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**MINUTES OF General Council Meeting**

**Monday, 16 January 2017**

**MINUTES OF General Council Meeting**

**held in the Council Chambers, 20 Siding Avenue, Officer**

**on Monday, 16 January 2017**

**The meeting commenced at 6.07pm to consider a confidential matter and was adjourned at 6.09pm to reconvene at 7pm.**

**PRESENT**: Mayor, Brett Owen, Chairman

Councillors Jodie Owen, Collin Ross, Graeme Moore, Leticia Wilmot, Carol Ryan, Michael Schilling, Jeff Springfield and Ray Brown

Messrs Garry McQuillan (CEO), Mike Ellis (GMAS), Derek Madden

(GMCS), Phil Walton (GMPD), Jenny Scicluna (GMCWB), Doug Evans (MG)

**Welcome**

The Mayor welcomed all members of the gallery in particular welcomed representatives from the Emerald Venturers Scouts.

**OPENING PRAYER**

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

**ACKNOWLEDGEMENT OF TRADITIONAL LANDOWNERS**

The Cardinia Shire Council respectfully acknowledges that we are on the traditional land of

the Bunurong and Wurundjeri people.

**APOLOGIES:**

Nil

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| **CONFIRMATION OF MINUTES OF MEETINGS** |
| Moved Cr R Brown Seconded Cr G Moore**THAT MINUTES OF THE FOLLOWING MEETINGS BE CONFIRMED-**• General Council Meeting 12 December 2016Cd. |

**DECLARATION OF PECUNIARY AND OTHER INTERESTS**

Nil.

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Town Planning

1 **Adoption of Planning Scheme Amendment C208 - Updates to the Municipal Strategic Statement**

**FILE REFERENCE** INT1726

**RESPONSIBLE GENERAL MANAGER** Andrew Paxton

**AUTHOR** Emily Killin

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| **Recommendation**That Council:1. Adopt the following changes to Amendment C208 to the Cardinia Planning Scheme:- Amended Clauses 21.02-5, 21.03-1, 21.03-2, 21.03-3 and 21.06-5.2. Adopt the modified Amendment C208 to the Cardinia Planning Scheme under Section 29 of the *Planning and Environment Act 1987* (the Act) and submit Amendment C208 to the Minister for Planning for approval under Section 31 of the Act.3. Adopt the modified *Healthy by Design (January 2017)* document. |

**Attachments**

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| **1**  | Amendment C208 documents | 55 Pages |
| **2**  | Healthy by Design (January 2017) | 12 Pages |
| **3**  | Cardinia Shire Airport Policy (July 2015) | 5 Pages |

**EXECUTIVE SUMMARY**

This report outlines the recommendations of the Panel report (December 2016) in relation to Amendment C208 (the Amendment) to the Cardinia Planning Scheme. The Panel recommends the approval of the Amendment be subject to the correction of minor drafting errors in Clauses 21.02-5, 21.03-1, 21.03-2, 21.03-3 and 21.06-5 of the Cardinia Planning Scheme. These corrections are recommended by the Panel to ensure that the drafting of the Amendment is consistent with *Planning Practice Note 4 - Writing a Municipal Strategic Statement.*

A minor correction is also proposed to the *Healthy by Design (January 2017)* document with the intention to improve the purpose and influence of the document.

It is recommended that the required changes be made and the Amendment be submitted for approval to the Minster for Planning pursuant to section 31 of the Act

Background

On the 6 July 2015 Council resolved to adopt the *Cardinia Shire Airport Policy (2015)* and *Healthy by Design (2015)*. To ensure these policies are provided statutory weight in decision making, a Planning Scheme Amendment was sought to introduce them as reference documents into the Cardinia Planning Scheme.

On 6 June 2016 an internal memorandum was prepared and signed by the General Manager Planning and Development (Councils Delegate) that recommended Council write to the Minster for Planning and request that Amendment C208 to the Cardinia Planning Scheme be prepared under Section 9(2) of the Act. The Amendment proposed the following changes:

 Update Clause 21.01-3 (Key Issues) to make reference to *Healthy by Design* principles and a third Airport in Melbourne’s southeast.

 Update Clause 21.02-5 (Open space) to make reference to *Healthy by Design* principles and add *Healthy by Design (2015)* as a reference document.

 Update Clause 21.03-1 (Housing) to make reference to *Healthy by Design* principles and the *Healthy by Design Checklist (June 2015)*, and add *Healthy by Design (2015)* as a reference document.

 Update Clause 21.03-2 (Urban growth area) to make reference to *Healthy by Design* principles and the *Healthy by Design Checklist (June 2015)*, and add *Healthy by Design (2015)* as a reference document.

 Update Clause 21.03-3 (Rural townships) to make reference to *Healthy by Design* principles and the *Healthy by Design Checklist (June 2015)*, and add *Healthy by Design (2015)* as a reference document.

 Update Clause 21.05-5 (Pedestrian and bicycle network) to make reference to *Healthy by Design* principles and the *Healthy by Design Checklist (June 2015)*, and add *Healthy by Design (2015)* as a reference document.

 Add Clause 21.06-5 (Airport) including the addition of the *Cardinia Shire Airport Policy (2015)* as a reference document.

Authorisation to prepare the Amendment was received from the Department of Environment, Land, Water and Planning (DELWP) on 24 June 2016 and in accordance with section 8A (7) of the Act Council prepared the Amendment and placed it on exhibition from Thursday 21 July to Monday 22 August 2016.

At the conclusion of the exhibition period, 3 submissions were received, 2 in support of the Amendment and 1 requesting changes to the Amendment.

The supportive submissions were from Environmental Protection Authority and South East Water, the opposing submission was from a resident from Tynong. It was not considered reasonable to change the Amendment to address the changes requested by the submitter as these changes were considered to be beyond the scope of the Amendment.

At the 19 September 2016 General Council Meeting, Council resolved to request the Minster for Planning appoint an independent planning panel to consider all of the submissions received. The Panel Hearing was held on Thursday 1 December 2016 with only Council and the opposing submitter requesting to be heard.

On Tuesday 20 December 2016 Council received the Panel's report which recommended that the amendment be supported subject to a few minor modifications. The changes are as follows:

 *Amend Clauses 21.02-5, 21.03-1, 21.03-2, 21.02-3 and 21.06-5 to fix minor drafting errors.*

The corrections have been recommended by the Panel to ensure that the drafting of the Amendment is consistent with *Planning Practice Note 4 - Writing a Municipal Strategic Statement.* Officers support these changes as they will ensure that Council policy is reflected in the Municipal Strategic Statement in a way that is consistent with State Government requirements.

A minor correction is also proposed to the *Healthy by Design (January 2017)* document with the intent to improve the purpose and influence of the document. In its previous format, there is some uncertainty as to what development applications the guidelines apply to. The correction confirms that the guidelines apply if any of the conditions on page 4 of the document are applicable.

