional desks for Civic Centre and Depot are being procured.
Cardinia Youth Hub	New	Building a new youth facility to provide community and youth services in the Cardinia Shire	\$ 4,000,000	\$ 1,100,000	34%	\$ 1,099,584	\$ 375,404	\$ 416	\$ -	\$ 7,368,524	2	0	0% In progress	Revised soil condition identified, triggering a redesign of footing system.
Cockatoo Community Kindergarten	Upgrade/Expansion	Redevelopment of a 33 licensed-place kindergarten room to make the site a double room kindergarten service.	\$ -	\$ 904,000	72%	\$ 898,161	\$ 652,661	\$ 5,839	\$ -	\$ 58,265	1	0	0% In progress	
CCC Minor Building Works Program	Renewal	The CCC Foyer & Theatre Lighting, The Dymalite integration between the theatre space and front of house / gallery control system, theatre relay controllers and additional strip lights to the foyer	\$ -	\$ 33,041	73%	\$ 24,248	\$ 24,248	\$ 8,793	\$ -	\$ -	1	1	100% In progress	
Community Capital Works Grants Program	New		\$ -	\$ 46,255	96%	\$ 44,636	\$ 44,636	\$ 1,619	\$ -	\$ -	3	3	100% Completed	Program is completed
Garfield Nth Cannibal Creek Comm Hub	Upgrade/Expansion	Community Centre comprising of large open community space, verandas all around, kitchen, office, accessible toilet and amenities and gravel car park	\$ 1,401,000	\$ 1,456,957	74%	\$ 1,238,252	\$ 1,084,252	\$ 218,705	\$ -	\$ 37,231	1	1	100% In progress	The building is now open to the public, with minor works remaining to be completed.
Koo Wee Rup Bowling Club Pavilion Public Building Major renewal	Upgrade/Expansion		\$ -	\$ 18,000	96%	\$ 17,282	\$ 17,282	\$ 718	\$ -	\$ -	1	1	100% Completed	The project is complete
Public Toilet renewal program	Renewal		\$ 83,625	\$ 83,625	3%	\$ 40,501	\$ 2,901	\$ 43,124	\$ -	\$ 18,700	1	0	0% In progress	A structural assessment has been completed to understand the buildings condition. Concept Design is expected to commence in June 2026 in preparation for delivery next financial year.
Public Toilet renewal program	Renewal		\$ 477,500	\$ 551,000	43%	\$ 378,392	\$ 238,892	\$ 172,608	\$ -	\$ 66,597	6	4	67% In progress	The program for the current financial year remains on track and within budget. NNG Public toilets have been completed, Maryknoll Public Toilet completed January and Gembrook Skate Park completed, and Lang Kang Kestler Kitchin completed in March 2026 and Bu
Universal Design (Incl Rec Pav Renewal)	Upgrade/Expansion	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	\$ 221,000	\$ 174,217	15%	\$ 85,155	\$ 26,155	\$ 89,062	\$ -	\$ 867	2	1	50% In progress	The geotechnical investigation, structural assessments of the building are complete. Project scoping meetings are underway for the universal design upgrade in the change rooms. The concept design is expected to be completed by the end of this FY.
Land														
Land Acquisition	New	Strategically purchasing properties for public use, urban development, community expansion and enhancing local infrastructure and services	\$ 3,990,000	\$ 3,183,706	35%	\$ 1,784,764	\$ 1,098,764	\$ 1,398,942	\$ -	\$ 16,998	17	2	12% In progress	Council is progressing plans to acquire 14 parcels of land within the current financial year. Of these, six acquisitions are actively underway, with land valuations and negotiations in progress.
Total - Property			\$ 14,312,125	\$ 10,546,448	51%	\$ 8,383,184	\$ 5,425,640	\$ 2,091,883	\$ 78,568	\$ 7,948,207	96	44		
Non-capital projects														
Total - Non-capital projects														
Cora Lynn Reserve Pavilion	Non capital	Constructing new, upgraded change rooms at Cora Lynn Recreation Reserve	\$ 1,330,000	\$ 2,316,167	36%	\$ 1,130,724	\$ 835,697	\$ 1,185,443	\$ -	\$ 37,130	1	1	100% In progress	The building is now open to the public, with minor works remaining to be completed.
Upper Beaconsfield Recreation Pavilion	Non capital	Constructing new pavilion at Upper Beaconsfield Recreation	\$ 5,874,000	\$ 4,641,594	43%	\$ 4,631,067	\$ 2,012,467	\$ 10,527	\$ -	\$ 2,397,973	1	0	0% In progress	Onsite building works continuing to schedule, however site wide upgrades have not yet commenced.
Capital advancement Fund Township beautification	Non Capital		\$ 400,000	\$ 1,568,371	4%	\$ 58,711	\$ 58,711	\$ 1,509,660	\$ -	\$ -	1	0	0% In progress	
	Non Capital		\$ -	\$ 50,000	4%	\$ 42,168	\$ 2,168	\$ 7,832	\$ -	\$ 30,735	1	0	0% In progress	
Total - Non-capital projects			\$ 7,604,000	\$ 8,576,132	34%	\$ 5,862,670	\$ 2,909,043	\$ 2,713,462	\$ -	\$ 2,465,838	4	1		

COUNCIL MEETING 18 MAY 2026

ATTACHMENT 7.4.4.2

7.5 Activity Reports

7.5.1 Q3 QUARTERLY PERFORMANCE AND ACTIVITY REPORT 2025-2026

Responsible GM:	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:	<p>5. Responsible Leaders</p> <p>5.5 Continuous improvement - We take advantage of emerging technologies to continuously improve our customer experience, ensure our services are efficient, scalable and secure.</p> <p>5.7 Governance - We maintain a high level of transparent, accountable, unbiased and representative governance.</p>

Recommendation

That Council receive and note the contents of the Performance and Activity Reports for Quarter 3 2025-2026.

Executive Summary

The Performance and Activity Reports for Quarter 3 - January – March 2026 show various results in performance across the organisation and growth across the Shire, as listed.

- Quarterly Performance Report
- Quarterly Council Meeting Resolution Actions
- Quarterly Planning Matters Activity Reports
- Quarterly Gender Equality Action Plan Council Report
- Quarterly Community Engagement Report

Background

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

Discussion

The quarterly organisational report includes attachments for each of the following and a summary of each report follows:

- Quarterly Performance Report – Attachment 1
- Quarterly Council Meeting Resolution Actions – Attachment 2
- Quarterly Planning Matters Activity reports – Attachment 3
- Quarterly Gender Equality Action Plan Council Report 2025-26 - Attachment 4

Quarterly Performance Report Overview and Structure

The Quarterly Performance Report has been restructured to align with the Council Plan. Performance commentary and indicators are now organised under Council Plan themes, providing clearer visibility of progress against strategic priorities. LGPRF measures, Strategic

Indicators, service reporting and Council Plan initiative reporting are re-organised to align with the Council Plan structure.

Customer Support and Operations previously contained multiple reporting pages and have now each been consolidated into shorter sections to highlight the most valuable data and to improve readability.

Councillors are invited to provide feedback on the revised structure and reporting approach.

With the imminent commencement of the ERP project (with Assets & Works management in the initial phase), officers propose to pause further changes to the public performance reports where reporting relies on business systems data that will change in the coming phase. This will avoid re-work. This is particularly relevant to civil maintenance works data.

Key Reporting Changes

- Customer Service chat data is not included for this reporting period, as chat services were switched off and will recommence with the launch of the new website.
- Due to identified data irregularities, two years of drainage data have been removed to ensure the accuracy and reliability of reported information.
- Call centre service level reporting has been updated to introduce an “average wait time” measure with an associated target. This customer-focused measure replaces previous indicators and provides a clearer and more meaningful view of service performance for the community.

Performance reports are included in **Attachment 1**.

Council Plan initiatives

The Council Plan 2025-29 was adopted on Monday 20 October 2025. This is the first report for this Council Plan.

Council remains committed to delivering the 37 initiatives planned for 2025–26. By the end of the third quarter, 28 initiatives are progressing on track, five have been completed, and four are currently off track. Overall, this demonstrates solid progress and continued alignment with Council’s strategic goals.

Local Government Performance Reporting Framework statistics

<p>LGPRF indicators showing improvement</p>	<ul style="list-style-type: none"> • The percentage of planning applications decided within the required timeframes have significantly improved from 50.5% to 61.9%, continuing a multi-year upward trend. This progress is driven by ongoing enhancements to Council’s planning processes and departmental capacity and stabilised application volumes. • Time taken to action animal requests has decreased from 3.98 days to 3.54 days • Animals reclaimed has increased from 45.0% to 55.7% • Councillor attendance rate at Council meetings has slightly increased from 94.4% to 96.8% • The percentage of planning decisions upheld at VCAT has reached 100%, continuing a strong upward trend. However, this result remains highly variable due to the small number of cases that proceed to VCAT and the unique circumstances of each case • MCH 4 weeks KAS participation increased slightly from 96.7% to 99.8%
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	<ul style="list-style-type: none"> Waste diverted from landfill increased from 45.8% to 47.1%
LGPRF indicators that were stable and remain high	<ul style="list-style-type: none"> Time taken to action food complaints Sealed roads maintained to standards MCH Infant enrolment
LGPRF indicators that showed a decline	<ul style="list-style-type: none"> Council decisions closed to public has increased slightly from 5.0% to 5.2% Missed Bins (per 10,000 collections) declined slightly from 3.09 to 3.99

Government Advocacy

Council works with all levels of Government to lobby for action on important local issues and works hard to influence government priorities that will benefit our local communities. Council also works with other groups of Councils, such as the Municipal Association of Victoria (MAV), Greater South East Melbourne (GSEM), the Outer Melbourne Councils (OMC) and the National Growth Areas Alliance (NGAA) to facilitate investment into the broader region.

Following the endorsement of Council’s Advocacy Agenda in December, there was a strong focus on gathering data and developing materials to support the new advocacy priorities. This included the preparation of a new Federal Budget Submission and a new Advocacy Prospectus designed for the 2026 State Election. Internally, work was done to communicate the Advocacy Agenda priorities and to build capacity of other teams’ advocacy activities.

Plans for the State Election are being put in place and advocacy activities are already commencing. Meetings have been held with sitting MPs as well as newly endorsed candidates from across the Shire to outline our agenda and to seek their support for funding on critical projects. Activities targeting MPs and candidates, as well as those that activate the community to demonstrate strong local support for our advocacy priorities, will continue as the election approaches.

Council has also continued to make submissions to key grant funding streams. Most notably, this has included the Pick My Park program and Tiny Towns Fund which present major opportunities to obtain funding for key public spaces.

Legislative Program

The Governance team monitors proposed and enacted legislation, as well as reports, ministerial activity and regulations that impact Council operations or obligations. This quarter there were changes made that impact planning decisions through the Planning Amendment (Better Decisions Made Faster) Act 2026. Sections of this Act commenced on 18 February 2026, aiming to streamline planning decision-making processes. Key changes:

- Introduces faster decision pathways and reduced red tape.
- Adjusts planning processes that councils administer locally.

This reform is broadly recognised as part of the State’s planning overhaul and will directly influence council planning functions.

Council Meeting Resolution Actions

The Chief Executive Officer is required under section 46(2)(a) and (2)(e) of the *Local Government Act 2020* for ensuring that Council decisions are implemented without undue delay and when requested, to report to Council in respect of the implementation of these decisions.

The Actions in this report, refer to **Attachment 2**, encompass decisions made from 1 October 2025 to 31 December 2025 and any carried over from a previous quarter and includes the actions taken to implement the decisions, the report does not include matters listed for noting.

The 'Quarterly Resolutions Report' was last tabled at the 16 February 2026 Council Meeting and reported on the resolutions register period from July to December 2025.

- For the period July 2024 to 31 December 2025, 21 decisions were carried over from Council Meetings. Of these decisions, 7 have been completed and 14 decisions remain 'In-Progress'.
- For the period 1 January to 31 March 2026 there were 21 decisions made in Council Meetings. Of these decisions, 18 have been completed and 3 decisions remain 'In-Progress'.

It is important to note that Council disbanded Town Planning Committee at its Statutory Council Meeting 24 November 2025, which took effect from 31 December 2025.

Planning Matters Activity Reports

Planning Matters Dealt with by Officers Under Delegated Authority

Attachment 3 provides an update on planning permit applications dealt with by Officers under delegated powers since the last report to Council. It covers the period between 23 January 2026 and 20 April 2026.

Planning Matters at VCAT

Attachment 3 provides a summary of applications currently under review and recent decision by the Victorian Civil and Administrative Tribunal (VCAT). This list is current as of 20 April 2026.

Planning Scheme Amendment Activity

Attachment 3 provides an update on the status of active planning scheme amendments and planning scheme amendment requests received.

Table 1 in **Attachment 3** provides the status of Planning Scheme Amendments in Cardinia that are currently being processed as of 21 April 2026. Table 2 in **Attachment 3** provides an update on Victorian Planning Provisions and One or More Planning Scheme Amendments that affect Cardinia.

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

The progress against the actions outlined in the key focus areas of the Cardinia Shire Gender Equality Action Plan (GEAP) 2021 – 2025 is detailed in **Attachment 4**.

Cardinia continues to strengthen its commitment to a respectful and inclusive workplace. A number of Gender Impact Assessments have been completed to support fair and inclusive decision-making, including the Long Term Financial Plan, Asset Plan 2025–35, Local Street Sealing Initiative Program, Community Capital Works Program Review, Toomuc Sports Lighting upgrade, Nar Nar Goon Township Strategy, and the Gembrook and Emerald Urban Design Analysis. The 2026–30 Gender Equality Action Plan and the 2026 Progress Report are scheduled to be submitted to the Gender Equality Commission on 1 May 2026. Work is also underway to update how gender equality is reported from the 2026–27 financial year, aligning future reports with the Commission's seven Gender Equality Indicators.

Community Engagement Summary

The following community engagement projects were open during this quarter.

- Shape our Cultural Future – Engagement to inform the Festival and Events and Public Arts draft Policies.
- Engagement to inform the Food and Agribusiness Strategy and promotion of the Advisory Committee Expression of Interest.
- Public exhibition of the draft Waste and Resource Recovery Strategy 2026-36.
- Education and Human Services Gap Analysis.
- Naming of Greenland Court, Garfield.
- Officer Kiln – Planning Scheme Amendment.
- Community panel sessions to inform the review of Differential Rates Strategy in the Revenue and Rating Plan 2025-29.
- Public exhibition of the draft Innovate Reconciliation Action Plan 2026-28.
- Playground and park updates:
 - Lauriston Estate Play space upgrades phase 2, Koo Wee Rup
 - Bunyip BMX Park Upgrades
 - PB Ronald Reserve Upgrades
- The community engagement pop up at the Pakenham Show 14 March 2026.

The community engagement team also supported the Mayor with three school incursions/excursions this quarter, which was an opportunity to receive feedback and ideas from younger members of our community.

Consultation/Communication

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

Gender Impact Assessment

In the preparation of this report, Council has considered its obligations under the *Gender Equality Act 2020*. It was determined that a Gender Impact Assessment (GIA) was not required as the subject matter of this report does not relate to a policy, program or service that has a direct or significant impact on the community.

Attachments

1. Attachment 1 - Q3 Performance Report 2025-26 [7.5.1.1 - 28 pages]
2. Attachment 2 - Resolution Action Report July 2024 - March 2026 [7.5.1.2 - 14 pages]
3. Attachment 3 - Planning Permits and Planning Scheme Amendment Matters [7.5.1.3 - 23 pages]
4. Attachment 4 - Q3 Gender Equality Action Plan Council Report 2025-26 [7.5.1.4 - 2 pages]

Cardinia Shire Council
Quarterly Performance Report
Q3 2025-26



- Thriving Communities
- Vibrant Places
- Adaptive Environments
- Prosperous Economies
- Responsible Leaders

2025-26 Council Plan Progress Update

The Council Plan strives to reflect the community's priorities and provides a roadmap for Council to deliver on the long-term Community Vision 2040, which articulates the community's aspirations for what Cardinia Shire will be like in 2040.



Q3 2025-26 COUNCIL PLAN INITIATIVE STATUS SUMMARY

Council Plan Initiatives
37

Strategic Objective
5

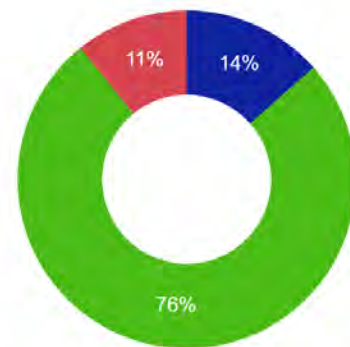
Completed
14%

Off track
11%

Council Plan Overview

The Council Plan outlines our medium- to long-term vision for meeting community needs and addressing the opportunities and challenges facing Cardinia Shire.

For this financial year, we are working on 37 key initiatives designed to deliver on that vision. Below is the current progress summary for this quarter.



● Completed ● On track ● Off track

Our Strategic Objectives

The Council Plan is built around five strategic objectives that guide our work for the next four years: *Thriving Communities*, *Vibrant Places*, *Adaptive Environments*, *Prosperous Economies*, and *Responsible Leaders*.

Each objective includes a set of strategies and initiatives that help us deliver on our vision. The chart below shows the current progress of initiatives under each strategic objective for this quarter.



● Complete ● On track ● Off track



1 Thriving Communities

The programs, facilities and places that we support are safe, inclusive, and enhance participation, wellbeing and resilience.

Cardinia Shire is a great place to live, work and play. How we plan and grow creates places that enhance our community's health and wellbeing and protects what we love.

