



**GREATER
DANDENONG**
City of Opportunity

AGENDA

MONDAY 14 AUGUST 2023

Commencing at 7:00 PM

COUNCIL MEETING

At the time of printing this Agenda, the Council Meeting to be held on Monday 14 August 2023, will be open to the public to attend in person but will be subject to venue seating capacity.

This will be a hybrid meeting consisting of Councillors attending in person and remotely.

If we are unable to accommodate you indoors, you will still be able to watch the webcast live on the Urban Screen in Harmony Square.

To view the webcast and stay informed of the status of Council Meetings please visit Council's [website](#).

The Civic Centre basement carpark will be opened to all members of the public during library opening hours. Any parking in this area will be subject to availability and time limits as notified by any signage posted.

COUNCIL CHAMBERS
225 Lonsdale Street, Dandenong VIC 3175

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1 MEETING OPENING

1.1 ATTENDANCE

Apologies

Cr Angela Long (Leave of Absence).

1.2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS OF THE LAND

We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respect to their Elders past and present.

We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respect and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.

1.3 OFFERING OF PRAYER, REFLECTION OR AFFIRMATION

As part of Council's commitment to recognising the cultural and spiritual diversity of our community, the prayer, reflection or affirmation this evening will be offered by Jasbir Singh Suropoda from the Sikh Community, a member of the Greater Dandenong Interfaith Network.

1.4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Meeting of Council held 24 July 2023.

Recommendation

That the minutes of the Meeting of Council held 24 July 2023 be confirmed

1.5 DISCLOSURES OF INTEREST

Any interest that a Councillor or staff member has deemed to be significant and has disclosed as either a material or general interest is now considered to be a conflict of interest. Conflict of Interest legislation is detailed in Division 2 – Conflicts of Interest: sections 126, 127, 128, 129 & 130 of the *Local Government Act 2020*. This legislation can be obtained by contacting the Greater Dandenong Governance Unit on 8571 5216 or by accessing the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au.

If a Councillor discloses any interest in an item discussed at any Council Meeting (whether they attend or not) they must:

- complete a disclosure of interest form prior to the meeting.
- advise the chairperson of the interest immediately before the particular item is considered (if attending the meeting).
- leave the chamber while the item is being discussed and during any vote taken (if attending the meeting).

The Councillor will be advised to return to the chamber or meeting room immediately after the item has been considered and the vote is complete.

2 OFFICERS' REPORTS - PART ONE

2.1 DOCUMENTS FOR SEALING

2.1.1 Documents for Sealing

File Id:	A2683601
Responsible Officer:	Manager Governance

1. Report Summary

Under the Victorian Local Government Act, each Council is a body corporate and a legal entity in its own right. Each Council must therefore have a common seal (like any corporate entity) that is an official sanction of that Council.

Sealing a document makes it an official document of Council as a corporate body. Documents that require sealing include agreements, contracts, leases or any other contractual or legally binding document that binds Council to another party.

2. Recommendation Summary

This report recommends that the listed documents be signed and sealed.

2.1.1 Documents for Sealing (Cont.)

3. Item Summary

There are four (4) items being presented to Council's meeting of 14 August 2023 for signing and sealing as follows:

1. A letter of recognition to Lisa Roberts, Corporate Services for 20 years of service to the Greater Dandenong City Council;
2. A letter of recognition to Jenny Kurjan, Corporate Services for 30 years of service to the Greater Dandenong City Council;
3. A letter of recognition to Yohana Jury, Community Strengthening for 10 years of service to the Greater Dandenong City Council; and
4. An Instrument of Appointment of Authorised Officer under the provisions of the *Local Government Act 1989*, the *Local Government Act 2020*, the *Heritage Act 2017*, the *Infringements Act 2006*, the *Land Acquisition and Compensations Act 1986*, the *Planning and Environment Act 1987*, the *Sex Work Act 1994*, the *Subdivisions Act 1988*, the *Victorian Civil and Administrative Tribunal Act 1998* and the Regulations made under each of those Acts; the Local Laws made under the *Local Government Act 1989* and the *Local Government Act 2020*; and any other Act, Regulation or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the powers of the Council made under the provisions and enactments described. This instrument enables the following Council officer to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:
 - Greg Xiang

4. Recommendation

That the listed documents be signed and sealed.

2.2 DOCUMENTS FOR TABLING

2.2.1 Petitions and Joint Letters

File Id:	qA228025
Responsible Officer:	Manager Governance
Attachments:	Petitions and Joint Letters

1. Report Summary

Council receives a number of petitions and joint letters on a regular basis that deal with a variety of issues which have an impact upon the City.

Issues raised by petitions and joint letters will be investigated and reported back to Council if required.

A table containing all details relevant to current petitions and joint letters is provided in Attachment 1. It includes:

1. the full text of any petitions or joint letters received;
2. petitions or joint letters still being considered for Council response as pending a final response along with the date they were received; and
3. the final complete response to any outstanding petition or joint letter previously tabled along with the full text of the original petition or joint letter and the date it was responded to.

Note: On occasions, submissions are received that are addressed to Councillors which do not qualify as petitions or joint letters under Council's current Governance Rules. These are also tabled.

2. Recommendation Summary

This report recommends that the listed items in Attachment 1, and the current status of each, be received and noted.

2.2.1 Petitions and Joint Letters (Cont.)

3. Petitions and Joint Letters Tabled

Council received one (1) new petition and no joint letters prior to the Council Meeting of 14 August 2023.

N.B: Where relevant, a summary of the progress of ongoing change.org petitions and any other relevant petitions/joint letters/submissions will be provided in the attachment to this report.

4. Recommendation

That this report and Attachment be received and noted.

2.2.1 Petitions and Joint Letters (Cont.)

DOCUMENTS FOR TABLING

PETITIONS AND JOINT LETTERS

ATTACHMENT 1

PETITIONS AND JOINT LETTERS

PAGES 6 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

2.2.1 Petitions and Joint Letters (Cont.)

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
25/07/23	<p>Please note the following is an excerpt from the petition sent to Council and does not contain the letter in its entirety due to its size.</p> <p>I am writing in relation to the Progress St Level Crossing Removal Project (Project), comprising:</p> <ul style="list-style-type: none"> the closure of the Progress St level crossing; construction of a road bridge to provide a connection between Progress St (south of the railway line) and Fowler Road; and upgrades to Fowler Road and the intersection between Fowler Road and South Gippsland Highway. <p>Issues of concern</p> <p>As you know, there is significant public concern about the Project which, if it were to proceed, would have a detrimental impact for landowners and businesses in the precinct.</p> <p>Examples of the grave concerns raised by stakeholders include:</p> <ul style="list-style-type: none"> that the Fowler Road intersection with the South Gippsland Highway will become more congested and dangerous; and the closure of Progress Street and inferior alternative access arrangements will increase travel times to and from Princes Highway, materially diminishing the capacity (and value) of land to service warehousing and logistics businesses; concerns about the capacity of Fowler Road to accommodate the volume and size of vehicles of the size that will be diverted from the closure of Progress Street; and the safety implications of additional traffic on Fowler Road, including increased risk of head-on collisions, sideswiping, pedestrians being run over, and bicycles being sideswiped. <p>We understand that these and other concerns are shared broadly by other property owners and operators in the precinct, as evident by a 765-strong petition opposing the Project which was tabled before Parliament on 22 June 2023. The petition called for the immediate suspension of the Project and for alternative design solutions for the removal of the rail crossing at Progress Street to be considered and implemented.</p>	155	In Progress	<p>Responsible Officer: Director Business, Engineering & Major Projects.</p> <p>Acknowledgment letter sent 31/07/2023 to the head petitioner.</p> <p>Further correspondence occurred on 03/08/2023 between Director Business, Engineering & Major Projects and the head petitioner.</p>

If the details of the attachment are unclear, please contact Governance on 8571 5235.

2.2.1 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
	<p>What can Council and the elected Councillors do about it?</p> <p>It is imperative that Council take whatever steps are available to it to represent its constituents concerns and preserve the ambition behind the DNEIC – particularly given that Council is identified by Plan Melbourne as a 'key partner' for the future of the DNEIC.</p> <p>We recognize that the Project is declared under the <i>Major Transport Projects Facilitation Act 2009</i> (Vic) (MTPF Act), and that as a result, Council's ordinary regulatory decision making function has been displaced.</p> <p>Even so, Council remains a significant stakeholder and your constituents implore Council to use every opportunity available to it to advocate for their interests. Doing so would align with Council's role under the <i>Local Government Act 2020</i> (Act) and the Greater Dandenong's Councillor Code of Conduct and Governance Rules (Rules), which require Councils to provide good governance for the benefit and wellbeing of its community.</p> <p>Council has a responsibility to represent all people that live, participate in, and invest within the municipality and should advocate for the interests of the local community to other communities and government.</p> <p>Opportunities for advocacy include direct engagement with the Level Crossing Removal Project team (being part of the Major Transport Infrastructure Authority), whom we understand has been liaising with Greater Dandenong's Council, and who will be providing an urgent briefing to Councillors imminently.</p> <p>It may also be appropriate for Council, in due course, to apply for review of the Minister for Planning's decision under clause 52.03 of the Greater Dandenong Planning Scheme, as is available to it under section 149(1)(a) of the <i>Planning and Environment Act 1987</i> (Vic).</p> <p>As a first step, we respectfully appeal to Councillor Foster and Councillor Memeti to move the attached notice of motion at Annexure 1.</p> <p>What can Council's CEO do about it?</p> <p>Council's Chief Executive Officer (CEO), has a responsibility to support the Mayor and Councillors in the performance of their roles and for delivering Council's strategies and services via efficient and effective day-to-day management of operations. One element of this is ensure that issues of significance are placed before Council for its decision or information; another is to carry out any power, duty or function that is delegated to the CEO by Council or via a Local Law.</p>			

If the details of the attachment are unclear please contact Governance on 8571 5235.

2.2.1 Petitions and Joint Letters (Cont.)

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
	<p>Consistent with these obligations, we ask that Ms Weatherill include the attached petition (Annexure 2) on the agenda for the next Council meeting and ensure that any Council resolution that flows from that motion is implemented without undue delay.</p> <p>More generally, we implore that you, Ms Weatherill, within the constraints of your role and powers, advocate for your constituents and their concerns regarding the Project wherever possible via the following avenues:</p> <ul style="list-style-type: none"> Where you are involved with any meetings directly with the Project team, raise the concerns of your constituents and impress the amount of adversity to the Project. When Project plans are received, ensure that they are properly reviewed, that their content is shared with stakeholders in the community, and that feedback is relayed firmly and promptly. Ensure that representations from the community, including this letter, are brought to the Councillors attention to keep them fully informed of their constituents concerns and any developments with the Project. Wherever possible, seek to promote public consultation and information sharing, to ensure that public awareness of Council's decisions and steps taken to implement such decisions is kept high, and that public concerns are kept front of mind for both Councillors and Council officers. When receiving public questions prior to a Council meeting, facilitate their audience and even if those questions appear repetitive, advise the meeting of that fact to emphasise the community's ongoing and unresolved concerns. <p>Time is of the essence As I am sure you are all aware, there is now an acute sense of urgency in resolving the outstanding concerns of the community. This is because, despite being aware of the issues raised in this letter, the Project team continues to take steps to deliver the Project, including through awarding a contract and advising that works will commence in September 2023.</p> <p>This must stop to enable the legitimate issues raised by the community to be considered and resolved. Please help us to have a voice in this Project that will, as currently proposed, cause immense local pain for no local gain. Please let me know if you have any queries, or if I can provide any other assistance with this matter.</p>			

If the details of the attachment are unclear please contact Governance on 8571 5235.

2.2.1 Petitions and Joint Letters (Cont.)

Date Received	• Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response

If the details of the attachment are unclear please contact Governance on 8571 5235.

2.2.1 Petitions and Joint Letters (Cont.)

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If the details of the attachment are unclear, please contact Governance on 8571 5235.

2.3 STATUTORY PLANNING APPLICATIONS

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314)

File Id:	334085
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Assessed Plans Location of objectors

Application Summary

Applicant:	Vietnamese Buddhist Nuns Association C/O Melbourne Planning P/L
Proposal:	Use and development of the land for a place of worship and alteration of access to a road in a Transport Zone 2.
Zone:	Neighbourhood Residential Zone (Schedule 1)
Overlay:	No overlays
Ward:	Keysborough

The application proposes the use and development of the land for a place of worship and alteration of access to a road in a Transport Zone 2. The application requires a planning permit pursuant to the following clauses of the Greater Dandenong Planning Scheme:

- Clause 32.09-2 (Neighbourhood Residential Zone); a planning permit is required for the use of land for a place of worship (with a floor area greater than 250sqm).
- Clause 32.09-9 (Neighbourhood Residential Zone); a planning permit is required for buildings and works for a use in section 2 of Clause 32.09-2.
- Clause 52.29; A permit is required to alter access to a road in a TRZ2.

This application has been brought before the Council because it has received nine (9) objections.

Objectors Summary

The application was advertised to the surrounding area through the erection of on-site notices and the mailing of notices to adjoining and surrounding owners and occupiers. Nine (9) objections were received to the application. Issues raised generally relate to matters of:

- Increase in traffic and congestion in area
- Lack of on-site car parking
- Negative impact on local businesses

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- Fire risk
- Property values
- Loss of access to Parkmore Reserve
- Noise (from construction and during operation)
- Overlooking
- Overshadowing
- Removal of significant trees
- Neighbourhood character/ visual bulk

After the application was notified, the applicant formally amended the proposal under pursuant to s57a of the *Planning and Environment Act 1987*. The amended proposal altered the access arrangements for the site to address the Department of Transport's request for further information and included a 400mm trellis to the acoustic boundary fence. The application was readvertised. Two (2) duplicate objections were received, however, no further submissions were received.

Assessment Summary

A planning permit is not required for the use and development for a Place of Worship of 250 square metres or less. As the proposed Place of Worship is 500 square metres in size, the proposal requires a permit.

It is considered that the proposed use of the land is acceptable for the site due to the relatively small scale nature of the proposal, reasonable hours of operation and its location in close proximity to the community that it will serve. In addition, the proposal complies with the requirements of the Greater Dandenong Planning Scheme for car parking.

It is considered that the proposal will not have a detrimental impact on the amenity of the area. Appropriate permit conditions have been recommended for inclusion on a permit should one be granted.

Recommendation Summary

As assessed, the proposal is consistent with and appropriately responds to the provisions of the Greater Dandenong Planning Scheme. The proposal appropriately responds to strategic policy for religious and community needs in the Planning Scheme with this report recommending that the application be supported, that a Permit be granted and a **Notice of Decision** (which provides appeal rights to objectors) to grant a permit be issued containing the conditions as set out in the recommendation.

If the application was to be appealed to Victorian Civil and Administrative Tribunal (VCAT), it is the officer's view that it is highly likely VCAT would also issue a planning permit for this proposal.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Subject Site and Surrounds

Subject Site

The subject site is irregular in shape with a total area of 2117 square metres. It has a frontage width of 46.02 metres and a maximum depth of 48.16 metres. The site is currently vacant and no significant vegetation exists on the site. A 2.44 metre wide drainage and sewerage easement is located along the eastern boundary of the site. The subject site contains two (2) crossovers along on the western boundary which connect to Chandler Road and there are two (2) street trees located within the nature strip.

Surrounding Area

To the north of the site, at No. 373 Chandler Road is a detached, single storey, brick dwelling set back 7.85 metres from Chandler Road and 1.3 metres from the subject site.

Three (3) properties abut the site's east property boundary. Two (2) of these properties (No. 1 and 2 Ratcliffe Court) contain detached, single storey dwellings. The third is a Council Reserve accessed from Parkmore Road. Further to the east, development predominantly consists of detached, single and double storey dwellings.

To the south of the site is a group of eight (8) shops which extend south to the intersection of Chandler Road and Parkmore Road. A 6.099 metre wide laneway runs along the north and east sides of the shops, providing a separation from the subject site. Nine (9) angled car parking spaces are provided at the front of the shops, with direct access from Chandler Road.

Development on the west side of Chandler Road, opposite the subject site, predominantly consists of single storey residential development.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Locality Plan



Background

Previous Applications

The site was previously used as a service station, which was subsequently demolished prior to 1999. Council's records do not indicate when the former service station was constructed on the site. A building permit for the demolition of the service station was issued in September 1995. The site has been vacant for the past 23 years.

A search of Council records revealed that Council has previously considered the following planning applications for the site:

- Planning permit PLN03/0776 was issued at the direction of VCAT on 1/6/2005 for the use and development of this site for the purpose of a Place of Worship, being a Buddhist convent (nunnery) and temple, and a waiver of car parking, in accordance with the endorsed plans.

This permit was not acted upon and has now expired.

The current proposal is a smaller and more modest use and development than that which was approved by planning permit PLN03/0776. Below is a comparison of the use and development approved under planning permit PLN03/0776 compared with the current proposal:

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

	PLN03/0776 (previous permit)	PLN22/0314 (current application proposal)
Gross floor area	744.4sqm	500sqm
Height	Maximum 10m	Maximum 8.293m
Storeys	2 storeys	Single storey
Number of patrons proposed	30 during normal operations 100 during special events (4 times per year)	50 during normal operations 73 during special events (4 times per year)
Hours of operation	Mon-Sun 7am- 7pm Special event hours: <ul style="list-style-type: none"> • New Years Eve until 1am the following day. • The three (3) other special events until 1pm. 	Mon- Sun 8am-5pm, including during special events.
Car parking spaces required by Clause 52.06 of the planning scheme at the time	155	21
Car parking spaces proposed	33	22
Car parking reduction	122 space reduction.	0 space reduction. (1 space excess is proposed).

Proposal

The application proposes the use development of the land for a place of worship and alteration of access to a road in a Transport Zone 2.

Use

A maximum of fifty (50) patrons are proposed during normal operation. On special occasions, a maximum of seventy-three (73) patrons are proposed. Special events would occur up to four (4) times per year to align with special occasions. Special events will be as follows:

- New Year's Eve (held on whichever Saturday falls closest to 1st January in the Luna calendar)
- Buddha's birthday (held on whichever Sunday falls closest to the middle of the 4th month in the Lunar calendar)

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- Buddha's Mother's Day (held on whichever Sunday falls closest to the middle of the 7th month of the Lunar calendar)
- Enlightenment Day

Hours of operation are Monday to Sunday 8am to 5pm.

One (1) nun would live at the temple permanently.

The temple does not conduct regular services, rather patrons will attend the site as either individuals, family groups or small groups of friends. Time spent on site is generally less than one (1) hour.

Any noise from the site will only consist of indoor religious observance (playing of music and chanting). No fireworks, bells or loudspeakers will be used.

Development

The building will be a single level temple consisting of a main hall, prayer room, dining hall, library, office, toilets, kitchen and residence. The building will have a total floor area of 500 square metres. The building will be setback:

- 10.5 metres from the western (front) boundary;
- 12 metres from the southern (side) boundary;
- 13 metres from the northern (side) boundary; and
- 5-8 metres from the eastern (rear) boundary.

The building will have a maximum height of 8.7 metres. The building will be constructed of brick in a straw colour and a concrete tile roof in saffron colour.

A 0.9 metre high vertical metal fence is proposed along the western (front) boundary.

A 2.4 metre high acoustic fence and 400 millimetre lattice screen is proposed along the northern, southern and eastern (rear) boundaries.

Car parking, bicycle facilities and access

A total of twenty two (22) car parking spaces are proposed to be located on the site. Twelve (12) spaces will be located along the northern boundary, including two (2) within a double garage. The garage will be located on the northern boundary and have an overall floor area of 37 square metres. Ten (10) spaces will be located along the southern boundary.

Vehicular access is proposed off Chandler Road. The existing northern crossover is to be relocated approximately 2 metres further south and the existing southern crossover is to remain in the same location. The northern crossover will become the vehicular entry to the site and the southern crossover will become the vehicular exit from the site. A 5.3 metre wide accessway will be provided between the front boundary and the building to enable vehicle movements from the entry to the exit.

Pedestrian access is proposed off Chandler Road central to the front boundary, providing direct access to the entry forecourt.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Two (2) bicycle rails (providing four (4) bicycle parking spaces) are provided at the pedestrian accessway to the site.

Landscaping and trees

There are no existing trees on the subject site.

There are a number of trees on adjoining properties, within the road reserve and within the public park to the south east of the subject site. One (1) existing street tree (a juvenile Kurrajong tree) is proposed to be removed and replaced to accommodate the proposed crossover, however, all other trees on adjoining properties are noted on the plans as 'retained'.

A 2.5 metre wide landscape strip is proposed along the western (front) boundary. A 1 metre wide landscape strip is proposed along the northern (side) boundary. A 'tranquillity garden' is proposed along the eastern (rear) boundary to include seating areas, a lotus pond and a rock garden.

A copy of the submitted plans is included as Attachment 1.

Victorian Charter of Human Rights and Responsibilities

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

Financial Implications

No financial resources are impacted by this report.

Planning Scheme and Policy Frameworks

Pursuant to the Greater Dandenong Planning Scheme, a planning permit is required:

- Pursuant to Clause 32.09-2 (Neighbourhood Residential Zone); a planning permit is required for the use of land for a place of worship (with a floor area is greater than 250sqm)
- Pursuant to Clause 32.09-9 (Neighbourhood Residential Zone); a planning permit is required for buildings and works for a use in section 2 of Clause 32.09-2.
- Pursuant to Clause 52.29; A permit is required to alter access to a road in a TRZ2.

The relevant controls and policies are as follows:

Zoning Controls

The subject site is located in a Neighbourhood Residential Zone.

The purpose of the Neighbourhood Residential Zone outlined at Clause 32.09 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To recognise areas of predominantly single and double storey residential development.*

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- *To manage and ensure that development respects the identified neighbourhood character, heritage, environmental or landscape characteristics.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

Pursuant to Clause 32.09-2, a permit is required for the use of land for a place of worship (with a floor area is greater than 250sqm).

Pursuant to Clause 32.09-9, a planning permit is required for buildings and works for a use in section 2 of Clause 32.09-2.

Overlay Controls

No overlays affect the subject site or surrounding area.

State Planning Policy Framework

The **Operation of the State Planning Policy Framework** outlined at Clause 10 seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development. The objectives of Planning in Victoria are noted as:

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

In order to achieve those objectives, there are a number of more specific objectives contained within the State Planning Policy Framework that need to be considered under this application.

Clause 11 Settlement

Clause 11 states that planning is to anticipate and respond to the needs of existing and future communities through provision of zoned and serviced land for housing, employment, recreation and open space, commercial and community facilities and infrastructure.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Clause 11.02-1S Supply of Urban Land

Clause 11.02-1S contains the objective to ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.

Clause 13.05-1S Noise abatement

Clause 13.05-1S seeks to assist the control of noise effects on sensitive land uses. The policy documents include Environment Protection Regulations under the Environment Protection Act 2017 and Noise Limit and Assessment Protocol for the Control of Noise from Commercial, Industrial and Trade Premises and Entertainment Venues (Publication 1826.2, Environment Protection Authority, March 2021).

Clause 18 Transport

Clause 18.01-1S (Land use and transport planning) has a strategy to plan urban development to make jobs and community services more accessible by ensuring access is provided to developments in accordance with forecast demand, taking advantage of all available modes of transport and to minimise adverse impacts on existing transport networks and the amenity of surrounding areas.

Clause 19.02-4S Social and Cultural Infrastructure

Clause 19.02-4S seeks to provide distribution of and access to, social and cultural infrastructure. This can be achieved by ensuring social infrastructure is designed to be accessible; and to encourage the location of social and cultural infrastructure in activity centres.

Local Planning Policy Framework

The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies.

The MSS is contained within Clause 21 of the Scheme.

A **Vision for Greater Dandenong** is outlined at **Clause 21.03**. Included in the vision are the following points of relevance:

- A municipality where central Dandenong functions as the sustainable economic heart of the City for retail, commercial and residential development complemented by a number of activity, where a range of high quality, appropriate, well-designed affordable high to medium density housing exists in harmony with a thriving retail and commercial sector and where sustainable modes of transport are highly accessible resulting in significantly less journeys by car.
- A city renowned for its inclusiveness and admired for its cosmopolitan and multicultural lifestyle; a city where a range of arts activities are promoted and different cultures are celebrated as much as tradition and history are celebrated.
- A well balanced satisfied community, which has easy and equitable access to services important to people's everyday life.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

The objectives and strategies of the MSS are under four (4) main themes including: land use; built form; open space and natural environment; and infrastructure and transportation (considered individually under Clauses 21.04 to 21.07). The following local planning policies relevant to this application are nominated as follows:

Clause 21.04 Land Use covers the objectives, strategies and implementation for land use issues under the themes of:

- Housing and community
- Retail, commerce and entertainment
- Industrial

Clause 21.04-1 Housing and Community

5. *To protect the amenity of residential areas adjacent to particular uses and protect sensitive particular uses from residential development.*

- 5.3 *Discourage non-residential uses except along main roads or collector roads or on corner sites.*

Clause 21.04-2 Retail, Commerce and Entertainment

5. *To enhance and embrace the multi-cultural identity of the municipality, where relevant, primarily as reflected in the city's built form, signage and urban design.*

- 5.1 *Support the promotion of multi-cultural identity as reflected in the city's built form.*

Clause 21.05 Built Form covers the objectives, strategies and implementation for built form issues under the themes of:

- Urban design, character, streetscapes and landscapes
- Heritage
- Sustainability
- Green Wedge

Clause 21.05-1 Urban Design, Character, Streetscapes and Landscapes

1. *To facilitate high quality building design and architecture.*

- 1.1. *Ensure building design is consistent with the identified future character of an area and fully integrates with surrounding environment.*

2. *To facilitate high quality development, which has regard for the surrounding environment and built form.*

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- 2.1. *Promote views of high quality landscapes and pleasing vistas from both the private and public realm.*
- 2.3. *Encourage planting and landscape themes, which complement and improve the environment.*
- 2.4. *Encourage developments to provide for canopy trees.*
- 7. *To protect and improve streetscapes.*
 - 7.1 *Ensure that new developments improve streetscapes through generous landscape setbacks and canopy tree planting.*
 - 7.2 *Ensure landscaping within private property that complements and improves the streetscapes and landscaping of public areas.*

Clause 21.07 Infrastructure and Transportation relates to matters of: physical, community and cultural infrastructure; public transport; walking and cycling; cars and parking; and transport services are covered.

Within this clause, the following objective and strategies are of relevance:

Clause 21.07-1 Physical, community and cultural infrastructure

- 5. *To provide for a range of community facilities and services appropriate to the needs of the diverse community of Greater Dandenong.*
 - 5.1 *Encourage the type of community facilities, which respect the locality's population profile and residents' lifestyles.*
 - 5.2 *Encourage the co-location of appropriate community facilities where possible with activity centres, community and transport nodes.*

Clause 21.07-2 Public Transport

- 2. *To integrate transport and land use.*
 - 2.1 *Ensure residential, commercial and industrial development provides for safe and accessible pedestrian/bicycle movement to the public transport network.*

Clause 21.07-4 Cars and Parking

- 1. *To promote significant modal shift away from the car.*
 - 1.6. *Reduce dependence on the use of motorised vehicles for transport by encouraging new development to locate in key transport corridors.*

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

2. *To protect residential and other sensitive uses from adverse impacts of vehicular traffic.*
 - 2.1. *Ensure that non-residential use and development are planned and managed so that traffic generation does not impact on the amenity of residential areas.*
 - 2.2. *Ensure that appropriate traffic management measures are implemented where new land uses and development generate significant volumes of traffic.*

Particular Provisions

Clause 52.06 Car Parking needs to be considered. The purposes of this provision are:

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

Clause 52.06-1 notes that a new use must not commence or the floor area of an existing use must not be increased until the required car spaces have been provided on the land.