Next steps

We are at **Stage 4** of the Planning Scheme Amendment process as detailed below in Figure 1.

 

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

If Council resolves to adopt the Amendment, officers will prepare the final documents and submit these to the Minister for Planning for approval (Stage 5). Approval timeframes of the Amendment cannot be confirmed and are subject to process undertaken by the Department of Environment, Land, Water and Planning (DELWP).

Policy implications

The Amendment ensures Councils *Healthy by Design (January 2017)* document and the *Cardinia Shire Airport Policy (July 2015)* are given statutory weight through their implementation into the Cardinia Planning Scheme as reference documents. This will ensure that the contents of these documents will be taken into account when planning related matters are being considered.

Council is required to respond to specific directions within *Plan Melbourne* at a local policy level. This Amendment will achieve this.

The Amendment achieves the objectives of the State Planning Policy Framework, specifically Clause 15 (Built Environment and Heritage) and Clause 18 (Transport). The Amendment also supports the following Clause's in the Local Planning Policy Framework: Clause 21.02-5 (Open Space) and Clause 21.06-2 (Community Safety).

Relevance to Council Plan

The Amendment is relevant to the following aspects of the Council Plan:

1.4 Improved health and wellbeing for all

 Source funding and deliver a range of initiatives that promote healthy living.

2.1 Our diverse community requirements met

 Plan for the provision of facilities to service and support our changing communities.

2.2 Engaged communities

 Communicate the activities and decisions of Council to the residents in a variety of ways.

2.4 Improved health and wellbeing of our residents

 Integrate healthy lifestyle programs into Council's role in strengthening communities.

 Help establish partnerships and social infrastructure opportunities that improve health and wellbeing outcomes for residents.

3.4 Natural and built environments supporting the improved health and wellbeing of our communities

 Plan and develop built environments that support improved health and wellbeing of our communities.

 Raise awareness of our environment's impact on people's health and wellbeing.

3.5 Balanced needs of development, the community and the environment

 Review the Municipal Strategic Statement and the Cardinia Planning Scheme regularly to ensure it continues to meet Council objective.

4.1 Increased business diversity in Cardinia Shire

 Plan for and support local employment opportunities.

4.3 Diverse and resilient business community

 Advocate for the delivery of small and large scale projects that enhance and drive economic activity.

Consultation/communication

Exhibition of the Amendment commenced on 21 July 2016 and concluded on Monday 22 August 2016, 2 supportive submissions were received and 1 submission requested changes to the Amendment.

As the Amendment does not directly affect a specific location within the Shire, direct notice to owners and occupiers was not carried out. Therefore, additional advertisements measures were utilised to ensure the Amendment was promoted as widely as possible. The Amendment was exhibited through the following methods:

|  |  |
| --- | --- |
| Date | Method |
| 19 July 2016 | ‘Have your say’ advertisement in the Bunyip and District Newsletter |
| 19 July 2016 | ‘Have your say’ advertisement in the Ranges Trader |
| 20 July 2016 | Notice of preparation of Amendment in the Pakenham-Berwick Gazette |
| 20 July 2016 | ‘Have your say’ advertisement in the Pakenham Berwick Gazette |
| 21 July 2016 | ‘Have your say’ advertisement in the Berwick News |
| 21 July 2016 | ‘Have your say’ advertisement in the Pakenham News |
| 21 July 2016 | Notice of preparation of Amendment in the Government Gazette |
| 21 July 2016 | Facebook post on Living Healthy Cardinia Shire Facebook Page |
| 22 July 2016 | Notification of the Amendment in the Councillor Bulletin |
| 27 July 2016 | Facebook post on Living Healthy Cardinia Shire Facebook Page |
| 29 July 2016 | ‘Have your say’ advertisement in the Goon News |
| 1 August 2016 | ‘Have your say’ advertisement in the Koo Wee Rup Black Fish |
| 2 August 2016 | Facebook post on Living Healthy Cardinia Shire Facebook Page |
| 3 August 2016 | ‘Have your say’ advertisement in the Tynong Tabloids |
| 21 July to 22 August 2016 | Amendment documents available at the following locations:Cardinia Shire Council websiteCardinia Shire Council Customer Service front deskCardinia Shore Council internal staff newsfeedDELWP website |

Several discussions took place with the resident, however their concerns were unable to be resolved and Council resolved to refer the submission to an independent Panel.

The Panel Hearing was held at Cardinia Shire Council on Thursday 1 December 2016 with only Council and the resident requesting to be heard.

Financial and resource implications

The Amendment has no significant financial or resource implications for Council.

Conclusion

The modifications to the Amendment sought by the Panel are supported as they ensure that the Amendment is drafted in a way that is consistent with State Government requirements. It is submitted that the above outlined changes do not alter the intent of the document. Rather, the changes are administrative in nature and clarify and strengthen the proposed policies which will assist in assessing future planning permit applications.

It is therefore recommended that the amendment be adopted and submitted to the Minister for Planning for approval.

**1 Adoption of Planning Scheme Amendment C208 - Updates to the Municipal Strategic Statement**

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| --- |
| Moved Cr M Shilling Seconded Cr J OwenThat Council:1. Adopt the following changes to Amendment C208 to the Cardinia Planning Scheme:- Amended Clauses 21.02-5, 21.03-1, 21.03-2, 21.03-3 and 21.06-5.2. Adopt the modified Amendment C208 to the Cardinia Planning Scheme under Section 29 of the *Planning and Environment Act 1987* (the Act) and submit Amendment C208 to the Minister for Planning for approval under Section 31 of the Act.3. Adopt the modified *Healthy by Design (January 2017)* document.Cd. |

General Reports

2 **Timberside Drive Petition**

**FILE REFERENCE** INT1699602

**RESPONSIBLE GENERAL MANAGER** Michael Ellis

**AUTHOR** Christopher Marshall

|  |
| --- |
| **Recommendation**That: Victoria Police Highway Patrol be requested and supported to undertake enforcement activities in this area, the SAM trailer be utilised in this area to continue to educate motorists about appropriate speeds in Timberside Drive, and  investigation be undertaken regarding the implementation of local traffic management devices as a long term solution to manage excessive vehicle speeds on local roads for future funding consideration. |

**Attachments**

*Nil*.

**EXECUTIVE SUMMARY**

A petition was tabled at the November Council meeting requesting traffic control devices in the form of speed humps to be installed in Timberside Drive, Beaconsfield. The issue raised in this petition primarily relates to speeding along Timberside Drive.

As such, Council officers will request and work with Victoria Police Highway Patrol to undertake enforcement activities within this area. The SAM trailer was placed in Timberside Drive in November 2016 to educate motorists about their speed and will be considered for future placement at this location.