Strategic Objective 1: Thriving Communities



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

Council Plan Initiatives

6

On track / Completed

6

Off track

0

Status (%)



- Completed
- On Track
- Off Track

Initiatives	Executive Comment	Status
1.1.1.1 CPI - Support the delivery of an annual calendar of events, programs and grants that celebrate our diverse community, its arts and culture.	<p>Cardinia Cultural Centre continued to host a diverse range of key events, programs & grants this quarter including:</p> <ul style="list-style-type: none"> • Sam Richards Residency: Moondani (Embrace): First Nation artist • Nikki Wilson presented Whats Left Unsaid - A video and photographic exhibition • Arca Arcade: ROUND ONE by artist Preston McNeil was presented as a contemporary exhibition exploring digital culture. • Yakkerboo Festival 50th Anniversary Exhibition was delivered as a capsule exhibition. • In the Garden by Leticia Hodson was presented as a capsule gallery exhibition • 2 x Ideas Incubator workshops on developing your ideas for arts projects, festivals, or events • Koorie Kids school engagement day to present back to school packs • Kids Craft Corner delivered a facilitated, drop in creative session • Friday Flicks: Dirty Dancing & Top End Wedding • Morning Melodies: Growing Old Ungracefully by David Scheel and the The Passion of St Nicholas by Geraldine Quinn • International Women's Day – Herstory Presentation • Schools programming included Mission to the Moon by Highwire Entertainment • Hills Hub Art Space Programming included Emerald Secondary College 40 Year Anniversary, Exhibition & Practice Lab & Artist Residency: Gülsen Özer and Dalys Hill • Support was also provided to the following Festival and Event Grant Programs including the Tamil Thai Pongal Festival, the Bunyip Rodeo, the Upper Beaconsfield Village Festival, the Yakkerboo Festival (50th Birthday), the Bunyip Show & the Cultural Diversity Week Event 	On Track
1.1.1.2 CPI - Implement Arts and Creative Industries Strategy.	Stakeholder feedback on the Draft Arts & Creative Industries Strategy has been reviewed and incorporated into the current draft.	On Track
1.1.2.1 CPI - Develop a Volunteers' Strategy to support volunteers and encourage volunteer participation.	Officers have undertaken internal consultation and developed a proposed scope which has been presented to Councillors. Targetted consultation is underway, with a draft strategy planned to be developed and presented to Councillors in May. Broad community consultation will follow. The final strategy is planned for presentation at the August Council meeting.	On Track
1.1.2.1 CPI - Establish a Youth Action and Advisory Committee to ensure that the voices of young people are heard and considered, and so they have an opportunity to engage in democracy at a local level.	<p>The Youth Action and Advisory Committee (YAAC) has been established and consists of sixteen passionate and community minded young people aged 15-24yrs from across the Shire. Committee members are diverse in age, background and experience.</p> <p>Each Cardinia Shire ward has one or more representatives to ensure each distinct area of the community has a voice within the committee.</p> <p>The first YAAC meeting was held on 4 March 2026, followed by an April evening session with Councillors focused on member engagement, priority areas, and Council governance.</p>	Completed

Strategic Objective 1: Thriving Communities



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

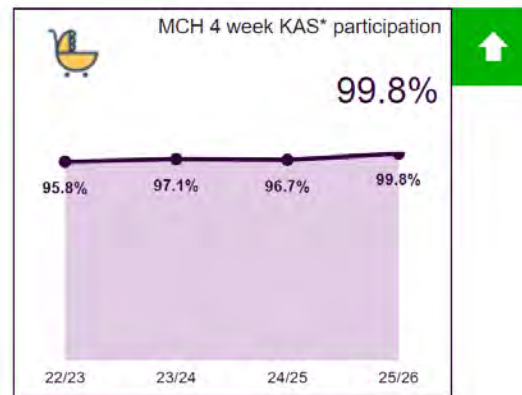
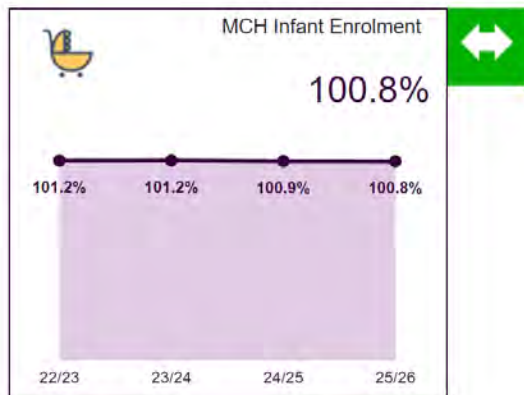
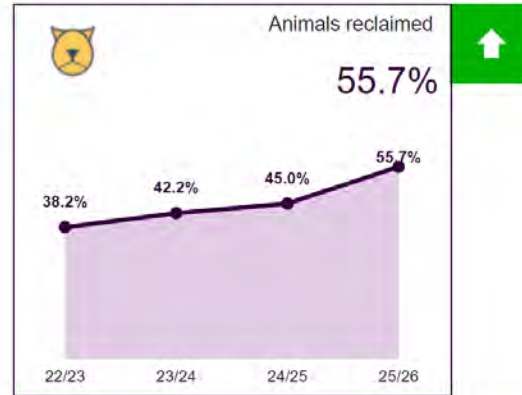
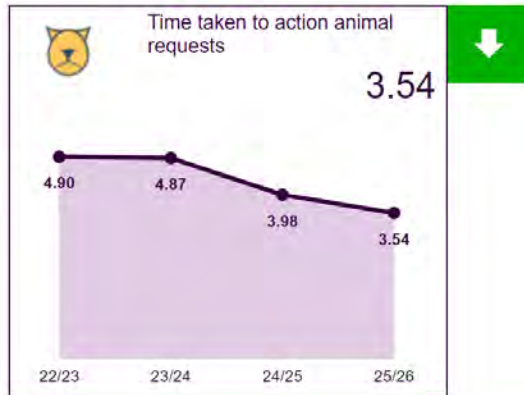
Initiatives	Executive Comment	Status
1.1.1.1 CPI - We engage with our first nations communities to develop and implement Reconciliation Action Plans 2025-2027.	<p>Councils third Reconciliation Action Plan was endorsed by Reconciliation Australia and Council in March 2026.</p> <p>Developed through extensive consultation with First Nations communities, the RAP embeds cultural values and Traditional Owner knowledge into Council's work.</p> <p>The RAP reflects Council's commitment to reconciliation, cultural identity, and equitable participation for Aboriginal and Torres Strait Islander peoples and compliments strategic objectives under the Thriving Communities pillar of the Council Plan 2025-2029.</p> <p>Delivery of the 16 actions are overseen by the Internal Working Group chaired by General Manager Planning and Community Services and includes representatives of nine teams responsible for deliverables in the plan. The Internal Working Group will meet quarterly to provide updates on the delivery of actions.</p> <p>RAP Actions that have commenced include:</p> <ul style="list-style-type: none"> - Delivery of the First Nations Connection and Culture Program - An audit of Acknowledgement of Country signage across Council-managed facilities - Engagement with Traditional Owners - Inclusion of First Nations Acknowledgement of Country in Staff Induction - Cultural Learning opportunities for employees - Development of an Aboriginal and Torres Strait Islander recruitment, retention, and professional development strategy. 	Completed
1.1.3.1 CPI -Co-ordinate public health planning processes in partnership with local agencies.	<p>The Governance Framework for the Liveability Plan was finalised and socialised with council staff and partners at the annual Health Planning Forum held in March. Council in partnership with key agencies continued to progress initiatives identified for the Action Agenda 2025-26 financial year. Council will commence development of the year-2 Action Agenda with key staff and agencies in the next quarter, alongside dissemination of the biennial Household Liveability Survey, which will gather key population health indicators to inform strategy and policy.</p>	On Track

LGPRF Indicators



Q3 2025-26 PERFORMANCE ON LGPRF INDICATORS

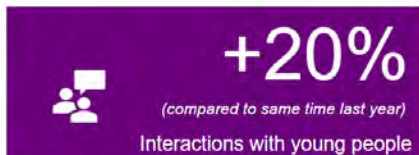
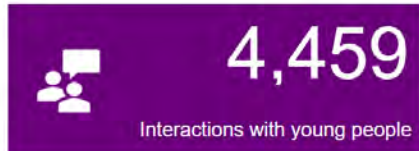
Local Government Performance Reporting Framework (LGPRF) is a platform for key local government service and financial measures. The measures are reported annually in Council Annual Reports and published on the Local Government Victoria website. Below are a selection of LGPRF service measures that are able to be reported on a quarterly basis.



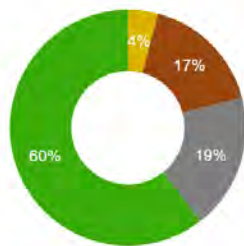
Service Performance Indicators



Q3 2025-26 YOUTH ENGAGEMENT PERFORMANCE

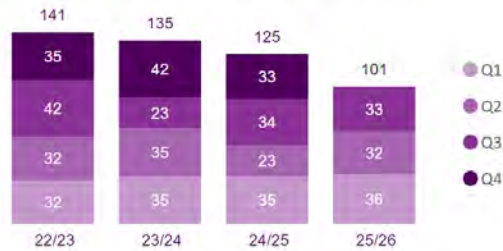


How do our youth interact with us?



- My Place
- In-School Programs
- After School Programs
- School Holiday Programs

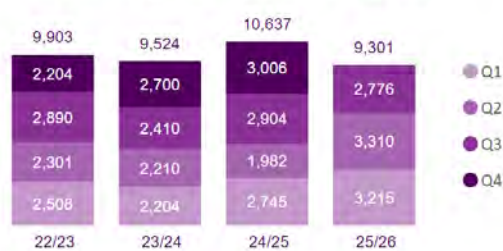
Number of young people offered support



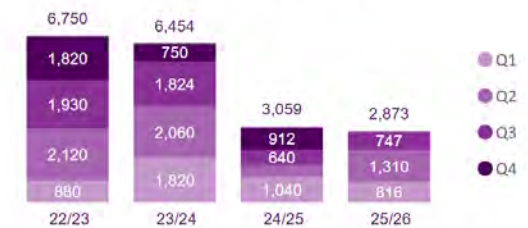
The Youth Support Program is a free and confidential service which offers young people with information, advice and practical support (short- and medium-term). The program is flexible, accessible to all young people and is respectful of race, gender, sexuality or religion.

The graph illustrates the number of young people provided with more than one episode of support from a dedicated Youth Support Officer.

Number of youth interactions in My Place



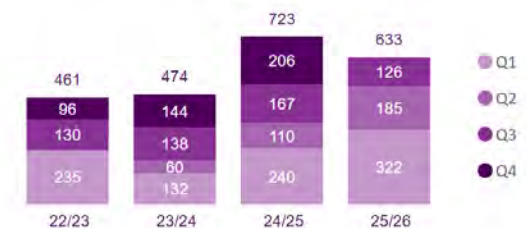
Number of youth interactions in in-school programs/workshops



Number of youth interactions in after-school program



Number of youth interactions in school holiday programs





2 Vibrant Places

We value our well-designed towns and infrastructure that fosters belonging and connections.

Strategic Objective 2: Vibrant Places



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

Council Plan Initiatives	Initiatives	Executive Comment	Status
14			
On track / Completed			
11			
Off track			
3			
Status (%) 			
	2.1.1.1 CPI - Review the Cardinia Shire Planning Scheme.	Review will be carried out in 2 parts (A & B). Endorsement to proceed to Exhibition for Part A expected at Council Meeting 20/4/2026.	On Track
	2.1.1.1 CPI - Work with government, development agencies and landowners to progress the Officer Town Centre.	Teams have been developing a Officer Town Centre brief to clearly articulate the vision, background and key steps to progress this work, collaboration across Council departments has been ongoing. Across the organisation, regular meetings with government and development agencies have been conducted and will continue into the future. With a number of regular departments including planning and development working with landowners.	On Track
	2.1.1.2 CPI - Develop and endorse a Yarra Valley and Dandenong Ranges and Southern Ranges Green Wedge Management Plan.	Councillors briefed on the project objectives, scope and high level project plan in September 2025. Principal Strategic planner funding confirmed and appointed in December 2025 to led the project. Request for quotations currently out for Bushfire, landscape, biodiversity and economic background reports; and stakeholder engagement design.	On Track
	2.1.1.3 CPI - Deliver a 4-year schedule of strategic planning priority projects and policies.	Draft work plan prepared. The Work Plan will continue to be reviewed upon completion of Part B of the Planning Scheme review.	On Track
	2.1.2.1 CPI - Deliver funded stages of Pakenham Revitalisation, and advocate for funding for additional stages.	Construction of Stage 1 Main Street Gateway continues to be on track. Subsequent stages in Drake Place and John Street have been tendered for construction with tender award report to be considered at Council Meeting in May. Main Street Central will continue to be developed in 2025 and 2026. Advocacy has continued throughout 2026 with submission of the Urban Precincts and Partnership Program Grant.	Off Track
	2.1.3.1 CPI - Develop an Unsealed Roads Improvement Plan to improve the maintenance of unsealed roads and improve the resident experience, and then implement the adopted plan.	A roundtable discussion with Councillors is planned for 30 April 2026, where data insights and themes will be discussed. The improvement plan is on track for Council presentation in June.	On Track
	2.1.3.1 CPI - Plan and deliver infrastructure upgrades to our road network and public assets to meet the needs of the current and future population.	The Capital Works Program is currently underway, capital works program is monitored and report on progress on a monthly basis, current is is behind target expected delivery target be informed end of April	Off Track

- Completed
- On Track
- Off Track

OFFICIAL – This document is a record of a Council action or decision

Strategic Objective 2: Vibrant Places



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

Initiatives	Executive Comment	Status
2.1.5.1 CPI - Review the Pedestrian and Bicycle Strategy, including options for the enhancement of the Eastern Dandenong Ranges Trail, the Gippsland Odyssey trails, and other significant rail and tourist trails within Cardinia.	Review is underway and a draft strategy is being prepared and on track to be presented to Council in June 2026. Community engagement will follow this with the final strategy scheduled to be considered at the September Council meeting.	On Track
2.1.5.1 CPI - Undertake cost-effective works across townships to improve amenity and presentation, including garden bed renewal, tree planting and street furniture maintenance.	Seven garden-bed renewal projects completed across Lang Lang, Koo Wee Rup and Nar Nar Goon. Further works will be completed before the end of June.	On Track
2.1.5.2 CPI - Plan and deliver accessible and inclusive recreation and community facilities.	<p>Accessible and inclusive recreation and community facilities either being planned/designed or delivered, include:</p> <p>Accessible and inclusive recreation and community facilities either being planned/designed or delivered, include:</p> <ul style="list-style-type: none"> Bunyip BMX track – in progress Greenland Ct Reserve playspace – in progress Lauriston Estate Park playspace – in progress Alma Treloar dog off leash area upgrade – in progress Toomuc Creek playspace – in progress Ebony Drive Reserve – in progress Ron Answers Park playspace – in progress Puffing Billy Place Reserve Masterplan – in progress Emerald Lake Precinct masterplan review – in progress Pedestrian & Bicycle Strategy review – in progress Heatherbrae netball court resurfacing – design in progress Nar Nar Goon oval lighting - design in progress Holm Park Oval 2 resurfacing – design in progress – project rescope from full resurface to oval improvements. Swimming facilities refurbishment – in progress Cora Lynn Reserve pavilion upgrade – in progress Upper Beaconsfield Reserve pavilion upgrade – in progress Koo Wee Rup Netball Court upgrade - in progress Pakenham Outdoor Pool improvements - in progress Pakenham Regional Tennis Centre lighting design - in progress Nar Nar Goon Main Pavilion Universal upgrade design - in progress Garfield North Community Centre - complete IYU Recreation Reserve tempoary building facilities - complete Upper Beaconsfield Reserve Masterplan - complete Bunyip Football Pavilion Universal Design – complete O’Neil Recreation Reserve Masterplan - complete 	On Track

Strategic Objective 2: Vibrant Places



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

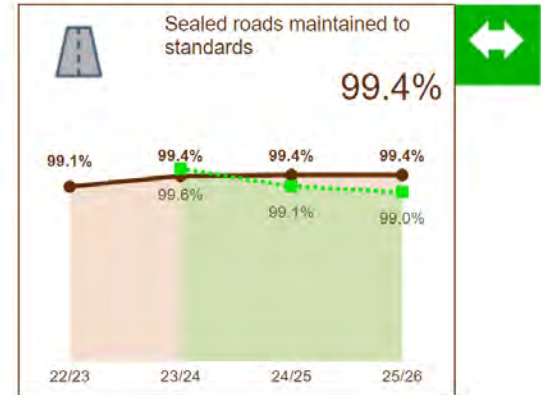
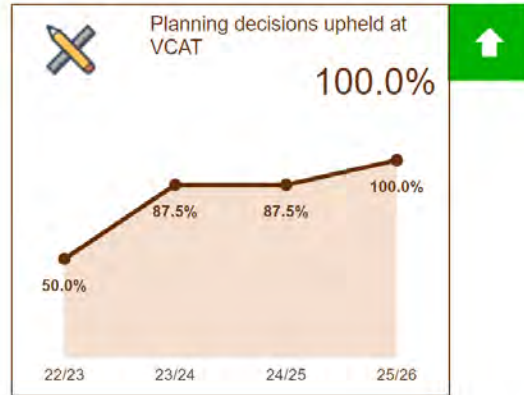
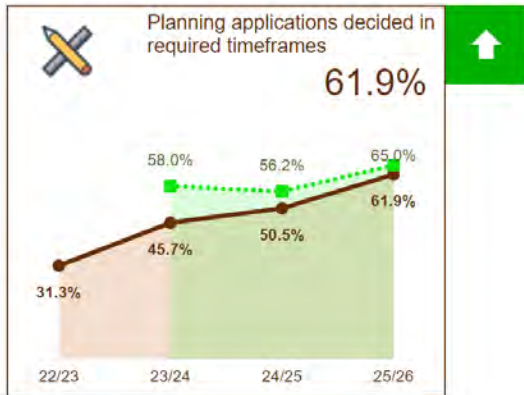
Initiatives	Executive Comment	Status
2.1.5.3 CPI - Assess the feasibility of the Golf Course at Deep Creek Reserve, and develop a plan for identified future use.	A feasibility has been completed, and community engagement has been undertaken. Council endorsed a recommendation to undertake an EOI, inviting proposals for the sites future use including golf and alternate proposals in line with permitted zoning. The EOI has been finalised and will go live at the end of March. Applications will be open until 12 May, following which evaluation will be undertaken, and recommendations presented to Council. A final recommendation is planned for presentation at the July Council meeting.	On Track
2.1.6.1 CPI - Plan for a library and community facilities in the Officer Town Centre and advocate for funding to ensure the successful delivery of the facilities.	A concept design for the Officer Community Services Hub has been prepared and is informing wider plans for the Officer Town Centre precinct.	Off Track
2.1.7.1 CPI - Advocate for further funding to expand and redevelop Cardinia Life.	Council are continuing to build the advocacy campaign for Cardinia Life leading into the Victorian election later this year. Council are now partnering on a campaign with Aquatics and Recreation Victoria (ARV) which aims to build the case for these facilities as preventive health infrastructure and aligning funding for these facilities through the state health infrastructure budget.	On Track
2.1.9.1 CPI - Develop 10-year Asset Plan.	The Asset Plan was adopted Council at the October Council meeting, and has been uploaded to the Website.	Completed

LGPRF Indicators



Q3 2025-26 PERFORMANCE ON LGPRF INDICATORS

Local Government Performance Reporting Framework (LGPRF) is a platform for key local government service and financial measures. The measures are reported annually in Council Annual Reports and published on the Local Government Victoria website. Below are a selection of LGPRF service measures that are able to be reported on a quarterly basis.



Service Performance Indicators



Q3 2025-26 UNSEALED ROAD AND DRAINAGE PERFORMANCE

79%

 ≥ 90%
-11%
 ↓

Reactive inspection service level - Unsealed Roads

90%

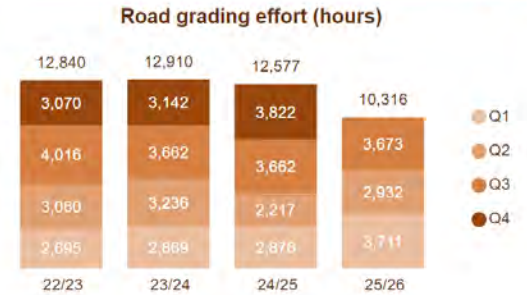
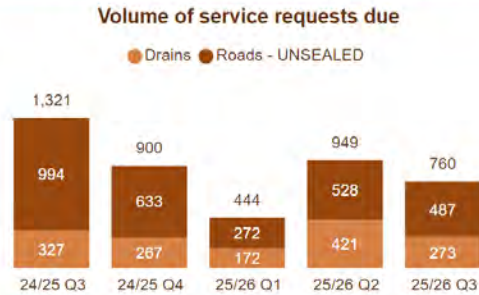
 ≥ 90%
0%
 ↑

Reactive inspection service level - Drainage

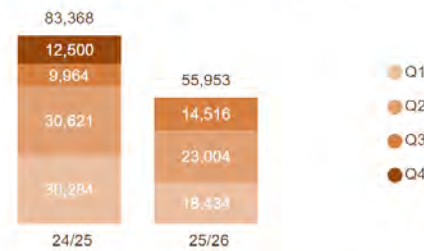
We have about 862 kilometres of unsealed roads, which are maintained via our Grading and Maintenance, Re-sheeting and Drainage Works programs.

Maintaining roadside drains is a core part of our unsealed road maintenance works, as drains have a big impact on the performance of our roads.

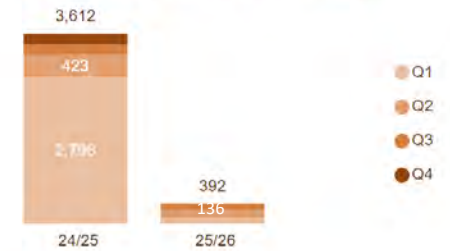
We schedule works into a road maintenance schedule based on inspections and requests made by residents.