The required spaces are identified in the table to Clause 52.06-5.

Clause 52.06-3 further notes that a permit may be granted to reduce or waive the number of car spaces required by the table, with the decision guidelines for such considerations also at that Clause.

A place of worship requires the provision of 0.3 car parking spaces per patron permitted. A total of seventy-three (73) patrons are proposed for special events, thereby requiring twenty-one (21) car spaces. A total of twenty-two (22) car spaces are proposed for the development. Therefore, meeting the number of car spaces required for the proposed use of the site.

Car parking is to be designed and constructed in accordance with the requirements of Clauses 52.06-9 of the Scheme.

Clause 52.29 Land Adjacent to the Principal Road Network needs to be considered as Chandler Road is located in a Transport Zone 2. The relevant purpose of this provision is:

- To ensure appropriate accesses to the Principal Road Network or land planned to form part of the Principal Road Network.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Clause 52.29-2 notes that a permit is required to create or alter access to a road in a Transport Zone 2. As outlined under Clause 52.29-4, an application must be referred to the relevant authority (Department of Transport and Planning) as a determining authority. The application has been referred to the Department of Transport and Planning who have not objected to the proposal, subject to conditions and notes included on any permit.

Clause 52.34 Bicycle facilities needs to be considered. The purposes of this provision are:

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

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

The required spaces are identified in the table to Clause 52.34-5.

A place of worship requires 2 bicycle spaces plus 1 to each 1500 sq m of net floor area for patrons. As the overall area of the building is 500sqm, only two (2) bicycle spaces are required to be provided. Four (4) bicycles spaces are provided to the front of the building, therefore exceeding the requirement.

General Provisions

Clause 65 – Decision Guidelines needs to be considered, as is the case with all applications. For this application the requirements of Clause 65.01 for the approval of an application or plan is of relevance. This Clause outlines the requirements that the responsible authority must consider when determining the application.

Restrictive Covenants

There are no encumbrances registered on title.

Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four (4) years. In accordance with the commitment in Council's Annual Plan, all applications are considered on their merits.

Diversity (Access & Equity)

It is not considered that the proposal raises any diversity issues affecting the planning assessment of this application.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Community Safety

It is considered that there would be no adverse community safety implications in permitting the proposal subject to strict conditions on any planning permit issued.

Safe Design Guidelines

Consideration of the relevant requirements of these Guidelines has been undertaken within the Assessment of this application.

Referrals

External

The application was externally referred to the following authorities:

Authority	Referral type under the Planning and Environment Act 1987;	Response
Head, Transport for Victoria	Section 55	No objection, subject to conditions

Internal

The application was internally referred to the following Council departments for their consideration. The comments provided will be considered in the assessment of the application.

Internal Department	Response
Arborist	No objection, subject to conditions
Transport	No objection, subject to conditions
Civil	No objection, subject to conditions
Asset	No objection, no conditions
Waste	No objection, subject to conditions

Advertising

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

- Sending notices to the owners and occupiers of adjoining land.; and
- Placing signs on site facing Chandler Road and the Parkmore Reserve Playground

The notification has been carried out correctly.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Council has received nine (9) objections to date.

The location of the objectors / submitters is shown in Attachment 2.

The applicant formally amended the proposal pursuant to Section 57A of the *Planning and Environment Act 1987*. The amended proposal altered the access arrangements for the site to address the Department of Transport's request for further information and included a 400mm trellis to the acoustic boundary fence.

The application was readvertised, and two (2) duplicate objections were received, however, no further submissions were received.

Summary of Grounds of Submissions/Objections

The objections are summarised below (**bold**), followed by the Town Planner's Response (in *italics*).

- **Increase in traffic and congestion in the area**

The proposal will likely result in a moderate increase in traffic within the area due to the number of people visiting a site, which is currently vacant land. However, it is considered that the site and surrounding road network can adequately accommodate the increase in traffic generated by this proposed. The site is located on Chandler Road which is a Transport Zone 2 and part of the Principal Road Network.

Vehicles would enter the site from the northern crossover and would exit the site from the southern crossover, resulting in efficient vehicle movements for entering/exiting the site. In addition, two (2) bicycle rails (providing four (4) bicycle spaces) are proposed to be provided which will enable local residents to cycle to the site as an alternative to using a motor vehicle, therefore reducing vehicle traffic and congestion in the area.

The application was assessed by Council's Transport Planning Unit and the Department of Transport and Planning (State government authority). Neither raised concerns regarding traffic congestion in the area, or concerns with safety entering and exiting the road network. It is considered that the existing road network is capable of supporting the likely increase of vehicle movements within the area without creating significant traffic congestion.

- **Lack of on-site car parking**

The proposal complies with the car parking requirements of Clause 52.06 (Car parking) of the Greater Dandenong Planning Scheme. The maximum number of patrons proposed on site at any one time is seventy three (73) during special events, which are only proposed to occur four (4) times per year. At all other times, only fifty (50) patrons are proposed.

Clause 52.06 of the Greater Dandenong Planning Scheme requires twenty-one (21) car spaces to be provided for seventy-three (73) patrons. The proposal is to provide twenty-two (22) car spaces. Therefore, the proposal complies with the car parking requirements of Clause 52.06 of the Greater Dandenong Planning Scheme for up to seventy three (73) patrons. Permit conditions can ensure that no more than seventy three (73) patrons are on site at any one time.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

As discussed in the Assessment section below, the nun's residence is considered to be ancillary to the use of the land for a place of worship and therefore does not generate any additional car parking requirements under Clause 52.06 of the Greater Dandenong Planning Scheme.

The application was assessed by Council's Transport Planning Unit and the Department of Transport and Planning and neither raised concerns regarding the level of car parking proposed on the site. It is considered that the car parking for the site is appropriate for the proposed use.

- **Negative impact on local businesses**

The subject site abuts a strip of eight (8) commercial properties to the south which includes several food and drinks premises, a dry-cleaners, convenience shops, a bottle shop, florist and an office. It is not anticipated that the proposal would negatively impact the adjoining businesses as sufficient on-site car parking is proposed and suitable provisions for vehicle movements entering/exiting the site have been incorporated into the design. In addition, the proposed use does not require the regular transport of materials, goods or commodities to or from the land and is not expected to generate any smell, fumes, smoke, vapour, steam, ash, soot, dust, grit or oil. It is considered that the proposed use may complement and enhance the commercial strip in providing additional customer base.

- **Fire risk**

Any potential fire risk of the proposed development would be considered under the relevant building codes during the building permit process and is not a specific planning requirement. However, it is noted that emergency vehicles would be able to access the site and two (2) fire hydrants are located within 40 metres of the site.

- **Property values**

Any potential impact on the value of a neighbouring property is not a consideration under an application for a planning permit.

- **Loss of access to Parkmore Reserve**

The subject site abuts Parkmore Reserve to the rear which is accessed from Parkmore Road. The Reserve contains a small playground, landscaping and a pedestrian pathway between Parkmore Road and the laneway between the subject site and the commercial strip of shops. The development is not proposed to encroach into the reserve and access would not be restricted through the construction of the development.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- **Noise (from construction and during operation)**

It is not considered that the proposed use would generate an excessive or unreasonable amount of noise during operations. As demonstrated in the submitted acoustic report, a thorough assessment of the potential noise disruptions from the site has been undertaken. The report includes recommendations for minor noise controls through the provision of acoustic boundary fencing and screening measures for mechanical plant on the site. These measures have been incorporated into the design of the development and exceed the nominated requirements made in the report. In addition, permit conditions can ensure that the use operates within the hours applied for and is subject to Environment Protection Authority Victoria (EPA) noise guidelines.

It is noted that regulation 124 of the Environment Protection Regulations 2021 states that all performance and playing of music that is related to recognised religious observance is not taken into consideration when assessing indoor noise from a place of worship. Permit conditions can require windows and doors to be closed during a recognised religious observance and ensure that no external sound amplification equipment or speakers are used for any announcement, broadcast or playing of music external to the building.

In regard to noise occurring during construction, this is not a planning consideration and will be managed through EPA regulations related specifically to construction noise.

- **Overlooking**

The proposed building is single storey and is setback 13m from the northern boundary and 5m from the eastern (rear) boundary. All windows associated with the nun's residence on the northern and eastern elevation are notated as being provided with obscured glazing. As the building is single storey in nature and has a 2.8m high visual barrier along the boundaries, it is considered that the proposal will not result in unreasonable overlooking from the building to neighbouring dwellings and private open space areas.

- **Overshadowing**

The proposed development is well setback from the northern and eastern boundaries and will not result in any unreasonable overshadowing. The applicant has provided shadow diagrams to show that the development will not cast a shadow on neighbouring properties at any time during 9am to 3pm at the Equinox.

- **Removal of significant trees**

There are no existing trees on the subject site. There are a number of trees on adjoining properties, within the road reserve and within the public park to the south east of the subject site. One (1) existing street tree (a juvenile Kurrajong tree) is proposed to be removed to accommodate the proposed crossover, however, all other trees on adjoining properties are noted on the plans as 'retained'.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Given the small size and young age of the existing street tree which is proposed to be removed, it is considered that the removal will not result in a significant loss to canopy cover in the municipality, subject to a replacement tree being planted at the permit holders cost and would not result in significant tree removal from the site.

- **Neighbourhood character/ Visual bulk**

The proposed development is considered to be an appropriate response to the neighbourhood character of the area through the provision of a 10.5m front setback, sufficient side and rear setbacks to enable boundary landscaping, overall building height of 8.7m, and external colours and materials similar to existing dwellings and commercial properties.

As the building is single storey, the setbacks of the built form and opportunity for landscaping across the site, the building will not present as bulky from adjoining sites and will sit comfortably within the streetscape of both the neighbouring residential and commercial properties. The proposed development is respectful of the neighbourhood character and the landscape character of this area of Keysborough.

Assessment

The proposed use and development has been assessed against the relevant Decision Guidelines of the Neighbourhood Residential Zone, specifically **Clause 32.09-13** for **general and non-residential use and development**, as well as **Clause 21.04-1 Land Use**.

In addition, the provisions of **Clause 71.02-3 Integrated Decision Making** have been considered. Society has various needs and expectation such as land for settlement, protection of the environment, economic wellbeing and various other social needs. Planning aims to meet these needs by integrating a range of planning policies relevant to the issues to be determined to balance conflicting objectives in favour of net community benefit and the orderly planning of a region.

With respect to this proposal, Council officers have considered the objections at hand, against the relevant Planning Policy Framework and Local Planning Policy Framework and have determined that the proposal is acceptable for the site and within the core of the Neighbourhood Residential Zone, as it provides a relevant service to the local community, without the consequence of any unacceptable offsite amenity impacts such as noise, traffic or the like. Overall, it is considered that the proposal, upon establishment, will result in a net community benefit to the surrounding area.

Use

In the Neighbourhood Residential Zone, a Place of Worship is a 'as of right' (Section 1 use) subject to the following conditions listed under Clause 32.09-2:

- The gross floor area of all buildings must not exceed 250 square metres.
- The site must adjoin, or have access to, a road in a Transport Zone 2 or a Transport Zone 3.
- Must not require a permit under Clause 52.06-3 (reduction in car parking requirements).

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Subsequently, pursuant to Clause 32.09-2, a planning permit is required to use the land for a Place of Worship as the gross floor area exceeds 250 square metres. The other two (2) conditions are met as the subject site is located on Chandler Road, which is a Transport Zone 2 and the proposal provides the number of car spaces required under Clause 52.06-5 and therefore, does not require a permit under Clause 52.06-3.

The proposed gross floor area is 500sqm. When considering that the nun's residence occupies 114.9 square metres, the remaining floor area to be used for the place of worship is 385.1square metres. Therefore, it is only the additional 135.1 square metres of floor area that triggers the need for a planning permit. It is considered that this low scale and intensity of the use appropriate to the land size and location.

In instances where the floor area exceeds 250 square metres, the Council is required to consider the impact that the proposed use may have on the amenity of the area and whether the purpose of Clause 32.09 Neighbourhood Residential Zone and the decision guidelines of Clause 32.09-13 and Clause 65 have been met.

One of the purposes of the Neighbourhood Residential Zone is *'to allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations'*.

Clause 22.04 of the Greater Dandenong Planning Scheme gives guidance on non- residential uses in residential areas. Strategies discourage non-residential uses except along main roads or collector roads or on corner sites. In this instance, the site is located on Chandler Road, which is a main road in a Transport Zone 2 and part of the Principal Road Network.

The proposed place of worship is considered to be appropriate and compatible within in a residential zone, where firstly it can serve the needs of the local community and secondly it is not impacted by the typical offsite effects of industrial or commercial areas (i.e. noise, air emissions and the like).

As evident by other areas of the municipality, places of worship are typically located within residential areas. In addition, this subject site is located on an arterial road (Chandler Road), within close proximity to public bus stops and immediately adjacent to a local shop node (strip of eight (8) commercial shops in a Commercial 1 Zone). Overall, the proposed use does not require the regular transport of materials, goods or commodities to or from the land and is not expected to generate any smell, fumes, smoke, vapour, steam, ash, soot, dust, grit or oil.

The use is considered to be of a lower order of intensity as it is only proposed to operate during daylight hours (Monday-Sunday 8am-5pm) with a maximum of fifty (50) patrons during normal operations, then up a maximum of seventy-three (73) persons on special occasions. Special occasions are proposed to occur only four (4) times per year.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

The proposal provides the required car parking on site for seventy-three (73) patrons. Therefore, during normal operation, the proposal will have excess car parking available on the site beyond the requirements of the car parking rates set out in the Greater Dandenong Planning Scheme. The application was referred to the Department of Transport (formally VicRoads), who have advised that, subject to conditions, the proposed access will ensure safe and appropriate access to Chandler Road. With the required conditions, the use is therefore not considered to result in significant offsite impacts from noise, air emissions, traffic or the like.

In relation to the potential for noise, permit conditions will be placed on the permit in order to limit any external sound amplification and that noise levels from the land do not exceed the standards prescribed in the Environment Protection Regulations 2021 under the Environment Protection Act 2017. In addition, a 2.4m high acoustic fence and 400mm high trellis is proposed to be constructed along the side and rear boundaries to assist in reducing noise generated from the site. The submitted acoustic report, prepared by a qualified acoustic consultant, includes a thorough assessment of the potential noise disruptions from the site and includes recommendations for minor noise controls. The submitted plans show that the proposed measures to reduce noise emanating from the site through the provision of acoustic fencing and screening to mechanical services plant exceeds the requirements of the submitted acoustic report.

It is considered that the nun's residence is ancillary to the place of worship and not a caretaker's house. This is because Clause 73.03 of the Greater Dandenong Planning Scheme defines a caretaker's house as a dwelling occupied by a supervisor of the building/operation on the site, and a dwelling is defined as a self-contained residence. In this case, the residence is not self-contained as the kitchen is located on the opposite side of the temple.

Overall, it is considered that the location is appropriate as it will not negatively impact on the amenity of the area (as discussed above). Therefore, it is considered that the proposed place of worship is in accordance with the purposes of the Neighbourhood Residential Zone.

Development

Pursuant to Clause 32.09-9, a planning permit is required for buildings and works associated with a Section 2 use. The proposed building and associated car parking and landscaping must be assessed against the decision guidelines listed under Clause 32.09-13, which covers (amongst other things) the built form of a development. In addition, Clause 22.04 of the Greater Dandenong Planning Scheme includes an objective *'to enhance and embrace the multi-cultural identity of the municipality, where relevant, primarily as reflected in the city's built form, signage and urban design.'*

In regard to the scale of the development, and the design, height, setback and appearance of the proposal, it is noted that the proposed building is setback 10.5m from the front boundary, has a maximum building height of 8.7m and has incorporated generous side and rear setbacks. In particular, the proposal incorporates a tranquillity garden along the north eastern boundary, including canopy trees to soften the appearance of the building from neighbouring properties. Car parking is located along side boundaries with a 1m wide landscaping strip between the boundary fence and car spaces located opposite the adjoining dwelling to the north.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

An internal accessway is provided within the front setback in order to facilitate vehicle movements during entering/exiting the site. Landscaping is located within the front setback, along part of the northern boundary and part of the southern boundary which will help to soften the built form of the proposal. The proposed external materials are face brickwork, render and tiles which are consistent with both the neighbouring residential properties and the commercial properties to the south.

The proposed development will not impact the existing rooftop solar energy systems on two (2) of the adjoining dwellings. The submitted shadow diagrams show any shadow caused by the development would not be in proximity to either rooftop solar energy system.

The car parking arrangement for the proposed place of worship is considered acceptable due to the provision of car parking on the site, proposed access arrangements to accommodate the level of visitors to the site and the proposed landscaping and acoustic fencing along boundaries to limit the impact of vehicles to adjoining properties.

Overall, the proposal is considered to be an appropriate response to the existing character of the area through the provision of suitable scale and built form of the development, the opportunity for landscaping across the site and the car parking arrangement.

Below is a comparison of the built form between the previous permit issued for the site and the current application. The table below shows that the current proposal provides a smaller and more modest building than the previous permit issued for the site:

	PLN03/0776 (previous permit)	PLN22/0314 (current application)
Gross floor area	744.4sqm	500sqm
Height	Maximum 10m	Maximum 8.293m
Storeys	2 storeys	Single storey

Land Adjacent to a Road in a Transport Zone

The alteration of access of land adjacent to a road in a Transport Zone 2 (Chandler Road) has been referred to Head, Transport for Victoria at the Department of Transport and Planning, as a determining referral authority under Section 55 of the *Planning and Environment Act 1987*.

The Department of Transport and Planning have provided a response stating that they do not object to the proposal, subject to permit conditions. It is therefore considered that the proposed use and access is appropriate and will not negatively impact on the operation of the road and on public safety, and as such the proposal meets the purpose of Clause 52.29.

Car Parking and Bicycle Facilities

The proposal meets the requirements of Clause 52.06 Car parking of the Greater Dandenong Planning Scheme. Pursuant to Clause 52.06-5 of the Greater Dandenong Planning Scheme, the required rate of car parking for a place of worship is 0.3 space per patron.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

The place of worship is proposed to operate with a maximum of fifty (50) patrons during normal operations, requiring fifteen (15) car parking spaces. Special events will occur up to four (4) times per year and are proposed to have a maximum of seventy-three (73) patrons, requiring twenty-one (21) car parking spaces. Twenty-two (22) car parking spaces are proposed, therefore adequate car parking is provided on the site for both normal operations and for the increase of patrons during special events. A permit condition (if issued) can ensure that no more than seventy-three (73) patrons are present on the site during special events and a maximum of fifty (50) patrons are allowed during regular operations.

Below is a comparison of the car parking proposal between the previous permit issued for the site and the current application. The table below shows that the current proposal provides an improved car parking situation on the previous permit issued for the site.

	PLN03/0776 (previous permit)	PLN22/0314 (current application)
Number of patrons proposed	30 during normal operations 100 during special events (4 times per year)	50 during normal operations 73 during special events (4 times per year)
Car parking spaces required by Clause 52.06 of the planning scheme at the time	155	21
Car parking spaces proposed	33	22
Car parking reduction	122 space reduction.	0 space reduction. (1 space excess is proposed).

Clause 52.06-9 of the Greater Dandenong Planning Scheme sets out design standards for car parking areas. The proposal meets all of the design standards in Clause 52.06-9.

The proposal meets the requirements of Clause 52.34-3 Bicycle Facilities of the Greater Dandenong Planning Scheme. Pursuant to Clause 52.34-3, the required rate of bicycle facilities for a place of worship of this size is two (2) bicycle spaces. The plans show four (4) bicycle spaces at the front entry gate, therefore, the proposal exceeds the required bicycle facilities in Clause 52.34-3 of the Greater Dandenong Planning Scheme.

Vegetation & Tree Impact (Site & Surrounds)

There are no existing trees on the subject site.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

There are a number of trees on adjoining properties, within the road reserve and within the public park to the south east of the subject site. One (1) existing street tree (a juvenile Kurrajong tree) is proposed to be removed to accommodate the proposed crossover, however, all other trees on adjoining properties are noted on the plans as 'retained'.

Given the small size and young age of the existing street tree proposed to be removed, it is considered that the removal will not result in a significant loss to canopy cover in the municipality, subject to a replacement tree being planted at the permit holder cost. It is noted that the proposed landscape plan shows 37 additional trees to be planted on site. Therefore, overall, the proposal will result in a significant improvement to canopy cover in the municipality.

The applicant has submitted an arboriculture assessment, Tree Management Plan and Tree Protection Plan, with recommendations to ensure the protection of trees on adjoining land. These recommendations include (but are not limited to) ensuring that works are constructed under supervision of an arborist, that natural ground level is maintained within the tree protection zones, fence construction utilising isolated post holes (not strip footings) and landscaping elements being laid at or above existing grade. Permit conditions can require works to be constructed as per the recommendations of the Tree Management and Protection Plans to ensure retention and protection of trees on adjoining properties.

Aboriginal Cultural Heritage Sensitivity

The site is within a mapped area of Aboriginal Cultural Heritage sensitivity.

A certified Preliminary Aboriginal Heritage Test has been submitted confirming that a Cultural Heritage Management Plan is not required.

Potentially contaminated land

The site was previously used as a service station and has undergone significant remedial works to remove underground fuel tanks and contaminated soil.

Three (3) environmental audits have been carried out for the land;

- 32620-1, 26/4/1999;
- 32620-4, 18/9/2012; and
- 32620-5 28/3/2016.

The Environmental Audit Report and the Statement of Environmental Audit (both dated 19 September 2012) were prepared by suitably qualified consultants. The Statement of Environmental Audit noted that the site is suitable for the beneficial uses associated with commercial use including a place of worship and residential quarters for priests and nuns and less sensitive uses including industrial use, subject to a number of conditions.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Condition A of the Statement of Environmental Audit noted that:

“This Statement is linked to the pattern of use defined in the attached Development Plan [OatenStanistreet Pty Ltd]. Any substantive changes such as to the coverage of hardstand areas or to the location or size of the building footprint, or the use of the building, must be accepted by an environmental auditor appointed under Part IXD of the Environment Protection Act 1970, and this acceptance advised in writing to EPA and the planning authority.”

The use defined in the Development Plan [OatenStanistreet Pty Ltd] at the time was for a Buddhist temple of slightly large size, double story form, with an on-site caretakers residence located on the first floor.

The applicant has provided written advice from an EPA appointed environmental auditor stating that the changes to the building footprint, hardstand and landscape areas as presented with this planning permit application are considered to be inconsequential with respect to human health and ecological risks associated with soil and groundwater contamination that remained at the site at the time the Statement of Environmental Audit was issued in 2012. In addition, the change from double storey to single storey development, with residential areas now on the ground floor, does not change the human health risks to persons who will reside and work at or visit the site. Permit conditions can ensure that the conditions listed in the Statement of Environmental Audit are also complied with as part of the proposed development.

Conclusion

The application has been assessed against the relevant requirements of the Greater Dandenong Planning Scheme and is considered appropriate to the site in which it is located. The proposed use and development of the land for a place of worship and alteration of access to a road in a Transport Zone 2 is considered satisfactory with the relevant requirements of the Greater Dandenong Planning Scheme including the State Planning Policy Framework, Local Planning Policy Framework including the Municipal Strategic Statement.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

Recommendation

That Council resolves to issue a Notice of Decision to grant a permit in respect of the land known and described as Lot 1, LP53349, 375 Chandler Road, Keysborough for the purpose of Use and development of the land for a place of worship and alteration of access to a road in a Transport Zone 2 in accordance with the plans submitted with the application subject to the following conditions:

- 1. Before the development and use starts, amended plans drawn to scale and dimensioned, must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 1.1 Any obscure glazing as shown on the ground floor plan to also be notated on the elevation drawings.**
 - 1.2 All mechanical plant locations and their nominated acoustic screening measures provided on all relevant plans.**
 - 1.3 Patron number notations deleted from the site plan.**
 - 1.4 Location, height and materials of all internal fencing.**
 - 1.5 The material for the pedestrian pathway and ramps to be identified on the ground floor plan.**
 - 1.6 Amendments to satisfy Department of Transport and Planning conditions of this permit.**
 - 1.7 Landscape plans in accordance with Condition 2.**

All to the satisfaction of the Responsible Authority.
- 2. Before the approved development starts, and before any trees or vegetation are removed, an amended landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended landscape plan must be prepared by a person or firm with suitable qualifications to the satisfaction of the Responsible Authority, drawn to scale with dimensions. The amended landscape plan must be generally in accordance with the landscape plan submitted with the application but modified to show:**
 - 2.1 Plans to accord with plans approved under Condition 1 of this permit.**

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- 2.2 The site at a scale of 1:100/200, including site boundaries, existing and proposed buildings, neighbouring buildings, car parking, access and exit points, indicative topography and spot levels at the site corners, existing and proposed vegetation, nature strip trees, easements and landscape setbacks.**
- 2.3 Details of the proposed layout, type and height of fencing.**
- 2.4 Legend of all plant types, surfaces, materials and landscape items to be used including the total areas of garden and lawn.**
- 2.5 A plant schedule giving a description of botanical name, common name, mature height and spread, pot size, purchase height (if a tree) and individual plant quantities.**
- 2.6 At least four (4) advanced canopy trees with a minimum planting height of 1.5 metres within the front setback.**
- 2.7 All plants must be selected from the recommended species of the City of Greater Dandenong Landscape Plan Guidelines May 2023. The canopy trees must be selected from the medium or large trees categories.**
- 2.8 Any paving or decking within the tranquillity garden on a permeable base.**
- 2.9 The plan must accord with all changes required under Condition 1.**

When approved, the amended landscape plan will be endorsed and will form part of this permit.