A traffic management device on Timberside Drive at Patrick Place has been identified in the Beaconsfield Development Contribution Plan. Further investigation will be required into traffic management devices along the remainder of this road. There is currently no program to fund the installation of these devices and funding for such a program will need to be considered during future budget considerations.

**Background**

A petition was tabled at the November Council meeting requesting traffic control devices in the form of speed humps to be installed in Timberside Drive, Beaconsfield. The petition had 15 signatories from 8 properties on Timberside Drive located between Hillview Court and Wild Duck Way.

Timberside Drive is a typical 50 km/h minor collector road within the local network designed when the urban speed limit was 60 km/h with a number of crests and curves along the road. The road has approximately 1800 vehicles per day at the western end and 1000 towards the eastern end. Traffic volumes have shown a slight increase in the last two years however they are within normal growth expectations for this road. A bus route runs along this road between O'Neil Road and Fieldstone Boulevard.

Council staff and a former ward Councillor previously met with the lead petitioner on site and investigated his concerns at this location in September 2015. These issues were addressed with the installation of a "Concealed Driveways" warning sign for westbound traffic located east of Hillview Court.

In accordance with road safety practices, this issue can be addressed using the three E's of road safety - Education, Engineering and Enforcement.

**Education**

Council officers have placed the Speed Alert Mobile (SAM) trailer in Timberside Drive for a week in November 2016 in response to speeding concerns reported to Council. The SAM trailer is placed routinely in local roads to educate motorists on what speed they are doing. Timberside Drive will be considered for placement of the SAM trailer as part of future schedules.

Past observations with the SAM trailer show that most motorists do immediately slow down when they drive past the trailer - indicating they are "accidentally" exceeding the speed limit. Observations indicate that the proportion of motorists who deliberately speed (or are not paying attention) and do not react to the SAM trailer are relatively small. Whilst statistically the trailer shows little long term benefit, it provides an ongoing education presences and highlights to motorists what speed they are actually doing.

**Engineering**

Council provided a 3 lane parking lane treatment in December 2014 to improve safety within Timberside Drive and reduce speeds. Follow up surveys showed a small reduction in speeds shortly after the parking lane treatment but a more recent count reveals that the speed appears to have returned to the pre-treatment speeds. The highest speeds recorded along Timberside Drive are near Crestview Dr with an 85th percentile speed of 59.5 km/h (28 November 2016). Observations by Council officers have shown an improvement in safety due to the channelising of traffic around curves and crests where previously motorists had been observed cutting corners and driving in the opposing traffic lane.

*Table 1 Timberside Drive traffic count results between Tranquillity Place and Wild Duck Way*

|  |  |  |
| --- | --- | --- |
| Traffic Count Date | Volume (veh/day) | 85th Percentile Speed (km/h) |
| 13 December 2012 (before parking lane treatment) | 1728 | 56.7 |
| 11 February 2015 | 1731 | 55.7 |
| 28 November 2016 | 1834 | 56.9 |

Sections of Timberside Drive are unsuitable for traffic control devices (e.g. speed humps) due to the topography of the road. The curves and crests in these sections will not provide enough sight for motorists to these devices and as such the devices could potentially increase the probability of a crash occurring. The intersection of Patrick Place and Timberside Drive has been identified as a future location of a traffic control device within the Beaconsfield Development Contribution Plan.

Further investigation would be required into suitable traffic control devices along the remaining length of Timberside Drive if traffic control devices are to be considered within this road. As this road is a bus route any traffic management devices installed within the road must be suitable for buses.

These types of local area traffic management devices can come at significant costs. To implement such a program for identified sites across the shire, consideration will need to be given when considering future budgets as there is currently no program to fund these devices.

A preliminary priority list based on safety and other factors for roads across the shire to be considered for traffic management devices does not include Timberside Drive in the top 20 identified locations across the shire.

**Enforcement**

Enforcement of speeding is the responsibility of the Victoria Police and specifically the Highway Patrol. As this issue relates primarily to speeding, enforcement by Victoria Police will be required to address this issue. They have been utilising the survey data supplied by Council to help target enforcement on roads where speeding is more prevalent within the municipality. Council will request Victoria Police to undertake enforcement of the speed limit within Timberside Drive and provide any additional assistance as required.

**POLICY IMPLICATIONS**

The following action items in the Road Safety Strategy 2016-25 are directly related to this issue:

 5.2 - Liaise with Victoria Police regarding enforcement needs.

 5.3 - Implement the Speed Advisory Trailer program in local streets throughout the municipality.

 6.14 - Establish a program and advocate for funding to deliver traffic calming devices in identified residential areas.

**RELEVANCE TO COUNCIL PLAN**

This issue is directly related to the following items in the Council Plan:

 1.6 - Increased Awareness of Safety - Involves working with the community, including the Victorian Police, to improve safety and awareness of safety within local communities.

 3.1.1 and 3.1.4 - Manage Council's assets in a way that they are adequately maintained over their life and in accordance with the Road Management Act 2004.

 3.2.1 - Upgrade Council roads to improve safety while considering the traffic demand of the community.

 3.4 - Plan and develop built environments that support improved health and wellbeing of our communities and raise awareness of the environments impact on health and wellbeing.

**Consultation/Communication**

Council officers and a former ward Councillor have previously met with the lead petitioner on site and investigated the concerns at this location in September 2015. These issues were addressed with the installation of a "Concealed Driveways" warning sign for westbound traffic located east of Hillview Court.

Council officers have again discussed this issue with the chief petitioner mid-2016 which resulted in the scheduling of the SAM trailer to be placed in Timberside Drive in November 2016 to educate motorists on the speed they are travelling.

**Financial and resource Implications**

If Council wishes to establish a local traffic management devices program it would need to be considered in the future capital works program.

The capital works program currently has a Traffic Management Devices budget of $100,000 per annum. This program provides minor road and road related infrastructure improvements including new line marking, signage improvements and school crossings. This budget is not able to cater for the significant works associated with local area traffic management devices.

**Conclusion**

The issue raised in this petition primarily relates to speeding along Timberside Drive. Council officers will request and work with Victoria Police Highway Patrol to undertake enforcement activities within this area. The SAM trailer was placed in Timberside Drive in November 2016 to educate motorists about their speed and will be considered for future placement at this location.

A traffic management device on Timberside Drive at Patrick Place has been identified in the Beaconsfield Development Contribution Plan. Further investigation will be required into traffic management devices along the remainder of this road. There is currently no program to fund the installation of these devices and funding for such a program will need to be considered in future capital works programs.