Surface drains cleared (linear metres)



Underground drains cleared (linear metres)



Volume of service requests, service standard, and service level by request types for this quarter

Service request	Volume	Standard (Days)	Service Level
Corrugation or Pothole Complaint	273	8	83%
Other Complaint (Request to grade)	207	8	75%
Surface Drain (Drainage)	141	15	91%
Pits (Drainage)	97	15	90%
Underground Drain (Drainage)	35	15	86%
Slippery Surface Complaint	7	8	14%



3

Adaptive Environments

We care for our natural environment and support recovery from challenges.

Strategic Objective 3: Adaptive Environment



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

Council Plan Initiatives	Initiatives	Executive Comment	Status
3	3.1.5.1 CPI - Develop a future Waste and Resource Recovery Strategy 2026-2036, and implement the actions under the strategy.	The Draft Waste and Resource Recovery Strategy is advancing well. Officers are reviewing the community feedback on the draft strategy, and the final draft for Council adoption is planned to be considered by Council by September 2026.	On Track
2	3.1.4.1 CPI - Develop a Towards Zero Emissions Plan, and implement the Plan.	Commenced planning and development of the Towards Zero Emissions Plan. Delayed by 6 months due to resourcing.	Off Track
1	3.1.3.1 CPI - 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.	<p>Maintenance work included collaborating with contractors to manage the grassy buffer at Garfield Bandicoot Reserve, installing six southern brown bandicoot hides at Bunyip Sanctuary ahead of weed works, and undertaking inspections and targeted mowing at Pakenham Grasslands in preparation for the planned ecological burn.</p> <p>Community programs continued strongly, with support provided to the Tamil Friends of Toomuc Creek for their first activity, and the relaunch of gardens for wildlife program attracting 450 new members. The Peri Urban Weed Management Program delivered 93 hectares of weed control, supported by collaborative planning with agencies and landholders, coordinated contractor delivery and community education initiatives.</p> <p>Climate adaptation and sustainability initiatives progressed, including development of the VicHealth funded Adaptation Game (TAG) to build community resilience and embedding climate responsive design into capital projects through the SECCCA BriefEzy tool, now applied to the Upper Beaconsfield pavilion and Pakenham youth hub. A grant application has been submitted for assistance in the delivery of the Koo Wee Rup trail Biolink project.</p>	On Track

Status (%)



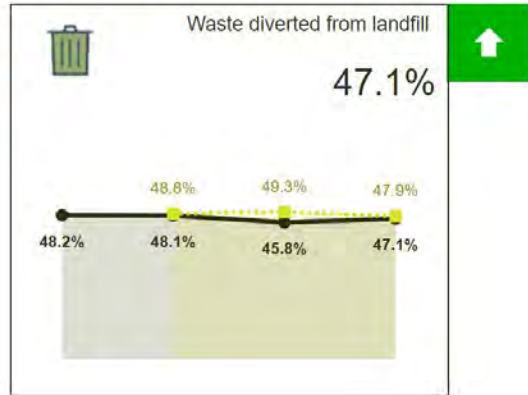
- Completed
- On Track
- Off Track

LGPRF Indicators



Q3 2025-26 PERFORMANCE ON LGPRF INDICATORS

Local Government Performance Reporting Framework (LGPRF) is a platform for key local government service and financial measures. The measures are reported annually in Council Annual Reports and published on the Local Government Victoria website. Below are a selection of LGPRF service measures that are able to be reported on a quarterly basis.



Service Performance Indicators



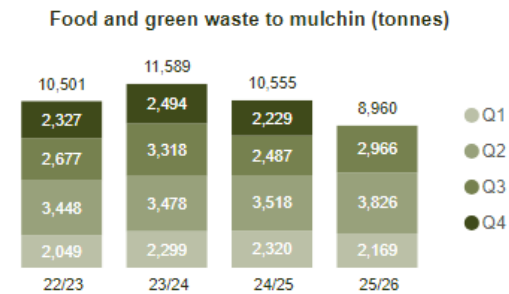
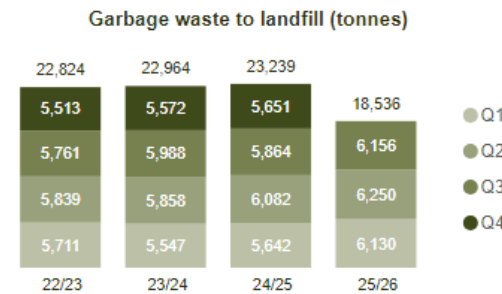
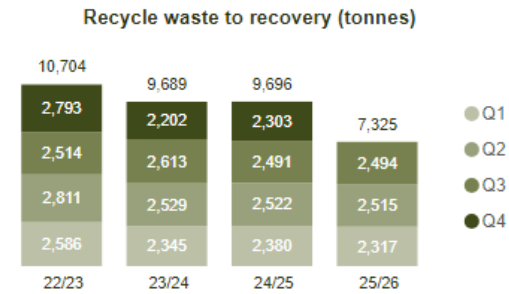
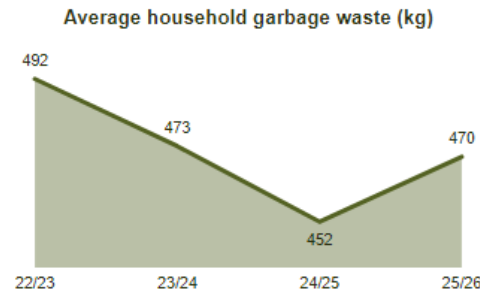
Q3 2025-26 WASTE DISPOSAL AND RECOVERY PERFORMANCE

449 Kg
(per household)
Average garbage waste to landfill

+5%
(compared to same time last year)
Garbage waste to landfill

-1%
(compared to same time last year)
Recycled waste to recovery

+8%
(compared to same time last year)
Food and green waste to mulching

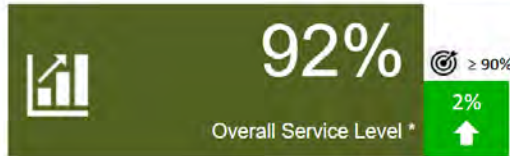


As the Shire's population continues to grow, the amount of waste generated is also growing. Cardinia Shire Council will continue to take advantage of recent advancements such as newer technologies and improved markets for products, resulting in improved financial outcomes for resource recovery. The impact of drought can also vary the tonnage of green waste recycling due to moisture content from wet or dry years.

Service Performance Indicators



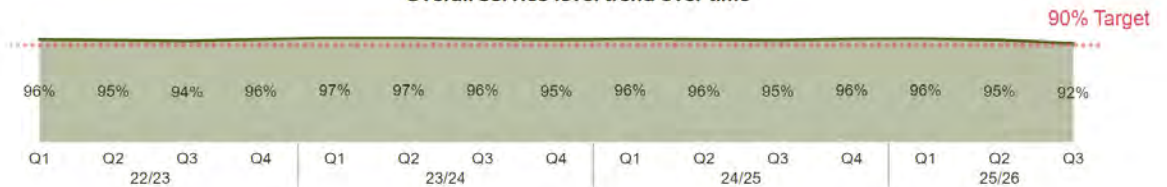
Q3 2025-26 WASTE MANAGEMENT PERFORMANCE



Top 15 Service request types by volume, service standard and service level

Service request	Volume	Service Standard (Days)	Service Level
Additional Rubbish 120L	109	5	92%
Damaged Garden 240L	130	15	99%
Damaged Recycling 240L	281	15	100%
Damaged Rubbish 120L	549	15	100%
Missing Garden 240L	100	15	100%
Missing Recycling 240L	80	15	100%
Missing Rubbish 120L	153	15	99%
New Garden 120L	201	30	100%
New Garden 240L	322	5	95%
New Rubbish 120L & New Recycling 240L	245	5	93%
Not Emptied Garden Bin	223	3	75%
Not Emptied Recycling Bin	232	3	76%
Not Emptied Rubbish Bin	349	3	83%
Pick Up Dumped Bin	58	10	98%
Service Information Enquiry	223	22	84%

Overall service level trend over time



* Percentage of service requests completed within the time standards defined in the CRMS



4 Prosperous Economies

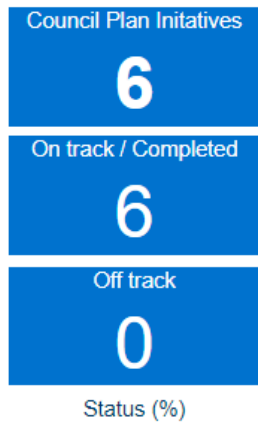
We encourage urban and rural business and local employment to grow.

Strategic Objective 4: Prosperous Economies



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

Council Plan Initiatives	Initiatives	Executive Comment	Status
6	4.1.1.1 CPI - 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.	Council continues to collaborate with GSEM to align regional priorities with coordinated advocacy. This included collaborating to ensure that Council's advocacy priorities were noted in GSEM's federal and state budget submissions for this year. GSEM data and political feedback remains important to progressing items on Council's Advocacy Agenda.	On Track
On track / Completed	4.1.1.2 CPI - Implement initiatives in accordance with the Investment Attraction Plan.	Development of Cardinia Shire's first cohesive Investment Attraction brand is now complete, with launch planned for the first half of 2026. The brand is designed to showcase the shire's unique offering; its proximity to Melbourne, access to industrial land, strong agribusiness base, and emerging advanced manufacturing corridor. Council continues to build strategic relationships with key stakeholders including Invest Victoria, DJSIR, Tourism East, and Federation University, while benchmarking investment attraction practices across other councils to ensure Cardinia remains competitive and investment-ready. Officers continue to facilitate major investments through the planning permit system. Additional work includes providing strategic advice on township planning and infrastructure projects to ensure alignment with economic development goals.	On Track
Off track	4.1.2.1 CPI - Deliver the 2025 Agribusiness Audit, using its findings to inform the development of a Food and Agribusiness Strategy and guide the implementation of strategic actions to strengthen the sector.	Public consultation on the Agribusiness Audit is now complete and drafting of the strategy has commenced. The new Food and Agribusiness Advisory Committee has been appointed and will be Chaired by Councillor Paton. The first meeting was held at the end of March and the committee will continue to work with Council to guide development of the strategy.	On Track



- Completed
- On Track
- Off Track

Strategic Objective 4: Prosperous Economies



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

Initiatives	Executive Comment	Status
4.1.3.1 CPI - Conduct a comprehensive gap analysis of community and human services, and further education and skills with recommendations to support advocacy and funding to attract service providers (ie integrated community information and support hubs, financial counselling, further education providers and health services) to operate in Cardinia Shire.	Engagement phase of the project has commenced including 25 interviews with service providers, two lived experience focus groups and broader public consultation conducted via online surveys. Insights from these engagement activities has informed the development of a draft report. Next quarter the draft findings will be reviewed and a final report with recommendations developed. The final report will inform Council's advocacy efforts leading into the 2026 Victorian election and development of the Service Attraction Framework.	On Track
4.1.4.1 CPI - Support implementation of the Tourism East Destination Management Plan and report progress annually.	<p>Tourism East (TE) has established an Industry Advisory Committee, with the inaugural meeting held in February and subsequent meetings scheduled quarterly.</p> <p>Review and development of the new Local Area Plans for Cardinia Shire are well underway, and Council has been working with TE and Little Big Marketing to support development of the new branding which will reflect Cardinia Shire's tourism value and opportunities.</p> <p>TE continue to deliver Business Networking events meetings and a number of 1:1 local business site visits have been undertaken this quarter in partnership with TE to raise awareness of the new Visitor Economy Partnership. Meetings have also been held with Visit Victoria First Peoples Tourism to plan joint meetings with Cardinia's Traditional Owners, focused on exploring cultural tourism opportunities within the shire.</p> <p>A key focus next quarter is finalising the Local Area Plans, identifying tourism advocacy priorities for the state election and increasing local listings of tourism sites and businesses.</p>	On Track
4.1.5.1 CPI - Review and refine the Economic Development strategy, while implementing key initiatives to drive business & industry development.	<p>While the formal review of the Economic Development Strategy is scheduled for the next financial year, Council continues to implement a range of initiatives that support business and industry development. This quarter included three business planning workshops (20 businesses participating), 3 monthly business newsletters (2,313 subscribers), and four businesses receiving tailored support through the Business Coaches Program. The 2026 Jobs and Skills Showcase took place in March with 63 exhibitors and over 500 community members attending.</p> <p>Council also continues to collaborate regionally through the Casey Cardinia Jobs and Skills Network and supports local businesses to engage with key events such as GSEM's manufacturing forum. Ongoing efforts include responding to business enquiries and championing Council's efforts through the Small Business Friendly Councils program. The second round of Council's Business Group Support Grants also opened this quarter.</p>	On Track



5 Responsible Leaders

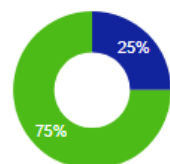
We demonstrate responsible and financial
stewardship.

Strategic Objective 5: Responsible Leaders



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

Council Plan Initiatives	Initiatives	Executive Comment	Status
8	5.1.2.1 CPI - Provide opportunities for meaningful, informed and representative community engagement to guide Council's decision-making.	<p>The Engagement Team continues to support the organisation with community engagement activities and provide an opportunity for the community to provide feedback to help inform Council decision making.</p> <p>Projects this quarter have included: Food and Agribusiness Strategy and Advisory Committee EOI Draft Waste and Resource Recovery Strategy 2026-36 Shape our Cultural Future – Engagement to inform the Festival and Events and Public Arts draft Policies Education and Human Services Gap Analysis Naming of Greenland Court, Garfield Officer Kiln – Planning Scheme Amendment Community Panel Sessions – Review of Differential Rates Strategy Public Exhibition of the Reconciliation Action Plan 2026-28 Playground and park updates: - Lauriston Estate Play space upgrades phase 2 Koo Wee Rup - Bunyip BMX Park Upgrades - PB Ronald Reserve Upgrades A Community Engagement Pop Up at Pakenham Show as part of 'Creating Cardinia on the Move'</p> <p>The Community Engagement Team also supported the Mayor with three school incursions/excursions this quarter, which was an opportunity to receive feedback and ideas from younger members of our community.</p>	On Track
On track / Completed 8	5.1.3.1 CPI - Develop and review Financial Plan to ensure that it supports long term financial sustainability.	2025-26 to 2034-35 LTFP adopted by Council in October 2025. Annual review of LTFP will occur as part of 2026/27 budget process	Completed
Off track 0	5.1.3.2 CPI - Undertake a review of Council's Revenue and Rating Strategy	The deliberative engagement process has now been completed, and Council has received a recommendation from the Community Panel. This recommendation has been provided to Councillors for their consideration. Proposed updates to the Rating and Revenue Plan, informed by the Panel's input, will be reviewed by Council alongside the draft Budget.	On Track
Status (%)	5.1.4.1 CPI - Adopt the Advocacy Agenda 2025-2029, annually review Council advocacy priorities and report on efforts and outcomes.	Following adoption of Council's new Advocacy Agenda in December, a key focus this quarter has been finalising Council's Federal Budget Submission which was submitted in January. Significant preparations are also underway for Council's State election campaign which will be launched next quarter. Advocacy for a local TAFE in Pakenham has been recently added to Council's Advocacy Agenda based on local data and strong support from councillors, the community, and MPs.	On Track



- Completed
- On Track
- Off Track

Strategic Objective 5: Responsible Leaders



Q3 2025-26 COUNCIL PLAN INITIATIVE PERFORMANCE

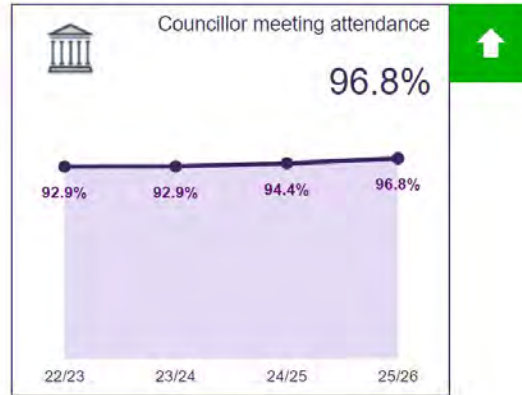
Initiatives	Executive Comment	Status
5.1.5.1 CPI - Develop a Transformation Roadmap to enhance Council processes and systems, improve customer experience, ensure future readiness, and implement the roadmap.	<p>The Transformation Roadmap is progressing well. In Qtr 3, Council approved the award of the tender for consolidated enterprise solutions to Technology One, and the implementation of this solution across Asset Management & Works, Customer, Property and Regulatory as well as web-service tools will form the backbone of the Transformation Roadmap. During Qtr 4, Council officers will mobilise the internal and external team required to commence the implementation in Qtr 1 2026/2027.</p> <p>The Website Transformation project on track to go live Qtr 4 2026.</p>	On Track
5.1.6.1 CPI - Undertake focused service reviews to ensure alignment to the Council Plan and optimal service delivery.	<p>All managers have completed service planning work in support of the next budget, and the outputs of this have informed the development of the draft 2026/2027 budget, as well as aided the development of a service review program for Qtr 4 and into 2026/2027.</p> <p>Officers have also prepared the internal framework for the delivery of Service Reviews.</p> <p>A service review is currently underway for the Active & Connected Communities department, which will be reviewed in light of budget discussions.</p>	On Track
5.1.7.1 CPI - Develop an Investment Policy and Advisory Committee to guide potential investment and revenue opportunities.	<p>A paper will be presented to the April Council Meeting with a recommendation to establish an Investment Advisory Working Group. This group will be represented by the Mayor, two Councillors and Senior Officers. It is anticipated that the group will hold its initial meeting in May. One of the considerations for the group will be if it amends the current Investment Policy or creates a new policy which is more specific to the intended aims of this Council Plan Action.</p>	On Track
5.1.9.1 CPI - Undertake Gender Impact Assessments when developing or reviewing any Council policy, program or service that has a direct and significant impact on the public, and ensure our organisation implements our Gender Equality Action Plan.	<p>Significant progress has been made in implementing the requirements of the Commission for Gender Equality in the Public Sector (CGEPS) in relation to Gender Impact Assessments (GIAs).</p> <p>Over the last reporting period a robust governance framework and support mechanisms have been put in place to ensure Council's compliance with our obligations. In addition to the Gender Equality Action Plan (GEAP) governance framework, a GIA champion group and GIA toolkit have been established and GIA training has been embedded into our learning offerings for department leaders and employees who own or work on policies, programs or services that has a direct or significant impact on the community.</p> <p>For the reporting period 1 July 2023 - 30 June 2025, 22 GIAs were completed. This is an increase of 20 GIAs from the previous reporting period.</p> <p>Council's next iteration of its GEAP will be submitted to CGEPS on 1 May 2026.</p>	Completed

LGPRF Indicators



Q3 2025-26 PERFORMANCE ON LGPRF INDICATORS

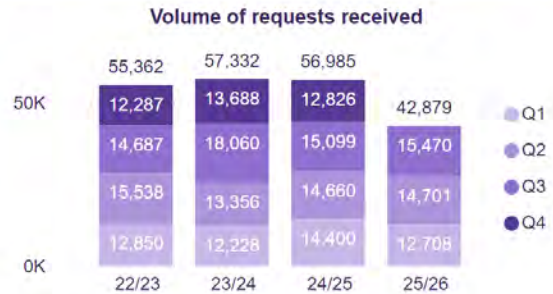
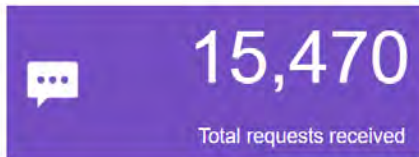
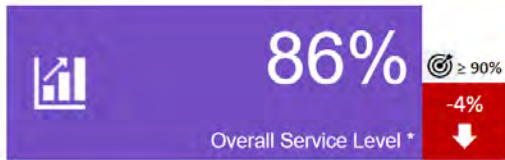
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Service Performance Indicators



Q3 2025-26 SERVICE REQUEST PERFORMANCE - WHOLE ORGANISATION



WHAT DOES SERVICE LEVEL MEAN?