- 3. The provisions, recommendations and requirements of the landscape plan must be implemented and complied with to the satisfaction of the Responsible Authority.**
- 4. Landscaping in accordance with the endorsed landscaping plan and schedule must be completed before the building is occupied and must at all times be maintained to the satisfaction of the Responsible Authority. Any dead or diseased plants must be replaced.**
- 5. The use and development as shown on the endorsed plans must not be altered without the further written consent of the Responsible Authority.**
- 6. Once the development has started, it must be continued and completed all to the satisfaction of the Responsible Authority.**
- 7. The permitted use must not commence and the subject site must not be occupied for that use until the conditions of this permit have been complied with, unless with the further written consent of the Responsible Authority.**

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- 8. The use of land for a place of worship, other than in association with accommodation provided on the land, may operate only between the hours of 8am to 5pm Monday to Sunday.**
- 9. No more than fifty (50) patrons may be present on site at any one time for regular operations. For special events, which may only occur up to four (4) times per year, no more than seventy-three (73) patrons may be present on the site at any one time. Special events are as follows:**
 - New Year's Eve (held on whichever Saturday falls closest to 1st January in the Luna calendar)**
 - Buddha's birthday (held on whichever Sunday falls closest to the middle of the 4th month in the Lunar calendar)**
 - Buddha's Mother's Day (held on whichever Sunday falls closest to the middle of the 7th month of the Lunar calendar)**
 - Enlightenment Day**
- 10. All doors and windows must be kept closed during a recognised religious observance.**
- 11. Before the use of the land starts, all parking areas and accessways must be:**
 - 11.1 Constructed and available for use in accordance with the plan approved by the responsible authority;**
 - 11.2 Formed to such levels and drained so that they can be used in accordance with the plan; and**
 - 11.3 Line-marked or provided with some other adequate means of showing the car parking spaces.**

All to the satisfaction of the Responsible Authority.
- 12. Car spaces, access lanes, loading bays and driveways must be maintained (including line marking) and kept available for these purposes at all times.**
- 13. The car parking provided on the land must always be kept available for its intended purpose at all times. No measures must be taken to restrict access to the car park.**
- 14. The car parking area must be lit if in use during the hours of darkness and all lights must be designed and fitted with suitable baffles. The lighting must be positioned to prevent any adverse effect on adjoining land and must not be considered excessive for the area, all to the satisfaction of the Responsible Authority.**

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- 15. Standard concrete vehicular crossing/s must be constructed to suit the proposed driveway/s in accordance with the Council's standard specifications and any vehicle crossing/s no longer required must be removed and the land, footpath and kerb and channel reinstated, all to the satisfaction of the Responsible Authority.**
- 16. The operator under this permit must make all reasonable endeavours to ensure that all vehicles entering and exiting the site should do so in a forward direction, all to the satisfaction of the Responsible Authority.**
- 17. Letterboxes and all other structures (including visually obstructive fencing and landscaping) should be constructed to a maximum height of 900mm or relocated clear of a splayed area (2m x 2.5m) along the frontage road at access points in accordance with Dandenong Planning Scheme Clause 52.06-9.**
- 18. Prior to the commencement of the development, arrangements must be made with the Responsible Authority for the removal and replacement of the existing street tree shown as Tree 2 within the Tree Protection and Management Plan prepared by Treespace Solutions (dated 20th March 2023). All costs associated with the removal and replacement of the street tree must be borne by the permit holder and the location of the replacement tree will be determined by the Responsible Authority.**
- 19. The Tree Protection & Management Plan by Treespace Solutions (dated 20th March 2023) must be implemented to the satisfaction of the Responsible Authority including but not limited to the following as outlined in the Tender Production Management Program (TPMP):**
 - 19.1 Documentation and Certification of Project Arborist – details of appointed Project Arborist and works / inspection timetable supplied to the Responsible Authority prior to any works on site**
 - 19.2 Tree Protection Measures**
 - 19.2.1 Design Stage – all recommended design alterations must be followed including flexible placement of pier holes in the acoustic fence within the Tree Protection Zone (TPZ) of Trees 3-9 pier and beam construction of the Carpark/ Garage footings within the TPZ of Tree 9.**

All landscaping elements proposed within the TPZ of Tree 3 to be above grade.
 - 19.2.2 Pre-Construction – existing damage or faults to the retained trees must be documented and any new faults that occur during demolition or construction must be documented by the project Arborist and reported within 24 hours.**

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

19.2.3 Construction Stage – Excavation with the TPZs of retained trees must be supervised and documented by the project Arborist

19.2.4 Post Construction – final Project Arborist inspection and certification to be forwarded to the Responsible Authority.

20. The amenity of the area must not be detrimentally affected by the use on the land, through the:

20.1 Transport of materials, goods or commodities to or from the land;

20.2 Appearance of any building, works or materials;

20.3 Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;

20.4 Presence of vermin.

All to the satisfaction of the Responsible Authority.

21. Noise emanating from the premises must comply with the noise requirements of the Environment Protection Regulations 2021 under the Environment Protection Act 2017.

22. Recommendations within the endorsed acoustic report must be implemented to the satisfaction of the Responsible Authority.

23. No external sound amplification equipment or speakers are to be used for any announcement, broadcast or playing of music external to the building.

24. All wastes must be disposed of to the satisfaction of the Responsible Authority and no liquid waste or polluted waters shall be discharged into a sewer or stormwater drainage system.

25. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.

26. Before the use of the land starts, landscaping works as shown on the endorsed plans must be completed and then maintained, all to the satisfaction of the Responsible Authority.

27. Prior to the commencement of any development on the land, a letter must be submitted to Council prepared by an Environmental Auditor appointed by the Environment Protection Authority under the Environment Protection Act 2017 to verify that the conditions of the Statement of Environmental Audit issued for the land have been satisfied.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- 28. Provision must be made for the drainage for proposed development including landscaped and paved areas, all to the satisfaction of the Responsible Authority.**
- 29. The connection of the internal drainage infrastructure to the Legal Point of Discharge (LPD) must be to the satisfaction of the Responsible Authority. Collected stormwater must be retained onsite and discharged into the drainage system at pre-development peak discharge rates as stated in the LPD approval letter.**
- 30. Access to the site and any associated roadwork must be constructed, all to the satisfaction of the Responsible Authority.**

Department of Transport and Planning conditions

- 31. Prior to commencement of the buildings and/or works; amended plans must be submitted to and approved by the Head, Transport for Victoria. When approved by the Head, Transport for Victoria, the plans must be endorsed by the Responsible Authority and will then form part of the permit. The plans must be generally in accordance with the plans submitted with the application but modified to show:**
 - 31.1 Construction of the crossover to a width of 4.0 m(minimum) at the property line, flared 60 degrees, with 3.0 m radial turnouts at the kerb.**
 - 31.2 Installation of the sign 'Entry' at the northern crossover facing to Chandler Road traffic and 'No entry' sign facing to the internal traffic.**
 - 31.3 Installation of the sign 'No Entry' at the southern crossover facing to Chandler Road traffic.**
- 32. Prior to occupation, the crossover and driveway must be constructed as per the endorsed plans, at no cost to the Head, Transport for Victoria and to the satisfaction of the Responsible Authority.**
- 33. Any gate (if provides) must be kept open during the operational hours of the centre to avoid any disruptions to the safety and efficiency of the function of arterial road network.**

End of Department of Transport and Planning conditions

- 34. This permit will expire if:**
 - 34.1 The development does not start within two (2) years of the date of this permit, or**
 - 34.2 The development is not completed within four (4) years of the date of this permit, or**
 - 34.3 The use does not start within one (1) year of the completion of the development, or**

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

34.4 The use is discontinued for a period of two (2) years

Before the permit expires or within six (6) months afterwards the owner or occupier of the land may in writing request the Responsible Authority to extend the expiry date.

The owner or occupier of the land may in writing request the Responsible Authority to extend the expiry date to complete the development or a stage of the development if:

- the request for the extension is made within twelve (12) months after the permit expires; and
- the development or stage started lawfully before the permit expired.

Notes:

- A Vehicle Crossing Permit must be obtained from Council for the vehicular crossing prior to construction of the crossing.
- The vehicle crossings must be in accordance with Council Standard SD306.
- Prior to works commencing the developer will need to obtain an Asset Protection Permit from Council. Collected stormwater must be retained onsite and discharged into the drainage system at pre-development peak discharge rates as stated in the LPD approval letter.
- Approval of drainage plan including any retention system within the property boundary is required. Prior to the drainage plans being approved, a drainage approval fee will need to be paid to Council.
- Any works undertaken within the road reservation and easements will require the developer to obtain a civil works permit from Council.
- A building approval may be required prior to the commencement of the approved works.
- Any redundant vehicle crossing will need to be removed and reinstate with kerb and channel in accordance with Council Standards.
- Except where no permit is required under the provisions of the Planning Scheme, no sign, flashing or intermittent lights, bunting or advertising device may be erected or displayed on the land without the permission of the Responsible Authority.
- Prior to the erection of any advertising signs on the land, consultation should be made with officers of the Town Planning Department to determine the relevant Planning Scheme Controls.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

- **Prior to the final design being completed, the applicant should consult with Council's Infrastructure Planning Department in regard to the legal point of discharge for the site.**

Department of Transport and Planning Notes:

- **The proposed development requires roadworks within the road reserve. Separate approval under the *Road Management Act 2004* for this activity may be required from the Head, Transport for Victoria. Please contact the Department of Transport and Planning prior to commencing any works.**

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 375 CHANDLER ROAD,
KEYSBOROUGH (PLANNING APPLICATION NO. PLN22/0314)**

ATTACHMENT 1

ASSESSED PLANS

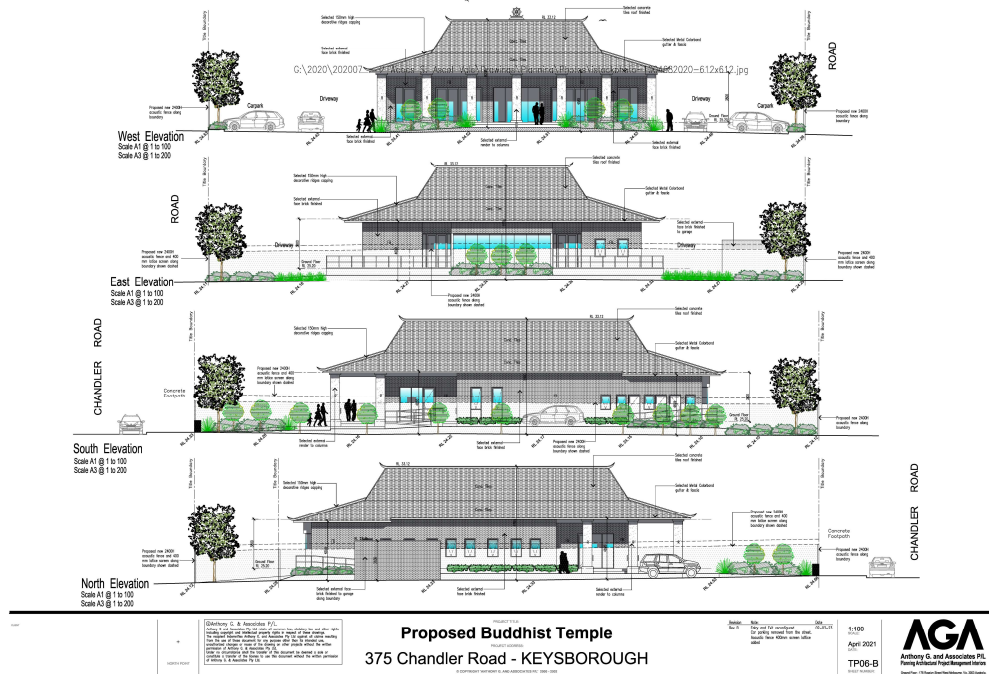
PAGES 6 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

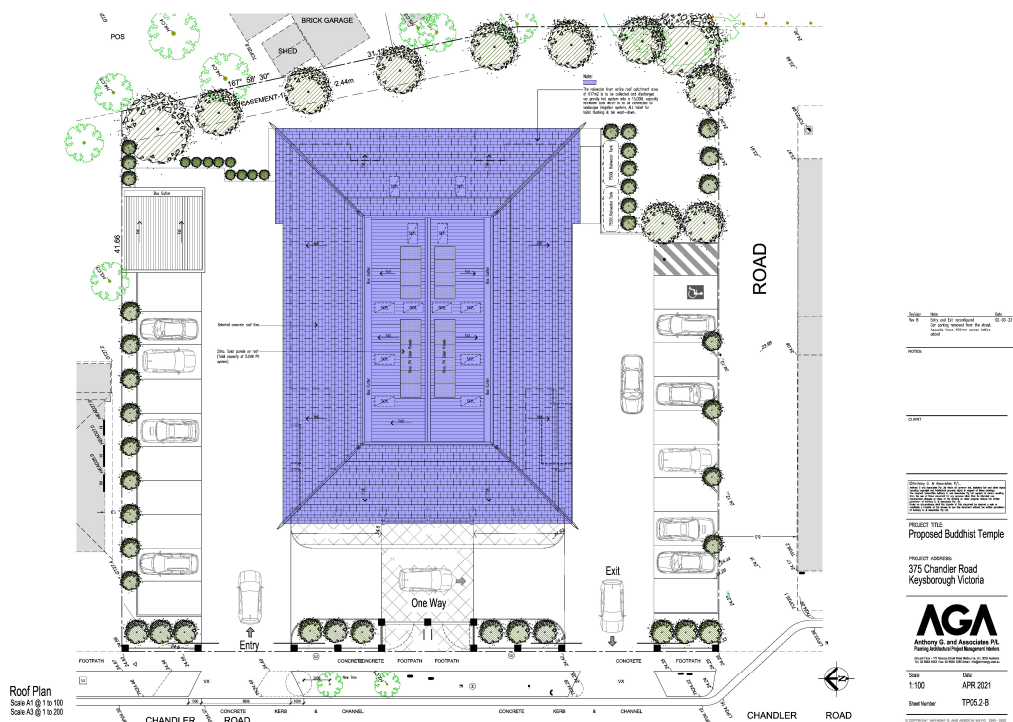
2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)



2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)



2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

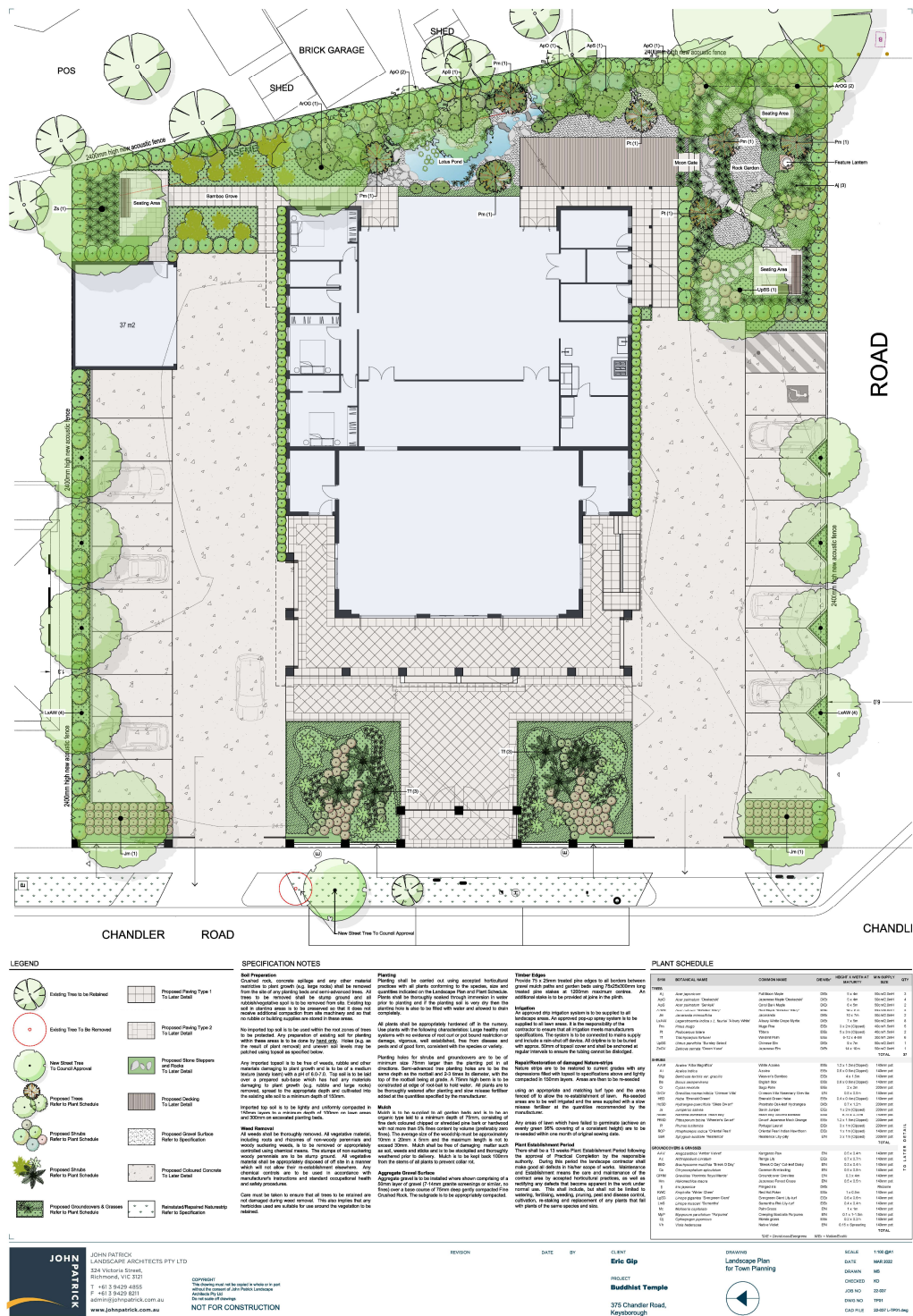


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SCALE
April 2021
DATE
TP07
SHEET NUMBER

AGA
Anthony G. and Associates P/L
Planning Architectural Project Management Interiors

Ground Floor - 110 Rensley Street West Melbourne Vic 3204 Australia
Tel: 03 9860 4000 Fax: 03 9860 1201 Email: info@thegroup.com.au

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)



2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION - NO. 375 CHANDLER ROAD,
KEYSBOROUGH (PLANNING APPLICATION NO. PLN22/0314)**

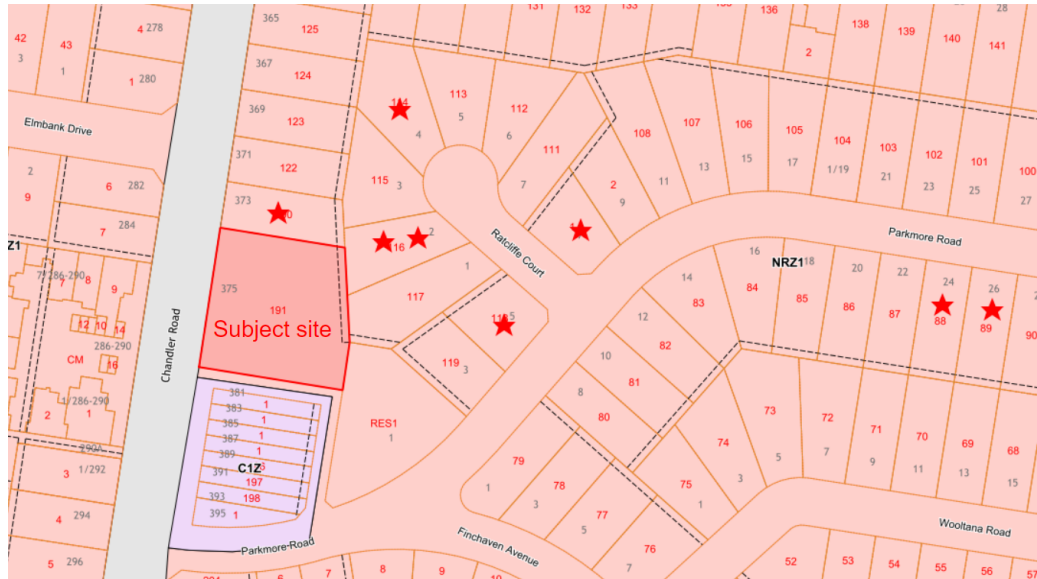
ATTACHMENT 2

LOCATION OF OBJECTORS

PAGES 2 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

2.3.1 Town Planning Application - No. 375 Chandler Road, Keysborough (Planning Application No. PLN22/0314) (Cont.)



☆ = location of objectors.

Note: One objector is located more than 1.3km from the subject site and is not shown on the above map.

3 QUESTION TIME - PUBLIC

Question Time at Council meetings provides an opportunity for members of the public in the gallery to address questions to the Councillors, Delegates and/or officers of the Greater Dandenong City Council. Questions must comply with s. 4.5.8 of Council's Governance Rules.

QUESTIONS FROM THE GALLERY

Questions are limited to a maximum of three (3) questions per individual. Where time constraints deem it likely that not all questions can be answered within the time allowed for Question Time, the Mayor at his/her discretion may determine only the first question may be presented verbally with others deferred to be managed in the same manner as public questions not verbally presented. Priority will be given to questions that relate to items on the Council Agenda for that meeting. Questions including any preamble should not exceed 300 words.

a) All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Ordinary meetings of Council. Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be considered at the meeting.

b) All such questions must clearly note a request to verbally present the question and must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:

- i) the commencement time (7.00pm) of the Ordinary meeting if questions are submitted in person; or
- ii) noon on the day of the Ordinary meeting if questions are submitted by electronic medium.

c) A question can only be presented to the meeting if the Chairperson and/or Chief Executive Officer has determined that the question:

- i) does not relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
- ii) does not relate to a matter in respect of which Council or a Delegated Committee has no power to act;
- iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor, Delegated Member or Council officer; and
- iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).

d) If the Chairperson and/or Chief Executive Officer has determined that the question may not be presented to the Council Meeting or Delegated Committee, then the Chairperson and/or Chief Executive Officer:

- i) must advise the Meeting accordingly; and
- ii) will make the question available to Councillors or Members upon request.

3 QUESTION TIME - PUBLIC (Cont.)

- e) The Chairperson shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.
- f) The Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.
- g) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.
- h) A Councillor, Delegated Committee Member or member of Council staff nominated to answer a question may:
 - i) seek clarification of the question from the person who submitted it;
 - ii) seek the assistance of another person in answering the question; and
 - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice).
- i) Question time for verbal presentations is limited in duration to not more than twenty (20) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item.
- j) The text of each question asked and the response will be recorded in the minutes of the Meeting.

4 OFFICERS' REPORTS - PART TWO

4.1 CONTRACTS

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP)

File Id:

Responsible Officer: Director Business, Engineering & Major Projects

Attachments: Tender information CONFIDENTIAL s 3(1)(a) & (g) of *Local Government Act 2020*

1. Report Summary

This report outlines the tender process undertaken to select a suitably qualified and experienced contractor for the Creative Industry Space Design at the former Precinct Energy Plant (PEP).

2. Recommendation Summary

This report recommends that Council awards **Contract No. 2223-52 Creative Industry Space Design – Former Precinct Energy Plant (PEP)** to **Williams Ross Architects ABN: 96 005 624 868** for a fixed lump sum price Five Hundred & Eighty Three Thousand, Eight Hundred & Forty Seven Dollars (\$583,847.00), including GST of \$53,077.00.

This is a Lump Sum Contract and not subject to rise and fall.

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP) (Cont.)

3. Background

The Creative Industry Space, along with its site context adjacent to Dandenong New Art and within close proximity of The Drum Theatre and the Dandenong Community Centre and Library, will be delivered through the repurposing of the existing industrial structure of the former Precinct Energy Plant (PEP) into a multifaceted, accessible, arts and theatre maker space to support the development of a south-eastern creative industries hub.

The vision of the Creative Industry Space aligns with the Arts, Culture and Heritage Strategy 2022 – 2026 to provide “an accessible, inclusive and welcoming place for our diverse and creative communities to make and present new art, collaborate and develop their creative practice, giving voice to their unique stories and lived experiences.” A co-design approach to the design phase has been nominated so that it is embraced and championed by the community, that is relevant to the end users, and flexible, forward-planned and future proofed to attract industry professionals, support local arts production yet push the boundaries and support creative potential.

Council will be directly engaging specialised third-party facilitators to lead the co-design process which will ensure that the architect, nominated sub-consultancy, end users, Council representatives and creative industry professionals are equal participants and to reduce any real or perceived imbalance of power. The appointed architect and their nominated sub-consultancy must demonstrate openness and flexibility towards this approach and provide active participation to meet the key objectives of the Creative Industry Space.

4. Tender Process

This tender process was advertised in The Age newspaper and on Council’s website on Saturday 27 May 2023 and closed at 2PM on Tuesday 15 June 2023.

At the close of the tender advertising period, submissions were received thirteen (13) companies as indicated below:

1. Antarctica Group Pty Ltd & ABN: 45 114 832 852
2. John Brand & Co Pty Ltd T/A Brand Architects & ABN: 32 063 361 786
3. Craig Tan Architects Pty Ltd & ABN: 71 152 743 836
4. Cumulus Studio and ABN: 11 626 284 115
5. Harrison and White Pty Ltd and ABN: 28 121 492 153
6. Mantric Architecture Pty Ltd and ABN: 47 106 972 696
7. Mode Design Corp and ABN: 65 112 807 931
8. N2SH Pty Ltd and ABN: 20 606 603 196
9. Nervegna Reed Architecture & pH Architects and ABN: 42 108 619 334
10. One Design Office Pty Ltd and ABN: 99 600 761 868
11. Six Degrees Pty Ltd and ABN: 68 101 224 593
12. Mijas P/L T/A We Are Best and ABN: 76 633 834 401
13. Williams Ross Architects and ABN: 96 005 624 868

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP) (Cont.)

5. Tender Evaluation

The evaluation panel comprised of the Coordinator Building Projects, Capital Works Program Officer, Acting Manager Community Arts, Culture and Libraries, Coordinator Arts And Cultural Development and contract officer and Exhibitions Operations and Customer Experience Team Leader to provide technical advice from Council.

The Tenders were evaluated using Council's Weighted Attributed Value Selection Method. The allocated weightings for the evaluation criteria were as follows:

	Evaluation Criteria	Weighting
	Tender Price/Rate	30%
	Relevant Experience	40%
	Capability	10%
	Methodology and Appreciation	5%
	Social Procurement	5%
	Local Industry	5%
	Environmental Management	5%

Points were awarded on a scale 0 – 5 corresponding to the score parameters listed below.

Score	Description
5	Excellent
4	Very Good
3	Good, Better than Average
2	Acceptable
1	Marginally Acceptable (Success Not Assured)
0	Not Acceptable

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP) (Cont.)

The tenderers were requested to confirm their respective tendered price and to clarify any omissions or additions in their submission.

The thirteen (13) tenderers were assessed and the weighted attribute points scores resulting from the assessment are shown in the following table:

Tenderer	Price Points	Non-Price Points	Total Score
Williams Ross Architects	0.23	3.03	3.26
Mantric Architecture Pty Ltd	1.06	2.08	3.14
John Brand & Co Pty Ltd T/A Brand Architects	0.94	2.14	3.08
N2SH Pty Ltd	0.99	1.94	2.93
Harrison and White Pty Ltd	1.25	1.54	2.79
Antarctica Group P/L	0.75	1.99	2.74
One Design Office P/L	1.25	1.45	2.70
Nervegna Reed Architecture & pH Architects	0.74	1.64	2.38
Six Degrees Pty Ltd	0.04	2.12	2.16
Craig Tan Architects Pty Ltd	0.62	1.48	2.10
Mijas P/L T/A We Are Best	0.77	1.17	1.94
Mode Design Corp. P/L	0.09	1.57	1.66
Cumulus Studio	0.00	1.56	1.56

After the thirteen tenders were assessed, the highest scoring tenders in the tender evaluation process were Williams Ross Architects, Mantric Architecture and John Brand & Co. trading as Brand Architects.

A tender clarification was sought of the three (3) highest scoring tenders to confirm the sub-consultancy allowances made relating to audio visual (AV) and theatre consultancy services in order to meet the tender brief, and to support the third party facilitated co-design process.

This tender clarification was utilised to assess the capability, methodology and appreciation of the highest scoring tenders to meet the specific and unique technical needs of the Creative Industry Space.

Tender interviews were undertaken with the two (2) highest scoring tenderers, Williams Ross Architects and Mantic Architecture, following the tender clarification process.

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP) (Cont.)

Post-interview clarifications were then sought to breakdown specific key sub-consultancy fees to be provided as provisional items, and to ensure that anticipated co-design requirements were included for those sub-consultancies.

Williams Ross Architects demonstrated very good relevant experience in arts and culture projects, a very good understanding of their capacity, and a very good understanding of methodology and appreciation, and received an overall non-price score of very good (4.6).

6. Financial Implications

The resource requirements associated with this report are \$583,847 including GST (\$530,770 tender price excluding GST) compared to the annual budget allocation of \$600,000 for this purpose.

[Note:

Schedule of Rates A schedule of rates contract is one under which the amount that is payable to the contractor is calculated by applying an agreed schedule of rates to the quantity of work that is performed.

Lump Sum A lump sum contract or a stipulated sum contract will require that the supplier agree to provide specified services for a stipulated or fixed price.]

7. Social Procurement

Williams Ross currently employ 30% of staff from culturally and linguistically diverse backgrounds. They are in the process of writing a 'Social Benefit Supplier' Policy for inclusion in our Integrated Management System and we are aiming to have this in place by July 2023.