**2 Timberside Drive Petition**

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| Moved Cr L Wilmot Seconded Cr C RossThat: Victoria Police Highway Patrol be requested and supported to undertake enforcement activities in this area, the SAM trailer be utilised in this area to continue to educate motorists about appropriate speeds in Timberside Drive, and  investigation be undertaken regarding the implementation of local traffic management devices as a long term solution to manage excessive vehicle speeds on local roads for future funding consideration.Cd. |

**3 State Government Take2 Pledge Program**

**FILE REFERENCE** INT1699624

**RESPONSIBLE GENERAL MANAGER** Michael Ellis

**AUTHOR** Brett Munckton

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| **Recommendation**That Council takes the TAKE2 pledge to reduce greenhouse gas emissions and joins the State Government's TAKE2 program. |

**Attachments**

*Nil*.

**EXECUTIVE SUMMARY**

The Paris Agreement of 2015 has set ambitious targets for greenhouse gas emission reductions that will require significant action on the part of all levels of government and the community.

The Victorian Government response is a target of zero net emissions by 2050 and to assist in achieving this, TAKE2, a pledge program for action to help reach the emissions reduction target. Cardinia Shire Council has been invited along with all Victorian local governments to take the pledge to support the state government's program.

Cardinia Shire Council has implemented various initiatives to reduce emissions as part of Council's aim to achieve the target of zero net emissions for its operations by 2024 under the Aspirational Energy Transition Plan. Our target and leadership will contribute towards the state government's efforts.

By taking the pledge Council will receive recognition of its efforts and help to create momentum to reduce emissions across Victoria. Taking the pledge will further strengthen Council's relationship with the state government and will assist Council to access grant funding opportunities. The pledge does not require additional funding, nor does it require Council to commit to actions that are not already identified within current plans

**Background**

**Cardinia Shire Council's Aspirational Energy Transition Plan**

Cardinia Shire Council's Aspirational Energy Transition Plan was endorsed in 2014. The plan includes an analysis of Council and community greenhouse gas emissions along with initiatives to reduce them.

Since the plan's endorsement Council has implemented numerous activities to reduce its emissions and energy costs. These include:

 Environmental upgrades of Council facilities including Cardinia Shire's main aquatic centre Cardinia Life, the Cardinia Cultural Centre and the Beaconsfield Community Complex

 The upgrade of decorative street lights with energy savings globes

 The installation of 243 kW of solar electricity systems comprising of over 930 solar panels at 14 sites

 The incorporation of a high level of sustainable design in new Council facilities.

These initiatives are saving over 1200 tonnes of CO2e per annum and $165,000. Council has a planned ongoing role out of projects similar to these in the coming years. The Aspirational Energy

Transition Plan also includes Council's intention to move to 100% renewable electricity in the coming years, based on a competitive financial solution being available to achieve this.

Council has delivered various programs in recent years to assist the community reduce emissions and energy costs. These include a program to assist sporting clubs improve their energy efficiency and an initiative to improve the energy efficiency of the homes of the elderly. These programs are often delivered through external grant funding in partnership with the South East Councils Climate

Change Alliance.

Council is also looking into establishing a process to ensure private development meets higher levels of sustainable design to reduce energy costs and usage and improve liveability. Council is working closely on ensuring precinct structure plans for growth areas and township plans require high levels of sustainable design for new development.

These community actions form part of Council's efforts to achieve a 36% reduction in community emissions on a per capita basis by 2024.

**State Government TAKE2 Pledge Program**

On 9 June 2016, the Government announced that it will undertake to reduce greenhouse gas emissions through:

 A target for Victoria of net zero emissions by 2050, with five-yearly interim targets yet to be set.

 TAKE2, a pledge program for action to help Victoria reach the emissions reduction target.

The target and the pledge program were recommended by the Climate Change Act independent review. Along with state renewable energy targets of 25 per cent by 2020 and 40 per cent by 2025, also announced in June and the Victorian Energy Efficiency Target (VEET), these commitments support the Victorian Government’s ambition to become a national leader on tackling climate change.

TAKE2 comprises:

 Encouragement for voluntary pledges to take action on climate change to help reach the state’s emissions reduction target, open to all Victorians: local government, businesses, individuals, educational institutions and community organisations

 Mandatory pledges from all state government departments and agencies to reduce operational emissions (offices , fleet and assets)

 Mandatory pledges by the Government to reduce emissions across a number of key sectors including energy, agriculture, transport and waste management.

The pledge process contains two steps:

Step 1: Take the universal pledge: Working together, we pledge to play our part and take action on climate change for Victoria, our country and our planet by signing up. The universal pledge includes a number of pre-set options as the reason for the pledge, including for our local community, which is appropriate for local government.

Step 2: Pledgers should also share the specific voluntary greenhouse saving measures they are taking to help meet Victoria's universal pledge and reduce greenhouse emissions through an online portal. For Cardinia Shire this will involve outlining actions contained within our Aspirational Energy Transition Plan and providing a link to the plan.

TAKE2’s terms of use include an expectation that all pledges and the choice of actions are made in good faith and that pledgers will follow through on their pledges. TAKE2 reserves the right to remove organisations from the TAKE2 program if they have not updated their chosen actions within 12 months of their estimated completion date.

Once an organisation has registered a pledge, they can acknowledge participation in TAKE2 in public communications and use the TAKE2 logo. Once Cardinia Shire Council is registered our logo will be displayed on the TAKE2 website with details of our climate change actions and commitments.

A pledge may be withdrawn at any time by the pledger simply updating the TAKE2 website.

**POLICY IMPLICATIONS**

Taking the pledge to work with the state government to reduce greenhouse gas emissions is consistent with actions and targets in Council's Aspirational Energy Transition Plan.

**RELEVANCE TO COUNCIL PLAN**

Section 3 of the Council Plan (2013-17) includes the action:

"Reduce Council’s energy consumption and help the community to do likewise".

The TAKE2 pledge and program is consistent with this action and its focus is on energy consumption and emissions reduction.

**Consultation/Communication**

Discussions have taken place with other Councils who are taking the pledge, and the South East Councils Climate Change Alliance (SECCCA). The City of Casey, the City of Port Phillip, Bass Coast Shire Council, Mornington Peninsula Shire and SECCCA have all taken the TAKE2 pledge and are supportive of the TAKE2 initiative.

The TAKE2 program has also been discussed in detail with Sustainability Victoria representatives who are managing the program to clarify its requirements and opportunities.

**Financial and resource Implications**

The pledge does not require additional funding, nor does it require Council to commit to actions that are not already identified within current plans. A small amount of time is required to engage in the program and report on Council's emissions reduction actions. Sustainability Victoria recognises that local governments have been taking actions to reduce emissions for many years. They have advised they will make the reporting and goal setting process available through TAKE2 as simple as possible for local government.

It is likely that those Councils who have taken the pledge will improve their chances of accessing future state energy efficiency and renewable energy funding, as their funding applications will be looked upon more favourably. Some funding opportunities may even require the pledge to be taken for Councils to apply.