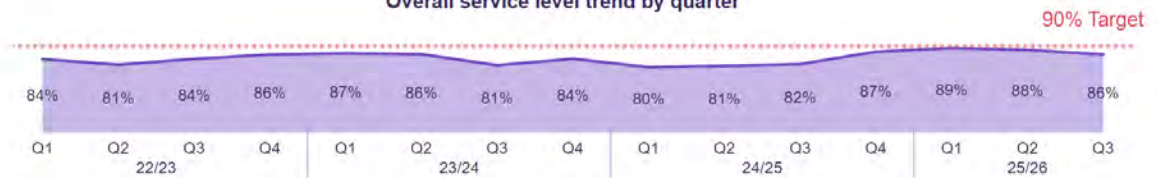
A service request is recorded in Council's Customer Relationship Management System (CRMS) when a call is taken through the call centre or sent via web mail.

Service Level is the in-time completion rate for requests. Each request is assigned a service standard which is a target for completion within a certain timeframe. Council's target to finalise services request on time is 90%.

Top 5 service request categories by volume and service level for this quarter

Service Request	Volume	Service Level
Waste - Kerbside Bin Issue	2,278	90%
Trees and Vegetation on Public or Council Land	1,178	82%
Waste - Kerbside Bin Change	1,167	96%
Rates	933	97%
Dumped Rubbish	608	90%

Overall service level trend by quarter



* Percentage of service requests completed within the service standard (days) defined in the CRMS (against 'original' target date)

Service Performance Indicators



Q3 2025-26 CUSTOMER SUPPORT PERFORMANCE

Mins Secs
4:25 ≤ 60 sec

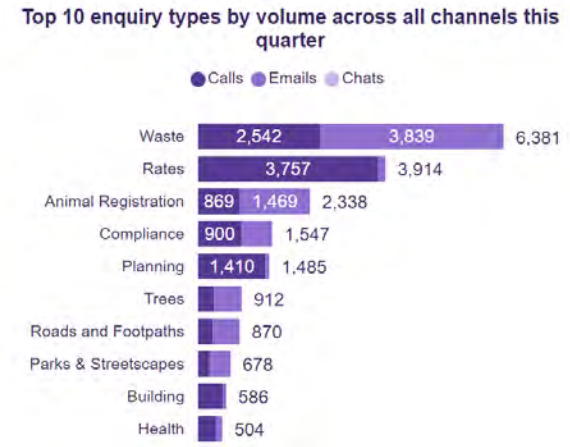
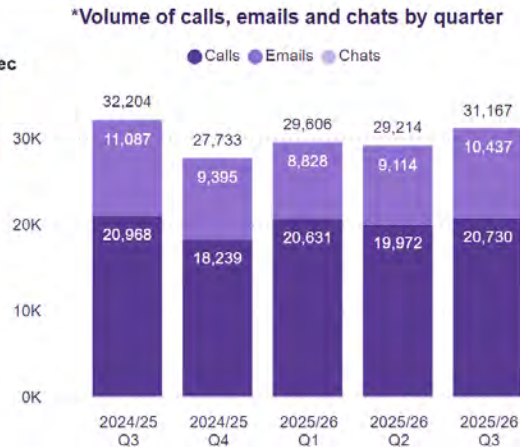
Average wait time for Calls

Hours Mins Secs
18:53:01

Average wait time for Emails

Mins Secs
0:00

Average wait time for Chats



Demonstrating Council's Customer Service Commitments through Community Interactions

Council demonstrates its Customer Service Charter commitments through community interactions—calls, emails, and live chats. Performance metrics such as wait times, first call resolution, and satisfaction levels highlight Council's dedication to courteous and professional service, accurate information, and timely responses. By actively monitoring these indicators, Council ensures every interaction reflects its promise of care, accessibility, and efficiency.

** Data presented in this report is limited to calls, emails and chats handled by Customer Support through Council's internal processes. It does not represent interactions with other Council departments.*

Service Performance Indicators



Q3 2025-26 PERFORMANCE ON HANDLING ESCALATED COMPLAINTS

73.8%
Escalated complaints closed in time

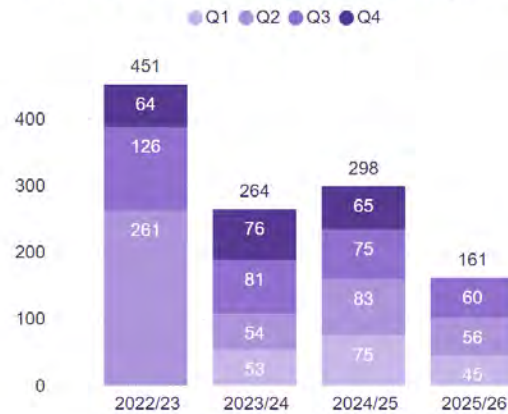
60
Total escalated complaints recorded

54
Number of TIER 2 complaints received

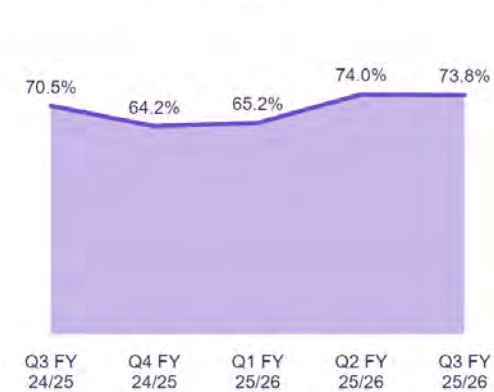
6
Number of TIER 3 complaints received

0
Number of TIER 4 complaints received

Volume of escalated complaints received quarterly



Percent of escalated complaints closed in time by quarter



Top 5 escalated complaints received by category



A complaint can be assigned to the relevant or approved Council Officer/Contractor tasked with managing and responding to the complaint.

All Tier 2, 3 & 4 complaints must be acknowledged within **5 business days** and an outcome letter (if a substantial investigation is required) is issued to the complainant within **20 business days** of recording the complaint.

The **Local Government ACT 2020** has redefined a complaint as a written or oral expression of dissatisfaction with the;

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

Resolution Action Report | July 2024 – December 2025 – Actions in Progress from previous Quarters

Document	Item No.	Item	Status	Action Required	Action Taken
Ordinary Council Meeting 15 July 2024	7 2.1	Pakenham East Precinct Suburb Naming	In progress	<p>Please action as per Council resolution.</p> <p>That Council, following community consultation regarding a name for the new suburb created by the Pakenham East Precinct Structure Plan, resolves, subject to Geographic Names Victoria approval, to adopt the officer recommendation as follows;</p> <ol style="list-style-type: none"> The new suburb be named Honora and if a suffix is required by Geographic Names Victoria, works with the family members and Geographic Names Victoria to select a suitable extension to the name, and Mount Ararat South Road be renamed Hannah Road, Mount Ararat North Road be renamed Mount Ararat Road, and The boundary of the new suburb be as detailed in the plan attached which includes the wedge of land between Princes Highway and Princes Freeway on the eastern edge of the suburb, and All other suggested names, from the voting list that accompanied the community engagement, be retained for naming of future road, places and features in the new suburb, and All suggested names from the community engagement process and submissions, including Hannah, be investigated to identify which names can be approved for use as part of the subdivision process. Forward the above resolution to the Office of Geographic Names (GNV) for formal approval and Gazettal 	<p>December 2024 Additional consultation undertaken which resulted in 'fields' being added so the suburb name proposed to be submitted to Geographic Names Victoria will be Honora Fields.</p> <p>Currently awaiting a request of a review before proceeding further with the naming process.</p> <p>January 2025 The registration of the name with Geographic Names Victoria remains on hold pending external review.</p> <p>July 2025 This matter remains on hold pending external review of the process undertaken. Officers have enquired, but not been provided with an estimation of when a response is likely.</p> <p>September 2025 Response received from the Local Government Inspectorate 25 July 2025 enabling the proposed suburb name to be lodged. The proposed name was submitted to GNV for review on 13 August 2025.</p> <p>January 2026 Council awaits the response from the review being undertaken by GNV.</p> <p>April 2026 Council awaits the response from the review being undertaken by GNV.</p>
Ordinary Council Meeting 16 December 2024	7 2.3	Torongo Park Naming	In progress	<p>That Council undertakes a new community engagement process to determine the name for Officer District Park.</p>	<p>December 2024 Engagement to commence from March 2025.</p> <p>April 2025 Staff are engaging with Bunruong land council and are awaiting further communication from the group before progressing.</p> <p>September 2025 The renaming process is ongoing and will be considered alongside further works planned at ODP across this financial year.</p> <p>January 2026 The renaming process remains on hold. Works have been proposed in the draft 2026/27 Capital Program, if confirmed, renaming will be planned to align with these works as appropriate.</p> <p>March 2026 On hold.</p>

Resolution Action Report | July 2024 – December 2025 – Actions in Progress from previous Quarters

Document	Item No.	Item	Status	Action Required	Action Taken
Ordinary Council Meeting 16 December 2024	7 2.4	Cardinia Life and Officer Hub roof	Completed	That Council: 1. Acknowledges the maintenance completed to date on both Cardinia Life and Officer Community Hub. 2. Acknowledges the short to medium term solutions. 3. Acknowledges that a full roof replacement of the facility is not recommended for immediate action.	January 2026 The short-term solutions have been finalised. The bird deterrent system is to be installed in the coming month. March 2026 Bird deterrent system installed.
Council Meeting Agenda - 17 March 2025	7 2.5	Mercury Vapour Street Lighting Upgrade Program - Proposed Next Steps	In progress	That Council: 1. Endorses continuing to pause the replacement of mercury vapour lights in Heritage Springs and Lakeside estates pending the potential use of a retrofit LED globe by AusNet from July 2026. This will incur an additional annual cost of \$25,000 in energy and maintenance compared to replacing this lighting hardware. 2. Replaces mercury vapour lighting hardware in Beaconsfield and Garfield (403 lights) following community notification. 3. Provides decorative lighting hardware to Ausnet to replace failed decorative lights. This hardware is to be as close as possible in appearance to the failed lighting. 4. Reinstalls decorative hardware to restore character in locations where standard hardware has been used to rectify failed decorative lights and poles.	March 2025 Discussions are taking place with the lighting supplier in relation to the lights for the replacements in Beaconsfield and Garfield. A list of decorative lights works is being compiled, that will occur as part of ongoing maintenance. September 2025 Contracts and orders for the light replacements in Beaconsfield and Garfield are being finalised. The community has been notified of the planned replacements including through a mail out, media briefing and information session. The replacements are intended to be completed by the end of March 2026. Discussions are taking place with AusNet representatives in relation to the maintenance of decorative lights and rectification of decorative lights that have been replaced with standard lights. January 2026 Light replacements in Beaconsfield and Garfield are currently underway. Discussions are continuing with AusNet representatives in relation to the maintenance of decorative lights and rectification of decorative lights that have been replaced with standard lights. March 2026 Light replacements in Beaconsfield and Garfield are almost complete, with 396 of the lights replaced. The remaining lights will be upgraded when a small number of faulty lights are replaced by the supplier under warranty. AusNet's street lighting maintenance contractor has acknowledged standard lights have been installed to replace decorative lights to maintain safety. Improvements to the process are being discussed with relevant parties to address this. A list of locations where standard lights have been installed in place of decorative has been requested from AusNet's maintenance contractor, to enable these lights to be rectified.
Council Meeting Agenda - 17 March 2025	10.2	Notice of Motion 1110 - Cr Liz Roberts	In progress	Alternat Resolution That Council: 1. resolve to undertake a review of the Cardinia Shire Council Pedestrian and Bicycle Strategy providing \$25,000 in the 2025-26 financial year and provides a report back to Council by its February 2026 Meeting. 2. requests the review include an audit of progress to date since the strategy was adopted and outstanding actions 3. requests the review considers, but is not limited to, the following factors; 4. Changes in walking and cycling behaviours Post – Covid pandemic	April 2025 Internal team working through a scope of works for the project, and likelihood of bringing something back to Council by February 2026. Next steps will be to engage internal stakeholders, confirm scope and commence review. Officers will return to briefing with a proposed scope for the review of the pedestrian and cycle strategy, before completing the strategy review.

Resolution Action Report | July 2024 – December 2025 – Actions in Progress from previous Quarters

Document	Item No.	Item	Status	Action Required	Action Taken
				5. Pedestrian and cyclist safety, incorporating accessibility 6. The economic case for investment in walking 7. requires the Report include a review of the current actions within the strategy with the intent to prioritise actions to be linked to Council's advocacy program and Council's Capital works program.	September 2025 Project scope has been developed and communicated with Councillors. A consultant brief has been issued, with officers currently reviewing submissions. The next steps include formal engagement of a consultant and confirmation of timelines. Once the initial review of the current strategy has taken place, an update will be provided to Councillors. January 2026 Startegy research and Community engagement have been completed. Officers are presenting results to Councillors in February 2026, following which they will continue to work on preparation of a draft Bicycle Strategy. March 2026 Council awaiting draft strategy to proceed to phase 2 community engagement which is proposed to commence in May 2026.
Council Meeting Agenda - 17 March 2025	10.4	Notice of Motion 1112 - Cr David Nickell	In progress	That Council: 1. pause the demolition of the cafe and tea rooms building at Emerald Lake Park. 2. request the relevant Officers discuss with Emerald Arts Society, Hills Photographic Society and Cardinia Arts Society, opportunities for a pop-up arts display in the Emerald Lake Park buildings which are currently vacant in time for the 2025 PAVE festival. 3. requests a review of the Emerald Lake Master Plan to be completed and presented to Council within 6 months. The review should also consider Emerald Lake Park in the context of it being an important node of the wider Eastern Dandenong Ranges Trail corridor. 4. requests officers present Councillors a briefing report in April with details of works proposed to occur this financial year and how they fit into the current budget allocation. This is to include justification for demolition of the café and tea rooms building at Emerald Lake Park and what options would be available if the café and tea rooms remain.	April 2025 Arts groups have been handed over the cafe building, with approval for their event granted and mainteance undertaken on the building. Councillors were briefed on proposed works on 14 April 2025. Officers presented an update to Councillors, and are progressing with a review of the masterplan. September 2025 A review of the masterplan has been completed and presented to Councillors. It outlines next steps with further work actions and community engagement to be completed. The review will be presented for consideration at Council Meeting 20 October 2025. January 2026 A review has been completed and presented to Councillors. The next step is to engage with the community, which is planned to occur in March 2026. March 2026 Community Engagement Planned for April 2026.
Council Meeting - 14 April 2025	7 1.1	Amendment C284card Pakenham Cemetery Rezoning	Completed	That Council write to the Minister for Planning and request: 1. The Minister for Planning authorises Council to prepare Planning Scheme Amendment C284card to the Cardinia Planning Scheme pursuant to Section 8 of the Planning and Environment Act 1987 and for the Minister to act as the Planning Authority for the proposal. 2. The Minister for Planning exercises the Ministerial powers of intervention pursuant to Section 20(2) of the Planning and Environment Act 1987 and direct Council to notify any potentially impacted owners and occupiers of land immediately adjacent to the east of the proposed rezoning of land included in the Amendment C284card proposal, exempting herself and Council from any other public notice requirements pursuant to the relevant provisions set out in Sections 17, 18 and 19 of the Planning and Environment Act 1987	July 2025 Actions to seek authorisation from the Minister for Planning Scheme Amendment C284card have commenced. September 2025 Discussions are ongoing with relevant agencies to determine who is best placed to be the Responsbile Authority for this Planning Scheme Amendment. January 2026 Council officers requested authorisation from the Minister for Planning for Amendment C284card on the 12 May 2025. The Amendment is being considered by the Department of Transport and Planning.

Resolution Action Report | July 2024 – December 2025 – Actions in Progress from previous Quarters

Document	Item No.	Item	Status	Action Required	Action Taken
				3. The Minister for Planning approves Amendment C284card pursuant to Section 35 of the Planning and Environment Act 1987.	March 2026 Planning Scheme Amendment C284 is now a ministerial amendment, resulting in Council having no further involvement with at this stage.
Council Meeting - 14 April 2025	7 1.2	Amendment C283card - Fix up Amendment of Minor Anomalies and Errors	In progress	Alternate Resolution That Council resolves not to proceed with Amendment C283card to the Cardinia Planning Scheme until such time as: The results of the Agricultural Audit undertaken in 2024 are formally reported to Council and the community at a future Council Meeting.	April 2025 Planning Scheme Amendment C283card is on hold until the Agricultural Audit 2024 is reported to Council. July 2025 Council officers will not proceed with the proposed planning scheme amendment until the alternate resolution is resolved. Once the alternate resolution is resolved Council officers will need to resubmit the proposed planning scheme amendment to ELT and Council. September 2025 A report is proposed for consideration at a Council Meeting by the end of year. January 2026 The Agricultural Audit was considered by Councillors at a briefing 15 December 2025 and is currently out for community consultation. The Amendment C283card will now be considered at Council Meeting 16 February 2026. March 2026 Amendment C283 has been lodged with the Department of Transport and Planning and is currently being processed. DTP is progressing the amendment through its approval pathway, with gazettal to occur as soon as practicable.
Council Meeting - 19 May 2025	7 2.1	Lang Lang Public Artwork Update	Completed	That Council: 1. Notes the progress of the Lang Lang Public Art Sculpture project. 2. Approves the identified contingency sites for the sculpture's placement, as recommended by the Arts and Culture Reference Group, specifically: 3. 1st Preference: 190 Westernport Road, Lang Lang (Dick Jones Reserve) subject to VicTrack approvals. 4. 2nd Preference: McDonalds Track, Lang Lang (Council-owned Road reserve between Westernport Road and Clarke Road). 5. Authorises responsible Officers to commence the delivery of the public artwork at the 2nd Preference contingency site on McDonalds Track if approvals from DTP or VicTrack are not received by June 30, 2025. 6. Supports the review and update of councils Public Art Policy (2012-2017) to reflect current best practices and contemporary standards, with a revised policy to be presented at a future council meeting, and prior to further public artworks being delivered.	July 2025 Council has received preliminary approval from the Department of Transport and Planning to locate the Lang Lang Public Artwork at Thwaites Park on their land. This is subject to a Road Safety Audit, which is currently in progress. Should the Road Safety Audit not satisfy DTP requirements, the public artwork will be situated at the second contingency site, McDonalds Track (Council-owned Road reserve between Westernport Road and Clarke Road). September 2025 The public artwork was delivered at the 2nd Preference contingency site on McDonalds Track. A review and update of councils Public Art Policy (2012-2017) to reflect current best practices and contemporary standards is now underway, with the intent to present this to Council in Quarter 3. January 2026 Community Engagement to support and inform a Draft Public Art Policy is underway. At the conclusion of this engagement phase, the summary of findings will be presented to the Arts and Culture Reference Group for their awareness, consideration and feedback. Officers will commence drafting of the Policy, with involvement of the ACRG.