8. Local Industry

Williams Ross is not based in City of Greater Dandenong and they do not have staff who live within the municipality.

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP) (Cont.)

9. Consultation

Extensive consultation has been undertaken to engage specialists to develop, for Council, the Feasibility Report for the Dandenong Co-Gen Regeneration Project (Six Degrees Architects, May 2020) and the Business Case and Plan for a Creative Industry Space (Ross Farnell Consulting, August 2022) for the repurposing of the Precinct Energy Plant.

A Project Working Group has been formed to provide broad representation and strong expertise from across Council into the Creative Industry Space design project, to include Arts and Cultural Development, Community Precincts Strategic and Exhibition Operations, Place Making and Revitalisation, Building Maintenance, and Building Projects and Capital Improvement.

A smaller technical working group was formed, with strong technical expertise in arts and culture, to assist with the review of the capability of the nominated sub-consultancy in delivering the Creative Industry Space. Consultation has also been sought for a third-party facilitator for the co-design approach for the design process of the appointed architect and nominated sub-consultancy.

10. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* (the LGA 2020) states that a Council must in the performance of its role give effect to the overarching governance principles. When a

tender process is undertaken it is fundamentally underpinned by the following overarching governance principles:

- Section 9(a) of the LGA2020 - Council decisions are to be made and actions taken in accordance with the relevant law;
- Section 9(b) of the LGA2020 - Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- Section 9(c) of the LGA2020 - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- Section 9(e) of the LGA 2020 - innovation and continuous improvement is to be pursued;
- Section 9(f) of the LGA 2020 - collaboration with other councils and governments and statutory bodies is to be sought;
- Section 9(g) of the LGA2020 - the ongoing financial viability of the Council is to be ensured; and
- Section 9(i) of the LGA2020 - the transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles above, the following supporting principles are also considered throughout any tender process:

- Section 89 of the LGA2020 - the strategic planning principles; and
- Section 1010 of the LGA 2020 - the financial management principles.

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP) (Cont.)

11. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

Included in the tender submissions, successful contractors have completed the Modern Slavery Questionnaire, Questionnaire for Potential Contractors (Fair work) and the Victorian Child Safe Standards Questionnaire (Schedule 9).

The responses provided to these statements by all successful contractors were assessed and determined to be satisfactory in the context of the Victorian Charter of Human Rights and Responsibilities.

12. The Gender Equality Act 2020

The Gender Equality Act 2020 came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Included in the submission for this tender, contractors were required to address Council's Social Employment opportunities (Schedule 7B). This includes questions to address Council's Diversity, Access and Equity Policy.

The responses provided to these statements by all successful contractors were assessed and determined to be satisfactory in the context of the Gender Equality Act.

13. Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a "Climate and Ecological Emergency" and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP) (Cont.)

14. Conclusion

At the conclusion of the tender evaluation process, which included tender clarification to the top three (3) scoring tenders, the evaluation panel agreed that the tender submission from **William Ross Architects** represented the best value outcome for Council and should be accepted due to:

1. its conforming tender submission and highest non-price scoring;
2. its relevant experience working with Victorian government authorities and private organisations on similar construction projects;
3. its exceptional level of experience, staff resources and sub-consultancy selection;
4. receiving a Pass for their Occupational Health and Safety (OH&S) and Environmental Management Systems;
5. receiving a satisfactory result for the Standard Financial & Performance Assessment (Procurement) Company Check undertaken by Corporate Scorecard;
6. it is registered and pre-qualified with Rapid Global (Council's Contractor Risk Management Compliance database);
7. Reference checks were undertaken on two (2) other projects completed by William Ross Architects for Victorian Government authorities receiving rankings of very good.

15. Recommendation

That Council:

1. **awards Contract No. 2223-52 Creative Industry Space Design – Former Precinct Energy Plant (PEP) to Williams Ross Architects and ABN: 96 005 624 868 for a fixed lump sum price Five Hundred & Eighty Three Thousand, Eight Hundred & Forty Seven Dollars (\$583,847.00), including GST of \$53,077.00; and**
2. **authorises the Chief Executive Officer to execute the contract agreements and any associated documentation with the successful contractor.**

4.1.1 Contract No. 2223-52 Creative Industry Space Design - Former Precinct Energy Plant (PEP) (Cont.)

REPORT

Date

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CONTRACTS

**CONTRACT NO. 2223-52 CREATIVE INDUSTRY SPACE
DESIGN - FORMER PRECINCT ENERGY PLANT (PEP)**

ATTACHMENT 1

**TENDER INFORMATION
(CONFIDENTIAL)**

PAGES 15 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 3(1) of the
Local Government Act 2020 and has not been provided within the Public Agenda.

Page 1

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch)

This report was deferred at the Council Meeting of 24 July 2023 so that officers could share further information with Councillors. That information has been provided to Councillors and it is again tabled for Council's consideration.

File Id:

Responsible Officer: Director Business, Engineering & Major Projects

Attachments: Tender Information CONFIDENTIAL s 3(1)(a) & (g) of *Local Government Act 2020*

1. Report Summary

This report summarises the tender process undertaken by Council to select a suitably qualified and experienced contractor for the lighting renewal and upgrade construction project at George Andrews Reserve in Dandenong South.

2. Recommendation Summary

This report recommends that Council awards Contract 2223-48 to **Commlec Services Pty Ltd (ABN 48 055 185 718)** for the lump sum price of Seven Hundred and Seventy-One Thousand, Nine Hundred and Twenty-Eight Dollars and Ninety-Six Cents (\$771,928.96) including GST of \$70,175.36.

This is a Lump Sum Contract and not subject to rise and fall.

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

3. Background

The lights on the eastern playing field at George Andrews Reserve are at the end of their useful serviceable life and no longer meet required industry standards. The proposed new lighting system is a complete reconstruction and upgrade project including lights, poles, wiring, switchboards and other related electrical infrastructure. The replacement system will be built to comply with the appropriate standards for training, competition and broadcast quality using LED luminaires to facilitate the sporting demand at the reserve. The proposed new lighting system is in accordance with Council's Sports Facilities Plan.

4. Tender Process

The tender was advertised on Saturday 20 May 2023 in The Age newspaper and Council's website. The tender closed at 2:00pm on Thursday 8 June 2023.

At the close of the tender advertising period, submissions were received from four (4) tenderers.

- Commlec Services Pty Ltd & ABN: 48 055 185 718
- Eco Electrical Services Pty Ltd & ABN: 93 101 239 118
- High Access Cabling Pty Ltd & ABN: 51 260 874 027
- Rees Electrical T/As Rees Sports Lighting & ABN: 59 088 295 792

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

5. Tender Evaluation

The tender evaluation panel comprised Coordinator Open Space Projects, Project Manager – Open Space, Project Manager and Contracts & Administration Officer. All panel members signed Council's probity forms declaring that they would evaluate tenders fairly and would disclose any conflict of interest.

The conforming Tenders were evaluated using Council's Weighted Attributed Value Selection Method. The advertised evaluation criteria and the allocated weightings for evaluation are as follows:

	Evaluation Criteria	Weighting
1	Price	45%
2	Relevant Experience	20%
3	Capability	20%
3	Social Procurement	5%
4	Local Industry	5%
5	Statement of Environmental	5%
6	OH&S Systems	Pass / Fail
7	Environmental System	Pass / Fail

Points were awarded on a scale 0 – 5 based on the score parameters listed below.

Score	Description
5	Excellent
4	Very Good
3	Good, Better than Average
2	Acceptable
1	Marginally Acceptable (Success Not Assured)
0	Not Acceptable

The four (4) conforming submissions were assessed and ranked against all evaluation criteria, to ensure that each tenderer met the standards required for Council contractors. A fail in any criterion would automatically exclude a tenderer from further consideration for this contract. The weighted attribute points scores resulting from the assessment are shown in the following table:

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

Tenderer	Price Points	Non-Price Points	Total Score	OHS	EMS
Commlec Services Pty Ltd	1.12	2.27	3.39	Register & Compliant with Rapid Global*	
Rees Electrical T/As Rees Sports Lighting	1.14	2.15	3.30	Waiting for Compliant from Rapid Global*	
High Access Cabling Pty Ltd	1.06	2.11	3.17	Register & Compliant with Rapid Global*	
Eco Electrical Services Pty Ltd	1.13	1.81	2.94	Register & Compliant with Rapid Global*	

***Please Note:** *Rapid Global is a third-party pre-qualification and verification system used by Council and six (6) other Victorian Councils enabling the sharing of OH&S data. It is a Risk and OH&S system where contractors can upload their Occupational Health & Safety, Risk and Environment Plans and Policies as well as up to date insurances*

At the completion of the tender evaluation process described above, the Evaluation Panel agreed that the tender submission from **Commlec Pty Ltd** would provide the Best Value outcome for Council.

5.1 Relevant Projects and Experience

Similar projects recently completed for Council on time, within budget and to the required standards by Commlec Pty Ltd include the following:

- Sports field lighting project at Robert Booth Reserve in Dandenong
- Tennis court lighting project at Frederick Wachter Reserve in Noble Park
- Sports field lighting project at Ross Reserve in Noble Park

6. Financial Implications

The fixed lump sum contract price of \$771,928.96 including GST of \$70,175.36 is within the budget allocation for the project.

Lump Sum A lump sum contract or a stipulated sum contract will require that the supplier agree to provide specified services for a stipulated or fixed price.

7. Social Procurement

Commlec Services Pty Ltd currently employs four (4) staff who reside within the Greater Dandenong Council boundary. They have adopted policies and training that allows them to engage with numerous cultural groups, this is relevant to the suppliers of materials that are based within the Greater Dandenong area and the association with business within this area.

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

8. Local Industry

Commlec Services will always work with and utilise all local suppliers/businesses (in the first instance) for materials to be procured under contract and with fostering relationships with local businesses. Commlec Services values the local Business Content and strongly encourages usage of the local businesses wherever possible on all of the projects. Local small businesses are always utilised in the first instance for local supply to the relevant project sites for daily food and water supplies, local garden supplies, local builder's equipment hire and any other required items for project use.

With regards to employment opportunities, Commlec Services will always seek to engage and reach out to the local community for all employment opportunities that may arise from being awarded Council Contracts within the City of Greater Dandenong.

They have adopted policies and training that allows for the engagement with numerous cultural groups, this is also relevant with the suppliers of materials and sub-contractors and there is an anticipated spend of approximately \$170,000.00.

9. Environmental Management

Commlec Services Pty Ltd is ISO14001 certified for Environmental Management System. Their Environmental Management Plan is subject to ongoing review and revision as part of a continuous improvement process that is an inherent part of an effective environmental management system. Details in this document will be monitored on an ongoing basis via observations and inspections and audits, to assess their effectiveness and application. Commlec Services Pty Ltd personnel, client and regulatory representatives are encouraged to provide feedback and input to the document so that procedures can be updated and improved, as necessary, to achieve the best environmental outcome.

10. Consultation

The sporting club located at George Andrews Reserve, Sport and Recreation Victoria (Providing a \$200,000 grant) and Council's Sport and Leisure Department have been widely engaged throughout the design process. Broader community consultation has been undertaken in various forms including Councils "Have Your Say Website", advisory signs in the park and a letter box drop to surrounding residents.

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

11. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* (the LGA 2020) states that a Council must in the performance of its role give effect to the overarching governance principles. When a

tender process is undertaken it is fundamentally underpinned by the following overarching governance principles:

- Section 9(a) of the LGA2020 - Council decisions are to be made and actions taken in accordance with the relevant law;
- Section 9(b) of the LGA2020 - Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- Section 9(c) of the LGA2020 - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- Section 9(e) of the LGA 2020 - innovation and continuous improvement is to be pursued;
- Section 9(f) of the LGA 2020 - collaboration with other councils and governments and statutory bodies is to be sought;
- Section 9(g) of the LGA2020 - the ongoing financial viability of the Council is to be ensured; and
- Section 9(i) of the LGA2020 - the transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles above, the following supporting principles are also considered throughout any tender process:

- Section 89 of the LGA2020 - the strategic planning principles; and
- Section 101 of the LGA 2020 - the financial management principles.

12. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

Included in the tender submissions, successful contractors have completed the Modern Slavery Questionnaire, Questionnaire for Potential Contractors (Fair work) and the Victorian Child Safe Standards Questionnaire (Schedule 9).

The responses provided to these statements by all successful contractors were assessed and determined to be satisfactory in the context of the Victorian Charter of Human Rights and Responsibilities.

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

13. The Gender Equality Act 2020

The Gender Equality Act 2020 came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Included in the submission for this tender, contractors were required to address Councils Social Employment opportunities (Schedule 7B). This includes questions to address Council's Diversity, Access and Equity Policy.

The responses provided to these statements by all successful contractors were assessed and determined to be satisfactory in the context of the Gender Equality Act.

14. Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a "Climate and Ecological Emergency" and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

Existing light towers will be removed from site and sent to a recycling depository that recycles the steel which is then sent it to other metal fabricators for manufacturing of new light poles.

Existing light fittings will be removed from site and taken to Ecocycle to be environmentally recycled.

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

15. Conclusion

Following a thorough evaluation of the tender submissions the Tender Evaluation Panel concluded that the **Commlec Services Pty Ltd & ABN 48 055 185 718** proposal demonstrated best value to council for this project.

16. Recommendation

That Council:

- 1. approves the award of Contract No. 2223-48 Lighting Renewal and Upgrade – George Andrews Reserve (Eastern Pitch) to Commlec Services Pty Ltd (ABN 48 055 185 718) for the lump sum price of Seven Hundred and Seventy-One Thousand, Nine Hundred and Twenty-Eight Dollars and Ninety Six Cents (\$771,928.96) including GST of \$70,175.36; and**
- 2 authorises the Chief Executive Officer to execute the contract agreements and any associated documentation with the successful contractor.**

4.1.2 Contract No. 2223-48 Lighting Upgrade - George Andrews Reserve (Eastern Pitch) (Cont.)

CONTRACTS

**CONTRACT NO. 2223-48 LIGHTING UPGRADE - GEORGE
ANDREWS RESERVE (EASTERN PITCH)**

ATTACHMENT 1

**TENDER INFORMATION
(CONFIDENTIAL)**

PAGES 2 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 3(1) of the
Local Government Act 2020 and has not been provided within the Public Agenda.

4.1.3 Contract No. 2021-56 WJ Crowe Pavilion Redevelopment, Thomas P Carroll Reserve Contract Variations

File Id:

Responsible Officer:

Director Business, Engineering & Major Projects

Attachments:

Contract Variation Record Notes CONFIDENTIAL s
3(1)(a) & (g) of *Local Government Act 2020*

1. Report Summary

This report seeks Council to note and approve contract variation costs for Contract no 2021-56 WJ Crowe Pavilion Redevelopment, Thomas P Carroll Reserve contract variations in accordance with the *Procurement Policy 2021- 2025*. The contract variations were required for various reasons including the need to expedite the construction progress; deal with latent conditions; and, to amend the design to comply with legislative change.

2. Recommendation Summary

This report recommends that Council notes and approves the required variations for contract 2021-56 WJ Crowe Pavilion Redevelopment, Thomas P Carroll Reserve listed in the confidential attachment.

4.1.3 Contract No. 2021-56 WJ Crowe Pavilion Redevelopment, Thomas P Carroll Reserve Contract Variations (Cont.)

3. Background

Contract No. 2021-56 WJ Crowe Pavilion Redevelopment, Thomas P Carroll Reserve is almost complete after an extended delivery period across three (3) financial years, primarily delayed due to the Covid 19 pandemic. The original budget for this project was \$5.3m of which \$3.7m has been spent or committed to date. The extended delivery period has had a significant impact on cost escalations. In addition to inflationary pressures on materials there has also been regulatory change which has impacted how the project is delivered and the extra costs of temporary facilities. Latent ground conditions also created challenges despite significant testing prior to project commencement. Once demolition of the former building was complete, poor ground conditions were exposed which had to be treated separately. These factors have all lead to the necessary contract variations which are the subject of this report. Minor contract variations are usually dealt with along the way by the contract Superintendent but in this instance, they have been aggregated together.

Council has delegated to the Chief Executive Officer through the City of Greater Dandenong Instrument of Delegation to the Chief Executive Officer the following power.

Under Clause 1.2 of the Conditions and Limitations of Council's Instrument of Delegation dated 19 December 2022 to the Chief Executive Officer (CEO), the CEO cannot make any expenditure that exceeds \$500,000 unless it is expenditure that is made under a contract already entered into or that is part payment of a contract that Council has resolved to enter into. Under Clause 4 of the Conditions and Limitations of the same Instrument of Delegation, the CEO must not determine issues, take actions or make decisions that are inconsistent with any policies and strategies adopted by Council.

In the *Procurement Policy 2021-2025*, chapter 5.10 requires that a variation that exceeds the public tender threshold (currently \$300,000) or 10% of the original contract value is subject to a Council resolution. Appendix 3 of this policy allows for the Chief Executive Officer to provide ad hoc exemptions in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so and must include an assessment the expenditure represents value for money. Exceptional circumstances is not defined in the policy but is generally taken to mean *uncommon*.

Note that this 10% figure has come from Council's 2021 Contract Management Manual which when discussing a contract variation on page 27 says that *as a guide, it should not increase the cost of the original contract by more than 10%.*

It is also important to note that in accordance with Building and Construction Industry Security of Payment Act 2002 progress payments are due within 10 business days of the claim being made. Such a claim needs to be assessed promptly and fairly by the contract superintendent or their representative.

The Chief Executive Officer has deemed that in the case of the Thomas P Carroll Reserve new pavilion contract, the assessed variations are not exceptional and so are to be reported to Council.

The confidential detail of the variation is contained in Attachment 1 with explanatory notes.

The variation requests while significant in terms of percentage increase are considered by the Superintendent to be reasonable in terms of the recent environment of Covid19 and the resultant pressures on the building industry.

4.1.3 Contract No. 2021-56 WJ Crowe Pavilion Redevelopment, Thomas P Carroll Reserve Contract Variations (Cont.)

The bulk of the variation relates to delays outside the builder's control, design changes brought on by a change in the flood level determined by Melbourne Water and changes in building design standards. The variation also includes price increases over time relating to changes in material costs (steel) beyond the control of the contractor. There were also latent ground conditions that were not evident until construction began.

4. Financial Implications

In accordance with contract law these contract variation decisions needed to be made independently of budget discussions. It is worth noting however that in this context the project budget is often greater than the contract sum usually allowing for various contingencies during the construction phase. Broader budget discussions are undertaken in a separate process that will include consideration of project savings, contributions from adjacent complementary project budgets and broader City Improvement Program savings before seeking more funds from Council. In this example the budgets to date can cover these variations valued at \$685,386.51 including GST.

5. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* (the LGA 2020) states that a Council must in the performance of its role give effect to the overarching governance principles. When a

tender process is undertaken it is fundamentally underpinned by the following overarching governance principles:

- Section 9(a) of the LGA2020 - Council decisions are to be made and actions taken in accordance with the relevant law;
- Section 9(b) of the LGA2020 - Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- Section 9(c) of the LGA2020 - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- Section 9(e) of the LGA 2020 - innovation and continuous improvement is to be pursued;
- Section 9(f) of the LGA 2020 - collaboration with other councils and governments and statutory bodies is to be sought;
- Section 9(g) of the LGA2020 - the ongoing financial viability of the Council is to be ensured; and
- Section 9(i) of the LGA2020 - the transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles above, the following supporting principles are also considered throughout any tender process:

- Section 89 of the LGA2020 - the strategic planning principles; and
- Section 1010 of the LGA 2020 - the financial management principles.

4.1.3 Contract No. 2021-56 WJ Crowe Pavilion Redevelopment, Thomas P Carroll Reserve Contract Variations (Cont.)

6. Victorian Charter of Human Rights and Responsibilities

The *Charter of Human Rights and Responsibilities Act 2006* has been considered in the preparation of this report but is not relevant to its contents.

7. The Gender Equality Act 2020

The content of this report does not have a direct and significant impact on members of the Greater Dandenong community therefore a gender impact assessment is not required.

The report is administrative in nature and does not benefit any one gender group over any other.

8. Climate Change and Sustainability

This report has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability.

9. Conclusion

This report in compliance with the Procurement Policy, advises Council of contract variation needs and seeks endorsement of decisions made consistent with the contract, contract law and related legislation. The variations were valued at \$685,386.51 including GST and cover essential changes listed in the confidential attachment and used to address regulatory changes, latent conditions and coordination with adjacent works.

10. Recommendation

That Council notes and approves the variations for Contract 2021-56 WJ Crowe Pavilion Redevelopment Thomas P Carroll Reserve as listed in confidential Attachment 1 and totalling \$685,386.51 including GST.

4.1.3 Contract No. 2021-56 WJ Crowe Pavilion Redevelopment, Thomas P Carroll Reserve Contract Variations (Cont.)

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CONTRACTS

**CONTRACT NO. 2021-56 WJ CROWE PAVILION REDEVELOPMENT, THOMAS P
CARROLL RESERVE CONTRACT VARIATIONS**

ATTACHMENT 1

**CONTRACT VARIATION RECORD
NOTES
(CONFIDENTIAL)**

PAGES 2 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 3(1) of the
Local Government Act 2020 and has not been provided within the Public Agenda.

Page 1

4.1.4 Dandenong Community Hub Detailed Design Procurement Process

File Id:

Responsible Officer: Director Business, Engineering & Major Projects

Attachments: Dandenong Community Hub Return Brief May 2023
CONFIDENTIAL s 3(1)(a) & (g) of Local Government Act 2020
Dandenong Community Hub - Review by Turner & Townsend Pty Ltd CONFIDENTIAL s 3(1)(a) & (g) of Local Government Act 2020
Support Letter to Croxon Ramsey from Marcus Forster, Manager Community Wellbeing CONFIDENTIAL s 3(1)(a) & (g) of Local Government Act 2020
Council Meeting Resolution - 11 April 2023 - Minute 729
Procurement Policy 2021-2025

1. Report Summary

This report seeks Council approval for the procurement process to be undertaken for the detailed design and documentation of the Dandenong Community Hub.

2. Recommendation Summary

This report recommends that Council approves to re-engage with Croxon Ramsay (ABN: 12 115 304 928) for the design and documentation for the Dandenong Community Hub and recommends that Council awards project 2234-22/23 - Dandenong Community Hub - Design Development to Croxon Ramsay (ABN: 12 115 304 928) for the fixed Lump Sum price of \$ 1,734,920.00 including GST of \$ 157,720.00.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

3. Background

The Dandenong Community Hub will provide a multitude of services for the community. This includes family and children's services, community activity spaces, meeting spaces, consulting suites, administration, community kitchen and lounge, makers spaces and active spaces. Landscaping will surround and enhance the user experience, creating a significant community and cultural facility for Dandenong.

The below table provides a summary of the activities to date for the Dandenong Community Hub project.

Table 1: Summary timeline for Dandenong Community Hub project

Date	Action
14 September 2020 - Council Meeting Resolution (Minute 1603)	<p>Notice of Motion No. 89 – Progressing planning for a Dandenong Community Hub endorsed by Council.</p> <p><i>That:</i></p> <ol style="list-style-type: none"><i>in the 2020/21 financial year, concept designs for an integrated, intergenerational Dandenong Community Hub with capability for children services and formal and informal meeting and activity spaces be drawn up and exhibited; and</i><i>in tandem there be community consultation on the location which will include a range of options including the Clow Street (ie Dandenong Market) precinct.</i>
April 2021	<p>Croxon Ramsay Architects was appointed for the business case and concept planning stage.</p> <p>The objectives of this stage were to:</p> <ul style="list-style-type: none">Confirm the services, programs and activities to be delivered from the hub and floorspace requirements.Develop criteria and principles to guide the assessment of potential sites within the area of focus.Identify likely operating model/s and operational costs.Develop a funding strategy or model and understand how to best position the project to secure the necessary funding.Identify a detailed timeline required to further develop and implement the project.Develop a concept plan for the preferred site, including cost estimates.
September - October 2021	<p>Community engagement and consultation for the draft concept design was undertaken.</p>

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

January – March 2022	From the community engagement and consultation, Croxon Ramsay further developed the concept design for the Dandenong Community Hub.
March – September 2022	In response to community and Councillor requests, three alternative building layouts were developed for the preferred site location by Croxon Ramsay.
October – November 2022	Additional community engagement and consultation for preferred concept design was undertaken.
11 April 2023 - Council Meeting Resolution (Minute 729)	<p>Presentation to Council was provided on the community feedback and Concept Option 2 endorsed.</p> <p><i>That Council endorses Option Two (2) as the preferred base option of the three options consulted on in November 2022 subject to the following:</i></p> <ol style="list-style-type: none"> 3. <i>in addition to the existing CIP funding in the 2022-2023 Budget for the Dandenong Community Hub, a sum of \$680,000 is to be allocated from the major projects reserve in the Proposed 2023-2024 Budget to the detailed design and documentation stage. Any future capital project savings that materialise during the 2023-2024 year will be used to reimburse the major projects reserve;</i> 4. <i>using Option 2 as the base concept design, that a co-design approach be used to finalise the concept design prior to 30 October 2023, using feedback from the November 2022 consultation;</i> 5. <i>that following finalisation of the concept design (as per item 2 above), Council proceeds to detailed design in 2023-2024;</i> 6. <i>Council participates in the State Government of Victoria's Four-Year-Old Kindergarten/Pre-Prep initiative to determine future early years requirements within the City of Greater Dandenong; and</i> 7. <i>utilising the preferred concept design and the detailed design plans, Council advocates to the State Government for partnered funding to support the construction of a Community Hub for Dandenong.</i>

Table 1: Summary timeline for Dandenong Community Hub project

4. Procurement Policy 2021-2025

In December 2021, Council adopted a new Procurement Policy which is the collaborative work of the Councils in the South East Metro Regional Procurement Excellence Network (SEMRPEN) and was done in consultation with numerous Victorian Councils to ensure all requirements and expectations of the Local Government Act 2020 are appropriately considered and addressed.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

The below outlines the thresholds for purchasing goods and services:

- Less than \$10,000 – obtain at least one written quote
- \$10,000 - \$100,000 – obtain at least two written quotations
- \$100,001 - \$300,000 - obtain a contract number and undertake a formal request for quotation; and
- Greater than \$300,000 – obtain a contract number and a formal request for tender process must be undertaken by Council's Contracts Unit.

Appendix 3 of this policy deals with exemption powers and circumstances (Procurement Policy 2021-25 attached).

For this project, the procurement policy was applied by relying on the exemption clause which empowers the Chief Executive Officer to approve ad-hoc exemptions in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so and includes an assessment the expenditure representing value for money.

In this instance the use of this exemption is justified because Croxon Ramsay has undertaken all of the development work on this project including the preparation of concept plans through the community consultation stages, and is well placed to use that past work to the advantage of the detailed design phase of the project.

A separate industry analysis undertaken by qualified consultant project management experts has determined that the proposed Croxon Ramsay bid is good value for money. It is also considered that this is fair to the broader industry where competitors would be disadvantaged by not having this lead in experience and may waste significant time and money preparing what could be an uncompetitive bid.

Engaging another architect at this stage of the project would result in substantial design changes, as the new architects places their lens and design style over the project. This will create time delays and the requirement for additional community consultation.

5. Tender Process

A fee proposal was requested from Croxon Ramsay (current architect) for all future stages of the Dandenong Community Hub project including the Concept Design Finalisation, Detail Design, Contract Documentation and Contract Administration for construction.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Table 2: Fee proposal from Croxon Ramsay for Dandenong Community Hub

Stage	Cost	Timeframe
Concept Design Finalisation	\$272,395	July to October 2023
Design Development	\$408,985	November 2023 to February 2024
Contract Documentation	\$581,620	March to July 2024
Contract Administration	\$314,220	Construction Program to be confirmed by CGD.
TOTAL	\$1,577,220 (ex GST)	

Table 2: Fee proposal from Croxon Ramsay for Dandenong Community Hub

6. Tender Evaluation

Turner & Townsend, consultant project management specialists was engaged to provide an independent review of the fee proposal provided by Croxon Ramsay for the finalisation of concept design through to contract administration for the Dandenong Community Hub project.