**Conclusion**

The TAKE2 Pledge is a commitment to reduce greenhouse gas emissions and is in line with Council's Aspirational Energy Transition Plan. The pledge does not require additional funding, nor does it require Council to commit to actions that are not already identified within current plans.

**3 State Government Take2 Pledge Program**

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| Moved Cr L Wilmot Seconded Cr C RossThat Council takes the TAKE2 pledge to reduce greenhouse gas emissions and joins the State Government's TAKE2 program.Cd. |

**4 APPOINTMENT OF COMMITTEE MEMBERS TO KOO WEE RUP TOWNSHIP COMMITTEE, LANG LANG TOWNSHIP COMMITTEE AND KOO WEE RUP COMMUNITY CENTRE COMMITTEE**

**FILE REFERENCE** INT1699701

**RESPONSIBLE GENERAL MANAGER** Jenny Scicluna

**AUTHOR** Kym Ockerby

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| --- |
| **Recommendation**That the following amendments and appointments be made to the following Special Committees formed under the provisions of Sections 86 of the Local Government Act (1989).1. Koo Wee Rup Township Committee Caroline Roff President Joyce Light Vice President  Gavin Brock Secretary Cathy McNulty Treasurer  Gus Moore Committee member Rob Mure Committee member Frank Worcester Committee member Audrey Mills Committee member David McPherson Committee member Lou Bucello Committee member Frank Crameri Committee member Vincent Pepe Committee member Sarah Romp Committee member Trevor Westmore Committee memberAll previous members be removed from this committee.2. Lang Lang Township Committee Cynthia Gane President Paul King Vice President  Dianne Comber Secretary Elizabeth Gregorovich Treasurer  Frances Nies Committee member Jean Hayden Committee member Peter Hayden Committee memberAll previous members be removed from this committee.3. Koo Wee Rup Community Centre Committee Lynette van de Hoef President  Lisa Van Dord Secretary Sandra Harris Treasurer  Jan Fox Committee member George Fittock Committee member Gus Moore Committee member Gwenda Woff Committee memberAll previous members be removed from this committee. |

**Attachments**

*Nil*.

**EXECUTIVE SUMMARY**

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

**Background**

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

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

At a meeting held on Thursday 27 October, 2016 the members detailed above were elected to be appointed by Council to the Lang Lang Township Committee for the current term as specified in the Instrument of Delegation.

At a meeting held on Wednesday 2 November, 2016 the members detailed above were elected to be appointed by Council to the Koo Wee Rup Township Committee for the current term as specified in the Instrument of Delegation.

At a meeting held on Wednesday 9 November, 2016 the members detailed above were elected to be appointed by Council to the Koo Wee Rup Community Centre Committee for the current term as specified in the Instrument of Delegation.

**POLICY IMPLICATIONS**

Nil

**RELEVANCE TO COUNCIL PLAN**

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

**Consultation/Communication**

Nil

**Financial and resource Implications**

Nil

**Conclusion**

It is appropriate for the Council to confirm the appointment of these new members to the Committee of Management for the Koo Wee Rup Township Committee the Committee of Management for the Lang Lang Township Committee and the Committee of Management for the Koo Wee Rup Community Centre.

**4 APPOINTMENT OF COMMITTEE MEMBERS TO KOO WEE RUP TOWNSHIP COMMITTEE, LANG LANG TOWNSHIP COMMITTEE AND KOO WEE RUP COMMUNITY CENTRE COMMITTEE**

|  |
| --- |
| Moved Cr C Ryan Seconded Cr G MooreThat the following amendments and appointments be made to the following Special Committees formed under the provisions of Sections 86 of the Local Government Act (1989).1. Koo Wee Rup Township Committee Caroline Roff President Joyce Light Vice President  Gavin Brock Secretary Cathy McNulty Treasurer  Gus Moore Committee member Rob Mure Committee member Frank Worcester Committee member Audrey Mills Committee member David McPherson Committee member Lou Bucello Committee member Frank Crameri Committee member Vincent Pepe Committee member Sarah Romp Committee member Trevor Westmore Committee memberAll previous members be removed from this committee.2. Lang Lang Township Committee Cynthia Gane President Paul King Vice President  Dianne Comber Secretary Elizabeth Gregorovich Treasurer  Frances Nies Committee member Jean Hayden Committee member Peter Hayden Committee memberAll previous members be removed from this committee.3. Koo Wee Rup Community Centre Committee Lynette van de Hoef President  Lisa Van Dord Secretary Sandra Harris Treasurer  Jan Fox Committee member George Fittock Committee member Gus Moore Committee member Gwenda Woff Committee memberAll previous members be removed from this committee.Cd. |

**5 Sale of part of reserve adjoining 7 Lakeside Boulevard**

**FILE REFERENCE** INT1699867

**RESPONSIBLE GENERAL MANAGER** Andrew Paxton

**AUTHOR** Jeanette Blackwood

|  |
| --- |
| **Recommendation**1. That Council commence the statutory procedures under sections 189 and 223 of the Local Government Act 1989 and that Council publish a notice in the local paper circulating in the area for Pakenham advising of a proposal to sell part of the land abutting 7 Lakeside Boulevard. 2. In the event of submissions being received, a committee comprising of the central ward Councillors be appointed and the Chief Executive Officer be authorised to set the day, time and place for the hearing of such submissions.3. In the event of no submissions being received, the Chief Executive Officer be authorised on behalf of Council to:a. affect the sale of land by a public sale process and the property will not be sold for less than the market value of the land.b. executes all documentation associated with the sale.4. That a subdivision application be lodged to remove the reserve status and subdivide the Council reserve abutting 7 Lakeside Boulevard Pakenham |

**Attachments**

|  |  |  |
| --- | --- | --- |
| **1**  | Aerial image | 1 Page |
| **2**  | Subdivision plan | 3 Pages |

**EXECUTIVE SUMMARY**

The Owners of Shanika's Restaurant (Shanika's) has expressed an interest in purchasing part of the Reserve to the north of its property at 7 Lakeside Boulevard, Pakenham. The land under investigation is approximately 500 square metres as shown on the attached plan (Land) and part of the Land is currently used by Shanika's as an alfresco dining area. The Land is considered to be surplus, as it's not required for open space purposes and although it is a drainage reserve it is considered that the drainage assets can be dealt with as an easement over the Land. It is recommended that Council support the proposal to sell the Land to Shanika's. The owners of Shanika's will also be seeking a planning permit concurrently and the sale will be contingent on this separate process.

**Background**

Shanika's is located at 7 Lakeside Boulevard, Pakenham. To the north of the restaurant is the Reserve which borders the south west corner of the Princes Highway and Lakeside Boulevard. The main function of the Reserve is to provide a landscape feature (entrance) to the Pakenham Lakeside Estate and to serve as a drainage basin. Part of the Land is already utilised by Shanika's as a paved alfresco dining area and the remainder of the Land forms part of the Reserve.