Resolution Action Report | July 2024 – December 2025 – Actions in Progress from previous Quarters

Document	Item No.	Item	Status	Action Required	Action Taken
					March 2026 The Draft Public Art Policy is proposed to be considered at Council Meeting 19 May 2026.
Council Meeting - 21 July 2025	7 3.3	Draft Road Management Plan 2025 - 2029	Complete	That Council: 1. Endorses the Draft Road Management Plan 2025-2029 (Attachment 1) for public consultation. 2. Approves the commencement of a public consultation period from 22 July 2025 to 19 August 2025. 3. Receive a further report on the outcomes of the public consultation in October 2025 for consideration prior to the formal adoption of the Road Management Plan 2025-2029.	July 2025 Public consultation commenced on 22 July 2025. Further report to be developed for October meeting with public consultation outcomes and final draft of the Road Management Plan. October 2025 Consultation completed and Council briefed on results on 15 September. Report for Council's consideration of adoption of new RMP will be presented at its meeting on 20 October
Council Meeting - 15 September 2025	7 2.2	Land Use Key Lane, Pakenham	In progress	Alternate Resolution That Council: 1. Negotiates lease terms with the Koo Wee Rup Motorcycle Club; 2. Defers any final decisions on lease arrangements until the Investment Advisory Committee has reviewed and provided advice to Council Lots 2 & 3. 3. Notifies Strategic Policy Advice Victoria Pty Ltd that Council will not proceed with the submitted proposal for the lease of Lot 3 for the use as a motorsports park.	September 2025 1. Meeting is being organised with KWRMCC to progress discussions on a lease with the club. 2. Officers will hold any signing until the committee is in place and can review the proposal. SPAV have been notified of the decision. This part of the recommendation is complete. January 2026 Working on the establishment of the advisory committee to progress the lease with the Koo Wee Rup Motorcycle Club. March 2026 Advisory Committee established at Council Meeting 20 April 2026. The first meeting of the Committee will be held in May.
Council Meeting - 15 September 2025	10.1	Notice of Motion 1118 - Cr Potter	In progress	That Council: 1. Notes the Community concerns around growing traffic and changed traffic movements 2. in the Officer area given recent changes such as gazettal of the Officer South Employment Precinct Structure Plans (PSP) and Infrastructure Contributions Plan (ICP) by the Victoria Planning Authority, the closure of Station Street by the LXR project (Victoria Government), as well as continued development, and a growing population. 3. Requests a report be presented to Council, that includes: PSP/DCP requirements for a future arterial road in Officer Advocacy work done to date Opportunities to progress prioritisation and delivery by State Government Further Traffic counts and analysis on traffic movement are conducted within the Officer area on completion of Starling Street stage two works 4. Notes that the Notice of Motion will be actioned as indicated and will be a collaborative effort by Major Projects, Infrastructure Services, Community Infrastructure Delivery and Arts, Advocacy and Economy.	September 2025 Investigations have commenced with responses proposed for a future council meeting. January 2026 This work will be delivered as part of the broader Officer Precinct project, led by the Major Projects team. There is strong alignment between these pieces of work, with the traffic considerations forming part of the broader Precinct vision. March 2026 Information is being gathered and report is being completed, proposed for Council Meeting 20 April 2026.

Resolution Action Report | July 2024 – December 2025 – Actions in Progress from previous Quarters

Document	Item No.	Item	Status	Action Required	Action Taken
Council Meeting - 20 October 2025	7 2.8	Response to NoM 1112 - Emerald Lake Precinct (ELP) Master Plan Review	In progress	That Council: 1. Supports the continuation of scoping activities for the Emerald Lake Precinct (ELP) master plan review and associated projects, based on the considerations outlined in this report. 2. Acknowledges that the scoping process will require additional time and resources beyond the initial six-month timeframe, as outlined in the activity schedule. This extended effort is necessary to ensure a comprehensive and informed approach to planning and implementation of these works 3. Notes that the scope of the original ELP master plan remains unchanged at this stage. Once the recommended actions have been implemented, this—along with insights from community engagement—will inform the prioritisation of initiatives and any necessary changes to the scope.	January 2026 Investigative work on-site continues and will inform recommendations on scoping activities. March 2026 Community Engagement Planned for April 2026.
Council Meeting - 20 October 2025	7 2.9	Road Discontinuance and Sale at Trythall Street Beaconsfield	In progress	That Council having given public notice of a proposal to discontinue a 375m2 section of Trythall Street in Beaconsfield (Road) and transfer this to the Department of Energy, Environment and Climate Action (DEECA) by private treaty pursuant to s223 of the Local Government Act 1989 and s114 of the Local Government Act 2020, having considered submissions made in respect of the proposal, hereby: 1. Discontinues the Road in accordance with section 206, schedule 10, clause 3 of the Local Government Act 1989; 2. Directs that, in accordance with section 114 of the Local Government Act 2020, the land from the Road be sold by private treaty to DEECA for \$1 in lieu of Council recovering costs estimated at \$17,000 - \$18,000 plus GST; 3. Directs that a notice of discontinuance be published in the Victorian Government Gazette; 4. Authorises the Chief Executive Officer to finalise the terms of the sale of land and sign all documents relating to the sale of the land from the discontinued road to DEECA; and 5. Directs that the discontinuance and sale will not affect any right, power or interest held by South East Water in the Road.	October 2025 Creating Cardinia page updated with outcome. Property Team progressing Government Gazette Notice to formally discontinue the road and are writing to the Minister to formalise funds before preparing Contract of Sale. December 2025 Letter to Minister currently being drafted. February 2026 Officers continue to liaise with DEECA in order to bring this matter to a conclusion.
Council Meeting - 17 November 2025	7 2.1	Pakenham Golf Course (Deep Creek Reserve) Recommendations	In progress	Alternate Resolution That Council: 1. Notes the findings of the Pakenham Golf Course community engagement outcomes report. 2. Endorses officers to undertake an Expression of Interest (EOI) process for the future management of the Pakenham Golf Course, with the option for a long-term lease arrangement. The EOI will invite proposals aligned with the use of golf at the site alongside alternative proposals in accordance with the permitted zoning. 3. Acknowledges that it has not made a decision to continue golf at the site, and that any future decision regarding the continuation of golf will be informed by the proposals received through the EOI process.	January 2026 Preparation of the expression of interest in underway, and is expected to be made public in March 2026. Following EOI closure date, Officers will then evaluate applications and report back to Council. March 2026 The EOI has been prepared and is now live, with applications being accepted through until closure in May 2026. Evaluation will be undertaken following closure and then a report prepared for consideration at a Council Meeting.
Council Meeting - 17 November 2025	7 2.3	Proposed Sale of Army Road Hall, Pakenham Upper	In progress	That Council: 1. Notes and thanks the public for the feedback received during the community consultation for the proposed sale of Army Road Hall by private treaty to the Cardinia Civic Concert Band; 2. Notes it has met the requirements of section 114 of the Local Government Act 2020; 3. Resolves to sell Lot 1 on TP238546B and Lot 1 on TP29705C, known as the Army Road Hall at Pakenham Upper by private treaty to the Cardinia Civic Concert Band for the certified valuation sum of \$20,000 ex GST, (plus costs); and	January 2026 Terms have been agreed and sale documents have been prepared and provided to the Army Road Hall Band. Settlement is set for 30 January 2026. March 2026 Awaiting a review in relation to Stamp Duty charges by the State Revenue Office.

Resolution Action Report | July 2024 – December 2025 – Actions in Progress from previous Quarters

Document	Item No.	Item	Status	Action Required	Action Taken
				4. Authorises the Chief Executive Officer to finalise negotiations and to sign the Contract of Sale and all other necessary documents associated with the sale of Lot 1 on TP238546B and Lot 1 on TP29705C, known as the Army Road Hall at Pakenham Upper to the Cardinia Civic Concert Band.	
Council Meeting - 17 November 2025	7 2.6	Festival and Events Grant Program Review	In progress	That Council: 1. Notes the review of the 2025-26 Festivals and Events Grant Program, including program compliance analysis, applicant feedback, and insights gathered through community consultation. 2. Endorses a community engagement process to be undertaken in accordance with the Local Government Act 2020 to inform the development of a Festivals and Events Grant Funding Policy. 3. Receives a further report in April 2026 presenting the draft Festivals and Events Grant Funding Policy informed by community engagement findings for Council consideration.	January 2026 A community engagement process to support and inform the Draft Festivals And Events Policy is underway, and will conclude in February 2026. A summary of findings will be presented to the Arts and Culture Reference Group for their awareness, consideration and feedback. This process will inform the development of the Policy. April 2026 The draft Festival and Events Grants Policy is proposed to be considered at Council Meeting 20 May 2026 to endorse for community engagement.
Council Meeting - 17 November 2025	10.2	Notice of Motion 1121 - Cr Nickell	In progress	That Council: 1. In support of rapid implementation of the proposed approach to Special Charge Schemes, includes consideration of ways to give appropriate priority to roads with the following characteristics: a. in upcoming work on refining the approach to and implementation of Special Charge Schemes and/or b. the Unsealed Roads Strategy, for: c. Roads in the residential areas (not the rural connector roads), where Lot sizes fall outside the target for the SCS Program. e.g. average frontage greater than 40m, or only some of road frontage has residential lots. d. Roads in the residential areas where no. 1 applies and/or that carry a high proportion of traffic which come from side streets (ie minor collector roads). e. Roads in residential areas where traffic volumes or terrain mean that a higher standard of surface or drainage treatment is required than the SCS Program Standards and cost per metre will therefore be prohibitive to adjacent residents. f. Roads in residential areas where the terrain causes adverse environmental or maintenance overheads, which warrant sealing and or construction of drainage. 2. In parallel to the development of a consistent Special Charge Scheme approach and the Unsealed Roads Strategy outlined in recommendation No.1, includes consideration of an inclusive process for residents to be involved in deciding the speed limit on local roads which have not been sealed to date, as a way of mitigating harmful effects in the interim.	January 2026 Actions against the notice of motion have commenced and will address as part of the overall adopted Council Plan initiative 2.12 Unsealed Road Strategy (now Road Improvement Plan) which is targeted to be completed by end of June 2026. April 2026 For resolution 1, Council considered the LSSI program at Council Meeting 20 April 2026. For resolution 2, The Unsealed Road Improvement Plan and includes speed limit review, aims to be considered at Council Meeting 15 June 2026.
Council Meeting - 17 November 2025	12.1	Petition - Request to asphalt Lenne Street, Upper Beaconsfield	Completed	That Council: 1. Receives petition titled, 'Request to asphalt Lenne Street, Upper Beaconsfield'. 2. Considers a report on the matter at or prior to its Council Meeting in March 2026. 3. Notifies the lead petitioner, John Carney of the progress of the petition.	January 2026 Petitions to be considered at Council meeting 16 March 2026. March 2026 Lead petitioners John Carney notified of the progress of the petition in that it will be considered at Council Meeting 16 March 2026.

Resolution Action Report | July 2024 – December 2025 – Actions in Progress from previous Quarters

Document	Item No.	Item	Status	Action Required	Action Taken
		Petition - Request to asphalt Lenne Street, Upper Beaconsfield	Completed	That Council: 1. Receives petition titled, 'Request to asphalt Sunderland Road Beaconsfield Upper'. 2. Considers a report on the matter at or prior to its Council Meeting in March 2026. 3. Notifies the lead petitioner, Chris Horbury of the progress of the petition.	January 2026 Petitions to be considered at Council meeting 16 March 2026. March 2026 Lead petitioners Chris Horbury notified of the progress of the petition in that it will be considered at Council Meeting 16 March 2026.
Council Meeting - 15 December 2025	7.3.1	Cardinia Shire's Advocacy Agenda 2025-29	Completed	That Council: 1. Adopts the following Priority Advocacy Projects, as listed in the Advocacy Agenda (Table 1), for Council-led proactive advocacy across all major government engagement opportunities, including the 2026 Victorian state election: a. Lang Lang Truck Bypass (Indicative project cost: \$57+ million State and Federal partnership) b. Cardinia Life Regional Basketball and Gymnastics Stadium Redevelopment (\$60 million equal three-way funding) c. Strategic Road Sealing Package (Co-investment with councils adopted budget) d. Public Transport Package (Improved bus frequency and connections) e. Parks and Open Space Package (\$27 million three-way funding split); f. Officer District Park Stage 2 (\$7 million) g. PB Ronald Reserve Pakenham Stage 1 (\$10 million) h. McMullen Recreation Reserve (Indicative project cost: \$10 million) i. Adopts the remaining initiatives listed in the Advocacy Agenda (Table 1) for proactive advocacy through Council's advocacy prospectus, federal budget submissions, and ongoing engagement with stakeholders, Members of Parliament, and election candidates to secure funding and support. 2. Authorises the CEO to make the necessary adjustments to the forward year budgets to commit the Council funding contributions required to support these projects, which will not proceed without securing the State and Federal Government funding contributions outlined in the Advocacy Agenda (Table 1); 3. Authorises the CEO to approve Cardinia Shire Council's Federal Budget Submission 2026, highlighting key advocacy priorities identified within the Advocacy Agenda 2025-26 (Table 1) relevant for the Australian Government; 4. Supports Council-led advocacy on the range of other strategic and opportunistic projects listed in the Advocacy Agenda (Table 1), including applying for grants where Council's contribution has already been approved through the operational and/or capital budget; 5. In line with the Advocacy Framework, receive the first Annual Progress Report of the Advocacy Agenda following the Victorian State Election in 2026.	December 2025 The adopted Advocacy Agenda 2025-29 has been published to Council's website. March 2026 Federal Budget Submission was finalised and submitted by the 30 January 2026. Now available via Council's website.

Resolution Action Report | 1 January – 31 March 2026

Document	Item No.	Item	Status	Action Required	Action Taken
Council Meeting - 16 February 2026	7 1.1	Councillor appointment to Food and Agribusiness Advisory Committee	Completed	That Councillor Paton and Councillor Nickell be appointed as delegates to the Food and Agribusiness Advisory Committee.	March 2026 The Committee has been endorsed and the first meeting is scheduled for Tuesday 31 March 2026.
Council Meeting - 16 February 2026	7 1.2	Appointment of Community Asset Committees for Recreation Reserves and Halls	Completed	<p>That Council:</p> <p>1. Endorses the appointment of the following persons to the respective recreation reserve Community Asset Committees appointed by Cardinia Shire Council in accordance with the Local Government Act 2020.</p> <p>Worrell Reserve Committee Member George Trojan</p> <p>Maryknoll Recreation Reserve President James Kay Secretary Sally Cunningham Treasurer Sharon Sparkes Committee Member Kelly Shepley Committee Member Steve Sparks</p> <p>Koo Wee Rup Community Centre President Gus Moore Secretary Georgia Sharp Treasurer Frank Crameri Bookings officer Leonie Smith Committee Member Jan Fox Committee Member Tina Kendall Committee Member Rex Sanders Committee Member Ellen Brown Committee Member Gwenda Woff</p> <p>Lilypond House Community Centre President Peter Frenken Secretary Suzanne Little Treasurer Jim Stone Bookings officer Kelly Parry Committee Member Karyn Frenken Committee Member Clifford Bartlett Committee Member Kathy Bartlett</p> <p>Modella Hall President Matthew Osbourne Vice President Kate Yeowart Secretary Sophie Osbourne Treasurer Emma Hance Committee Member Roger Cromwell Committee Member Tom Hance Committee Member Lyn Pitman Committee Member Jennie Purvis Committee Member Gregory Osbourne Committee Member Joy Jenner Committee Member Isobell Campbell</p>	February 2026 The Committees were notified of Council's endorsement and thanked for their valuable contribution.

Resolution Action Report | 1 January – 31 March 2026

Document	Item No.	Item	Status	Action Required	Action Taken
				2. Thanks Committee Asset Committee members for their valuable contribution to the management of community recreation reserves.	
Council Meeting - 16 February 2026	7 1.3	Road Discontinuance 11 Rosebery Street Lang Lang	In progress	That Council having given public notice of a proposal to discontinue 61m2 of laneway (Road), located south east of 11 Rosebery Street Lang Lang, and to sell the land, if discontinued, to the abutting land owner at 11 Rosebery Street Lang Lang by private treaty pursuant to s223 of the Local Government Act 1989 and s114 of the Local Government Act 2020, having considered submissions made in respect of the proposal, hereby: 1. Discontinues the Road in accordance with section 206, schedule 10, clause 3 of the Local Government Act 1989; 2. Directs that the land from the Road be sold by private treaty to the abutting land owner at 11 Rosebery Street Lang Lang, in accordance with section 114 of the Local Government Act 2020; 3. Directs that a notice of discontinuance be published in the Victorian Government Gazette; 4. Authorises the Chief Executive Officer to finalise the terms of the sale of land and sign all documents relating to the sale of the land from the discontinued Road to the abutting landowner at 11 Roseberry Street Lang Lang; and 5. Directs that the discontinuance and sale will not affect any right, power or interest held by South East Water in the Road.	February 2026 Landowner advised of outcome and that matter can proceed. Seeking legal quotes to appoint representation to formalise the agreement to sell the land.
Council Meeting - 16 February 2026	7 2.1	C283 Fix up Amendment - Anomalies and Errors Amendment 2025 - Updated	In progress	That Council: 1. Requests the Minister for Planning prepare, adopt and approve Cardinia Planning Scheme Amendment C283card pursuant to Section 20A of the Planning and Environment Act 1987. 2. Notes there is no "authorisation stage" or "exhibition process" for a 20A planning scheme amendment. Council is required to lodge the full amendment and all relevant documents at the same time as the application for the Minister's approval. 3. Authorises the Manager of Planning and Design to make any administrative level changes if required to the proposed planning scheme amendment C283card that does not change the intent of the planning scheme amendment, prior to the Minister's approval of the planning scheme amendment C283card.	March 2026 Amendment C283 has been lodged with the Department of Transport and Planning and is currently being processed. DTP is progressing the amendment through its approval pathway, with gazettal to occur as soon as practicable.
Council Meeting - 16 February 2026	7 3.1	Onsite Wastewater Management Plan 2026-2029	Completed	That Council: 1. Adopts the Onsite Wastewater Management Plan 2026-2029 in accordance with the requirements of section 156 of the Environment Protection Act 2017. 2. Publishes the Onsite Wastewater Management Plan 2026-2029 and Onsite Wastewater Management Plan Implementation Action Plan to Cardinia's website.	March 2026 The adopted Onsite Wastewater Management Plan 2026-2029 and Onsite Wastewater Management Plan - Implementation Action has been published to Council's website.
Council Meeting - 16 February 2026	7 3.2	Glass Only Waste Service Update	Completed	Alternate Resolution That Council: 1. Delays the implementation of glass only waste service and universal food and garden waste service until the Service Standard are finalised and endorsed by the Minister, and Council has sufficient time to consider the requirements, plan and budget accordingly. 2. Notes the risk of non-compliance if deferral of glass and universal food and garden waste puts Council outside the legislated requirements. 3. Continues to support the collaborative advocacy effort between the 34 Victorian councils. Key advocacy objectives include: 4. Extend the timeframe for Councils to introduce a glass only service. 5. Expand the Victorian Container Deposit Scheme (CDS) to accept wine and spirits bottles in line with other states in Australia.	March 2026 Mayoral letters informing of Cardinia Shire position sent to relevant Ministers, Local State members and Local Mayors.