Turner & Townsend compared the fee proposal to 4 other projects and have advised the “Fees quoted (1.6m ex GST) at 5.26% (of the construction cost estimated at \$30m) is fair and reasonable”.

Croxon Ramsay has been involved in the project from inception and has a strong understanding of the requirements and vision for the Dandenong Community Hub.

Appointing an alternate architect to the project at this stage would lead to additional time and cost implications to ensure they are across the details and requirements of the project. There would also be intellectual property issues relating to the existing design and documentation meaning such an option would be impractical.

7. Financial Implications

The resource requirements associated with this report are \$1.6m (ex GST) compared to the annual budget allocation of \$2.0m for this purpose.

8. Social Procurement

Croxon Ramsay believe in social and economic sustainability within its practices. They believe in the principles of diversity, acceptance, fairness, compassion, inclusiveness and access for people of all abilities. They are also increasing purchases of ethical and fair trade goods. They would specify that the Building Contractor conforms with the Victorian Governments Major Project Skills Guarantee programme which, has a minimum requirement for using local apprentices, trainees and engineering cadets for at least 10 percent of the projects total labour hours.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

This will ensure that young Victorians benefit directly from the project. Also, they will specify that there is a preference for Sub Contractors who have similar policies regarding trainees and apprentices for the procurement and tender evaluation processes. Croxon Ramsay is committed to designing buildings that support the community. The majority of the projects they undertake are to benefit the community. Through post construction evaluation they are able to review the impact that our work has on the community. Croxon Ramsay has worked closely with the Salvation Army to develop housing for the homeless. Croxon Ramsay has worked with Donkey Wheel House Trust, to provide services and accommodation within their CBD building in Bourke Street, that supports businesses and social enterprises from many different sectors.

Score: 3/5.

Table 3: Scoring matrix

Score	Description
5	Excellent
4	Very Good
3	Good, better than average
2	Acceptable
1	Marginally acceptable (Success not assured)
0	Not Acceptable (failed to satisfy required standards)

9. Local Industry

Croxon Ramsay is a Melbourne based architecture firm, offering professional services in architecture, design, interior design and project management.

Score: 3/5.

Table 4: Scoring matrix

Score	Description
5	Excellent
4	Very Good
3	Good, better than average
2	Acceptable
1	Marginally acceptable (Success not assured)

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

0	Not Acceptable (failed to satisfy required standards)
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10. Consultation

Internal stakeholders have been widely engaged throughout the procurement process for the design and documentation of the Dandenong Community Hub.

This has been supported by a core working group consisting of officers from Community Wellbeing, Community Arts, Culture and Libraries, and City Improvement.

11. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* (the LGA 2020) states that a Council must in the performance of its role give effect to the overarching governance principles. When a

tender process is undertaken it is fundamentally underpinned by the following overarching governance principles:

- Section 9(a) of the LGA2020 - Council decisions are to be made and actions taken in accordance with the relevant law;
- Section 9(b) of the LGA2020 - Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- Section 9(c) of the LGA2020 - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- Section 9(e) of the LGA 2020 - innovation and continuous improvement is to be pursued;
- Section 9(f) of the LGA 2020 - collaboration with other councils and governments and statutory bodies is to be sought;
- Section 9(g) of the LGA2020 - the ongoing financial viability of the Council is to be ensured; and
- Section 9(i) of the LGA2020 - the transparency of Council decisions, actions and information is to be ensured.

In giving effect to the overarching governance principles above, the following supporting principles are also considered throughout any tender process:

- Section 89 of the LGA2020 - the strategic planning principles; and
- Section 1010 of the LGA 2020 - the financial management principles.

12. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

The *Charter of Human Rights and Responsibilities Act 2006* has been considered in the preparation of this report but is not relevant to its contents

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

13. The Gender Equality Act 2020

The content of this report does not have a direct and significant impact on members of the Greater Dandenong community therefore a gender impact assessment is not required.

The content of this report is purely administrative in its nature and does not have the potential to influence broader social norms and gender roles.

The content of this report is purely administrative in nature and does not benefit any one gender group over any other.

14. Climate Change and Sustainability

This report has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability.

15. Conclusion

The fee proposal submitted by Croxon Ramsay is in line with the current market and deemed fair and reasonable by an independent review. This provided confidence that the price was realistic, and the scope of works was understood by Croxon Ramsay.

The comprehensive work program provided by Croxon Ramsay indicated a solid understanding of the project requirements and timelines.

Croxon Ramsay has worked with Council for many years and has developed a strong understanding of the diverse community in Greater Dandenong.

As the re-engagement of Croxon Ramsay is in the best interests of the community to do so the exemption clause which empowers the Chief Executive Officer to approve ad-hoc exemptions in exceptional circumstances should be used.

At the conclusion of the evaluation process, council officers agreed that the fee proposal from the Croxon Ramsay represented the best value outcome for Council.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

16. Recommendation

That Council:

- 1. approves that this contract be exempt from the Council Procurement Policy, to ensure the continuity of the architectural process for the proposed Dandenong Community Hub Project;**
- 2. awards project 2234-22/23 - Dandenong Community Hub - Design Development to Croxon Ramsay (ABN: 12 115 304 928) for the fixed Lump Sum price of \$1,734,920.00 including GST of \$ 157,720.00; and**
- 3. authorises the Chief Executive Officer to execute the contract agreements and any associated documentation with the successful contractor.**

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

CONTRACTS

**DANDENONG COMMUNITY HUB DETAILED DESIGN
PROCUREMENT PROCESS**

ATTACHMENT 1

**DANDENONG COMMUNITY HUB RETURN BRIEF
MAY 2023
(CONFIDENTIAL)**

PAGES 14 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 3(1) of the
Local Government Act 2020 and has not been provided within the Public Agenda.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

CONTRACTS

**DANDENONG COMMUNITY HUB DETAILED DESIGN
PROCUREMENT PROCESS**

ATTACHMENT 2

**DANDENONG COMMUNITY HUB - REVIEW BY TURNER &
TOWNSEND PTY LTD
(CONFIDENTIAL)**

PAGES 6 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 3(1) of the
Local Government Act 2020 and has not been provided within the Public Agenda.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

CONTRACTS

**DANDENONG COMMUNITY HUB DETAILED DESIGN
PROCUREMENT PROCESS**

ATTACHMENT 3

**SUPPORT LETTER TO CROXON RAMSEY FROM
MARCUS FORSTER, MANAGER COMMUNITY
WELLBEING
(CONFIDENTIAL)**

PAGES 2 (including cover)

This attachment has been deemed confidential by the Chief Executive Officer under section 3(1) of the
Local Government Act 2020 and has not been provided within the Public Agenda.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

CONTRACTS

**DANDENONG COMMUNITY HUB DETAILED DESIGN
PROCUREMENT PROCESS**

ATTACHMENT 4

**COUNCIL MEETING RESOLUTION - 11 APRIL 2023 -
MINUTE 729**

PAGES 2 (including cover)

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Greater Dandenong City Council
COUNCIL MEETING - MINUTES

TUESDAY 11 APRIL 2023

4.2.3 Dandenong Community Hub Consultation and Concept Plan (Cont.)

MINUTE 729

Moved by: Cr Jim Memeti
Seconded by: Cr Rhonda Garad

That Council endorses Option Two (2) as the preferred base option of the three options consulted on in November 2022 subject to the following:

1. in addition to the existing CIP funding in the 2022-2023 Budget for the Dandenong Community Hub, a sum of \$680,000 is to be allocated from the major projects reserve in the Proposed 2023-2024 Budget to the detailed design and documentation stage. Any future capital project savings that materialise during the 2023-2024 year will be used to reimburse the major projects reserve;
2. using Option 2 as the base concept design, that a co-design approach be used to finalise the concept design prior to 30 October 2023, using feedback from the November 2022 consultation;
3. that following finalisation of the concept design (as per item 2 above), Council proceeds to detailed design in 2023-2024;
4. Council participates in the State Government of Victoria's Four-Year-Old Kindergarten/Pre-Prep initiative to determine future early years requirements within the City of Greater Dandenong; and
5. utilising the preferred concept design and the detailed design plans, Council advocates to the State Government for partnered funding to support the construction of a Community Hub for Dandenong.

CARRIED

For Motion: Cr Sean O'Reilly, Cr Rhonda Garad, Cr Angela Long, Cr Richard Lim OAM, Cr Jim Memeti, Cr Eden Foster

Against Motion: Cr Bob Milkovic, Cr Tim Dark.

Abstained: Cr Sophie Tan

17490

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

CONTRACTS

**DANDENONG COMMUNITY HUB DETAILED DESIGN
PROCUREMENT PROCESS**

ATTACHMENT 5

PROCUREMENT POLICY 2021-2025

PAGES 24 (including cover)

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)



Procurement Policy 2021-2025

South East Regional Group of Councils

A collaboration between Bayside City Council, Cardinia Shire Council, Frankston City Council, Glen Eira City Council, Greater Dandenong City Council, Mornington Peninsula Shire Council and Stonnington City Council.

Policy Endorsement:	Council		
Policy Superseded by this Policy:	Not Applicable		
Directorate:	CEO/Corporate		
Responsible Officer:	Manager People, Culture and Innovation		
Policy Type:	Legislated - <i>Local Government Act 2020</i>		
File Number:	A1166220	Version No:	007
1 st Adopted by Council	9 November 2009 Minute No. 334	Last Adopted by Council:	9 December 2021 Minute No.345
Review Period:	Every 4 years	Next Review:	June 2025

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

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4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

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4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Council recognises procurement is more than a transaction. It can help affect real change. Council is a major buyer within the City and across Melbourne's SE region. As such, it has a social responsibility to ensure its procurement adds to community wealth building and economic development. Namely, that it assists drive down inequality and increase the quality of living for our community.

1. Definitions and Abbreviations

Best Practice	As defined in the <i>Local Government Best Practice Procurement Guidelines</i> or any other document specified by Council.
Collaborative Procurement Arrangement	A contract established by the Council, government or a nominated agent, such as Municipal Association of Victoria (MAV), Procurement Australasia (PA), South East Regional Group of Councils (SERGC) or local government entity, for the benefit of numerous state, federal and/or local government entities that achieves best value by leveraging combined economies of scale.
Commercial in Confidence	Information that, if released, may prejudice the business dealings or commercial interests of Council or another party, e.g. prices, discounts, rebates, profits, methodologies and process information, etc.
Contract Management	The process that ensures all parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the contract objectives and provide Value for Money.
Council	Greater Dandenong City Council.
Emergency	A sudden or unexpected event requiring immediate action including the occurrence of a natural disaster, flooding or fire event at a Council property; the unforeseen cessation of trading of a core service provider; any other situation which is liable to constitute a risk to life or property.
Local Supplier	A commercial business with an operational premise that is physically located within the municipal borders of the participating South East Regional Councils or performs the majority of their goods/services in this region.
Material Breach	Any breach of this policy that may also represent a breach of legislation such as procurement thresholds, fraud or corruption and occupational health and safety.
Probity	Probity is the evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honesty in a particular process. Probity is a defensible process which is able to withstand internal and external scrutiny, achieves both accountability and transparency, providing respondents with fair and equitable treatment.
Procurement	Procurement is the whole process of acquisition of external goods, services and works. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract. It also includes the organisational and governance frameworks that underpin the procurement function.
Reasonably Practicable	That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.
South East Regional Group of Councils (SERGC)	The 11 Councils comprising the SERGC being the Cities of Bayside, Boroondara, Casey, Dandenong, Frankston, Glen Eira, Kingston, Port Phillip, Stonnington and Shires of Cardinia and Mornington Peninsula.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Total Contract Sum	The potential total value of the contract including: <ul style="list-style-type: none">• costs for the full term of the contract, including any options for either party to extend the contract;• applicable goods and services tax (GST);• anticipated contingency allowances or variations; and• all other known, anticipated and reasonably foreseeable costs.
Value for Money	Value for Money in procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including: <ul style="list-style-type: none">• Non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, service and support; and• Cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

2. Purpose

Council purchases goods, services and works to support service delivery and the maintenance and development of infrastructure. Council is required under sections 108 and 109 of the [Local Government Act 2020](#) (the Act) to prepare, adopt and comply with its procurement policy. In accordance with the Act, this policy sets out the key principles, processes and procedures applied to all purchases of goods, services and works by Council.

This policy has been developed collaboratively by the South East Regional Group of Councils (SERGC) with a view to facilitating effective collaborative procurement processes consistent with the Act. This policy also incorporates content that is specific to the named Council and may differ slightly from that of the other SERGC councils and is intended to apply only to procurement practices involving Greater Dandenong City Council.

3. Applicability

This policy applies to all contracting and procurement activities conducted at each Council and is applicable to all Councillors, Council staff and other persons undertaking procurement on Greater Dandenong City Council's behalf.

It is recognised this will enhance achievement of each Council's objectives such as sustainable and socially responsible procurement, supporting local economies and obtaining value for money, leading to a better result in the provision of goods, services and works for the benefit of the community.

This policy provides direction on the conduct of procurement activities throughout the sourcing, management and disposal phases. It also covers the general procurement framework but does not extend to the related accounts payable processes.

Each Council must comply with this Procurement Policy before entering into a contract for the purchase of goods or services or the carrying out of works.

4. Guiding Principles

Council's procurement processes are based on the following principles, irrespective of the value and complexity of that procurement:

4.1 Strategic Procurement

Council's procurement processes will be based on the principles of strategic procurement. Planning for an individual procurement exercise will include consideration of collaborative procurement opportunities, access to suppliers under existing contracts and analysis of alternative contract models. Guidance and procurement planning templates are available from the Contracts Unit

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

4.2 Value for Money

Council will weigh the benefits of the procurement against the costs necessary for the optimum result for Council and the local community. While Council is not required to accept the lowest price, it is required to take into account several factors such as quality, cost, warranties, accessibility of the service and other factors relevant to both the overall procurement objectives and the Act.

In terms of the contracting process, value for money requires Council to apply appropriate weighting for quality and price with as much transparency as is reasonably achievable. In this context, price should take into account the whole life cost of the provision as far as is practicable.

To achieve value for money for the community, Council will look beyond upfront costs to make purchasing decisions based on the entire life cycle of goods and services or works, and take into account related costs, environmental/circular economy and social risks and benefits, and broader social and environmental implications.

Council will seek to conduct sustainable procurement through measures including, but not limited to:

- a) adopting any Federal, State or Local Government policies, targets and strategies that avoid unnecessary consumption and help to manage demand;
- b) giving consideration to the purchase of goods and infrastructure that can be reused, repaired and recycled, and that include recycled content;
- c) giving consideration to the purchase of goods, services or works that benefit local suppliers or social enterprises;
- d) minimising environmental impacts over the life of the goods and services by choosing products or services that have lower adverse impacts associated with their production, use or disposal;
- e) fostering innovation in sustainable products and services through the design and implementation of procurements;
- f) pursuit of fair and ethical sourcing practices that require suppliers to comply with socially responsible practices, including legislative obligations to employees.

Achieving value for money shall be the basis of all procurement decisions within Council.

4.3 Assessing the Evaluation Criteria - Value for Money

Council's procurement activities will be carried out on the basis of obtaining value for money consistent with acceptable quality, reliability and delivery considerations.

Value for money in Council procurement is about selecting the supply of goods, services and works taking into account both cost and non-cost factors including:

- a) non-cost factors such as contribution to the advancement of Council's priorities, fitness for purpose, quality, social and environmental impacts, service and support; and
- b) cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works

Value for money is best achieved by:

- a) developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the procurement lifecycle;
- b) aggregating purchasing whenever possible; and
- c) undertaking competitive procurement processes.

The Council may include the following evaluation criteria categories to determine whether a proposed contract provides value for money:

- Mandatory compliance criteria (e.g. ABN registration, OH&S, Fair Work Act);
- Tendered price;

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

- Capacity and capability of the respondent to provide the goods and/or services and/or works;
- Demonstration of sustainable procurement impact; and
- Any other criteria relevant to the goods and/or services and/or works being procured.

5. Council Policy

5.1 Procurement Structure, Processes, Procedures and Systems

Council maintains a procurement function responsible for:

- a) Maintaining the Procurement Policy and associated guidelines, processes and procedures;
- b) Maintaining appropriate purchasing, procurement and contract management systems and tools;
- c) Providing procurement-related advice and support to the organisation as required;
- d) Building organisational procurement and contract management capability (including delivery of training and provision of guidance materials);
- e) Promoting awareness of and monitoring compliance with this Policy;
- f) Ensuring legislation is followed, reporting breaches and corrective actions in a timely manner; and
- g) Collaborating with other councils and organisations to identify best practice in and achieving better value from procurement.

Councillors, Council staff and persons undertaking procurement on Council's behalf are responsible for complying with this policy.

Council will maintain a *Procurement and Contracts Guidelines* document detailing the processes, procedures and systems related to procurement.

Council will maintain details of contracts entered into.

Whenever practicable, Council must give effective and substantial preference to contracts for the purchase of goods, machinery or material manufactured or produced in Australia or New Zealand.

5.2 Probity, Accountability and Transparency

All people undertaking procurement activities on Council's behalf are responsible for the actions and decisions they take in relation to procurement and for the resulting outcomes.

Therefore, the processes by which all procurement activities are conducted will be in accordance with Council's procurement policies, associated policies and procedures as set out in this policy, relevant legislation, relevant Australian Standards, commercial law and the *Local Government Act 2020*.

Where a third-party agent is engaged to procure goods, services or works on behalf of Council, they must ensure they are compliant with the relevant legislation including the Act.

a) Probity

Council has a responsibility to obtain value for money and this must be achieved by acting with probity. Procurement probity is a defensible process, able to withstand internal and external scrutiny, one which achieves accountability, transparency and provides tenderers with fair and equitable treatment. Probity is about ensuring the procedural integrity of the procurement process, guarding against collusion and fraud and anti-competitive conduct, and not receiving personal gain.

Council may choose to engage probity services depending on the nature, complexity, risk and value of a procurement activity. Please refer to Appendix 9 for further guidance on the engagement of probity services

b) Risk Management

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

The principles of risk management are to be appropriately applied at all stages of procurement activities, which will be properly planned and carried out in a manner that will protect and enhance Council's capability to prevent, withstand and recover from personal injury, property damage, reputational loss, financial exposure and interruption to the supply of goods, services and works.

The provision of goods, services and works by a supplier or contractor potentially exposes Council to risk. Council will minimise its risk exposure through a number of processes and practices (refer to Appendix 4).

5.3 Procurement Methods

The standard methods for procurement will be via:

- a) purchasing card;
- b) purchase order;
- c) a quotation process (refer Appendix 1);
- d) a tender process, followed by contract; or
- e) under approved purchasing schemes (Panel contracts).

The source of funds must be identified and the procurement authorised in accordance with Council's Instrument of Financial Delegation, before any commitment to purchase is made.

More than one person will be involved in, and responsible for, each transaction with appropriate delegations obtained and documented.

Council may seek Expressions of Interest where:

- a) there are likely to be many tenderers; and/or
- b) tendering will be costly, or the procurement is complex and Council does not wish to impose the costs of preparing full tenders on all tenderers; and/or
- c) there is uncertainty as to the willingness and/or interest of vendors to offer the required procurement; and/or
- d) Council requires advice from the market regarding how best to address a particular need.

All Expressions of Interest and public tenders invited by Council will be published via Council's eTendering Portal.

Information regarding current tenders and awarded tenders will be published on Council's website.

Panel contracts include Greater Dandenong Council panel contracts, eligible State Government panel contracts including the Construction Supplier Register and approved schemes including MAV Procurement and Procurement Australasia.

For procurements where there is an existing panel contract, staff are required to:

- a) obtain the relevant number of quotes from suitable panel members, in line with this policy;
- b) raise a purchase order including the relevant information, e.g. must use VendorPanel process and register rules, or internal panels/pre-approved supplier lists.

Council will identify and actively investigate relevant collaborative procurement opportunities, where the procurement objectives are focussed on collaborative benefits, and/or shared services that align within the public tender thresholds among the SERGC.

5.4 Collaborative Procurement

In accordance with Section 108(c) of the Act, Council will seek to collaborate with other Councils, especially the SERGC and public bodies in the procurement of goods, services and works in order to take advantage of economies of scale.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Council staff must consider any opportunities for collaborative procurement in relation to a procurement process undertaken by Council. Any Council report that recommends entering into a procurement arrangement must set out information relating to opportunities for collaborative procurement, including:

- the nature of those opportunities, if any, and the councils or public bodies with which they are available; and
- why Council did, or did not, pursue the identified opportunities for collaboration in relation that procurement process.

When proposing to engage in a Collaborative Procurement Arrangement, Council will do so in accordance with the following process:

- a heads of agreement, agency appointment or other similar arrangement (including on a non-binding basis) will be established, which among other things, will aim to set out a lead participant to act as each participant's agent in the Collaborative Procurement Arrangement (unless alternative arrangements are set out in the heads of agreement/agency appointment); and
- each of the participants will be able to participate in the Collaborative Procurement Arrangement through a contracting model as agreed under the heads of agreement or agency appointment document, which may include a model whereby participants enter into a contract using "jump in/opt-in" contract provisions during the contract term.

Each participant of the Collaborative Procurement Arrangement must be involved in:

- the initial decision to undertake the Collaborative Procurement Arrangement;
- preparation of, and agreement to, the specifications;
- ensuring probity for the Collaborative Procurement Arrangement; and
- the acceptance of the competitive procurement process response(s) and awarding of contract(s).

Council may collaborate with other Councils to procure goods, services or works, or utilise MAV Procurement, State or Commonwealth Government and Procurement Australasia contracts for the procurement of goods, services or works established through a public tender process where it provides an advantageous, value for money outcome for the Council.

Where a procurement for services or works is 100% funded by a State or Commonwealth grant it may be exempt from collaborative procurement dependant on the nature of the grant conditions.

5.5 Procurement Processes, Thresholds and Competition

Section 108 of the Act details that each Council will set the public tender threshold circumstances when tenders for contracts must be publicly invited.

Guidelines will be determined from time to time for minimum spend thresholds associated with Council's procurement activities. These will be decided by analysing the historical size and complexity of the procurement activity and of proposed procurement activities.

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services, building and construction works in accordance with the thresholds listed in Appendix 1 of this policy to ensure compliance with the Act. These thresholds will only be varied with approval from within each particular Council. The thresholds must represent the estimated value of the whole term of the contract i.e. the initial term plus any options to extend the initial contract term and are to be inclusive of GST.

The options for a procurement process compliant with the public tendering requirements contained in the Act include:

- a) Council running its own publicly advertised tender process, a variety of advertising mediums may be chosen from, including national newspapers, local newspapers and web-based forums;
- b) Council participating in collaborative tender processes for similar services in conjunction with other councils, including councils in the SERGC;
- c) Council appointing an external agent to run a tender process on its behalf. Organisations such as Procurement Australasia and Municipal Association of Victoria (MAV) Procurement are active in this area;

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

- d) Council accessing Victorian State Government contracts (e.g. State Purchase Contracts, Whole-of-Government contracts) that have been made available to Local Government and which Local Government can access without the need to comply with the requirements of Division 2 Section 108 (1) of the Act;
- e) Council accessing contracts for panels of suppliers where those panels have been put in place through a compliant tender process. For example, these panel contracts may have been put in place through a Council-run tender process, a tender process run for Council by an external agent or be a Victorian State Government panel made available to Local Government; or
- f) seeking an exemption as outlined in section 108 3 (d) of the Act (refer to section 5.10 of this policy).

5.6 Procurement Principles

Council will apply the following fundamental best practice principles to procurement, irrespective of the value and complexity of that procurement:

- value for money;
- sustainability (social, economic and environmental);
- open and fair competition;
- accountability;
- risk management; and
- probity and transparency.

5.7 Tender Evaluation and Negotiation

Late tenders will not be accepted.

The tender selection criteria and weighting for each criterion will be documented prior to the requesting of tenders.

An appropriately qualified and briefed evaluation panel will be established to evaluate each tender submission against the tender selection criteria.

External representatives may be part of, or an advisor to, the panel to ensure appropriate skills, experience and/or probity.

The evaluation process must be robust, transparent and unbiased. Each panel member will be required to formally declare any conflicts of interest (in line with Greater Dandenong's City Council's Conflict of Interest Policy), prior to commencing their evaluations.

A Tender Evaluation and Probity Plan must be developed for all high value and/or high-risk procurements.

Contract negotiations can be conducted to obtain the best outcome for Council, providing negotiations remain within the intent and scope of the tender.

Council may conduct a shortlisting process. Shortlisted tenderers may be invited by the Council to submit a best and final offer

The results of the tender evaluation and demonstration of the robustness of the process must be documented in a tender evaluation report approved by the relevant delegate.

The tender evaluation process should take into consideration the whole-of-life cost of the goods/services/works.

5.8 Corporate Social Responsibility (Sustainable and Ethical Procurement)

Council will support sustainability through its purchasing activity and prioritise purchases that minimise waste generation and maximise energy efficiency, water conservation and reductions in greenhouse gas emissions.

Value for money purchasing decisions made by Council are made based on whole-of-life cost and non-price factors including contribution to Council's sustainability objectives.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Council prefers to purchase sustainable, recycled and environmentally preferred products whenever they achieve the same function and value for money outcomes. Council may spend up to ten percent more for products that provide environmentally sustainable benefits.

Council will support products and new industries which provide sustainable and social benefits.

Council will monitor and report on Council procurement activities and programs that have an impact on or contribute to the wellbeing and sustainability of the environment.

5.9 Economic, Environmental and Social Objectives

Council will seek to advance economic, environmental and social objectives to benefit the community directly by purchasing from for-social benefit entities and indirectly by including social clauses in its contracts with private sector providers and screening supply chains for ethical considerations.

Council may apply a preference of up to 10% in the evaluation of proposals that:

- a) are from social enterprises or include social enterprises in their supply chain; and/or
- b) are from Indigenous suppliers or include Indigenous suppliers in their supply chain.

Council will also give regard to the following elements when making procurement decisions:

1. **Economic Sustainability** - Council supports local businesses and economic diversity by encouraging purchases that:
 - are made from local suppliers and small to medium enterprises;
 - generate local employment; and
 - consider the cost vs. life cycle/durability of purchases.
2. **Environmental Sustainability/Circular Economy** - Council seeks to make procurement decisions that reduce natural resource and biodiversity depletion by promoting:
 - green purchasing (i.e. making purchases that use materials made of recycled content, are energy efficient and greenhouse friendly, are from a social enterprise or are second hand/refurbished);
 - reduced greenhouse gas emissions;
 - reduced waste to landfill and the increase of the amount of waste recycled;
 - reduced water consumption and the improvement of water management;
 - improved environmental management in Council's supply chain;
 - the selection of products/services that have minimal effect on the depletion of natural resources and biodiversity; and
 - improved adaptability to climate change.
3. **Social Sustainability** - Council seeks to address disadvantage by encouraging diversity, acceptance, fairness, compassion, inclusiveness and access for people of all abilities in its purchasing by seeking to:
 - create new jobs and opportunities for people who may be struggling to find work;
 - target cohorts that may be experiencing economic exclusion;
 - reinvigorate depressed or marginalised communities; and
 - improve equity of access to opportunities.