Shanika's have approached Council with a proposal to acquire the Land as shown on the attached plan. Shanika's propose an extension to the existing restaurant including a training room, storage, preparation kitchen and restaurant space, and are keen to provide hospitality training in association with a training provider. The overall appearance from the Princes Highway will be improved with a new façade to the building.

A planning permit for the future extension of Shanika's will be submitted to Council for consideration. The merits of the planning application will be assessed to determine the appropriateness of the extension and impact on car parking. This process will be conducted independently from the Sale process.

The Land has been identified as no longer reasonably required for the purpose it was originally set aside for or any other strategic purpose and it is deemed surplus to Council requirements and the Land is considered suitable for sale.

Details of the Land are as follows:

Land Area 500 square metres

Zoning Comprehensive Development Zone (Schedule 1)

Overlay Development Contribution Plan Overlay (Schedule 1).

Title description Reserve No. 2 PS447403J Certificate of title Volume 10653 Folio 760

**POLICY IMPLICATIONS**

The sale of the Land to the owners of the Shanika's restaurant is not considered to raise any significant policy implications, as the Land is not required for open space, drainage or other public purposes (walkway).

The State Government has developed guidelines for the sale of Council land, known as “Local Government Best Practice Guidelines for the Sale and Exchange of Land” (the Guidelines). This document provides guidance for the sale of Council land but Council is not bound by the Guidelines. The Guidelines provide that all sales or transfers should be in the best interest of the community. Generally, it is expected that land will be offered to the market by a public marketing campaign, however where the purchasers are limited, as is the case in this situation it is considered reasonable to negotiate directly with an abutting owner and sell the Land based upon a market valuation

**RELEVANCE TO COUNCIL PLAN**

Under "Our Environment", the "balanced needs of development, the community and the environment" is recognised as an important goal within the Council Plan. This includes planning for the development of the urban growth area with a mix of residential, commercial, employment, recreational and community activities to meet the needs of our growing community in a sustainable manner.

**Consultation/Communication**

Consultation has been carried out with appropriate internal departments and are generally in support of the proposal, to subdivide and sell this section of land. Also due to the drainage assets consultation has occurred with Melbourne Water who has provided guidance of how to deal with their assets, in particular an easement will be created in favour of Melbourne Water:

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

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

A subdivision process will be undertaken to subdivide the Land from the Reserve and remove the reserve status from the Land; and

A planning process to consider the development of the Land.

**Financial and resource Implications**

Following consultation if a decision is made to sell the Property, the Property will be sold based upon the market value as assessed by Councils contract valuer.

**Conclusion**

That Council support the proposal to commence the procedures to sell the Land, known as Reserve No. 2 PS447403J to the north of the Shanika's in order to:

 commence the statutory procedures associated with a proposal to sell the Land;

 allow further discussions with the Shanika's in relation to the sale;

 commence the process to subdivide the Reserve and remove the reserve status from the Land; and

 allow Shanika's to lodge a planning application for the development of the Land.

**5 Sale of part of reserve adjoining 7 Lakeside Boulevard**

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| Moved Cr C Ryan Seconded Cr G Moore1. That Council commence the statutory procedures under sections 189 and 223 of the Local Government Act 1989 and that Council publish a notice in the local paper circulating in the area for Pakenham advising of a proposal to sell part of the land abutting 7 Lakeside Boulevard. 2. In the event of submissions being received, a committee comprising of the central ward Councillors be appointed and the Chief Executive Officer be authorised to set the day, time and place for the hearing of such submissions.3. In the event of no submissions being received, the Chief Executive Officer be authorised on behalf of Council to:a. affect the sale of land by a public sale process and the property will not be sold for less than the market value of the land.b. executes all documentation associated with the sale.4. That a subdivision application be lodged to remove the reserve status and subdivide the Council reserve abutting 7 Lakeside Boulevard PakenhamCd. |

**6 DOCUMENTS FOR SEALING**

**FILE REFERENCE** INT1695124

**RESPONSIBLE GENERAL MANAGER** Derek Madden

**AUTHOR** Doug Evans

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| --- |
| **Recommendation**That Council note the fixing of the Common Seal to the documents listed below and the seal be affixed to the other documents as listed. |

**Attachments**

Nil

**EXECUTIVE SUMMARY**

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

a) Made by Council resolution;

b) Made by resolution of a Special Council meeting under delegation; or

c) Made by the Chief Executive Officer under delegation.

The following documents require the affixing of the Council Seal:

**Sale of Discontinued Road abutting 40 Beaconsfield –Emerald Rd, Beaconsfield**

Agreement to Consolidate closed road with 10 Beaconsfield- Emerald Rd and Transfer of Land to Vandermere and Beck.

**Deed of Covenant**

Deed of Covenant for the Conservation of land between the Council and Trust for Nature in regard to Lots 9 and 12 on PS 008788 being land adjoining the Emerald Quarry in Sunnyside Terrace in Emerald gifted to the Council.

**Lease of 6e Henry Street**

Lease between Cardinia Shire Council and Cardinia U3A for the lease of premises at 6e Henry Street.

**Conclusion**

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

**6 DOCUMENTS FOR SEALING**

|  |
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| Moved Cr C Ryan Seconded Cr G MooreThat Council’s Common Seal be affixed to the documents listed in the report.Cd. |

**7 Contract 16/06 Engineering Technical Services**

**FILE REFERENCE** INT17537

**RESPONSIBLE GENERAL MANAGER** Michael Ellis

**AUTHOR** Stewart Pike

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| --- |
| **Recommendation**That; The tenders submitted by SMEC Australia, Craig Civil Design, Civil Road Solutions, HDS Australia, Traffic Works, Morphum Environmental, Assetic Australia, Pitt and Sherry, Cardno Victoria, Chadwick Geotechnics, Taylors Development Strategists, Zenith Surveys, Archaeology at Tardis, Ecology and Heritage Partners, Taylor Miller, Meinhardt Infrastructure and Environment, 2MH Consulting, Engeny, Afflux Consulting, Water Tech, Traffic Focus, Powerplant Project Services, Biosis and Context be accepted for CT16/06 - Engineering Technical Services for an initial period of 3 years, with a 2 year option for extension; The remaining tenderers be advised accordingly and; The common seal of the Council be affixed to the contract documents. |

**Attachments**

|  |  |  |
| --- | --- | --- |
| **1**  | Confidential memorandum detailing tenders received circulated to Councillors only | 11 Pages |

**EXECUTIVE SUMMARY**

Tenders have been sought for Engineering Technical Services to streamline procurement across the Infrastructure Services and Environment teams as well as ensuring the compliance of the Local Government Act relating to the public tender of works for procurement of services.