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Document	Item No.	Item	Status	Action Required	Action Taken
				6. For the Victorian Government to review the effectiveness of the Container Deposit Scheme and assess against the usage of the glass recycling service that has been rolled out by councils to date. 7. That the Victorian Government share the Business Case it prepared on kerbside glass recycling for Victoria. 8. Writes to the relevant Ministers, Local state members and local Mayors to advise of this resolution, the reasons for it, and highlighting the concerns about cost, service inefficiency, and the desire to tailor and deliver appropriate services that suit our local community.	
Council Meeting - 16 February 2026	10.1	Notice of Motion 1123 - Cr Kowarzik	In progress	That Council: 1. Requests a report to be prepared for Council Meeting 18 May 2026 that identifies areas within Cardinia that currently have decorative street lights; and 2. Requests that the report include an explanation of the process for removing or replacing lights and SP Ausnet's role in this process.	April 2026 Council report prepared for consideration at Council Meeting 18 May 2026.
Council Meeting - 16 February 2026	10.2	Notice of Motion 1124 - Cr Nickell	Completed	That Council writes under the Mayors signature to all volunteer brigades, Forest and Fire Management Victoria - Yarra District and the Mayor of Yarra Ranges Shire, expressing appreciation and thanks to the volunteers and staff for their quick action in extinguishing a fire at Seville East on 9 January 2026. This spared Cardinia residents from a potentially dangerous outcome, had the fire spread further under the conditions on that day.	February 2026 Letters sent to volunteer brigades, Forest and Fire Management Victoria - Yarra District and the Mayor of Yarra Ranges Shire.
Council Meeting - 16 February 2026	10.3	Notice of Motion 1125 - Cr Nickell	Completed	That Council writes under the Mayors signature to the responsible Minister seeking a response in relation to the closure of the bridge/culvert over Tomahawk Creek on Beenak Road at Kurth Kiln Regional Park. Including a request that this is repaired without delay, due to its importance in providing alternative North/South access in the area to the north of Gembrook, in the event of an emergency, for the critical community safety of the Gembrook Community, users of the Gillwell Park Scout Camp and visitors to the area.	May 2026 Letter sent to Minister for Transport Infrastructure.
Council Meeting - 16 March 2026	7.1.1	Appointment of Community Asset Committees for Recreation Reserves and Halls	Completed	That Council: 1. Endorses the appointment of the following persons to the respective recreation reserve and halls Community Asset Committees appointed by Cardinia Shire Council in accordance with the Community Asset Committee Governance Manual. Lang Lang Community Recreation Reserve President Sam Loughridge Vice-President Glenn Barwick Secretary Georgia Sharp Treasurer Tracy Keily Community Member Joanne Beadel Community Member Keith Halden Community Member Ray Patulio Yannathan Public Hall President Mathew Coleman Secretary Noel Campbell Treasurer Evan Campbell Vice President Kevin Kitchen Community Member Graham Woolstencroft Community Member Clayton Cuaavin Community Member Val Williams Community Member Stephen Kent	March 2026 The Committees were notified of Council's endorsement and thanked for their valuable contribution.

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Document	Item No.	Item	Status	Action Required	Action Taken
				Community Member Russel Kruizinga Community Member David Kelly Community Member Ann Campbell 2. Thanks Community Asset Committee members for their valuable contribution to the management of community recreation reserves.	
Council Meeting - 16 March 2026	7 1.2	Food and Agribusiness Advisory Committee - Community & Industry Appointments	Completed	That Council: 1. Endorses the appointment of the following persons to the Cardinia Shire Food and Agriculture Advisory Committee: a. Emma Todaro b. Bronwyn Koll c. Tony Morgan d. Dr Mary Cole e. Robert Green f. Frank Rovers g. Lisa Magee h. Greg Templeton i. Simon Beard j. Lauren Horwood 2. Thanks all the applicants for their time and interest in preparing and submitting an expression of interest.	March 2026 Committee endorsed delegates have been contacted. The first Committee meeting has been scheduled for Tuesday 31st March 2026.
Council Meeting - 16 March 2026	7 1.3	Response to two Petitions - Request to seal Lenne Street and Sutherland Road, Beaconsfield Upper	Completed	That Council: 1. Approves the commencement of the initial consultation process for a proposed Special Charge Scheme (SCS) for the sealing of Lenne Street, Beaconsfield Upper. 2. Approves the commencement of the initial consultation process for a proposed Special Charge Scheme (SCS) for the sealing of Sutherland Road, Beaconsfield Upper. 3. Requests officers to notify the lead petitioners for Lenne Street Beaconsfield and Sutherland Road, Beaconsfield Upper of Council's decisions.	March 2026 Lead petitioners notified Council's decisions and next steps.
Council Meeting - 16 March 2026	7 1.4	Audit & Risk Committee Report	Completed	That Council: 1. Notes the contents of this report and acknowledge the information provided; and, 2. Appoints Leanna La Combre for a further 4-year term ending 20 February 2030.	March 2026 Letter of reappointment sent to Le Leanna La Combre.
Council Meeting - 16 March 2026	7 2.1	T250469 PA - Development of thirty-three (33) dwellings at 13-15 Mahon Avenue, Beaconsfield	Completed	Alternate Resolution Part A That Council notes the gazettal of Amendment C271 to the Cardinia Planning Scheme on 13 March 2026 and that clause references in the Council officer assessment may have been changed by the amendment however there is no change to the policy considerations that would alter the assessment or recommendation before the Council. Part B That Council resolves to issue a Refusal to Grant Planning Permit T250469 for Buildings and works associated with the construction of two or more dwellings (33 dwellings) at 13-15 Mahon Avenue, Beaconsfield on the following grounds:	March 2026 The decision was issued to the applicant and parties in accordance with the resolution.

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				<ol style="list-style-type: none"> The proposal fails to adequately respond to the site context and topography of the site. The proposal will generate an unacceptable impact to the function and safety of the local road network. The proposal fails to provide sufficient detail to demonstrate with certainty that the development can practically manage stormwater and overland flows without adversely affecting neighbouring properties. The development denies future residents access to Council’s waste collection services. <p>Part C That a copy of the Council decision be sent to objectors received to the planning application.</p> <p>Part D If the matter is subject to VCAT proceedings, the Manager Planning & Design/Coordinators Statutory Planning are delegated to instruct, negotiate and agree to mediated planning outcomes on the decision if it is in alignment with the general intent of the Council decision and the agreed position of all parties to the VCAT proceeding.</p>	
Council Meeting - 16 March 2026	7 3.1	Reconciliation Action Plan 2026-28	Completed	That Council endorses the Innovate Reconciliation Action Plan 2026-28.	March 2026 The adopted Innovate Reconciliation Action Plan 2026-28 has been published to Council’s website.
Council Meeting - 16 March 2026	7 4.1	Contract Award RFT000077 - Provision of Enterprise Systems	Completed	That Council: <ol style="list-style-type: none"> Awards the contract for Provision of Enterprise Systems to TechnologyOne Ltd for the amount as specified in the confidential attachments 1 and 3, for the duration of five years plus extension options of three plus two years. Approves the use of any contingency items as outlined in the confidential attachments for the delivery of this contract should they arise throughout the course of the contract. Delegates CEO to have the authority to approve up to 10% variation on the total contract value as declared in Recommendation 1. 	March 2026 The contract has been executed.
Council Meeting - 16 March 2026	7 4.2	Contract Award CT000630 - Microsoft Licensing Agreement	Completed	That Council: <ol style="list-style-type: none"> Awards the contract for CT000630 Microsoft Licensing to Logicalis Pty Ltd for 3 years, from 1 April 2026 to 31 March 2029. Approves the use of any contingency items as outlined in the confidential attachment for the delivery of this contract should they arise throughout the course of the contract. 	March 2026 The contract has been executed.
Council Meeting - 16 March 2026	10.1	Notice of Motion 1126 - Cr Potter	Completed	That Council submits the following motion to MAV State Council and ALGA National General Assembly: <ol style="list-style-type: none"> That the Municipal Association Victoria (MAV) and the Australian Local Government Association (ALGA) write to and meet with the Victorian Minister for Planning to advocate for the following: Appropriately fund infrastructure in recognised growth area Council’s. Funding should be based on actual population growth and funding models should be amended to enable Growth Area Councils to remain financially viable while providing increased road and community facilities as their communities grow, and Urgently reinstate a fully funded Growing Suburbs Fund (or similar fund) to provide essential project funding for the delivery of much needed infrastructure in Melbourne’s growing suburbs. 	March 2026 Motions have been submitted to the ALGA and MAV as requested.

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Document	Item No.	Item	Status	Action Required	Action Taken
				4. That Council authorises the Chief Executive Officer to make any necessary minor changes in submitting this motion.	
Council Meeting - 16 March 2026	10.2	Notice of Motion 1127 - Cr Potter	Completed	That Council submits the following motion to Municipal Association Victoria (MAV) State Council: <ol style="list-style-type: none"> 1. That the Municipal Association Victoria (MAV) write to and meet with the Victorian Minister for Disability to advocate for the following: 2. Acknowledge and support the role of Council's in meeting Federal and State disability legislative requirements along with delivering and advancing the Victorian State Disability Action Plan through local planning, accessible infrastructure, and community inclusion initiatives. 3. Re-instate the "Metro Access" funded positions (subsumed by the NDIS). 4. Redirect State Government Universal Design, and accessible elements of the Local Government and community Infrastructure Funds to provide dedicated and ongoing funding to councils to deliver accessible and inclusive community infrastructure meets the local community's identified access needs—such as safer pathways, inclusive play spaces, accessible public toilets, and other infrastructure that supports full participation and independence. 5. Ensure that local government assets meet contemporary accessibility requirements and deliver consistent, equitable access for people with disability. 6. Advocate for a comprehensive review of the Disability Discrimination Act (DDA) strengthening accessibility requirements, clarify compliance obligations for councils, and improves outcomes for people with disability. 7. That Council authorises the Chief Executive Officer to make any necessary minor changes in submitting this motion. 	March 2026 Motion submitted to MAV as requested.
Council Meeting - 16 March 2026	10.4	Notice of Motion 1129 - Cr Nickell	Completed	That Council: <ol style="list-style-type: none"> 1. Notes that the inconsistent use of Fire Danger Ratings and associated data being used to inform decisions across State government departments and agencies servicing Cardinia is creating community confusion and inconsistent service delivery, particularly impacting schools and early year's service providers. 2. Writes to the Minister for Education and Minister for Emergency Services seeking a commitment and anticipated timeline to improve and align relevant policies to provide consistent and clear information to the community. 3. Requests that the Cardinia Municipal Emergency Management Planning Committee consider this matter at a future committee meeting with a view of making a recommendation on how best to improve alignment and consistency to the Regional Emergency Management Planning Committee and escalation to other agencies as considered appropriate. 	March 2026 Letters have been sent and Cardinia Municipal Emergency Management Planning Committee have considered matters for a forthcoming meeting.
Council Meeting - 16 March 2026	9.1	Petitions	Completed	That Council: <ol style="list-style-type: none"> 1. Receives petition titled, 'Seal View Hill Road, Cockatoo'. 2. Considers a report be submitted to a future Council meeting of no more than 3 meetings for consideration; 3. Notifies the lead petitioner, Paul Keen of the progress of the petition. 	March 2026 Following completion of the investigation, a report will be submitted to Council for consideration at Council Meeting 15 June 2026.

Planning Permits and Planning Scheme Amendment Matters

Planning Matters Dealt with by Officers Under Delegated Authority

Note: In the decision column, the term **'Issued'** refers to the granting of a permit. **'NOD'** indicates a Notice of Decision to Grant a Permit, which is issued when objections have been received (unless an exemption exists). Decisions to refuse a permit are identified as **'Refused'**.

Beacon Hills Ward

Date Lodged	Application Number	Address	Proposal	Number of Objectors	Decision	Date of Decision
11/12/2025	T250749	48 St Georges Road, Beaconsfield Upper VIC 3808	Buildings and works for a dwelling extension (carport)	0	Issued	27/01/2026
16/07/2025	T250419	180 Dickie Road, Officer VIC 3809	Buildings and Works (extension to a dwelling) and removal of native vegetation	0	Issued	24/02/2026
4/08/2025	T230527 - 1	91 Old Gembrook Road, Pakenham Upper VIC 3810	Amendment to Planning Permit T230527 issued for use and development of the land for a dwelling, construction of 2 outbuildings and associated earthworks to make amendments to the plans and conditions	0	Issued	6/03/2026
17/09/2025	T250570	3 Brentwood Close, Dewhurst VIC 3808	Buildings and works for the construction of an outbuilding	0	Issued	6/03/2026
19/11/2025	T250709	13 Lenne Street, Beaconsfield Upper VIC 3808	Buildings and Works (Construction of an outbuilding)	0	Issued	6/03/2026
6/10/2025	T220774 - 1	291 Beaconsfield-Emerald Road, Guys Hill VIC 3807	Amendment to Planning Permit T220774-1 Use and development of the land for a dwelling and construction of a shed and associated vegetation removal and alterations to a road in a Transport Zone 2.	0	Issued	13/03/2026
24/10/2025	T250663	4 McBride Road, Beaconsfield Upper VIC 3808	Buildings and Works (Construction of a Dwelling)	0	Issued	18/03/2026
30/10/2024	T240568	5A Robin Rise, Beaconsfield VIC 3807	Creation of Easements	2	NOD	19/03/2026

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Planning Permits and Planning Scheme Amendment Matters

5/08/2025	T250469	13-15 Mahon Avenue, Beaconsfield VIC 3807	Buildings and works for the construction of 33 dwellings	13	Refused	19/03/2026
20/10/2025	T250652	52 Peterson Road, Officer VIC 3809	Use of Land for a dwelling, Construction of a Dwelling and an Agricultural Shed in association with use of land for agriculture (Horticulture and Grazing Animal Production)	0	Issued	19/03/2026
22/09/2025	T250578	61 Vernon Road, Beaconsfield VIC 3807	Buildings and works (construction of an outbuilding) and removal of native vegetation	0	Issued	23/03/2026
14/10/2025	T220178 - 1	16 Lenne Street, Beaconsfield Upper VIC 3808	S72 Amendment to Planning Permit T220178 (Buildings and Works associated with the Construction of a Replacement Dwelling) to amend Endorsed Plans, Conditions and Preamble	0	Issued	25/03/2026
11/02/2026	T260056	34 Amelia Close, Beaconsfield VIC 3807	Removal of one (1) canopy tree	0	Refused	25/03/2026
14/11/2025	T250701	357 Army Road, Pakenham VIC 3810	Buildings and works associated with the construction of a replacement dwelling	0	Issued	27/03/2026
12/02/2026	T260085	245 Pakenham Road, Pakenham VIC 3810	Construction and display of a business identification sign	0	Issued	9/04/2026
15/10/2025	T250630	336 Leppitt Road, Beaconsfield Upper VIC 3808	Buildings and works (Extension to an existing dwelling)	0	Issued	13/04/2026
12/03/2026	T260152	13 Burton Road, Beaconsfield Upper VIC 3808	Buildings and works for an outbuilding	0	Issued	14/04/2026
16/03/2026	T260109	216 Dickie Road, Officer VIC 3809	Buildings and works for an outbuilding	0	Issued	14/04/2026
30/09/2025	T250598	12 & 24 Payne Road, Beaconsfield VIC 3807	Re-subdivision of the land into two (2) lots and creation of easement	0	Issued	16/04/2026

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Planning Permits and Planning Scheme Amendment Matters

Bunyip Ward

Date Lodged	Application Number	Address	Proposal	Number of Objectors	Decision	Date of Decision
27/08/2025	T250515	165 Sanders Road, Garfield North VIC 3814	Buildings and works for the construction of an outbuilding	0	Issued	23/01/2026
13/10/2025	T210742 - 3	40 Dore Road, Nar Nar Goon North VIC 3812	T210742-3 Subdivision of land, building and works within the Land Subject to Inundation Overlay, buildings and works within the Heritage Overlay (demolition and construction of a dwelling), native vegetation removal	0	Issued	29/01/2026
23/07/2025	T250433	FY 1/1265 Koo Wee Rup Road, Pakenham VIC 3810	Construct or put up for display a sign (electronic, major promotion sign)	1	NOD	30/01/2026
5/11/2025	T250680	24 Dunbarton Drive, Pakenham VIC 3810	Subdivision of land into three (3) lots	0	Issued	5/02/2026
12/09/2025	T250557	1430 Nar Nar Goon-Longwarry Road, Bunyip VIC 3815	Buildings and Works (Dwelling Additions and Alterations)	0	Issued	6/02/2026
10/11/2025	T250684	47A Peet Street, Pakenham VIC 3810	Buildings and works (construction of a mezzanine) and a reduction to the number of car spaces required	0	Issued	13/02/2026
24/10/2025	T250660	53A Peet Street, Pakenham VIC 3810	Buildings and works (construction of a mezzanine) and a reduction to the number of car spaces required	0	Issued	17/02/2026
12/02/2026	T260076	160 Ellis Road, Tonimbuk VIC 3815	Buildings and works for an outbuilding	0	Issued	26/02/2026
27/02/2025	T250127	26A O'Sullivan Street, Pakenham VIC 3810	Buildings and works (construction of a mezzanine) and a reduction to the number of car spaces required	0	Issued	3/03/2026
13/08/2025	T250488	23 Garfield Road, Garfield VIC 3814	Subdivision of the land into three (3) lots, creation of an easement and variation of an easement	1	NOD	3/03/2026
9/04/2025	T180058 - 1	114-116 Wattleree Road, Bunyip VIC 3815	S72 Amendment to Alter the Approved Plans (Re-location of Crossover & Removal of Vegetation)	1	NOD	6/03/2026

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Planning Permits and Planning Scheme Amendment Matters

3/11/2025	T250679	13A Pinehill Drive, Pakenham VIC 3810	Buildings and works for one (1) dwelling	0	Issued	6/03/2026
22/10/2025	T250656	13 Nar Nar Goon-Longwarry Road, Tynong VIC 3813	Buildings and Works (Construction of Dependent Person's Unit)	0	Issued	11/03/2026
3/09/2025	T250530	50 Topp Road, Tonimbuk VIC 3815	Buildings and Works (Construction of an Agricultural shed)	0	Issued	18/03/2026
11/11/2025	T250691	85 Brownbill Road, Garfield VIC 3814	Buildings and Works (Construction of a Shed)	0	Issued	19/03/2026
20/01/2026	T260022	54 Tynong Road, Tynong VIC 3813	Buildings and works (construct an outbuilding) associated with an existing dwelling	0	Issued	20/03/2026
28/11/2024	T240634	1-3 Carney Street, Nar Nar Goon VIC 3812	Buildings and works for the construction of shops and a reduction in the number of car parking spaces required	0	Issued	24/03/2026
29/01/2026	T260055	1-3/33 Sharnet Circuit, Pakenham VIC 3810	Use and development of land for a materials recycling facility (end-off-life vehicles) and associated buildings and works for three (3) warehouses (retrospective)	3	NOD	24/03/2026
13/03/2026	T260156	12C Latta Road, Nar Nar Goon VIC 3812	Buildings and Works (Construction of a Shed)	0	Issued	27/03/2026
5/01/2026	T250772	12 Ravendene Court, Maryknoll VIC 3812	Buildings and works for a dwelling extension	0	Issued	8/04/2026
4/03/2026	T240474 - 1	1 Mary Street, Bunyip VIC 3815	Subdivision of Land into Eleven (11) Lots	0	Issued	9/04/2026
6/03/2025	T250143	12 Wattletree Road, Bunyip VIC 3815	Removal of easement E-2 on PS403471N and creation of an easement	0	Issued	10/04/2026
11/11/2025	T250687	140 Nash Road, Bunyip VIC 3815	Buildings and Works (Alterations and Additions to a Dwelling)	0	Issued	16/04/2026
29/08/2025	T250520	180 Ryan Road, Pakenham VIC 3810	Removal of native vegetation under clause 52.17	0	Issued	20/04/2026

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Planning Permits and Planning Scheme Amendment Matters