As part of its corporate social responsibility objectives and to achieve the objectives of Council strategies and plans, a minimum tender weighting of 15% for socially responsible procurement will be applied to all tenders. Socially responsible procurement is procurement that has the most positive environmental, social, economic impacts possible across the entire life cycle and that strives to minimise adverse impacts.

- Social procurement aspects (e.g. social enterprises, fair trade, and social responsibility)

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

- Local economic development and employment aspects (e.g. businesses operating in the municipality, or have a presence in the municipality, employing staff from the municipality)
- Environmental and sustainability aspects (use of recycled materials, innovation to reduce wastage or use sustainable materials such as crushed concrete, disposal of waste, reduced water use, reduced carbon emissions and reduced pollution etc.)

Not all three sub-criteria will be applied to all categories equally, it will be determined at the pre-planning stage after consideration of relevant Council strategies and plans and in consultation with the Contracts Unit and approved by the relevant Director.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

5.10 Exemptions and Breaches

The following circumstances are exempt from the general tender, proposal, quotation and expression of interest requirements. Use of any exemption must be endorsed in accordance with the current Instrument of Financial Delegations.

Exemption Name	Explanation, Limitations, Responsibilities and Approvals
A contract made because of genuine emergency or hardship	Where Council has resolved that the contract must be entered into because of an emergency event (e.g. to provide immediate response to a natural disaster) or where the Victorian Government has declared a State of Emergency.
A contract made with, or a purchase from a contract made by another government entity, government-owned entity or other approved third party	This general exemption allows engagements with another government entity or government owned entity. For example, Federal, State or Local Government or an entity owned by the Federal, State or Local Government. Contracts and arrangements established by another government entity, local authority or local government group purchasing scheme, Municipal Association of Victoria (MAV) or National Procurement network members (e.g. Local Buy), Procurement Australasia (PA).
Exemption from public tendering	Where the contract is entered into in accordance with arrangements approved by the Minister and where Council must demonstrate to the Minister for Local Government that it is not a viable option to undertake a public tender.
Extension of contracts while Council is conducting a market tender	Allows Council to extend an existing contract where the procurement process to replace the contract has commenced, and where the tender process or negotiations will take or have taken longer than expected. This exemption may be used when the establishment of an interim short-term arrangement is considered not to be in the public interest, as it may be cost prohibitive and/or present a risk in the delivery of critical public services to the municipality.
Professional services unsuitable for tendering	Legal Services. Insurance.
Novated contracts	Where the initial contract was entered into in compliance with the Act and due diligence has been undertaken in respect to the new party.
Information technology resellers and software developers	Allows Council to renew software licenses and maintenance and support, or upgrade existing systems, (where a public tender was completed for the original contract) and there is only one incumbent supplier of the software, who holds the intellectual property rights to the software.
Utility companies	When utility authorities are required to undertake work on their assets.
Regional waste management groups	Situations where a regional waste management group constituted under section 50F of the <i>Environment Protection Act 1970</i> had already conducted a public tender for and on behalf of its member councils.
Operating Leases	Where a lessor leases an asset (generally a vehicle or plant and equipment) to the Council and assumes the residual value risk of the vehicle.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Exemption Name	Explanation, Limitations, Responsibilities and Approvals
Variations under contract	Where a variation occurs, the delegation is not defined by the value of the variation, but by the value of the whole contract. An officer with a sub-delegation from the Chief Executive Officer or Council may vary a contract to the limit in the Instrument of Sub-Delegation. Approved budget must be available for all variations.
Contract over expenditure	Variation above the approved contract value is deemed a contract over expenditure. Any variation, single or cumulative, that exceeds the public tender threshold or 10% of the original contract value is subject to a council resolution. An officer with a sub-delegation from the Chief Executive Officer or Council may vary a contract to the limit to the public tender threshold or 10% of the original contract value.
Other specific Council exemptions	Defined in Appendix 4. Specific Council exemptions will be reviewed and updated from time to time.

Spend breaches will be reported to Council's Executive Management Team on a quarterly basis as part of a Procurement Update and the Contracts Unit is to sign off on the deviations to say they meet value for money principles.

Emergency events and post-emergency procurement should meet all requirements of the Disaster Recovery Funding Arrangements. In addition, the value for money principles will still be applicable.

Where Council expenditure is funded from State or Federal Government grant monies the requirement to comply with Division 2, Section 108 of the Act remains unless there are grant conditions which provide alternative arrangements.

Should the nature of the requirement and the characteristics of the market be such that it is considered a public tender process is not possible, an exemption as outlined in Section 108(3)(d) may be sought from Council.

If a state of emergency/disaster/pandemic event is in place within Victoria, this exemption can be approved by the Chief Executive Officer.

5.11 Sole or Select Sourcing

Supply of goods, services or works can be sought from one supplier (sole sourcing) or a restricted group of suppliers (select sourcing) without tenders, expressions of interest, proposals or quotes where it is consistent with this policy and either:

- is in the public interest; or
- the marketplace is restricted by statement of license or third-party ownership of an asset (including when utility authorities are required to undertake work on their assets); or
- Council is party to a joint arrangement where Council jointly owns the intellectual property with a third-party provider.

If there is a current procurement or disposal process in place, that process must be terminated prior to sole sourcing being implemented.

Sole or select sourcing is subject to existing financial delegations.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

6. Relevant Legislation, Policy and other Documents

Council's procurement activities shall be carried out to the professional standards in accordance with best practice and in compliance with the Act and applicable policies and procedures including Codes of Conduct for Councillors, Council staff and others.

Compliance will be monitored by Council's Contracts Unit and minor issues will be appropriately addressed by Council staff in leadership positions. Where required, serious compliance issues will be reported to the Audit and Risk Committee and Council.

The Victorian Charter of Human Rights and Responsibilities has been considered in the preparation of this policy.

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this policy. While it is predominantly administrative in its nature and does not have the potential to influence broader social norms and gender roles, this policy contains considerations for all gender groups.

This policy complies with the overarching principles of the *Local Government Act 2020* in that:

- (a) it has been developed in accordance with the relevant law;
- (b) priority has been given to achieving the best outcomes for the municipal community, including future generations;
- (c) the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks has been considered and promoted;
- (d) it ensures that innovation and continuous improvement will be pursued;
- (e) collaboration has been sought and undertaken with other Councils, governments and statutory bodies;
- (f) the ongoing financial viability of Council has been considered;
- (g) it ensures that regional, state and national plans and policies are considered in tender planning and decision making; and
- (h) it ensures the transparency of Council decisions, actions and information.

This policy has clear linkages to a range of codes, charters, legislation and Council documents including:

- a) *Local Government Act 2020*;
- b) *Competition and Consumer Act 2010 (Cth)* – relevant provisions;
- c) Greater Dandenong City Council Conflict of Interest Policy
- d) Greater Dandenong City Council Procurement Procedures and Guidelines;
- e) Greater Dandenong City Council Purchasing and Accounts Payable Manuals;
- f) Greater Dandenong City Council Councillor Code of Conduct
- g) Greater Dandenong City Council Staff Code of Conduct (including Supplier Code of Conduct);
- h) Greater Dandenong City Council Contract Management Guidelines;
- i) *Working with Children Act 2005* and associated regulations;
- j) *Occupational Health and Safety Act 2004*; and
- k) Australian Standards – relevant provisions.

7. Monitoring Review and Audit

The Contracts Unit will monitor procurement activity on an ongoing basis with respect to annual procurement activity and compliance with key internal controls. Council is committed to continuous improvement and will review this policy in accordance with the requirements of the Act to ensure that it continues to meet its wider strategic objectives.

This policy is subject to amendment at any time if required and is to be reviewed at least once in every four (4) year Council term as required by the Act.

Responsible officer: Manager People, Culture And Innovation

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Department: People and Procurement

Approval date: 29 November 2021

Approved by: Greater Dandenong City Council

Review date: June 2025 (for November)

Expiry date: 31/12/2025

Version number: 1.0

8. Procurement Policy Enquiries and Contact Details

For further information on the policy, please contact the individual Council Procurement Teams as detailed in the table below.

Council	Email address	Phone
Bayside City Council		
Cardinia Shire Council	procurement@cardinia.vic.gov.au	1300 787 624
Frankston City Council		
Glen Eira City Council		
Greater Dandenong City Council	procurement@cgd.vic.gov.au	(03) 8571 1000
Mornington Peninsula Shire Council	procurement@mornpen.vic.gov.au	(03) 5950 1000
Stonnington City Council	procurement@stonnington.vic.gov.au	(03) 8290 1333

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

APPENDICES

All policy requirements contained within these Appendices are only applicable to Greater Dandenong City Council.

APPENDIX 1. Council Procurement Thresholds

Council will invite tenders, proposals, quotes and expressions of interest from the supply market for goods, services, building and construction works in accordance with the thresholds listed below:

Procurement Threshold (incl. GST)	Procurement Methodology
<\$10,000	Obtain at least one written quotation.
\$10,001 - \$100,000	At least two written quotations are to be invited from suppliers who are considered able to meet the requirements. Where only one quotation is received from those invited, Value for Money must be demonstrated. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability or local suppliers.
\$100,001 - \$300,000	Obtain a Contract Number. Undertake a formal Request for Quotation process by following the process within Council's eTendering Portal. Where only one quotation is received from those invited, Value for Money must be demonstrated. When seeking and/or evaluating quotes, preference will be applied to local suppliers and a minimum of one local supplier must be invited, depending on availability or local suppliers.
>\$300,000	Obtain a Contract Number. A formal Request for Tender process must be undertaken by Council's Contract's Unit using Council's eTendering Portal.

Procurement transactions will not be split to circumvent the above thresholds, this includes cumulative expenditure over a (12) month period. Obtaining sufficient quotations can sometimes be difficult, e.g. if there are few suppliers for the goods, services or building and construction works being sought, or where the work is highly specialised. In such cases an Exemption from Procurement Process Form will be required to waive the requirement to request three quotations.

APPENDIX 2. Council Performance Indicators

Council will seek to improve its procurement performance by capturing and analysing data on key performance indicators including:

- extent of contracts delivered on time and on budget;
- new collaborative procurement contracts;
- new preferred supplier (panel) contracts;
- the number of Local Businesses engaged and proportion of local spend;
- value of savings and benefits achieved;
- level of compliance with the Procurement Policy;
- annual spend on sustainable goods and services; and
- the return on procurement investment.

A memorandum detailing actual performance against these indicators will be presented annually to Council's Audit & Risk Committee.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

APPENDIX 3. Council Specific Exemptions

In addition to the general exemptions to the public tender threshold beyond those detailed in section 5.3 of the policy, Greater Dandenong City Council has determined for the purposes of this section the following transactions are not considered to be procurements of goods and services and are exempt from the requirements to raise purchase orders/ seek quotations or procure under a tender process:

- Rate Refunds
- Refunds to Community Care clients
- Trust Refunds
- Employee Re-imbursements
- Utilities - water, telephone, mobile, gas, electricity, sewerage charges.
- Australia Post
- Community Grants and Sponsorships
- Memberships and Subscriptions
- Couriers
- Petty Cash
- Seminars and conferences
- Travel related expenses
- Goods/service purchased on a corporate purchasing card
- Insurance claims
- Planning application/Building
- Medical accounts
- Purchase of property

The Chief Executive Officer may approve ad-hoc exemptions in exceptional circumstances where it can be demonstrated that it is in the best interests of the community to do so and must include an assessment the expenditure represents value for money .

The public tender threshold and related exemptions also apply to collaborative procurements.

APPENDIX 4. Council Risk Management

Council shall have in place consistent strategies for managing risks associated with all procurement processes.

- a) providing sufficient planning and lead-time for procurement preparation and consideration;
- b) using appropriate Council standard-form contracts provided by Council's Contracts Unit which include current, relevant clauses to mitigate risk to Council;
- c) all contract departures will be reviewed and negotiated by Council's Counsel prior to the award of the contract. Copies of all communication between Council's Counsel and the preferred contractor or supplier will be saved in Council's Electronic Document and Records Management System (Objective) as evidence of review and approval of non-standard contracts;
- d) Council's Counsel will review all non-standard contracts, as well as standard contracts that have agreed departures included, prior to the contract being disseminated for execution;
- e) requiring security deposits where appropriate;
- f) referring specifications to relevant experts;
- g) all Contracts must be executed and a copy provided to the Contracts Unit before allowing the commencement of procurement of any goods, services or work;
- h) ongoing and timely Contract management; and
- i) effectively managing the contract including monitoring and enforcing performance.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

APPENDIX 5. Conflict of Interest

Councillors and Council staff shall at all times avoid situations which may give rise to an actual or perceived conflict of interest. A conflict of interest may be a 'general' or a 'material' conflict of interest.

A Councillor or a member of Council staff (relevant person) has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the person's private interests could result in that person acting in a manner that is contrary to their public duty.

A relevant person has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit or loss may be direct or indirect and pecuniary or non-pecuniary. Affected persons include, among others, the member of Council Staff and their family members.

Council staff involved in the procurement process, however remotely, in particular those preparing tender documentation, writing tender specifications, opening tenders, participating in tender evaluation panels, preparing a recommendation report; and Councillors and Council staff awarding tenders must:

- **comply** with Greater Dandenong City Council's Conflict of Interest Policy;
- **Avoid** conflicts of interest wherever possible, whether material or general or actual, potential or perceived;
- **Declare** when they do not have a conflict of interest in respect of the procurement process. All relevant persons participating in tender processes must complete a probity declaration. All relevant persons participating in tender evaluation panels must complete a Conflict of Interest declaration and provide it to the Governance Unit. All relevant persons must declare any actual or perceived conflicts in line with Council's internal processes for reporting conflicts of interest; and
- **Observe** prevailing Council and Government guidelines on how to prevent or deal with conflict of interest situations and not take advantage of any tender related information whether or not for personal gain.

APPENDIX 6. Disclosure of Information

Commercial in Confidence information received by the Council must not be disclosed and is to be stored in a secure location.

Councillors and Council staff must take all reasonable measures to maintain confidentiality of:

- Information disclosed by organisations in tenders, quotations or during tender negotiations; and
- *Commercial in Confidence* information.

Breaches of confidentiality will be dealt with in accordance with the *Local Government Act 2020*.

Councillors and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt on what is being offered by that supplier.

At no stage should any discussion be entered into which could improperly influence the procurement process or negotiation of a contract prior to the contract approval process being finalised, other than authorised pre-contract negotiations.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

APPENDIX 7. Council Sustainable Procurement

Council commits to applying principles of sustainability to all of its decision-making and activities. In addition, Council applies sound contracting principles to its procurement activity. The following economic, environmental and social objectives have been determined in line with these principles.

Area	Principles	Objectives
Economic	<p>Council is committed to procurement that supports local business and economic diversity in the SERGC. Where practicable and applicable, Council will actively seek quotes and tenders from local businesses in the SERGC whilst ensuring value for money outcomes.</p> <p>Council's economic procurement will be underpinned by the following principles:</p> <ul style="list-style-type: none">• Ensuring open and effective competition and development of competitive local business and industry;• Fostering innovation and emerging sectors; and• Where practicable Council will give preference to goods manufactured or produced in Australia and New Zealand. <p><i>Note: Local in the context of this policy denotes the municipalities of Bayside, Casey, Cardinia, Dandenong, Frankston, Glen Eira, Kingston, Mornington Peninsula, Port Phillip and Stonnington.</i></p>	<p>Council's economic sustainability commitment and approach aims to:</p> <ul style="list-style-type: none">• Achieve value for money on a whole-of-life (including disposal) basis, rather than just initial cost;• Consider life cycle impacts of products purchased;• Ensure probity and accountability in the procurement process;• Commit to source locally;• Build relationships with local businesses and encourage purchasing from local suppliers to help build their capacity and• Increase local employment.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

Area	Principles	Objectives
Environmental	<p>Where applicable, Council will include appropriate criteria in request for quotes and tenders to deliver environmentally preferable outcomes and deliver strategies to avoid and reduce waste generation and drive energy efficiency.</p> <p>To support the achievement of objectives and targets within Council's sustainability strategies, Council is committed to minimise its impact on the environment by:</p> <ul style="list-style-type: none"> • Purchasing goods, services and construction which avoid air, water and soil pollution; • Minimising natural resource and biodiversity depletion; • Supporting suppliers to reduce carbon emissions in the supply chain; • Purchasing environmentally preferred goods and services whenever they present an acceptable value for money outcome and • Contributing to sustainable waste management (with reference to the waste hierarchy and circular economy principles). 	<p>Councils environmental sustainability commitment and approach aims to:</p> <ul style="list-style-type: none"> • Maximise energy efficiency and reducing greenhouse gas emissions and contribute towards Council's carbon neutral status; • Minimise waste production by: <ul style="list-style-type: none"> - Reduced usage of non-renewable resources; and - Reduced demand for raw materials and natural resources; • Promote a market for recycled materials and • Reduce water consumption and activities that impact diversity.
Social	<p>Council is committed to building stronger communities and meeting social objectives which benefit the community and commits to integration of measures in its procurement processes and documentation which promote improved social outcomes.</p> <p>Council's sustainability strategies will be underpinned by:</p> <ul style="list-style-type: none"> • Creation of training and employment opportunities for unemployed, disadvantaged municipal residents or marginalised job seekers; • Creation of opportunities for small, medium and social enterprises, Indigenous and disability employment enterprises; • Promotion of equity, diversity and equal opportunity; and • Provision for broad public involvement on issues that affect the community such as addressing complex local challenges such as intergeneration employment, crime, vandalism and economic decline. 	<p>Councils social sustainability commitment and approach aims to:</p> <ul style="list-style-type: none"> • Ensure vendors do not exploit workers and provide fair wages, including inclusive and sustainable business practices; • Maintain a social procurement program to increase social procurement spend across the South Eastern Region; • Ensure sourced products are accessible by all segments of the community; • Increase employment opportunities for Indigenous people, disabled people, disadvantaged people and long term unemployed; • Increase gender equity; and • Prevent, detect and remove modern slavery from Council's supply chain.

4.1.4 Dandenong Community Hub Detailed Design Procurement Process (Cont.)

APPENDIX 8. In-Kind Contributions

An in-kind contribution is defined as a donation of goods, materials, services, time or expertise, by a community group or club that assists a tenderer to deliver their contractual obligations to Greater Dandenong City Council. Where a community group or club wishes to provide an in-kind contribution to a Greater Dandenong City Council funded project, and the value of the project is such that Greater Dandenong City Council's policy requires a competitive arrangement, then the community group or club may elect to either:

- tender direct to Greater Dandenong City Council for the entire project (noting that Greater Dandenong City Council's conditions of contract and protocols will apply), or
- engage with the tenderer(s) for the provision of the in-kind contribution for the project and the tenderer submits the Tender to Greater Dandenong City Council.

In either scenario the tenderer must be capable of performing the work. This would include having the required skills, regulatory registrations and financial capacity to undertake the works. The tenderer will be assessed on their ability to complete the project to the satisfaction of Greater Dandenong City Council within the contract price, and in doing so, will bear total contractual liability for the delivery of the project including the in-kind contribution.

APPENDIX 9. Probity Services

Recent integrity body reports indicate organisations need to have clear guidance in managing probity during procurement process – including the use of Probity Advisors and Probity Auditors.

To maximise the integrity of procurement, Council may appoint an independent Probity Advisor and / or Probity Auditor. The Probity Advisor and Probity Auditor must be independent from Council and must not be the same person or organisation.

Circumstances where a Probity Advisor and / or Probity Auditor must be engaged include procurement with an expected value of \$5 million or over.

Other circumstances where a Probity Advisor and / or Probity Auditor must be engaged include procurement with an expected value of \$1 million, and are:

- a) deemed high risk; or
- b) deemed by the Executive Management Team to be complex or sensitive in nature; or
- c) considered politically sensitive or subject to a high degree of public scrutiny.

Council's contract initiation forms will provide for the relevant Director to review and recommend the appointment of a probity advisor or probity auditor where deemed necessary.

Further guidance on the engagement for probity services to be provided by the Contracts Unit.

4.2 FINANCE AND BUDGET

4.2.1 Loan Funding - Community Infrastructure Loan Scheme

File Id:

Responsible Officer: Executive Manager Finance & Information Technology

Attachments:

1. Report Summary

Council resolved on the 21 February 2021 to support the making of an application for loan funding for \$6.120 million for the Keysborough South Community Hub under the State Government Community Infrastructure Loans Program. In July 2021, Council was made aware it was successful in receiving loan funding through this scheme.

A Project Delivery and Loan Subsidy Agreement was executed on the 10 February 2022 between Council and the State of Victoria through the Department of Jobs, Precincts and Regions. Under the terms and conditions of this agreement, Council is now required to enter into a loan agreement with Treasury Corporation of Victoria for provision of a loan to finance the development of the Keysborough South Community Hub. It is estimated that Council will draw down on these borrowings in June 2024 (\$6.120 million).

The purpose of this report is for Council to give authority to the Chief Executive Officer to execute loan documents on behalf of Council with the Treasury Corporation of Victoria.

2. Recommendation Summary

This report recommends that Council exercises its powers to borrow \$6.120 million, via the State Government Community Infrastructure Loan Scheme, as a principal and interest loan for a maximum period of 10 years and gives authority to the Chief Executive Officer to execute loan documents on behalf of Council.

4.2.1 Loan Funding - Community Infrastructure Loan Scheme (Cont.)

3. Background

3.1 Keysborough South Community Hub construction and funding sources

Council awarded the tender for construction of Keysborough South Community Hub at its Council Meeting 27 February 2023. Construction has now commenced, with the sod turning held on 25 May 2023. The total project cost, inclusive of works previously carried out is \$22.636 million. This project will be funded from a variety of funding sources as tabulated below.

KEYSBOROUGH SOUTH COMMUNITY HUB	Actual 2019-20 \$'000	Actual 2020-21 \$'000	Actual 2021-22 \$'000	Forecast Actual 2022-23 \$'000	Budget 2023-24 \$'000	Forecat 2024-25 \$'000	Remaining Project Total \$'000	Total Project \$'000
Capital expenditure	59	447	130	2,850	11,000	8,150	22,000	22,636
Less funding sources:								
Grants	-	(102)	(67)	(1,331)	(2,500)	-	(3,831)	(4,000)
Contributions	-	-	-	-	-	(4,228)	(4,228)	(4,228)
Council cash/Major Projects Reserve	(59)	-	(63)	(1,091)	(578)	(3,922)	(5,591)	(5,713)
Borrowings	-	-	-	-	(6,120)	-	(6,120)	(6,120)
Reserves DCP	-	(345)	-	(428)	(1,802)	-	(2,230)	(2,575)
Funding sources	(59)	(447)	(130)	(2,850)	(11,000)	(8,150)	(22,000)	(22,636)
						2022-23 to 2024-25		

3.2 Loan Funding

In terms of the borrowing component, Council could have sought to undertake borrowings independently however at a meeting of Council on 22 February 2021, Council resolved to support the making of an application for loan funding for \$6.120 million under the State Government Community Infrastructure Loans Program. The application was successful, and Council was advised in July 2021.

Under this program Council will have access to loan funds at Treasury Corporation Victoria's borrowing rates. Council will also receive an interest subsidy from the Victorian Government that will further reduce the interest paid. The subsidy is 50 per cent of the applicable interest rate, up to a maximum of 150 basis points (or 1.50 per cent) of all interest payable under the loan.

Council will be able to achieve savings under the scheme as the State can borrow money at cheaper rates than are commercially available. As a guide, the current indicative interest rate for a ten-year loan from Treasury Corporation of Victoria is approximately 4.635 per cent (indicative rate provided as of 24 July 2023 and subject to daily movement). Coupled with the 1.50% interest rate subsidy, this would bring the effective rate to Council down to 3.13%.

Under the terms and conditions of the Project Delivery and Loan Subsidy Agreement executed on the 10 February 2022 between Council and the State of Victoria through the Department of Jobs, Precincts and Regions, Council is now required to enter into a loan facility agreement with Treasury Corporation of Victoria for provision of a loan to finance the development of the Keysborough South Community Hub. It is estimated that Council will draw down on these borrowings in June 2024.

4.2.1 Loan Funding - Community Infrastructure Loan Scheme (Cont.)

4. Proposal

Acceptance of a loan and execution of the loan facility agreement (provided under the second tranche of the Community Infrastructure Loan Scheme) by way of providing authority to the Chief Executive Officer, is required for draw down to occur under the terms and conditions of the Project Delivery Agreement executed on the 10 February 2022. Loan proceeds can only be drawn down once expenditure for the equivalent amount has occurred under the agreement. This is expected to be by June 2024.

5. Financial Implications

Council's Long Term Financial Plan has factored in loan proceeds and borrowing costs associated with this report.

It is also important to note, Treasury Corporation of Victoria (TCV) have two (2) financial covenant requirements for councils to comply with if undertaking borrowings with the TCV and Council must remain within these financial covenant limits for the life of the loan agreement with TCV:

- *Interest cover ratio* – earnings before interest, depreciation/amortisation and non-cash contributions compared to interest expense (on borrowings and leases). The ratio result is not to be less than 2:1.
- *Financial indebtedness ratio* – total interest-bearing loans and borrowings including leases over own-source revenue. The ratio result is not to exceed 60 per cent.

The above has been modelled and factored into Council's Long Term Financial 2024-2033 and shows Council will remain within the financial covenant limits defined by TCV.

6. Consultation

No consultation has been undertaken with this report.

7. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

4.2.1 Loan Funding - Community Infrastructure Loan Scheme (Cont.)

7.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Sustainable environment
- Art and Culture

7.2 Council Plan 2021-25

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four (4) years. This report is consistent with the following strategic objectives:

- A Council that demonstrates leadership and a commitment to investing in the community.

Loan borrowing is consistent with the above Council goal and specifically excellence in financial management through the implementation of the Long-Term Financial Plan.

8. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* states that a Council must in the performance of its role give effect to the overarching governance principles.

The report considers the overarching governance principles outlined in section 9 of the *Local Government Act 2020* and has taken the financial management principles in section 101 into account.

The Local Government Act 2020 requires councils to disclose total planned new borrowings in their annual budget (section 104). The 2023-24 Budget provides for new borrowings of \$6.120 million as a part funding source for the construction of the Keysborough South Community Hub.

The *Local Government Act 2020* section 11 provides that a Council may by instrument of delegation delegate any power, duty or function of a Council under this Act or any other Act other than a power, duty or function specified in subsection (2). Subsection (2)(l) specifies the power to borrow money. While Council cannot delegate the power to borrow money, it can authorise the Chief Executive Officer to execute the documents associated with the abovementioned loan borrowings.

9. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

The *Charter of Human Rights and Responsibilities Act 2006* has been considered in the preparation of this report but is not relevant to its contents.

4.2.1 Loan Funding - Community Infrastructure Loan Scheme (Cont.)

10. The Gender Equality Act 2020

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this report but are not relevant to its contents. The content of this report is purely administrative in its nature and does not have the potential to influence broader social norms and gender roles.

11. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a "Climate and Ecological Emergency" and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 and the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability have been considered in the preparation of this report but are not relevant to its contents.

12. Related Council Policies, Strategies or Frameworks

The borrowing of loan proceeds to partly fund Council's Capital Works program (Keysborough South Community Hub project) is pursuant to the adopted Long Term Financial Plan 2024 – 2033 and the Adopted Budget 2023-24.

13. Conclusion

Providing authority to the Chief Executive Officer will ensure timely execution of loan facility documents and acceptance of the loan on behalf of Council with the Treasury Corporation of Victoria (provided under the second tranche of the Community Infrastructure Loan Scheme).