This contract focuses on the engagement of specialists for specific engineering related services. This contract will supplement our existing professional services contract which caters for generalist consultancy services and project management.

This report provides consideration for the appointment of a panel of consultants to undertake the services required under CT16/06 - Engineering Technical Services for a period of 3 years with 2 year optional extension.

It is recommended that the selected 24 tenderers will provide a good balance of technical service and availability for the delivery of Council projects and programs including Engineering and Environmental Projects.

**Background**

Tenders have been sought for Engineering Technical Services to streamline procurement across the Infrastructure Services and Environment teams as well as ensuring the compliance of the Local Government Act relating to the public tender of works for procurement of services.

This contract focuses on the engagement of specialists for specific engineering related services. This contract will supplement our existing professional services contract which caters for generalist consultancy services and project management.

The contract is for an initial three year period with the option for a two year extension.

Tenders for a schedule of rates contract were advertised in The Age. Responses were received from forty one (41) tenderers of which twenty four (24) are recommended for acceptance.

The scope of specialist services includes:

 Civil and structural engineering (including flood modelling),

 Traffic and transport engineering,

 Asset management,

 Geotechnical services,

 Surveying,

 Environmental services,

 Recreation and drainage.

Each of these categories was further broken down into specific tasks which were allocated an hourly rate. Tenderers had the option to submit rates for any number of tasks across the different categories to reflect their firm's specialisation.

Tenders were evaluated against the stipulated criteria of Pricing and Value for Money, Compliance with Conditions of Contract, Compliance with Specifications, Capability and Capacity, Relevant Experience and Past Performance, Quality Systems, Customer Service, OHS, Financial Viability, Condition of Contract, Location and Insurance.

The selected 24 tenders will provide a good balance of technical service and availability for the delivery of council projects and programs including Engineering and Environmental Projects.

**POLICY IMPLICATIONS**

Nil

**RELEVANCE TO COUNCIL PLAN**

The appointment of consultants under this contract will build Council's capacity to deliver new infrastructure projects and manage existing infrastructure in accordance with the following Council Plan actions;

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

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

 Maintain all Council roads and supporting infrastructure in accordance with the *Road Management Act 2004.*

 Develop new and maintain existing parks, gardens and reserves in a sustainable way.

 Provide accessible facilities to meet identified community needs.

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

 Upgrade Council roads to improve safety while considering the traffic demand of the community.

 Continue the use of special charge schemes to finance road, drainage and footpath improvement programs.

 Plan and develop built environments that support improved health and wellbeing of our communities.

**Consultation/Communication**

An internal assessment was undertaken to identify the services required to supplement Councils Engineering and Environmental expertise and will assist Council Officers deliver projects on behalf of the community

Community consultation will be undertaken based on the requirements of each individual project or program.

**Financial and resource Implications**

Prices have been sought on a schedule of rates basis. This contract does not guarantee work or prevent Council from engaging consultants outside of the contract. There is no fixed financial implication resulting from the award of these contracts.

Council's procurement policy indicates that *the purchase of all goods and services for which the estimated total expenditure exceeds $150,000 … excluding GST over a two year period…, shall be undertaken by public tender as per the thresholds contained in the Local Government Act.*

The creation of this panel of contractors assists Council officers in adhering with this requirement.

Services provided under this contract will be subject to individual project and program budgets and will be approved in line with the thresholds in Councils Delegated Authority Policy. The selection of individual consultants for any particular project will be based on tender price, the availability of the consultant and the level of service provided by the consultant.

**Conclusion**

It is recommended that the tenders submitted by SMEC Australia, Craig Civil Design, Civil Road Solutions, HDS Australia, Traffic Works, Morphum Environmental, Assetic Australia, Pitt and Sherry, Cardno Victoria, Chadwick Geotechnics, Taylors Development Strategists, Zenith Surveys, Archaeology at Tardis, Ecology and Heritage Partners, Taylor Miller, Meinhardt Infrastructure and Environment, 2MH Consulting, Engeny, Afflux Consulting, Water Tech, Traffic Focus, Powerplant Project Services, Biosis and Context be accepted for CT16/06 - Engineering Technical Services.

**7 Contract 16/06 Engineering Technical Services**

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| --- |
| Moved Cr C Ryan Seconded Cr G MooreThat; The tenders submitted by SMEC Australia, Craig Civil Design, Civil Road Solutions, HDS Australia, Traffic Works, Morphum Environmental, Assetic Australia, Pitt and Sherry, Cardno Victoria, Chadwick Geotechnics, Taylors Development Strategists, Zenith Surveys, Archaeology at Tardis, Ecology and Heritage Partners, Taylor Miller, Meinhardt Infrastructure and Environment, 2MH Consulting, Engeny, Afflux Consulting, Water Tech, Traffic Focus, Powerplant Project Services, Biosis and Context be accepted for CT16/06 - Engineering Technical Services for an initial period of 3 years, with a 2 year option for extension; The remaining tenderers be advised accordingly and; The common seal of the Council be affixed to the contract documents.Cd. |

Activity Reports

8 **Major Projects and Stategies Activity Report**

**FILE REFERENCE** INT17549

**RESPONSIBLE GENERAL MANAGER** Michael Ellis

**AUTHOR** Andrew Barr; Charles Taveira; John Davey; Desiree Lovell

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| **Recommendation**That the report be noted |

**Attachments**

*Nil*.

**EXECUTIVE SUMMARY**

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

***Activity report***

**Capital works**

**Lang Lang Community and Recreation Precinct**

The tender package for civil works for Lang Lang Community and Recreation Precinct closed on the 20 December 2016. Works will include;

 Two main AFL ovals;

 Four dedicated netball courts;

 Site earthworks including wetlands construction and associated earthworks balances for the ovals and surrounds;

 Construct access points to the site from Soldiers Road and Caldermeade Road;

 First stage of internal roads and car parks that link the two entrances and provide access to the netball courts and football ovals; and

 Establishment of site services.

A tender assessment report is expected to be presented to the February Council meeting for the selection of a contractor to undertake the works.

**Mountain Road Recreation Reserve Resurfacing Works**

Construction works on the resurfacing of the Mountain Road Recreation Reserve sports oval and athletics track commenced prior to Christmas. It is pleasing to see works underway after delays were encountered on site due to the ongoing wet conditions late last year.

**2016‑17 Bridge renewal program**

On site construction works associated with the Bunyip-Modella Road Bridge will commence mid-January. Works are expected to be completed in March with the contractor looking to minimise disruptions to commuters. Advanced warning signs to notify commuters will be in place prior to works commencing.

The tender package seeking prices for the design and construction of the Manestar Road Bridge was advertised in November and closed the 6th of December. The tender consideration report is expected to be presented to the February Council meeting.