Central Ward

No delegated decisions within the specified period

Henty Ward

Date Lodged	Application Number	Address	Proposal	Number of Objectors	Decision	Date of Decision
20/06/2025	T250365	39 Main Street, Pakenham VIC 3810	Demolish a Building in a Heritage Overlay	0	Refused	30/01/2026
24/11/2025	T250720	1 John Street, Pakenham VIC 3810	Buildings and works for a rooming house	0	Issued	30/01/2026
12/11/2025	T240377 - 1	61 & 63 Princes Highway, Pakenham VIC 3810	Use and Development of Land for a Child Care Centre and Creation/Alteration of Access to a Road in a TRZ2	0	Issued	5/02/2026
22/10/2025	T250658	5 Scenic Rise, Pakenham VIC 3810	Buildings and Works (Construction of a Dwelling and a Fence)	0	Issued	9/02/2026
18/12/2025	T250751	14 Monterey Way, Pakenham VIC 3810	Buildings and Works (Construction of a Dwelling and a Fence)	0	Issued	11/02/2026
16/12/2025	T250755	124 Pakenham Road, Pakenham VIC 3810	Buildings and Works (Construction of a Dwelling and a Fence)	0	Issued	12/02/2026
1/10/2025	T250605	1 Cunningham Crescent, Pakenham VIC 3810	Buildings and Works (Construction of a Second Dwelling) and Removal of Boundary Canopy Trees	0	Issued	13/02/2026
17/01/2024	T240014	71 Princes Highway, Pakenham VIC 3810	Subdivision of the land into four (4) lots, the construction of the land for four (4) townhouses, and creation/ alteration to a Transport Road Zone 2.	1	NOD	16/02/2026
25/07/2025	T250444	5, 7, 9, 11 Creek Circuit, Pakenham VIC 3810	Buildings and Works (Construction of four (4) Dwellings and Fences)	0	Issued	17/02/2026

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Planning Permits and Planning Scheme Amendment Matters

12/09/2024	T240457	24 John Street, Pakenham VIC 3810	Buildings and works (construct five (5) dwellings)	0	Issued	18/02/2026
6/02/2026	T250641 - 1	4A Barr Court, Pakenham VIC 3810	Construct a building or construct or carry out works	0	Issued	19/02/2026
15/09/2025	T250559	200-204 Princes Highway, PAKENHAM VIC 3810	Use and Development of the land for a Child Care Centre, alteration of access to a road in a Transport Zone 2 and removal of canopy trees	0	Issued	20/02/2026
28/11/2025	T250724	128 Pakenham Road, Pakenham VIC 3810	Buildings and Works (Construction of a Dwelling and a Fence)	0	Issued	18/03/2026
1/09/2025	T250521	2 Scenic Rise, Pakenham VIC 3810	Buildings and Works (Construction of a Dwelling and a Fence)	0	Issued	20/03/2026
18/02/2026	T260100	28-46 Bald Hill Road, Pakenham VIC 3810	Buildings and works associated with industry (warehouse extension)	0	Issued	8/04/2026

Officer Ward

Date Lodged	Application Number	Address	Proposal	Number of Objectors	Decision	Date of Decision
27/01/2026	T260028	255 Princes Highway, Officer VIC 3809	Buildings and works (construction of a verandah)	0	Issued	4/02/2026
28/05/2025	T200662 - 4	65 McMullen Road, Officer VIC 3809	Development of the land for dwellings, subdivision of land, creation of an easement, removal of an easement and car parking reduction	0	Issued	11/02/2026
18/12/2025	T210836 - 1	130 Bayview Road, Officer VIC 3809	Subdivision of land and native vegetation removal	0	Issued	20/03/2026
29/01/2026	T200618 - 3	250 Princes Highway, Officer VIC 3809	Development of the land for dwellings (including within the Heritage Overlay) in stages, subdivision of land in stages, vegetation removal and car parking reduction.	0	Issued	30/03/2026
17/10/2025	T250645	4 HICKSON ROAD, OFFICER VIC 3809	Subdivision and development of land for three dwellings	0	Issued	31/03/2026

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Planning Permits and Planning Scheme Amendment Matters

Pakenham Hills Ward

No delegated decisions within the specified period

Ranges Ward

Date Lodged	Application Number	Address	Proposal	Number of Objectors	Decision	Date of Decision
27/06/2025	T250387	2 Azalea Crescent, Emerald VIC 3782	Buildings and Works (Construction of an Outbuilding) and Removal of Non-native Vegetation	0	Issued	23/01/2026
1/08/2025	T250465	1 Salisbury Avenue, Cockatoo VIC 3781	Buildings and works for the construction of one (1) dwelling	0	Issued	28/01/2026
27/06/2024	T240294	24 Kings Road, Emerald VIC 3782	Subdivision of land into 2 lots, creation of a restriction and construction of a carport	0	Issued	30/01/2026
16/09/2025	T250566	36 Devon Avenue, Cockatoo VIC 3781	Buildings and works for the construction of an outbuilding	0	Issued	5/02/2026
4/06/2025	T250320	2850 Gembrook- Launching Place Road, Gembrook VIC 3783	Buildings and works (extension to dwelling) and removal of vegetation	0	Issued	9/02/2026
12/01/2026	T260010	27 Devon Avenue, Cockatoo VIC 3781	Buildings and Works for an Outbuilding (Greenhouse)	0	Issued	9/02/2026
16/12/2025	T250735	17 Bayview Road, Emerald VIC 3782	Buildings and works for a dwelling extension (garage)	0	Issued	23/02/2026
24/02/2026	T260070	3 Alfred Grove, Emerald VIC 3782	Buildings and works for a carport	0	Issued	25/02/2026
13/02/2026	T260088	39 Caroline Avenue, Cockatoo VIC 3781	Buildings and works (Construction of a deck)	0	Issued	27/02/2026
23/02/2026	T260090	2 Berrys Road, Emerald VIC 3782	Buildings and works for a deck and alfresco	0	Issued	10/03/2026

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22/09/2025	T250576	28 Avon Road, Avonsleigh VIC 3782	Buildings and works for an outbuilding (shed)	0	Issued	12/03/2026
3/07/2025	T250395	6 Fell Road, Cockatoo VIC 3781	Building and works for a Dwelling	0	Issued	18/03/2026
27/02/2025	T250128	3 Caroline Crescent, Emerald VIC 3782	Buildings and works (dwelling additions and alterations)	1	NOD	20/03/2026
15/12/2025	T250746	13 Mackenzie Street, Cockatoo VIC 3781	Buildings and works for an outbuilding	0	Issued	23/03/2026
21/07/2025	T220040 - 1	15 Station Road, Gembrook VIC 3783	Development of the land for a dwelling, outbuilding and associated vegetation removal	0	Issued	24/03/2026
23/07/2025	T250434	77 Main Street, Gembrook VIC 3783	Use of the land for industry (distillery) in association with a bar, alterations to a heritage building (external painting and signage) and reduction of car parking requirements.	0	Issued	2/04/2026
15/03/2026	T260163	30 Devon Avenue, Cockatoo VIC 3781	Buildings and Works (Carport)	0	Issued	7/04/2026
25/05/2023	T230257	400 Belgrave- Gembrook Road, Gembrook VIC 3783	Buildings and works associated with a Netball Pavillion	0	Refused	8/04/2026
16/03/2026	T260172	615 Woori Yallock Road, Cockatoo VIC 3781	Buildings and Works (Extension to a Dwelling (Laundry))	0	Issued	8/04/2026
8/01/2025	T250009	25 Kings Road, Emerald VIC 3782	Subdivision of Land into Two (2) Lots and Removal of One (1) Tree	2	NOD	9/04/2026
10/02/2026	T260071	90 Currawong Drive, Gembrook VIC 3783	Buildings and works for an outbuilding	0	Issued	13/04/2026
13/03/2026	T210155 - 2	210 Split Rock Road, Beaconsfield Upper VIC 3808	Amendment to Planning Permit T210155 for Use and development of the land for a dwelling, associated works and vegetation removal to make changes to the outbuilding (include windows and change size)	0	Issued	13/04/2026
11/03/2026	T260140	4 Sycamore Avenue, Emerald VIC 3782	Buildings and works for an outbuilding (shed)	0	Issued	16/04/2026

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Planning Permits and Planning Scheme Amendment Matters

Toomuc Ward

Date Lodged	Application Number	Address	Proposal	Number of Objectors	Decision	Date of Decision
8/12/2025	T250734	15 Eastbourne Crescent, Officer VIC 3809	Proposed new residence	0	Issued	4/02/2026
23/01/2025	T250033	34 , 50A, Mary Street, Pakenham VIC 3810	Buildings and Works (Construction of a Warehouse) and a reduction in required car parking spaces	0	Issued	20/02/2026
10/10/2025	T250620	41 Eastbourne Crescent, Officer VIC 3809	Buildings and works (dwelling) within the Significant Landscape Overlay – Schedule 6	0	Issued	26/02/2026
5/02/2026	T260062	5 Collective Circuit, Pakenham VIC 3810	Buildings and works for stores (storage units)	0	Issued	2/03/2026
5/02/2026	T260063	7 Collective Circuit, Pakenham VIC 3810	Buildings and works for stores and reduction in car parking	0	Issued	10/03/2026
6/03/2026	T260139	32 Edgeview Road, Officer VIC 3809	Removal of a protected tree under the SL06	0	Issued	19/03/2026
13/03/2026	T260157	20 Collective Circuit, Pakenham VIC 3810	Construction of warehouses	0	Issued	20/03/2026
13/03/2026	T260158	22 Collective Circuit, Pakenham VIC 3810	Construction of warehouses	0	Issued	25/03/2026
11/03/2026	T260149	52 Studd Road, Pakenham VIC 3810	Buildings and works (construction of a shed)	0	Issued	1/04/2026
13/11/2025	T250694	Mattress FOF, Shop 8/825 Princes Highway, Pakenham VIC 3810	Buildings and works (frontage alterations) for non-residential use (Restricted recreational facility) and installation of 1no internally illuminated sign and 1no. promotion sign.	0	Issued	2/04/2026

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Planning Permits and Planning Scheme Amendment Matters

Westernport Ward

Date Lodged	Application Number	Address	Proposal	Number of Objectors	Decision	Date of Decision
5/01/2026	T250770	1540 Westernport Road, Heath Hill VIC 3981	Buildings and works (construct a carport)	0	Issued	29/01/2026
14/09/2022	T220613	216-218 & 220 Rossiter Road, Koo Wee Rup VIC 3981	Use and Development of Land for the Purpose of a Childcare Centre and Medical Centre, and Alteration of Access to a Road in a Transport Zone 2	0	Issued	18/02/2026
28/02/2024	T240077	34 Centenary Boulevard, Officer South VIC 3809	To subdivide land affected by a Land Subject to Inundation Overlay	0	Issued	17/02/2026
15/03/2024	T240112	60 Greenhills Road, Pakenham VIC 3810	Use and Development of a warehouse, reduction of car parking under Clause 52.06, and works in the land subject to inundation overlay. Signage.	0	Issued	24/03/2026
26/07/2024	T240360	20 Denhams Road, Koo Wee Rup VIC 3981	Use of the land for Domestic Animal Husbandry (Cat Breeding) and associated building and works (extension to existing building)	0	Issued	18/03/2026
18/12/2024	T240688	39 Exchange Drive, Pakenham VIC 3810	Construction of Three (3) Industrial Buildings and Associated Works (Including Gravel Hardstand Store Area and Removal of a Dam)	0	Issued	6/03/2026
25/02/2025	T250122	39 Exchange Drive (To Become: No 4 Drovers Place(Lot 4 PS 927202), Pakenham VIC 3810	Building and Works (Construction of two Buildings associated with Industry (Manufacturing)), and a Reduction in Car Parking Requirements	0	Issued	6/02/2026
20/04/2025	T250214	430 Bourke Road, Nar Nar Goon VIC 3812	Buildings and Works (Construction of buildings associated with Horse Husbandry and a Rainwater Tank)	1	NOD	3/03/2026
10/05/2025	T250256	250 Hall Road, Yannathan VIC 3981	Use and development of land for a Dependent Persons Unit	0	Issued	18/03/2026
12/06/2025	T250341	2 Advance Boulevard, Officer South VIC 3809	Subdivision of the land into two (2) lots and development of two (2) warehouses with associated car parking reduction	0	Issued	13/03/2026

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16/06/2025	T250354	15 Wattle Court, Lang Lang VIC 3984	Buildings and works for the construction of an outbuilding	0	Issued	5/02/2026
14/07/2025	T250415	215 School Road, Bayles VIC 3981	Buildings and Works (Construction of an Agricultural Shed)	0	Issued	13/03/2026
17/07/2025	T250423	3670 Ballarto Road, Bayles VIC 3981	Buildings and Works (Construction of a Shed)	0	Issued	18/03/2026
22/07/2025	T250432	215 Railway Road, Koo Wee Rup VIC 3981	Buildings and works for the construction of an outbuilding	0	Issued	27/02/2026
5/08/2025	T250466	128 Patterson Road, Officer South VIC 3809	Buildings and works for a Telecommunications Facility	0	Issued	3/02/2026
5/08/2025	T250472	221-223 Greenhills Road, Pakenham VIC 3810	Use and development of the land for Industry (bitumen batching plant)	0	Issued	11/02/2026
13/08/2025	T220409 - 1	50 Evans Road, Bunyip VIC 3815	Amendment to planning permit T220409 (issued for the use and development of the land for a dwelling and outbuilding) to amend the description of what the permit allows, delete and amend conditions and amend the endorsed plans)	0	Issued	20/02/2026
15/08/2025	T250495	7/14 Commercial Drive, Pakenham VIC 3810	Buildings and works for the construction of a mezzanine and reduction of one (1) car parking requirement.	0	Issued	19/02/2026
21/08/2025	T250505	65 Gardner Street, Koo Wee Rup VIC 3981	Buildings and works for an outbuilding	0	Issued	12/02/2026
1/09/2025	T250522	539 Seven Mile Road, Nar Nar Goon VIC 3812	Buildings and works for an outbuilding	0	Issued	18/03/2026
3/09/2025	T250529	14 Kookaburra Drive, Officer South VIC 3809	Development of the land for two (2) warehouses and associated works	0	Issued	2/03/2026
16/09/2025	T250568	13 Advance Boulevard, Officer South VIC 3809	To construct buildings and works associated with two (2) warehouses with ancillary offices and a reduction in car parking requirements	0	Issued	24/03/2026
22/09/2025	T250579	25 Axis Boulevard, Officer South VIC 3809	Construct a building or construct or carry out works for warehouses	0	Issued	29/01/2026

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Planning Permits and Planning Scheme Amendment Matters

25/09/2025	T250592	245 Taplins Road, Catani VIC 3981	Buildings and Works (Construction of a Shed)	0	Issued	3/03/2026
26/09/2025	T250589	59 Axis Boulevard, Officer South VIC 3809	Buildings and works for three (3) warehouses and reduction to the number of car spaces required	0	Issued	10/02/2026
16/10/2025	T240573 - 1	130 Greenhills Road, Pakenham VIC 3810	Refer to cover letter for full details of proposed amendment to Conditions 5 and 6.	0	Issued	30/01/2026
16/10/2025	T240364 - 1	100 Greenhills Road (Lot1 PS904617 to become Lot 109 Meadow Parade PS914134), Pakenham VIC 3810	Use and development of the land for an Indoor recreation facility with ancillary food and drink premises, and advertising signs	0	Issued	20/03/2026
20/10/2025	T250649	32 Momentum Way, Officer South VIC 3809	Development of the land for a warehouse	0	Issued	18/02/2026
24/10/2025	T250659	29 Axis Boulevard, Officer South VIC 3809	Buildings and works for warehouses and car parking reduction	0	Issued	11/02/2026
27/10/2025	T250664	14 Trade Place, Pakenham VIC 3810	Construction of Two (2) Warehouses and a Reduction in the Number of Car Parking Spaces required	0	Issued	6/03/2026
28/10/2025	T250666	1330 Caldermeade Road, Catani VIC 3981	Buildings and Works (Construction of Two (2) Agricultural Sheds)	0	Issued	18/02/2026
30/10/2025	T250673	45 Exchange Drive, Pakenham VIC 3810	Subdivision of the land into 24 lots	0	Issued	5/02/2026
31/10/2025	T250676	13 Echo Loop, Pakenham VIC 3810	Buildings and works (construction of a mezzanine)	0	Issued	23/02/2026
6/11/2025	T250118 - 1	1092 Koo Wee Rup Road, Pakenham VIC 3810	Subdivision of land into two (2) lots and creation of a reserve (Road Reserve R1) Amendment to delete conditions 9 & 14	0	Issued	2/04/2026
13/11/2025	T250699	3 John Street, Koo Wee Rup VIC 3981	Buildings and works for an outbuilding	0	Issued	24/02/2026

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Planning Permits and Planning Scheme Amendment Matters

18/11/2025	T240145 - 1	234 Rossiter Road, Koo Wee Rup VIC 3981	Section 72 Amendment to the Planning Permit T240145 issued for Use and Development of a Childcare Centre, Display Business Identification Signage and Creation of Access to a Transport Zone 2	0	Issued	27/02/2026
21/11/2025	T250716	16 Soldiers Road, Pakenham VIC 3810	Removal of Native Vegetation	0	Issued	5/02/2026
24/11/2025	T250693	36 Momentum Way, Officer South VIC 3809	Buildings and works for two (2) warehouses and subdivision of land	0	Issued	27/03/2026
27/11/2025	T250723	21 Kookaburra Drive, Officer South VIC 3809	Proposed two warehouse development with ancillary offices and reduction in car parking	0	Issued	10/03/2026
1/12/2025	T250730	9 Exchange Drive, Pakenham VIC 3810	Buildings and works (mezzanine level) and reduction in car parking requirements	0	Issued	6/03/2026
2/12/2025	T250731	43 Henry Street, Koo Wee Rup VIC 3981	Subdivision of land into two (2) lots	0	Issued	30/01/2026
15/12/2025	T250750	975 Koo Wee Rup Road, Pakenham VIC 3810	Development for a warehouse with ancillary office and reduction in carparking.	0	Issued	17/02/2026
16/12/2025	T230316-2	60 Greenhills Road, Pakenham VIC 3810	Amendment to T230316 PA (Lot501) Development of the land for warehouses, reduction in car-parking, reduction in bicycle parking and advertising signs (illuminated business identification signs) in accordance with the endorsed plans.	0	Issued	9/02/2026
18/12/2025	T250756	Southeast Business Park, 31 Commercial Drive, Pakenham VIC 3810	Display and construction of a sign (internally illuminated, business identification sign)	0	Issued	30/01/2026
18/12/2025	T250753	33 Evolve Street, Officer South VIC 3809	Development of the land for five (5) warehouses and associated works	0	Issued	6/02/2026
12/01/2026	T260009	23 Diamond Drive, Koo Wee Rup VIC 3981	Buildings and works associated with a dwelling (verandah and deck)	0	Issued	24/02/2026
15/01/2026	T260007	61 Advance Boulevard, Officer South VIC 3809	Creation of an easement	0	Issued	10/02/2026

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Planning Permits and Planning Scheme Amendment Matters

15/01/2026	T260008	65 Advance Boulevard, Officer South VIC 3809	Creation of an easement	0	Issued	10/02/2026
21/01/2026	T260031	11 Indigo Parade, Officer South VIC 3809	Construct buildings and works associated with two (2) warehouses and ancillary offices	0	Issued	23/02/2026
21/01/2026	T250470 - 2	1 Kookaburra Drive, Officer South VIC 3809	Construct building and works for two (2) warehouses with ancillary offices and a reduction in car parking requirements	0	Issued	24/03/2026
23/01/2026	T260037	60 Axis Boulevard, Officer South VIC 3809	To construct building and works associated with two (2) warehouses and a reduction in car parking requirements	0	Issued	6/03/2026
23/01/2026	T260024	8 Complex Close, Pakenham VIC 3810	Buildings and works for a mezzanine and the reduction of 1 car parking space	0	Issued	31/03/2026
27/01/2026	T230179 - 5	60 100 & 140 Greenhills Road and 140 & 955 koo Wee Rup Rd, Pakenham VIC 3810	Subdivision of land in stages, subdivision of land adjacent to a road in a Transport Zone 2, removal of easements and associated works Amend Condition 32	0	Issued	18/02/2026
4/02/2026	T260058	11 Jade Avenue, Koo Wee Rup VIC 3981	Buildings and works for an outbuilding	0	Issued	3/03/2026
11/02/2026	T260073	10&-14 Newline Road, Officer South VIC 3809	Development of land for two (2) warehouses and reduction in car parking requirement	0	Issued	24/03/2026
12/02/2026	T260080	16 Bailey Boulevard, Koo Wee Rup VIC 3981	Buildings and works for a carport and verandah	0	Issued	12/03/2026
12/02/2026	T260081	6 Kookaburra Drive, Officer South VIC 3809	Subdivision of land into two (2) lots	0	Issued	23/03/2026
12/02/2026	T260082	10 Kookaburra Drive, Officer South VIC 3809	Creation of an easement	0	Issued	23/03/2026
13/02/2026	T260091	34 Jersey Road, Pakenham VIC 3810	Display of business identification signage	0	Issued	9/04/2026
13/03/2026	T260147	22 Kookaburra Drive, Officer South VIC 3809	Subdivide land into 2 lots with Common Property (S264867T)	0	Issued	15/04/2026