4.2.1 Loan Funding - Community Infrastructure Loan Scheme (Cont.)

14. Recommendation

That Council:

- 1. exercises its powers to borrow \$6.120 million, through the Community Infrastructure Loan Scheme, as a principal and interest loan for a maximum period of 10 years;**
- 2. authorises the Chief Executive Officer to accept and to execute loan facility documents with the Treasury Corporation of Victoria subject to debt servicing costs for all loans (repayment of principal and interest) remaining within Council's 2023-24 Adopted Budget on behalf of Council; and**
- 3. directs the Chief Executive Officer to advise Councillors via email of the subsidised interest rate and loan term when the loan is expected to be drawn down in June 2024.**

4.3 POLICY AND STRATEGY

4.3.1 Council Plan End of Year Performance Report 2022-23

File Id:	A9975852
Responsible Officer:	Executive Manager Communications & Customer Service
Attachments:	Council Plan End of Year Performance Report 2022-23

1. Report Summary

This report details a summary of Council's progress for the period 1 July 2022 to 30 June 2023 against performance targets outlined in the Council Plan 2021-25.

2. Recommendation Summary

This report recommends that Council notes the achievements against the Council Plan Indicators for the year ending 30 June 2023.

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

3. Background

Council formally adopted the Council Plan 2021-25 and Annual Plan 2022-23 on Monday 27 June 2022.

The Council Plan 2021-25 outlines the vision and objectives of the current Council over the four (4) years of its term in office. This document guides service delivery, innovation and good governance, and provides the foundation for the corporate planning framework for all business activities. The Council Plan also guides the budget, service delivery priorities and the continuous improvement of our services.

The Council Plan 2021-25 is made available to residents through the Customer Service Centres, libraries and on Council's website at www.greaterdandenong.vic.gov.au

Progress against performance targets for the period 1 July 2022 to 30 June 2023 is outlined in the End of Year Performance Report which details the achievements for the Council Plan Indicators from the Council Plan 2021-25 and actions from the Annual Plan 2022-23.

Attachment 1: Performance Report for the period 1 July 2022 to 30 June 2023

Performance highlights against the Council Plan strategic objectives include:

A socially connected, safe and healthy city

- 133 Community Response Grant and 149 Community Support Grant applications were received.
- The Domestic Animal Management Plan and Cat Management Strategy are complete.
- The 1000 Play Streets campaign was launched which aims to turn quiet residential streets into places for neighbours to connect.
- No applications were received for new electronic gambling machines in the municipality.
- 3,366 hours of Maternal and Child Health service delivery were provided.
- The new Springvale Community Hub Action Plan was finalised and support has been provided to community groups to host small events at the Hub.

A city that respects and celebrates diversity, our history and the arts

- The seventh Children's Forum was held with 86 students from 19 primary schools attending.
- 81,507 people attended ten major Council run festivals and events throughout the year.
- Six (6) art exhibitions were held and the arts digital content had over 56,000 views.
- 69 community led festivals celebrating the diversity of cultures within our community were supported by Council.
- Over 500 people participated in the SHE writing competition, community photography competition and 9 by 5 exhibition.
- Over 30 people represented CGD at this year's Pride March in support of members of the LGBTIA+ community.

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

A city of accessible, vibrant centres and neighbourhoods

- The streetscape project for Douglas Street, Noble Park is complete and the streetscape project for Railway Parade, Noble Park is nearing completion.
- The Dandenong North residential rezoning Planning Scheme Amendment was approved by the Minister for Planning.
- The Business Case for the Dandenong Sports and Events Centre was completed in partnership with the Victorian Government and continued advocacy is required to progress the project.
- The Table Tennis Feasibility Study is complete and awaiting Council endorsement.
- Council obtained approximately \$1million in funding for three (3) Blackspot projects for the 2022-23 program to address safety issues based on historical crashes.

A green city committed to a sustainable future

- The 2023 Sustainability Festival was held on 26 February with more than 3,000 people attending and 55 per cent of survey respondents identifying as Greater Dandenong residents.
- Council received its official Green Star 6 Star plaque for the Springvale Community Hub.
- 2,744 trees were planted in public spaces.
- 28,900kgs of waste material was collected from two (2) HomeCycle events.
- The Detox Your Home event had 400 registrations, the highest recorded for this event.

A city that supports entrepreneurship, quality education and employment outcomes

- The Ignite Program, supporting local entrepreneurs, supported 15 people in their journey to start a business.
- The 'Take a Swing for Charity' Golf Day was held on 22 February with over 100 people participating. This was the second time in the history of the event that more than \$50,000 was raised for a local charity. This year's recipient was 'This is IT Schools' with the money supporting their Laptop Scholarship Program for secondary school students.
- Library Services ran more than 1,600 programs to enhance learning, reading, literacy, digital and technology skills with 24,554 attendees.
- 1,401 community members received literacy support through the Libraries and Jobs Victoria partnership to assist with seeking employment.

A Council that demonstrates leadership and a commitment to investing in the community

- 90 new online forms have been built to improve Council's digital solutions.
- 557 additional parking sensors have been implemented adding to the 1,117 previously installed in the Dandenong activity centre in previous years.
- Council's Long Term Financial Plan, Budget 2023-24, Council Plan 2021-25 (Revised 2023) and Annual Plan 2023-24 were endorsed.

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

- The Customer Portal is ready to go live and residents will be provided with information as part of the Rates Notice mailout in August.
- The Climate Change Staff Induction Module is complete and will be implemented in 2023-24. This module has been developed to enhance Council's efforts to address climate change and embed it within the organisational culture.

4. Proposal

This report proposes that Council notes the report of achievements against performance targets outlined in the Council Plan 2021-25 for the period 1 July 2022 to 30 June 2023.

5. Financial Implications

There are no financial implications associated with this report.

6. Consultation

The Chief Executive Officer, Directors, and staff responsible for reporting were consulted in the preparation of this report.

7. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

7.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Education, training, entrepreneurship and employment opportunities
- Sustainable environment
- Embrace diversity and multiculturalism
- Mind, Body and Spirit
- Art and Culture

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

7.2 Council Plan 2021-25

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four (4) years. This report is consistent with the following strategic objectives:

- A socially connected, safe and healthy city
- A city that respects and celebrates diversity, our history and the arts
- A city of accessible, vibrant centres and neighbourhoods
- A green city committed to a sustainable future
- A city that supports entrepreneurship, quality education and employment outcomes
- A Council that demonstrates leadership and a commitment to investing in the community.

8. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* states that a Council must in the performance of its role give effect to the overarching governance principles.

This report addresses the following principles:

- a. the municipal community is to be engaged in strategic planning and strategic decision making
- b. the transparency of Council decisions, actions and information is to be ensured.

And also takes into account the following supporting principles:

- a. the community engagement principles (section 56)
- b. the public transparency principles (section 58)
- c. the strategic planning principles (section 89)
- d. the financial management principles (section 101)
- e. the service performance principles (section 106).

The Quarterly Performance Report provides details on Council's progress against its key strategic objectives to ensure accountability and transparency of its actions.

9. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter. The development of the Council Plan 2021-25 provides the community with the right to take part in public life through various community consultation activities which influence the priorities of Council for its four (4) year elected term.

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

10. The Gender Equality Act 2020

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

The content of this report is purely administrative in nature and does not benefit any one (1) gender group over any other. The Council Plan itself was the subject of a Gender Impact Assessment and all strategic objectives and key priorities were developed to ensure that all genders were represented.

11. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a "Climate and Ecological Emergency" and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of a changing climate.

This report outlines progress against some of Council's overarching climate change and sustainability actions for 2022-23. The Council Plan highlights key activities which impact Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-30 and the requirements of the *Local Government Act 2020*.

12. Related Council Policies, Strategies or Frameworks

This report forms part of Council's Integrated Planning Framework and is in accordance with Council's policy of providing regular information and feedback to Council and the community.

13. Conclusion

Greater Dandenong City Council provides a performance report against organisational objectives and its financial position on a quarterly basis. The reporting procedures and systems in place provide Councillors and the community with the opportunity to monitor progress against Council Plan indicators. This ensures that all resources are managed effectively and accountably. Council will be kept informed of the financial position on a quarterly basis, as is the current practice.

14. Recommendation

That Council notes the report against performance targets outlined in the Council Plan 2021-25 for the period 1 July 2022 to 30 June 2023.

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

POLICY AND STRATEGY

COUNCIL PERFORMANCE REPORT END OF YEAR 2022-23

ATTACHMENT 1

**COUNCIL PERFORMANCE REPORT END OF
YEAR 2022-23**

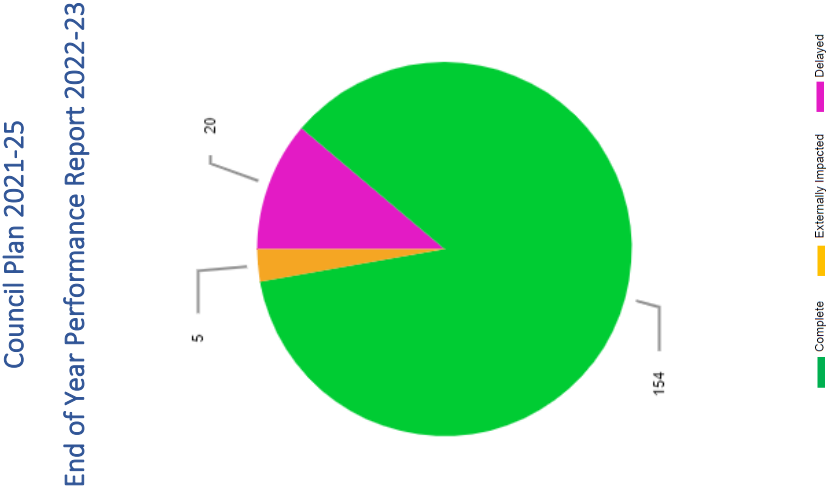
PAGES 50 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)







4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)







4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Strategic Objective 1: A socially connected, safe and healthy city

Action	Annual Comment	Status
Deliver initiatives that raise young people's awareness of drug and alcohol related harms	Youth and Family Services conducted many activities including Party Safe Workshops, Alcohol and other drug awareness campaigns, and partnerships with Monash Health, Quit, Cardinia Council and the City of Casey. In total 8,417 contacts were made throughout the year.	
Enhance strategic partnerships and collaboration to address negative impacts of alcohol use and sales	Quotations and design drafts have commenced on Council's NO Drinking Alcohol In Public campaign which will be launched at the end of the year in conjunction with the repeal of public drunkenness offences. Council has assisted South East Links to produce a draft of the new Catchment-based AOD Three-Year Action Plan, to commence implementation in July 2023, and also progressed the review of its Alcohol Management Policy in consultation with VicHealth and the Alcohol and Drug Foundation. The national stakeholders Online Alcohol Advertising Community of Practice that Council is represented on has developed advocacy position papers to increase industry compliance with online advertising targeting young people.	
Partner with health organisations such as Monash Health and Quit Victoria to increase access to smoking cessation supports and deliver initiatives to support people to quit or reduce smoking	Greater Dandenong worked in collaboration with Monash Health, Cardinia Shire Council and Casey Council to deliver an educational webinar on the impacts of vaping. The webinar was held in June 2023 with over 400 registrations. The session successfully covered up-to-date and accurate information, trends and risks of e-cigarettes/vaping, ways to support young people, as well as practical strategies to address this priority area. Council also supported Quit Victoria's Geo-targeting Anti-Smoking Campaign messaging with partners and community organisations.	
Coordinate tobacco control activities to meet service and funding requirements in accordance with the Municipal Association of Victoria service agreement	The annual program is finalised and there were only three purchases in the sales to minor scheme showing distinct improvement on the previous 11 sales. This is an expected outcome given the extensive education and advice provided to businesses this quarter. Breaches identified at Hospitals were reported to on-site security as directed.	




 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Support liquor licensees and collaborate with other authorities to implement policy and legislation to reduce alcohol harms in the community	The Greater Dandenong Liquor Accord met on 6 June and discussed producing an information and referral resource card on gambling and alcohol support services to be available for distribution to patrons in their venues. Council also attended a forum held by the new Victorian Liquor Commission (VLC) for Accord organisers. Council has commenced building linkages with the VLC's compliance and education units to provide more comprehensive responses to liquor compliance breaches in CGD. Council also undertook 14 social impact assessments of liquor license planning permit applications during 2023.	
Update Council's Local Law, when required, to ensure it is meeting the community's expectations regarding alcohol controls in the public realm	This action was completed in September 2021. Council is reviewing alcohol controls in the public realm within a current Local Law review.	
Advocate and support local residents with a disability to successfully find paid employment through participating in the Australian Network on Disability (AND)'s "Stepping Into" paid internship program and any other associated disability employment initiatives that can then be promoted to the local business community	Council hosted the ninth intern through the "Stepping Into" paid internship program that provides valuable work experience to a person with a disability as well as increasing understanding of disability in the workplace. Employment opportunities inclusive of people with a disability as well as those specifically seeking people with lived experience of disability have been promoted through networks. Additionally, access to programs that support employers as well as the person with a disability, such as Job Access, have promoted to local businesses and the community with Council able to demonstrate experience in this area. Council has also been successful in partnering with Sport4All (part of Get Skilled Access) in a program funded by the Australian Government to support mainstream clubs and schools to build awareness around disability inclusion. The motto 'any sport, anywhere, for anyone' guides Sport4All's vision of giving people with disability the opportunity to participate in sports when, where and how they choose.	
Provide and profile supports to the carers of people with a disability	Council has completed a project funded by the Victorian State Government focusing on how best to support carers of all ages including significant consultation with carers. Frontline staff have completed training and Council is now designated as a Carer Friendly Council. Information about supports for carers has been updated and improved on Council's website.	






Complete Externally Impacted Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Provide support and information to residents on how to access the NDIS to help maximise their understanding and knowledge	Council provides regular information to members of the Disability Advisory Committee on any NDIS service changes for members to disseminate to their own networks and groups and publishes a regular Disability e-news to over 300 subscribers that provides updates on all disability issues including the NDIS. The Community Inclusion Officer (Disability) attends and coordinates several local meetings of disability support groups and organisations to share information and support locally based initiatives and activities. Council also works with the NDIS advocating for accessible information for our local residents. Community Care has received additional funding to assist people to transition to the NDIS or to utilise their plan and this additional funding has helped over 50 people to apply for the NDIS.	
Complete and execute outstanding and new Joint Use Agreements between the Department of Education and City of Greater Dandenong.	Council has four facilities used by community clubs that are located on Department of Education and Training land. For the use of these sites a Community Joint Use Agreement is required between Council, the School and the Department. One agreement has now been finalised and executed with another agreement almost at execution stage. The last two agreements are with the same school but on different campuses, and a draft agreement has been prepared for one and the other is currently being reviewed by the school.	
Implement the year three actions of the 'Make Your Move' (MYM) Greater Dandenong Physical Activity Strategy to improve health outcomes for our diverse and multicultural community	Highlights include: <ul style="list-style-type: none"> - Endorsement of a MYM Gender Equity Guide and education with sporting clubs - Three year action plan to increase participation in walking and cycling is complete - Completion of health analyses for all major sports - Engagement activities to increase the participation in MYM initiatives of young families, new parents and communities where English is a second language - Staff initiatives to increase physical activity including sports equipment and lunchbox sessions with South East Leisure. 	






Complete Externally Impacted Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Expand Council volunteering opportunities through enhanced promotion of the program and positive community impact	Volunteering opportunities were successfully promoted through a range of digital and social media marketing. Greater Dandenong Volunteer Resource Service, engagement with Council staff, and participation in Greater Dandenong's first Volunteering Expo. The focus was on highlighting the importance and positive impact of volunteering, which has generated increased volunteer enquiries and participation. Wide stakeholder engagement in the development of Council's First Volunteering Strategy has further assisted with raising awareness and promoting Council's commitment and support to volunteering.	
Support initiatives that promote meaningful volunteering opportunities in the community	The Greater Dandenong Volunteer Resource Service (GDVRS) has continued to provide information, matching and referral services including ongoing face-to-face, phone and online support to community members and potential volunteers. The service operates five days per week and continues to be promoted online, through social media, and with in-person availability at Springvale Hub every Wednesday. 122 agencies are registered with, and supported by, GDVRS and a total of 341 interviews were conducted, coupled with 27 training sessions attended by 212 participants. The First Volunteer Expo was organised in May.	
Support, train and recognise Council volunteers through diverse mediums	All volunteers were provided with one-on-one support, online and group sessions to complete mandatory Child Safe Standards training. Regular training sessions were conducted, with individual and group support available. Two volunteer appreciation events were organised to celebrate the contribution of Council volunteers. All volunteers can access Council's new benefit scheme which provides discounted rates to local leisure centres.	
Utilise volunteers to help raise community awareness on the positive impact of physical activity	Make Your Move Ambassadors are volunteers from the community selected through an EOI process to represent the community and encourage healthy living. Ambassadors from the 2022-23 campaign were farewelled in Q4 and a new group of ambassadors from the community selected and introduced. The ambassador program awareness is growing and with an increase in exposure across the municipality in the coming year, it's hoped this will bring more campaign awareness also to 'Make Your Move'.	
In partnership with Launch Housing and other sector stakeholders implement a 'Functional Zero' model of homelessness support in Greater Dandenong	Council has continued its partnership with Launch Housing on the Dandenong Zero Rough Sleepers Project. The By Name List (BNY) has played an important part in engaging with rough sleepers and understanding their needs and challenges. Advocacy to the State Government and local housing agencies continues to increase the availability of long-term and secure housing for this cohort of people.	





 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Finalise and commence implementation of the Climate Change Community Engagement and Mobilisation Plan (CEMP)	This project has progressed however has been delayed as a result of a Councillor Notice of Motion that required an additional round of community consultation. As such, the intention is to finalise the CEMP by the end of 2023 and commence implementation in early 2024.	
Partner with Melbourne City FC and City in the Community to develop and deliver aligned programs that focus on community outreach, engagement, participation and business networking	Ongoing collaboration between Council and the MCFC/CITC continues to identify and deliver aligned programs in Greater Dandenong that focus on community outreach, engagement, participation and networking.	
Promote and support, via strategic partnerships, the delivery of community initiatives that encourage healthy and sustainable lifestyles for people to achieve positive physical and mental wellbeing	The Community Advocacy Team contribute to the South East Food and Nutrition Network, Healthy Sports Club program and map activities with the South East Public Health Unit planning team, as well as working with the Department of Health and the South Metro Health Planners working group. These efforts have included strategic planning and the promotion of healthy eating and active living initiatives and messages, through internal and external health and wellbeing networks, with health stakeholders and community groups/organisations.	
Support engagement, transparency and accessibility of Council's grant programs	A total of 133 Community Response Grants Program and 149 Community Support Grants applications were received and processed. Regular contact and support continues to be extended to grant recipients and prospective applicants. The Community Funding Program Review is currently underway to assess each of Council's community funding-related policies and their appropriateness, and to propose improvements for the future. The Outcomes engine was utilised in Council's application and acquittal forms and the outcomes and metrics on funded projects will be shared shortly through the first Impact Report.	
Support the establishment and transition of South East Leisure in the management of Council's major aquatic and recreation facilities	South East Leisure has now completed its first year of management of Council's four major leisure facilities. The transition from the previous facility operator to South East Leisure has been completed.	





Complete Externally Impacted Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Support the implementation of the Greater Dandenong Social Prescribing Network Pilot initiatives through regular network meeting attendance and linkage with other Council service programs	Regular referrals from the Network have continued and quarterly meetings conducted. A number of referrals have complex issues which has required additional engagement and support. The Social Prescribing Officer at Springvale Neighbourhood House and Council's Community Connector officer liaise and where possible access other specialist agencies to assist. Concerns have been expressed regarding the availability of support options for people seeking asylum who are not eligible for federal government support and through the Mayoral Taskforce Council continues to advocate at the federal government level seeking to address these inequalities. General Practitioner referrals began slowly in the first half of the reporting year however more now are being received.	
Commence implementation of the newly created Community Safety Plan	Formal endorsement of the draft Community Safety Plan 2023-26 is delayed awaiting an external consultant's review of other Council's safety models and structures. The consultant's report and recommendations will be available for Councilor discussion in late August.	
Implement the Domestic Animal Management Plan and associated Cat Strategy	<p>The Domestic Animal Management Plan (DAMP) was completed along with the Cat Management Strategy. Improved initiatives include:</p> <ul style="list-style-type: none"> - Increased education program to further encourage responsible pet ownership and increase pet registrations - Review of off leash parks - Subsidised pet desexing - Development of a cat curfew - Subsidised pet registrations and free first time registration. 	
Manage and maintain Council's CCTV Safe City program	Council's Public Space CCTV system and program underwent an internal and external review and audit which highlighted areas for improvement. Suggested changes to the policies have also now been submitted for review. Further innovations and improvements to the system will be actioned in accordance with the available budget for the next financial year.	




 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Promote physical and social activity in local streets including the roll out of the Street Parties Framework	The 1000 Play Streets campaign has been launched and a number of events held. Place making initiatives, particularly in Noble Park, are successfully utilising streets/car parks and laneways. A video promoting 1000 Plays Streets was released and a partnership with the Toy Library included within the material. The grant with Play Australia resolved.	
Update Council's Local Law to include anti-social and criminal behaviour	A full review of Local Law No2 is due to commence in July 2023.	
Participate in consultations with the Commonwealth Government and the Aged Care sector regarding the design of the new Support at Home Program that is being developed in response to the Royal Commission into Aged Care Quality and Safety to ensure that the needs of Greater Dandenong older residents are considered	The Commonwealth Government has provided regular opportunities for consultation with the aged care sector, clients and other key stakeholders in the further development and refining of the Support at Home model over the past year. Council officers have participated in a range of consultations at the national, state and regional level with representatives of the Commonwealth Department of Health and Ageing where they have provided feedback. In response to concerns raised by the aged care sector regarding the need for significant lead time to transition successfully to the new model of In-Home Support Services the Commonwealth Government has announced that the new model of In-Home Support will now commence in July 2025. Council will continue to participate in any further consultations and meetings about the new model to assess what the changes mean for both Council as a provider and for the community and provide feedback any concerns Council has on the proposed new model.	
Report back to Council on the key recommendations coming out of the Future Directions for Community Transport project to inform the redevelopment of Council's Community Transport Program into the future	The day trip program continues to be well received by older residents with the milestone 100th day trip occurring in 2023. Varied day trips continued to be offered including local luncheon and health and well-being activities as well as longer full day trips. Following the completion of the Social Connections in Older People survey, several local, educational activities have been implemented and have proven very popular. The survey also verified that access to safe, reliable and appropriate transport is a significant factor for older people participating in a community activity. Whilst the Bus Loop trial has commenced, utilisation of this new initiative has not been as high as anticipated, therefore further consultation will be undertaken with the community on their Community Transport needs. This will form part of the consultations about to commence regarding the current and future needs for aged services that will inform the development of the Options Paper regarding Council's future role in aged services. Councillors will be updated in July as to the initial findings of the Bus Loop Trial.	








 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Support and encourage older residents to understand the importance of maintaining social connections, assist senior's clubs and groups to recommence club activities together and increase the range and number of social activities provided by Council	<p>Council has increased the number and range of activities for older people, including leisure activities, day trips and educational sessions to address the need for social connection. Council has promoted the importance of maintaining social connections through the introduction of the "Living Well - Positive Ageing in Greater Dandenong" bimonthly newsletter which highlights a range of Council programs focused on social connections for older people as well as information about services and supports for older people at a local, state and national level.</p> <p>Council has recently undertaken a consultation with our older residents, focused on how older people make and maintain social connections and what types of activities they would like Council to offer. This consultation has formed the basis of the Seniors Festival and ongoing activities focused on health and wellbeing.</p> <p>Additionally, Council has been supporting Seniors groups to resume meeting together, and for some groups supporting the development of alternative models for social connection by linking them to neighbourhood houses, libraries and other services and programs.</p>	
Undertake a review into the impacts of the new Support at Home Program Model, once announced, on both the community and Council's role as a service provider for Council's consideration post June 2023	<p>Due to delays in the finalisation of the Support at Home model there has also been a delay in commencing the review. Council has however resolved to undertake a significant consultation process with our community, staff and other key stakeholders to identify the current and future needs of our community for aged care services. The results of these consultations will then inform the development of an Options Paper which will be presented to Council for their consideration.</p> <p>The Commonwealth Government has announced a further 12-month delay in the implementation of the new Support at Home model until July 2025 and the final details of the new model are now not due until late 2023. Consideration is now being given to extending the timelines for the completion of the Options Paper so that the final details of the model can assist the development of the Options presented to Council.</p>	
Complete the business case and concept design for Dandenong Community Hub	<p>The Dandenong Community Hub business case was completed and Option Two of the concept designs was endorsed at the Council Meeting on Tuesday 11 April.</p> <p>The project will now proceed to the detailed design stage and further community consultation is currently scheduled for 2023-24. Construction will be subject to funding. Council's website maintains a Hub project information page: https://www.greaterdandenong.vic.gov.au/works-and-projects/dandenong-community-hub-project</p>	






Complete Externally Impacted Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Develop a Keysborough South Community Hub Strategy and Action Plan	The draft Strategy has been prepared, however public consultation for the Strategy has been delayed to coincide with the commencement of the construction of Keysborough South Community Hub.	
Implement and renew the Springvale Community Hub Action Plan	The new Springvale Community Hub Action Plan was finalised in August 2022 after community and internal consultation. A range of actions are currently being completed, including support for local community groups to implement small events at the Springvale Community Hub.	
Progress the construction of the Keysborough South Community Hub	Council is still awaiting a building permit which is expected to be issued in the next month. The awarded contractor has commenced site establishment and is pre ordering long lead materials. The construction is expected to be completed by end of June 2024.	
Oppose electronic gambling machine applications to the Commission for Liquor and Gambling Regulation, where instructed by Council	No applications were received for new electronic gambling machines or venues in Greater Dandenong during this year, with the result that no action other than maintaining background information was required.	
Support community-based initiatives to address gambling harm and inform residents about the impacts of gambling and sources of assistance	Throughout the year support has been provided to Gambler's Help Southern in the conduct of initiatives to inform the community and staff at local welfare and community agencies about the nature and hazards of gambling, and sources of assistance. This includes a major forum conducted in Dandenong for multicultural workers which addressed how information may be disseminated amongst cultural communities within Greater Dandenong.	
Support the Alliance for Gambling Reform with its advocacy campaigns and data on gambling trends	The Alliance has been supported through advocacy to the State Government in favour of compulsory precommitment, and through the provision of up-to-date information about gambling losses, Electronic Gaming Machine densities, club community contributions and other information relevant to its advocacy programs.	
Deliver programs and services that support vulnerable families, including those at risk of or experiencing family violence	Family Services engaged 187 families, providing 11,931 contact hours of support. An additional 645 contacts through additional programming including drop in engagement sessions and resilience building programs.	




 Complete
  Externally Impacted
  Delayed


4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Support parents and their children to access the Supported Playgroup program and community playgroups	Since the COVID-19 lockdowns attendance is slowly rebuilding and in 2023, due to the free three year old kindergarten, most older children started kindergarten. Most playgroup attendees are babies and toddlers. Across the supported playgroups and community playgroups, the total attendance has dropped to become small groups.	
Deliver Council-led initiatives in the community to prevent and address family violence	1,237 contacts were made across a range of initiatives including workshops on cyber abuse and consent, network meetings and promotion of online resources.	
Document and inform the community about the nature and impacts of family violence and sources of assistance	Information concerning the nature and impact of family violence and sources of assistance were disseminated as brochures at events and to targeted agencies, as videos on the Council screens, through the Council website and in the promotion and conduct of the annual Greater Dandenong Walk against Family Violence.	
Support community projects to address and prevent family violence	Council has supported community projects through its grants program, through its support to Women's Health in the South-east, in its work to advance gender equality and prevent family violence throughout the region, and by the distribution of information about family violence trends and gender inequality to local government and community partners.	
Continue the delivery of the Sleep and Settling Initiative extending to all funded age groups	All families are invited to attend a Sleep and Settling Session for their infants/children at the newborn, 6-8 months and 18-24 month sessions. Groups are offered both online and face to face and families requiring additional support are offered Outreach visits in their home.	