**Deep Creek Reserve**

The funding for the Victorian Government’s Growing Suburbs Fund was announced on the 28th of November. Council were successful in receiving $2.825million. With funding confirmed, Council officers met with Melbourne Water in December to discuss the opportunities for the establishment of the major wetlands to coincide with the development for the rest of the reserve. Tender packages relating to earthworks are currently being finalised and are waiting for feedback from Melbourne Water. Further contracts relating to civil and building components will follow.

**2016‑17 Road program**

Rehabilitation works at Spencer Street in Nar Nar Goon are expected to commence in mid-January 2017. Works are expected to continue through to March pending weather conditions.

Council’s road reseal program will commence in the coming weeks and continue throughout summer. The asphalt overlay and replacement program is well underway and will continue throughout summer as well.

**2016‑17 Drainage program**

Council officers have recently been successful in receiving two separate Melbourne Water Living Rivers Grants. These grants are for; 1- Gembrook Park Rain garden, and 2 – implementation of water sensitive urban design treatments at various identified high erosion sites throughout the municipality. Works will be programmed to be completed this financial year.

**McGregor Road Pedestrian Operated Signals (POS)**

The major works associated with the installation of the POS are programmed to commence mid-January, so that the crossing is ready for operation in February when school returns. The POS will significantly improve the safety of pedestrians, including school children, at this location.

**New footpath program**

Council officers have been successful in obtaining further funding to the amount of $545,000 for the Emerald – Gembrook Trail through the State Governments Growing Suburbs Funding. This follows the successful allocation of funds from the Federal Government for $1million. These funds will cover a substantial amount of the project costs. Final detailed designs are being completed for individual segments along with the preparation of tender documents for the project such that the works can be tendered in the coming months.

Council’s current annual supply Contract for new and replacement concrete is currently out to tender and closes later this month. This contract enables the expediate delivery of the footpath program. A tender selection report is expected to be presented to the February Council Meeting for consideration.

**Asset management**

**Sealed roads**

The condition assessment of Council’s sealed road network is underway and will continue throughout summer and will be completed by April 2017. These works are required to comply with conditions within the Road Management Plan and assists in the long term planning for future unsealed road works.

**Operations**

**2016-17 Unsealed gravel footpath re-sheeting program**

The unsealed gravel footpath re-sheeting program for 2016-17 has been completed. Approximately 8 kilometres of unsealed gravel footpaths were replenished with new crushed rock material that has been lost due to varied weather conditions and general wear and tear, resulting in an improved and safer surface for users of these footpaths.

**Conclusion**

This regular activity report is provided for Councillor’s information.

**8 Major Projects and Stategies Activity Report**

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| Moved Cr L Wilmot Seconded Cr G MooreThat the report be notedCd. |

Reports or minutes of committees

The Mayor advised of several minutes from various Committees and recent briefing sessions that had been received and that these were available for any interested Councillors.

reports by delegates

**Christmas Festivities**

The Mayor advised of the busy period leading up to Christmas and in particular noted that on the 22nd December he had attended a Santa Run in Pakenham where Santa toured Pakenham CBD and brought some Christmas cheer to the residents, the Mayor congratulated the volunteers that organised the event.

**Christmas Carols**

The Mayor reported on the holding of Christmas Carols events across the Shire.

**Richmond Football Club**

The Mayor reported on his attendance on 20 December at the Richmond Football Club training day at Beaconsfield and congratulated the club on the conduct of the day.

**Australia Day**

The Mayor advised of the forthcoming Australia Day activities in Pakenham, Bunyip Cockatoo, Lang Lang and Bunyip and encouraged as many residents as possible to join in the activities.

Cr Moore reported on activities he had recently attended.

presentation of petitions

Nil

notices of motion

Nil

COMMUNITY QUESTION TIME

The Mayor advised that two questions had been received from Mr Ted Bould and referred the questions to the General Manager Assets and Services to read and answer

**Question 1.**

When was Kenilworth Avenue Beaconsfield last graded prior to Thursday 18 August 2016.

**Answer**

Kenilworth Avenue was last graded on 4 August prior to the incident on 18 August.

Ted Bould

**Question 2**

Who owned the grader on that day.

Answer

Council grader (unit 26) completed the works.

The Mayor asked Mr Bould whether he wished to ask a supplementary question, Mr Bould relied that he did not.

The Mayor advised of three questions received from Mrs Gloria O’Connor and referred the first question to the general manager Assets and Services for a response.

**Question 1.**

Regarding the now established new Council office accommodation, could you please advise who was responsible for the interior design of the building which was initially intended to be available for lease by Cardinia Shire Council, and on whose initiative or recommendation was the new style of mobile administrative staff location included in the interior design, e.g. the archictect, builder, government authority, or Council?

**Answer**

Council took the initiative and opportunity to introduce ABW with development of the new Civic Centre. Council sought expert advice from Velhoven who have been involved in implementing ABW in the Netherlands. This work was complimented by design work from Design Inc.

The Mayor asked Mrs O’Connor whether she wished to ask a supplementary question.

Mrs O’Connor asked how Council had become aware of the concept.

GMAS advised that some site visits to other new buildings and that this workplace design concept was evident and that ABW was noe being adopted in many different settings.

The Mayor referred Mrs O’Connor’s next two questions to the manager Governance for response.

**Question 2.**

Would you please give an overview of the current progress of Council budget preparation for the 2017, any planned consultation etc.

**Answer**

As part of the 2016/17 budget preparations council carried out extensive consultation, this data will form part of the process for developing the 2017/18 budget document.

At this stage council officers are yet to present to council on the draft budget as we have only just been informed of the rate cap for the 2017/18 financial year. The Cap is lower than previous years and management are presently working to present a version of the 2017/18 budget that does not undo the work the council has been able to achieve over the last number of years in bringing the council to a more financially sustainable position.

The Mayor asked Mrs O’Connor if she wished to ask a supplementary question.

Mrs O’Connor asked when the budget would be released for comment.

MG advised that this would be released once the Council has considered the draft budget.

**Question 3**

With regard to the proposed quarry north of Bunyip and the expressed strong community opposition to the serious impact of the development, where does Council stand in the matter, what support can be provided to the community as the process goes forward?

**Answer**

Council has previously expressed concerns regarding the proposed quarry in Bunyip North and is in contact with the local residents in regard to their concerns.

The proponents for the quarry are required to apply for a Planning permit for the quarry and are required to prepare an Environmental Effects Statement or EES, neither of these have been lodged at this stage.

Once the EES has been lodged Council will review the documents and may engage consultants to undertake a peer review of all of the expert reports.

Council is not aware at this stage of when the EES will be prepared.

The Mayor asked Mrs O’Connor whether she wished to ask a supplementary question.

Mrs O’Connor declined the offer

Meeting closed at 7.48pm

Minutes Confirmed

Chairman