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Planning Permits and Planning Scheme Amendment Matters

Planning Matters at VCAT

Matters Recently Lodged at VCAT

Hearing Date	App. No.	Address	Proposal	Council Decision	Application By
6-7 May 2026	VCAT Ref. P98/2026	TP711075 Abrehart Road, Pakenham	Request under s149(1)(a) relating to the Abrehart Road Development Plan	FTD*	Landowner
1-2 June 2026	T250365	39 Main Street, Pakenham	Demolish a building in a Heritage Overlay	Refusal (Delegate)	Applicant
7-8 September 2026	T240385	34 View Hill Road, Cockatoo	Two (2) lot subdivision and removal of vegetation	FTD*	Applicant

*FTD denotes an application for review of Council's failure to issue a decision within the prescribed timeframe

Matters Currently the Subject of VCAT Review

Hearing Date	App. No.	Address	Proposal	Council Decision	Application By
6-7 November 2025	T220800	315 Pooley Road, Nar Nar Goon North	Use and Development of Land for Rural Worker Accommodation and a Small Second Dwelling, and Removal/Lopping of Native Vegetation	Refusal (Delegate)	Applicant
29 April 2026	T250140	60 Humphries Road & 740 Mynard Road, Catani VIC 3981	Subdivision of land into 2 lots (re-subdivision)	Refusal (Delegate)	Applicant
3 June 2026	T240602	705 Boundary Drain Road, Bayles VIC 3981	Use of the land for a dwelling and buildings and works associated with a dwelling and agriculture	Refusal (Delegate)	Applicant

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Planning Permits and Planning Scheme Amendment Matters

15-17 June 2026	VCAT Ref. P1102/2025	Glismann Road Area Beaconsfield	Glismann Road Development Plan	Development Plan Adopted (Council)	Landowner
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Matters Recently Decided at VCAT

App. No.	Address	Proposal	Council Decision	Application By	Outcome	Decision Date
N/A	67 Officer South Road, Officer	Request under s149(1)(a) relating to the Officer Major Activity Centre Urban Design Framework	UDF Adopted (Council)	Applicant	Declaration Made	29 January 2026
T250469	13-15 Mahon Avenue, Beaconsfield	Buildings and works for the construction of 33 dwellings	Refusal (Council)	Applicant	Consent Order – Permit Issued	13 April 2026

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Planning Permits and Planning Scheme Amendment Matters

Planning Scheme Amendment Activity

Table 1 - Status of Planning Scheme Amendments in Cardinia

A/No.	Proponent	Address	Purpose	Status
C271card	Ministerial - S20(4)	Municipal Wide	Replaces the Local Planning Policy Framework of the Cardinia Planning Scheme with a new Municipal Planning Strategy consistent with changes to the Victoria Planning Provisions introduced by Amendment VC148.	<ol style="list-style-type: none"> On the 13 March 2026 Amendment C271card was gazetted by the Minister for Planning. The Planning Policy Framework (PPF) translation of the Cardinia Planning Scheme has been introduced to improve the operation of planning policy and will: <ul style="list-style-type: none"> Better align and integrate state and local planning policy. Make policy easier to navigate and use. Ensure that policy is consistent and concise. Simplify the review and update of policy. Ministerial Amendment VC148 introduced a new Planning Policy Framework (PPF) into the Victoria Planning Provisions (VPP) and all planning schemes in Victoria. All Councils in Victoria have been required to translate their Local Planning into the new Planning Policy Framework The gazettal of Amendment C271card concludes a significant multi-year strategic planning project that has translated the Cardinia Planning Scheme into the State governments new format.
C278card	Cardinia Shire Council	Municipal wide	Introduces a new Environmentally Sustainable Development (ESD) local policy (Clause 22.11) and makes associated changes to the Municipal Strategic Statement (MSS).	<ol style="list-style-type: none"> On the 20 March 2023 Council endorsed to seek authorisation from the Minister for Planning to prepare proposed Amendment C278card On the 23 October 2023 Council received the Ministers authorisation to prepare the proposed Amendment C278card. The proposed Amendment was placed on public exhibition from the 29 February 2024 until the 8 April 2024. Council received five submissions to the proposed Amendment C78card. On the 17 June 2024 Council considered the submissions made to C278card and endorsed referring the submissions to a Planning Panel appointed by the Minister for Planning. On the 26 August 2024 a Planning Panel Hearing was held and Council received the Panel report on the 6 September 2024.

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Planning Permits and Planning Scheme Amendment Matters

				<p>6. On the 16 December 2024 Council adopted the proposed Amendment C278card with changes based on the Panel Report and to submit the adopted Amendment to the Minister for Planning for approval.</p> <p>7. On the 23 December 2024, a Council officer submitted the Amendment to the Minister for Planning for approval.</p> <p>8. On the 20 April 2026 a Notice of Motion was supported by Council to write under the Mayors signature to the Hon Sonya Kilkenny the Minister for Planning and Attorney-General of Victoria seeking a formal update on the status and progression of Cardinia Planning Scheme Amendment C278card (Am C278card).</p>
C282card	James Hicks Pottery Pty Ltd	Lot AA PS814723 Cotswold Crescent, Officer	Section 96A Amendment, to amend the Schedule to the Heritage Overlay (Clause 43.01) to allow Council to consider a prohibited use under the Heritage Overlay (HO104) for an office. Also, concurrent planning permit T230528 for the use and development for an office and food and drink premises.	<p>1. On the 16 June 2025 Council resolved to:</p> <ul style="list-style-type: none"> Request 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. Consider planning permit application T230528, concurrently with proposed Planning Scheme Amendment C282card pursuant to Section 96A and 96B of the Planning and Environment Act 1987 Exhibit proposed Planning Scheme Amendment C282card concurrently with planning permit T230528, in accordance with section 17, 18 and 19 of the Planning and Environment Act 1987, if authorisation to prepare the Amendment is received from the Minister for Planning. <p>2. On the 30th October 2025 Council received the Ministers authorization to prepare the proposed Amendment C282card.</p> <p>3. On the 29 January 2026 proposed Amendment C282card and planning permit T230528 was placed on public exhibition until 5 March 2026.</p> <p>4. On the 20 April 2026 Council resolved to:</p> <ul style="list-style-type: none"> Note and consider all submissions made to Proposed Planning Scheme Amendment C282card, in accordance with Section 22(1) of the of the Planning and Environment Act 1987 and the Council officers report and Attachment 1-4. 2. 3. 4. 5. In accordance with section 23 of the Planning and Environment Act 1987, refer all submissions for consideration to an independent Planning Panel appointed by the Minister for Planning under Part 8 of the Planning and Environment Act 1987.

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Planning Permits and Planning Scheme Amendment Matters

				<ul style="list-style-type: none"> • Authorises Council officers to consider late or modified submissions received prior to a Planning Panel hearing appointed by the Minister for Planning under section 22 of the Planning and Environment Act 1987. • Authorises Council officers to present a submission at a future Planning Panel and make decisions at the Planning Panel regarding any proposed changes or revisions to the exhibited Amendment, generally in accordance with the officer report, officer recommendations and Attachments 1-4; • Authorises Council officers to write to the applicant and all submitters to advise of Councils resolution to the submissions received to proposed Planning Scheme Amendment C282card
C283card	Cardinia Shire Council	Municipal wide	Section 20 (A) Amendment to make corrections of anomalies and errors (Fix-Up Amendment).	<ol style="list-style-type: none"> 1. On the 14 April 2025 Council considered the proposed Amendment C283card to seek authorisation from the Minister for Planning to prepare and exercise her Ministerial powers of intervention pursuant to Section 20(4) of the Planning and Environment Act to approve Amendment C283card. 2. Council deferred consideration of the proposed amendment pending the results of the Agricultural Audit undertaken in 2024. 3. The Agricultural Audit was considered by Councillors at a Council briefing on the 15 December 2025 and was supported to progress to further community engagement and feedback prior to the Audit being finalised and endorsed at a future Council meeting. 4. On the 16 February 2026 Council resolved to: <ul style="list-style-type: none"> • Request the Minister for Planning prepare, adopt and approve Cardinia Planning Scheme Amendment C283card pursuant to Section 20A of the Planning and Environment Act 1987. • Notes there is no “authorisation stage” or “exhibition process” for a 20A planning scheme amendment. Council is required to lodge the full amendment and all relevant documents at the same time as the application for the Minister’s approval. • Authorises the Manager of Planning and Design to make any administrative level changes if required to the proposed planning scheme amendment C283card that does not change the intent of

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Planning Permits and Planning Scheme Amendment Matters

				<p>the planning scheme amendment, prior to the Minister’s approval of the planning scheme amendment C283card</p> <ol style="list-style-type: none"> On the 17 February 2026 Council officers submitted Amendment C283card to the Department of Transport and Planning via the Amendment Tracking System.
C284card	Cardinia Shire Council	Crown Allotment 2001 next to Pakenham Cemetery	Section 20(2) Amendment to rezone former road reserve known as Crown Allotment 2001 from Urban Growth Zone Schedule 1 (UGZ1) to Public Use Zone Schedule 5 (PUZ5).	<ol style="list-style-type: none"> On the 14 April 2025 Council endorsed writing to the Minister for Planning and request: <ul style="list-style-type: none"> The Minister for Planning authorises Council to prepare Planning Scheme Amendment C284card to the Cardinia Planning Scheme pursuant to Section 8 of the Planning and Environment Act 1987 and for the Minister to act as the Planning Authority for the proposal. The Minister for Planning exercises her Ministerial powers of intervention pursuant to Section 20(2) of the Planning and Environment Act 1987 and direct Council to notify potentially impacted owners and occupiers of land immediately adjacent to the east of the proposed rezoning of land, exempting herself and Council from any other public notice requirements pursuant to the relevant provisions set out in Sections 17, 18 and 19 of the <i>Planning and Environment Act 1987</i> The Minister for Planning approves Amendment C284card pursuant to Section 35 of the <i>Planning and Environment Act 1987</i>. On the 26 May 2025 Council received advice from the Department of Transport and Planning requesting the application requires further review.
C285card	Ministerial - S20(4)	Officer Precinct Structure Plan	Corrects Schedules 3 and 4 to the Urban Growth Zone (UGZ) in the Cardinia Planning Scheme to reinstate reference to the Officer Small Lot Housing Code (2019).	<ol style="list-style-type: none"> On the 6 March 2026 Amendment C285card was gazetted by the Minister for Planning. The Amendment corrected Schedules 3 and 4 to the Urban Growth Zone (UGZ) in the Cardinia Planning Scheme to reinstate reference to the Officer Small Lot Housing Code (2019). The error occurred via Amendment GC206 which made changes to all UGZ schedules to implement the Small Lot Housing Code (2024) in relevant planning schemes.

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Planning Permits and Planning Scheme Amendment Matters

TBD	DTP and DEECA	Lang Lang (Shire of Cardinia), Oaklands (Hume Council) and Trafalgar	<p>Proposed Ministerial Planning Scheme Amendment under Section 20(4) of the Planning and Environment Act to introduce new planning provisions into the Cardinia Planning Scheme to protect land known to contain sand resources in Lang Lang. A new Special Use Zone (SUZ8) is proposed to be applied to land where there are active extractive industry operations to clearly identify that the land is used for this purpose. Also, two State Resource Overlays (SRO1 and SRO3) are proposed to be applied; one to identify the existing 250 metre EPA buffers surrounding existing operational quarries to further assist in protecting them from sensitive or inappropriate uses, and the other to identify land for future extractive industry in appropriate locations known to contain sand resources in Lang Lang and to ensure there will be compatibility of uses and development within the overlay with the future use of the land for Extractive Industry.</p>	<ol style="list-style-type: none"> 1. On the 16 December 2024 Council: <ul style="list-style-type: none"> • Noted and considered the proposed Ministerial Planning Scheme Amendment to apply new planning provisions to Strategic Extractive Resource Areas (SERAs) in Lang Lang • Endorsed a submission that objected to the proposed Ministerial Planning Scheme Amendment to apply new planning provisions to Strategic Resource Areas (SERAs) in Lang Lang. • Endorsed submitting the submission to the Minister for Planning accompanied by a cover letter signed by the CEO. • Noted that there are fundamental gaps in the proposed Strategic Extractive Resource Areas (SERAs) Planning Scheme Amendment as reported in Council's submission. • Call on the Victorian State Government to commit to fund the gap required for the Lang Lang Sand Truck Bypass. • Endorse the Mayor writing to the Minister for Planning highlighting the strong dissatisfaction with the process and impact on the community and request the amendment process is ceased until appropriate due diligence on community impact and community consultation is undertaken. • Commence a communication and advocacy campaign highlighting Council's submission. 2. As of the 17 June 2025, Council understands the Department of Transport and Planning are reviewing all submissions to SERA and Council is waiting to learn next steps and outcome.
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Table 2 – Update on Victorian Planning Provisions and one or more Planning Scheme Amendments that affect Cardinia

A/No	Proponent	Location	Purpose	Gazetted
VC307	Ministerial - S20(4)	All Victorian Planning Schemes	The Victoria Planning Provisions and all planning schemes are amended to increase the estimated cost of development thresholds for classes of VicSmart application to account for increased building construction costs in Victoria since their introduction and to provide for future cost inflation. Increasing the thresholds enables more applicants to benefit from the time, cost savings and certainty of the VicSmart application process.	20 April 2026
VC308	Ministerial - S20(4)	All Victorian Planning Schemes	Amendment VC308 changes the VPP and all planning schemes in Victoria to update all schedules to the Mixed Use Zone, Township Zone and Residential Growth Zone to align with the operation of the Mid-Rise Code introduced by Amendment VC300 and to correct technical errors associated with Amendment VC300.	17 April 2026
VC300	Ministerial - S20(4)	All Victorian Planning Schemes	Amendment VC300 changes the VPP and all planning schemes in Victoria by implementing the Mid-Rise Code to introduce new deemed to comply assessment provisions for four to six storey residential development in residential zones.	19 March 2026
VC304	Ministerial - S20(4)	All Victorian Planning Schemes	Extends the expiry date of the Dependent Persons Unit temporary provisions	23 March 2026
GC269	Prescribed - S20(A)	Some Planning Schemes	GC269 corrects obvious or technical errors and makes consequential changes to local schedules to align with VC286.	24 February 2026
VC245	Ministerial - S20(4)	All Victorian Planning Schemes	Amendment VC245 makes changes to give effect to the Surf Coast Statement of Planning Policy (SPP) and Bellarine Peninsula SPP. The amendment improves the clarity of the VPP and Macedon Ranges Planning Scheme by removing the particular provision at Clause 51.07 (Macedon Ranges SPP).	13 February 2026

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			The amendment also makes administrative changes to the Greater Geelong Planning Scheme.	
VC271	Ministerial - S20(4)	All Victorian Planning Schemes	The amendment supports the provision of energy-related infrastructure by facilitating the creation of new smaller lots for utility installations that transmit, distribute or store electricity in the Farming Zone and Rural Activity Zone.	06 February 2026
VC265	Ministerial - S20(4)	All Victorian Planning Schemes	Amendment VC265 makes corrections and updates to the Victoria Planning Provisions and all planning schemes to ensure they are current and accurate.	04 February 2026
VC278	Ministerial - S20(4)	All Victorian Planning Schemes	Amendment VC278 applies Significant Landscape Overlays (SLOs) to 17 waterways within the Yarra (Birrarrung) and Waterways of the West catchments. The controls preserve the unique landscape character, cultural values, amenity and ecological health of each waterway. The amendment also strengthens state policy for waterways and includes updates to existing SLOs within the Waterways of the West and Rivers of the Barwon catchments.	20 January 2026

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Council report – Q3 2025-26

The following outlines progress against the actions outlined in the key focus areas of the Cardinia Shire Gender Equality Action Plan (GEAP) 2021 – 2025.

Sexual Harassment at Cardinia

- **Respectful Workplace Behaviours (RWB) training** was paused for Q3 while Managing Underperformance was prioritised and rolled out. We have achieved an overall completion rate to 65% (440 employees) as of 31 December 2025. RWB training will recommence from Quarter 4 (April 2026) and covers what is sexual harassment (in addition to bullying, harassment and discrimination) what is not acceptable in the workplace and the consequences if sexual harassment occurs.
- Results for **People Matter Survey** were received in August, in which 206 (30%) employees participated. The percentage of respondents who reported experiencing sexual harassment over the last 12 months has increased by 3% to 7% from 2023 survey results. Cardinia sits at the same percentage as the Local Government comparator group (7%).
- The **2025 Our Voice** engagement survey occurred in September. There was a 69% participation rate. The survey results presented no findings of sexual harassment in the workplace via sensitive comments or written feedback.
- Quarterly meetings continue to occur with **Contact Officers**. These quarterly meetings enable the Senior Workplace Relations Lead to provide any updates on internal processes & reporting or changes in legislation. Internal communication continues to promote the Contact Officer role as a resource for employees regarding sexual harassment or other complaints.

Gender pay gap

- Recent workforce audit data suggests our **mean total remuneration pay gap** has increased from -0.2% in 2023 to -1.6%.
- People & Culture continue to use benchmarking tools and job briefs to ensure pay equity.

Business Intelligence & Data Gaps

- People & Culture have provided feedback on Council's Human Resources Information Systems (HRIS) for the organisation wide enterprise system upgrade, to ensure the data required for gender equality reporting can be captured.

Other

- **2026-30 Gender Equality Action Plan (GEAP)** has been endorsed by ELT and will be submitted to the Commission on 1 May 2026.
- **2026 Progress Report** is being finalised for ELT approval 14 April and will be submitted to the Commission on 1 May.
- This report structure will change in the new financial year (from Q1 26-27) to align to CGEPs reporting against the seven **Gender Equality Indicators**, noting some of these metrics will not change or can be reported on over a quarter but will list the metric from the most recent progress report to the Commission. Proposed new report structure:
 - Gender Equality Indicator 1: Gender Composition of workforce
 - Gender Equality Indicator 2: Gender Composition of Governing Body
 - Gender Equality Indicator 3: Equal remuneration

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- Gender Equality Indicator 4: Sexual Harassment in the workplace
- Gender Equality Indicator 5: Recruitment & Promotion practices
- Gender Equality Indicator 6: Flexible leave arrangements
- Gender Equality Indicator 7: Gendered segregation in the workplace

Gender Impact Assessments (GIAs) completed

- Long Term Financial Plan
- Asset Plan 2025-35
- Local Street Sealing Initiative (LSSI) program (activated under the Special Charge Scheme Policy 2020)
- Community Capital Works Program Review
- Toomuc Sports Lighting upgrade
- Nar Nar Goon Township Strategy
- Gembrook and Emerald Urban Design analysis

- 8 Reports By Councillors**
- 9 Presentation Of Petitions**
- 10 Notices Of Motion**
- 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 – Confidential - Contract Award 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. (b) The grounds for designation have been made to ensure the smooth procurement transaction for a matter that sits outside the Chief Executive Officer financial delegation.

15 Meeting Closure