 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Deliver preventative health activities to Aboriginal and Torres Strait Islander families through the New Directions project	<p>Annual activities included:</p> <ul style="list-style-type: none"> - four Balit Booboo Narkwarren (Baby Makes Three Adaptation) training days completed; - Four Balit Booboo Narkwarren Communities of Practice sessions completed with newly trained facilitators; - Swimming for Bubup sessions completed across Casey Race, and Frankston PARC (8 weeks at both centres, approximately 25 children with adults attended); - NAIDOC week and Reconciliation Week events attended and supported - 3 Community events in partnership with Community Partners, Health Yarners and Mums, Dads and their families; - Antenatal & Lactation Yarning group sessions with health yarners, Mums and Dads (6 weeks); - Postnatal Mental health and wellbeing yarning group at Nairn Marr Djambana (6 weeks). <p>All groups and activities included cultural engagement activities and were supported by primary health care health yarners to receive information about maternal and child health, immunisation, lactation, postnatal and antenatal care, tackling indigenous smoking, dental and hearing checks.</p>	
Expand the Enhanced Maternal and Child Health program to include service offerings to address identified gaps in mental health and family violence	<p>A total of 3,366 hours of service delivery were provided. Staffing shortages, ongoing COVID-19 leave and sick leave impacted the ability of the team to reach the funded total hours. A Mental Health Clinician commenced with the program in June and planning is underway to recruit a family violence worker in 2023-24.</p>	
Implement the VicHealth Local Government Partnership health promotion modules Vic Kids Eat Well and Healthy Kids Advisor initiatives, to improve mental wellbeing, increase healthy eating and physical activity levels of children and young people	<p>The implementation of the VicHealth Local Government Partnership health promotion modules is well underway with several projects complete. Council has incorporated the VicKids Eat Well initiatives into this program by supporting the Healthy Kids Advisor.</p>	


 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Monitor and report on the percentage of children fully vaccinated according to their age, through to five years old, according to the Australian Immunisation Register (AIR)	Vaccination coverage rates have remained relatively stable. Council has commenced a project funded by South Eastern Melbourne Primary Health Network to look at children showing as overdue for vaccination in CGD from July 2023. This will provide more information on the reasons children are not up to date with vaccinations and aims to bring their vaccination status up to date. The most recent data for immunisation rates is: Cohort 1. (12-15 months age group) 92.97% (up from 92.27% at previous quarterly measure). Cohort 2. (24-27 months age group) 88.59% (down from 89.11% at previous quarterly measure). Cohort 3. (60-63 months age group) 92.42% (down from 93.15% at previous quarterly measure).	
Monitor the State Government response to the recommendations of the Royal Commission into Victoria's Mental Health System	A final report was presented to the Executive Team and Councilors regarding Council's promotion of local mental health services and supports; prospective funding opportunities; as well as the appointment of additional funding and services to support the Greater Dandenong Community and South East Melbourne. Youth and Family Services will continue to monitor the implementation of the recommendations of the Royal Commission into Victoria's Mental Health System and maintain regular updates to key services and supports captured on Council's website.	
Support the mental health of young people and families through providing flexible and responsive interventions and raising awareness of available supports	Family Services: - engaged 187 families providing 11,931 contact hours of support - responded to 467 intake enquiries - ran social media campaigns which reached 14,891 contacts Youth Services engaged 269 contacts through activities including phone check ins and social media messaging.	

Complete Externally Impacted Delayed




4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Advocate to food charities for improved supply of affordable, healthy and culturally appropriate food supplies	Council continues to partner with Foodbank to bring additional food to the community. Since the Partnership began an additional 1,000 families have received culturally appropriate food. Foodbank are connected to six additional agencies within the municipality. Food relief agencies within Dandenong are stretched beyond capacity and agencies report having difficulties raising donations. In partnership with Foodbank and Anti-Poverty consortium agencies Council is exploring sustainability for future food relief initiatives.	

Complete Externally Impacted Delayed




4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Strategic Objective 2: A city that respects and celebrates diversity, our history and the arts

Action	Annual Comment	Status
Implement Council's Reconciliation Action Plan (RAP)	Council has supported the coordination of two Aboriginal Community Forums across the year, hosting the Koorie Statewide Netball and Football Carnival, as well as the Statewide NAIDOC Koorie Junior Basketball Carnival. Further support has been provided with the development of public arts projects, such as the award winning LGPro Waa and Bulln Bulln Ceremonial Firepit, the Dandenong Cultural and Art Creek Trail projects and the Muderra Way project. Council is in the process of coordinating the completion of outstanding RAP deliverables, which include the Aboriginal Employment Strategy and the Procurement Policy in partnership with Bunurong Land Council. A significant and positive partnership with the Bunurong Land Council has been forged and they will commence discussions pertaining to a service agreement arrangement with Council, which will align with the Victorian Local Government and Traditional Owner Framework.	
Provide support to Early Years Services to develop their own Reconciliation Action Plan (RAP)	The number of early years services and schools increases each quarter. 11 early years services and two primary schools continuing to implement Reconciliation Action Plans registered with the Narragumawall Reconciliation Online Platform.	
As Chair of the Local Government Mayoral Taskforce Supporting People Seeking Asylum advocate for the rights of people seeking asylum	A delegation of Mayors and Councillors met with a number of ALP, Greens and Independent MPs in Canberra to push for greater supports to be made available to people seeking asylum. The trip to Canberra was also used as a recruitment exercise to expand the Taskforce's membership to include more Councils during the Australian Local Government Association's General Assembly. Earlier on in the year the Taskforce refined its Terms of Reference to be more suited to its current needs and objectives and has once again participated in the annual Walk for Justice for Refugees March.	





 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Deliver arts and heritage programs and events which celebrate the diversity of cultures within our community	<p>Highlights include:</p> <ul style="list-style-type: none"> - Annual NAIDOC and Reconciliation Week programs, workshops and events. - Artists from culturally diverse backgrounds engaged and supported through exhibiting their artwork, workshop facilitation, rehearsal space and technical support and artist residency programs. - Community participation of over 500 people through the SHE writing competition, community photography competition and 9 by 5 exhibition. - Expansion of Our Beat program to include dance and visual artists. - Visitation of the community to a range of Heritage exhibitions, discussions and workshops. 	
Deliver preventative health activities during National Aborigines and Islanders Day Observance Committee (NAIDOC) Week and Reconciliation Week activities	<p>New Directions supported three activities for Reconciliation Week:</p> <ul style="list-style-type: none"> - Nature Playgroup at Alex Wilkie - approximately 50 children and adults attended, partners included Family Day Care, Maternal & Child Health, Parks & Gardens Bush Crew, Bunurong Bush Crew and Children's Services (New Directions). Activities included a bush tucker walk, Welcome to Country and Smoking Ceremony and storytelling session with Shane Junior from Bunurong Land Council. - The Springvale Reconciliation community event was supported by New Directions, Libraries team and Kids Own Publishing to deliver a storytelling session with Uncle Shane Senior and a hotdog book making session with Auntie Lucy Boothey, Annaika Havea, and Anna Dollard from Kids Own Publishing. This supported 24 children and 15 adults to participate in storytime and Kids Own Publishing Hotdog books. - Bay Mob Health Event Frankston was also attended to provide New Directions health messaging and collateral to Community and other Aboriginal and Torres Strait Islander health organisations and programs. Approximately 400 people attended the event. 	
Deliver the annual Children's Forum	Children's Services hosted its seventh annual Children's Forum with 86 students in grades five and six from 19 primary schools attending. The day was planned by the Children's Advisory group. Six teams from across Council ran interactive workshops, and Youth Services and South East Leisure ran sessions. The student's ideas and feedback will help inform all team's future work.	






 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
<p>Deliver the following major events, meeting set targets:</p> <ul style="list-style-type: none"> - Springvale SnowFest - Children's Festival - Little Day Out - Carols - New Year's Eve - Australia Day - Open Air Movies - Keysborough Big Picnic 	<p>Festivals and Events delivered 10 Council major festivals and events:</p> <ul style="list-style-type: none"> - Springvale Snow Fest - Little Day Out - Greater Dandenong's Children Festival - Carols in Dandenong Park - New Year's Eve - Australia Day events - Open Air Movies - Noble Park Community Fun Day and - Keysborough Big Picnic <p>A total of 81,507 people attended these events.</p>	
<p>Support community led festivals and events which celebrate the diversity of cultures within our community</p>	<p>Festivals and Events supported 69 community led festivals and events which celebrated the diversity of cultures within our community. Festivals and Events also supported a total of 20 internal Council departments that were planning and delivering festivals and events which celebrated the diversity of cultures within our community.</p>	
<p>Implement findings from the Victoria University Anti-Racism research project to provide support services to those wishing to report incidences of racism</p>	<p>Having now completed the 'Anti-Racism Research Report', Greater Dandenong will work alongside Casey Council and the Anti-Racism Network to implement the six recommendations that were included in the final report.</p>	
<p>Deliver initiatives which support young people and families to feel safe and included in the community</p>	<p>A total of 29,754 contacts were made this year through programs such as school holiday activities, school presentations and engagements, social media campaigns, and promoting positive youth stories and achievements.</p>	







 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Promote social cohesion and harmony through significant days of celebration and advocacy	Refugee Week and Harmony Day celebrations were some of the great celebrations that Council took part in this year, with support from multiple internal and external stakeholders. Advocacy was also conducted by Council to the Federal Government to make available greater supports for Sri Lanka and its people due to the economic fallout that has occurred in the country.	
Inform the community about gender equity issues and sources of assistance	Information has been communicated to residents through the website, Council screens, distribution of printed materials, and the conduct of the annual Walk against Family Violence. At the same time, efforts are being made to support the conduct of gender impact assessments by Council business units, thereby more strongly focusing their planning and service development upon the needs and circumstances of women and men in our community.	
Support community initiatives to advance gender equality	Community initiatives have been supported through Council grants to relevant programs, the application of gender impact assessments to Council planning, support for professional education and similar activities conducted by Women's Health in the South-East, and by the dissemination of information about gender-related social and economic conditions to regional service providers and Councils.	
Promote visibility and inclusion of LGBTQIA+ communities through significant days of celebration and advocacy	<p>Council promoted visibility and inclusion of LGBTQIA+ communities by celebrating a number of events:</p> <ul style="list-style-type: none"> - Staff took part in the Midsumma Pride March for a second year in a row, whilst also celebrating Wear it Purple Day earlier on in the year. - IDAHOBIT Day and Trans-Awareness Day were acknowledged by Council as significant days of celebration through the raising of the Pride Flag, illumination of the Drum Theatre, and promotion via socials. 	
Deliver on the Library Service Needs and Feasibility Study to ensure local library service requirements are met into the future	<p>Keysborough South Community Hub construction planning is continuing.</p> <p>The installation of Library Lockers at Dandenong North (Menzies Avenue) has commenced, which will provide a new outreach service to the community.</p>	




 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Launch the Dandenong New Art Gallery	The new gallery construction is delayed due to contractual issues with the builder. Council has now retaken the site, appointed new contractors and works are progressing. current effort is being applied to the internal aspects of the old building. The preparation of departmental policies, procedures and an operational framework continues to ensure ease of transition into the new gallery when construction is completed.	
Progress the Precinct Energy Plan Creative Industries Hub development	The Creative Industry Space Business Plan is complete and \$950,000 of funding was received from State Government for interim activation works and to progress the detailed design of the project.	
Undertake a feasibility study for Civic Archive capacity expansion	The Feasibility Study is on hold at this time as it has not been approved to commence in the current Long Term Financial Plan.	
Deliver a vibrant, inclusive and high quality performing arts offering through the Drum that is celebrated for its role in arts development and engagement with our community	The Drum Theatre is well positioned to deliver high quality performing arts and continues to build on its community engagement. Work is underway to devise new ways to broaden the Drums positive impact to the city. This year the Drum has connected and supported local artists through programming and strengthened partnerships throughout both Council and Arts peak bodies. Events have included children's theatre, comedians, Afghan popstars, end of year school concerts and dance school performances.	
Deliver an accessible, inspiring and high quality visual arts offering through the Dandenong New Art exhibition and public program	The Dandenong New Art project is delayed due to construction challenges however exhibitions, programming, promotions and digital content continued through delivery at Walker Street Gallery and Arts Centre and other venues where appropriate. This included six exhibitions and over 56,000 views of digital content and workshops.	
Develop and implement the Arts and Cultural Heritage Strategy 2022-25	Key highlights include investing and supporting local creative practitioners through: - connection to funding and employment opportunities - professional development, networking and training opportunities for 100+ creatives - artist in residence program and venue support for more than 15 individual artists and arts groups - delivery of arts and cultural exhibitions and programs across the arts, culture and heritage facilities, outdoor spaces and online - development and growth of a digital arts presence	

Complete Externally Impacted Delayed






4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Commence a review of the Heritage Overlay within the Planning Scheme	The review of the Heritage Overlay has commenced with the appointment of heritage consultants in May. An estimated completion date for the project is August 2023.	
Record, protect, and promote local heritage through support of the historical societies and related groups	<p>Highlights of the year include:</p> <ul style="list-style-type: none"> - Relocation of Springvale and District Historical Society to Springvale Community Hub, enabling the heritage team to work in partnership with the Dandenong and District Historical Society in partnership to promote and build a greater connection to heritage in the area. - Successful delivery of and good attendance at exhibitions at Heritage Hill. - Successful improvements to the Heritage website and development of a Greater Dandenong Heritage branding. 	
Implement year one of the Library Services Strategy 2022-26	<p>Annual Library Strategy highlights include:</p> <ul style="list-style-type: none"> - Progressing on the Keysborough South Community Hub. - Review, design and development of Library Lockers at Dandenong North. - Updated public PCs made available at Dandenong. - New co-designed programs focusing on access and inclusion being held with the community - Review and allocation of collection spending to meet community targets and needs. 	

 Complete
  Externally Impacted
  Delayed





4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Strategic Objective 3: A city of accessible, vibrant centres and neighbourhoods

Action	Annual Comment	Status
Advocate to the State Government to create a State and Local Government Task Force to address inconsistencies in the standards of social housing providers	Establishing a task force for rooming houses has begun and the required legislative changes will be driven by the task force, to influence the State Government to make changes. This action will continue to be a priority in to 2023-24.	
Activate and promote safe and accessible public spaces and facilities for young people and families	A number of activations occurred during the school holidays at Noble Park Skate Park, Springvale Hub, Libraries and Dandenong Park and an Indoor Basketball and Volleyball Tournament was held in Q4. 23,213 contacts were made over the 2022-23 year.	
Activate public spaces through public art initiatives; delivering, facilitating, maintaining and promoting public art in the city	Over 30 outdoor activations and public exhibitions have been programmed across the municipality including opportunities for community participation, viewing and performance experiences. Approximately 40 per cent of content represented on outdoor large screens across the municipality is arts and culture based.	
Construct stage one of the Vanity Lane pedestrian link in central Dandenong	Progress on the construction of Vanity Lane has been delayed due to building demolition complexities. Officers continue to work through the regulated process with the intent to commence demolition within Q1 of 2023-24. Following demolition, Stage 1 of construction will commence to tender with the construction due to commence thereafter.	
Create safer public spaces through applying Crime Prevention Through Environmental Design (CPTED) principles such as prompt removal of graffiti and litter, the use of targeted CCTV, and public lighting	Council continues to collaborate with Victoria Police through deployment of a Mobile CCTV Trailer in public space hotspots. Businesses report that instances of anti-social behaviour decrease when the trailer has been positioned in a hotspot. Lighting and CCTV upgrades for Council's Community Safety Infrastructure Grant have been completed and are being finalised after stakeholder feedback for the Hemmings Street Precinct Building Safer Communities Grant. Council's Engineering Unit are aiming to now develop a criteria matrix to prioritise installation of appropriate lighting in CGD laneways.	




 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Continue renewal of quality streetscapes such as Douglas Street, Noble Park and Railway Parade, Noble Park	The streetscape project for Douglas Street, Noble Park is complete and the streetscape project for Railway Parade, Noble Park is nearing completion.	
Improve information and communications relating to parking in accordance with Council's Activity Centre Parking Precinct Action Plan	<ul style="list-style-type: none"> - Parking sensors have been installed in Springvale. - Postcards have been distributed used in Springvale to link to the website and advise businesses about a number of matters including Balmoral 8 permits and parking sensors. - Council's Parking Precinct Plans and Action Plans have been updated to incorporate revised timeframes due to reduced income since 2020. 	
Review and monitor 10 Year Infrastructure Plans for the Dandenong, Springvale and Noble Park activity centres	The 10 year Infrastructure Plan for Activity Centre's is being reviewed to align with future budget impacts associated with major projects. Benchmarking against four other Local Government areas across Melbourne has been undertaken to collect key insights on systems and processes. Interviews with seven internal stakeholder departments has been undertaken to identify and document issues, gaps and opportunities for improvement. This work will continue in 2023-24	
Facilitate the Development Victoria/Capital Alliance investment project in the Revitalising Central Dandenong Foster Street Precinct	Capital Alliance completed a second round of consultation on the draft Master Plan in October 2022 following advocacy from Council to undertake further engagement. Capital Alliance submitted an application to the Minister for Planning to introduce a Development Plan Overlay into the Greater Dandenong Planning Scheme which has been informed by the Master Plan. This is currently with the Minister for consideration.	

 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Work in partnership with the State Government to facilitate the Noble Park Revitalisation project	<ul style="list-style-type: none"> - The lan Street streetscape project has been completed. - Transformed projects were delivered in Douglas Street, Leonard Avenue, Frank Street, Commonwealth Bank lane, on various electrical boxes and a Ukrainian mural was delivered with the Ukrainian community. - A shop local campaign was successfully delivered in October and a popular promotional bag, post card and social media campaign featured. - The community were engaged on the design of Leonard Avenue and streetscape construction works commenced in May. - Council partnered with the Bunurong Land Council Aboriginal Corporation to deliver the Muderra Way Asphalt Artwork. Artists have been engaged with the artwork design in development. - A calendar of 'Our Street' activations is in planning with themes established. - Laneway activations have been scoped and are currently being prepared for delivery. - A shop front uplift and improvement program within lan Street is currently in development, with delivery expected by October 2023. - Council partnered with Garage 35 Studio to deliver a community-led mural in lan Street. a video was also developed and shared widely across Council's communication channels. 	
Commence the Environmentally Sustainable Design 2.0 Planning Scheme Amendment	The Environmentally Sustainable Design 2.0 Planning Scheme Amendment was submitted to the Minister for Planning for authorisation in July 2022. The Minister for Planning has advised that the Planning Scheme Amendment remains under active consideration although further time will be required prior to a decision by the Minister.	
Complete the Dandenong North residential rezoning Planning Scheme Amendment	The Dandenong North residential rezoning Planning Scheme Amendment was approved by the Minister of Planning on 30 May 2022. The approval of the Planning Scheme Amendment completes the project.	



 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Complete the Noble Park Activity Centre Structure Plan Planning Scheme Amendment	In February 2023 Officers recommended that Council receive the Planning Scheme Amendment C224 Panel Report and its recommendations, adopt Planning Scheme Amendment C224 incorporating the Panel Report recommended changes to Amendment C224 and forward the Amendment C224 documentation to the Minister for Planning for approval. In mid-June 2023 it was confirmed with DTP that the Planning Scheme Amendment remains under active consideration by the Minister.	
Continue to plan and advocate for the proposed Dandenong Sports and Events Centre, as south east Melbourne's home for elite sporting competitions, major events, concerts and community festivals	The Business Case for the Dandenong Sports and Events Centre was completed in partnership with the Victorian Government and provides a compelling case for investment. Continued advocacy with key stakeholders is required to advance the project, in addition to further planning.	
Continue to plan for the development of a new table tennis centre in Greater Dandenong in partnership with key stakeholders	The Greater Dandenong Table Tennis Centre Feasibility Study is complete but not yet endorsed by Council. The detailed design process is on hold until the Feasibility Study and associated recommendations (or a suitable alternative) can be endorsed by Council. Further planning is required in collaboration with key stakeholders.	
Continue to progress the development of a new aquatic and wellbeing centre to replace Dandenong Oasis at Mills Reserve	The contract documentation phase of the design process is nearing completion following comprehensive planning, design and consultation processes. The project is on track for procurement and construction to commence in 2023-24.	
Deliver the Springvale Boulevard construction for stage one	This project is complete.	
Advocate for greater social and affordable housing through membership with the Regional Local Government Homelessness and Social Housing Charter group of Councils	Council has continued advocating for increases in affordable and social housing via the Regional Local Government Homelessness and Social Housing Charter. Advocacy efforts have concentrated on State Government and philanthropic supports.	






Complete
 Externally Impacted
 Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Implement the Dandenong Visitor Attraction Plan	<p>Implementation of the Dandenong Visitor Attraction Plan (DVAP) continued. Key achievements include:</p> <ul style="list-style-type: none"> - new promotional flags in Lonsdale Street - Activity Centre's Business Audit and Analysis completed and results published on the website, pedestrian counters reported monthly and published on the website - food and cultural tours operated with new themes introduced to expand the offer, tours were reviewed and improvements identified - television promotion on Postcards featured Springvale and Dandenong, professional guide Maeve O'Meara hosted a tour of 50 people - a desktop review of implemented DVAP actions was undertaken and a project control group established to recommend changes and ensure the DVAP's objectives are being met - partnerships have been maintained with key stakeholders, hospitality and accommodation industries. 	
Implement the Greater Dandenong Regional Food Strategy	<ul style="list-style-type: none"> - 219 individual business enquiries have been managed - covering topics such as staff requirements, permit enquiries (existing businesses), overseas trade missions, exporting information, rules/regulations for new initiatives and training. - 48 introductions were made for businesses across industry with connections made to various other organisations. - 35 site visits were conducted with local businesses. - Discussions continue to be held with FIAL for a global platform for the food manufacturing industry to attract overseas buyers and provide opportunities for local businesses to export to new overseas markets. 	





Complete Externally Impacted Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Implement the Tourism Strategy and updated Action Plan 2020-24	<p>Highlights include:</p> <ul style="list-style-type: none"> - Connections made across the hospitality and accommodation industries with the Arts and Culture and Drum Theatre teams to deliver an overall visitor experience. - Discussions continued with external media to strengthen the experience and presence across the three major activity centres. - Planning for a segment for a shopping/cooking experience for Springvale is being scoped with the aim to attract a younger demographic to the area. - Investigations have begun to develop a tourism website independent of Council's website. - Food and cultural tours were held to encourage staff to promote Greater Dandenong and highlight the area to visitors from a tourism perspective. - A food and cultural tour for 50 Rotarians in Springvale was hosted. 	
Advocate for a major upgrade to Dandenong Station	Council continues to advocate for improvements to Dandenong station as opportunities arise in accordance with the Public Transport Advocacy Statement. This includes ensuring any projects which may impact future station upgrades consider their project implications on the station.	
Advocate for and deliver improved active transport networks	Advocacy has occurred to the Level crossing Removal Project for inclusion of active transport infrastructure as part of level crossing design work.	
Advocate for new and enhanced public transport services	Council continues to advocate for public transport improvements in accordance with the Public Transport Advocacy Statement as opportunities arise and are also working with the Eastern Transport Coalition to bring issues to the attention of the State Government and appropriate Ministers.	
Advocate for the State's priority arterial projects including the Dandenong Bypass Extension, Cranbourne - Dandenong Shared User Path, Glasscocks Road duplication and Dandenong South East-West Link and Bangholme Road Bridge	Throughout the year Council formally advocated for a number of arterial road projects, including focussed advocacy in the lead up to the Victorian election and budgets. This included several key projects of regional significance such as the extension of Thompsons Road, construction of Glasscocks Road and the Westall Road extension.	

 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Expand the use of streets for uses other than through-movement	<p>The 1000 Play Streets campaign has been launched and a number of events have been held.</p> <p>Place making initiatives (particularly in Noble Park) are successfully utilising streets/car parks and laneways.</p> <p>A video promoting 1000 Plays Streets has been released and a partnership with the Toy Library included within material. There has been some uptake though most enquiries ended up using nearby parks. The grant with Play Australia has been resolved.</p>	
Implement the Active Transport Infrastructure Priority program improving pedestrian and cycling infrastructure	<p>The active transport infrastructure program was delivered:</p> <ul style="list-style-type: none"> - Clow St bridge path widened with TAC grant support. - Concept work, with TAC grant, completed the Hammond Rd cycle link for the remaining length south of Logis Blvd. - New paths delivered on sections of Chandler Rd, Westall Rd, Stud Rd and Queens Ave - Line marking with bike lanes provided on Gladstone Rd 	
Improve access to, from, and within major Activity Centres, including the extension of the Djerring Trail to the Dandenong Activity Centre	Multi-modal plans have been drafted for all major activity centres to support the activity centre plans. Djerring trail has functional concept plans completed and is advocacy for funding is being undertaken as opportunities arise. This project was also included as part of the election advocacy.	
Maintain performance in management of heavy vehicle permits and freight networks	Council officers assessed a total of 796 Heavy Vehicle Applications throughout the year. This ensured movements by these larger vehicles was managed in a way which minimised risk to other road users and protected Council's assets by keeping these vehicles routed to appropriate parts of the network.	



 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Roll-out a high priority local road program within Dandenong South, including the Dandenong South Industrial Area Extension Structure Plan's Transport Network, and Abbots Road widening and associated infrastructure	The Abbots Road widening project along with the Victorian Government managed Pound-Remington overpass project were predominantly completed and have provided much needed improvements to the road network within the area. Works to seal the first 300m of Glasscocks Road from the Frankston-Dandenong Road end were also completed, whilst discussions with relevant key developers continue regarding sealing the remainder of the road.	●
Review the Municipal Early Years Infrastructure Plan to accommodate the rollout of three-year-old kindergarten	The Municipal Early Years Infrastructure Plan has been reviewed and realigned to show the infrastructure needs across each suburb to accommodate the roll out of three year old kindergarten. This takes into account the planning of new private services opening across the municipality to provide further places for both three year and four year old kindergarten.	●
Advocate for enforcement and deliver infrastructure and education to reduce the number of fatalities on local roads	Throughout the year, Council officers continually shared relevant traffic speed data of known 'hot spots' for anti-social (hoon) driving behaviours with Victoria Police for their information and advocated for action as necessary. Council also assisted Police with locations for the Speed Alert Mobile (SAM) trailer at specific sites to provide road safety messaging.	●
Advocate for safety improvements on and across arterial roads	Council formally advocated for a number of arterial road projects, including focussed advocacy in the lead to the Victorian election and Budgets. Road safety projects (Stud Road near Dandenong Stadium, Jacksons Road, Heatherton Road roundabout) and active transport projects (Djerring Trail extension, Eastlink Trail Bridge, Dandenong Trail sealing) were included. In the lead up to the state election further formal and major roads projects advocacy was undertaken as part of Council's role with Greater South East Melbourne (Thompson's Road, Glasscock's Road, Westall Road extension). Transport officers are working with the Department of Transport and Planning to finalise detailed design plans for Stud Road however construction funding is yet to be announced.	●
Launch and undertake actions with a new Road Safety Strategy	Councils Road Safety Strategy is in development. Stakeholder consultation (DTP, TAC, RoadSafe, and VicPol) and preparation of a background report has been undertaken. Community consultation on the background report and adoption is proposed in 2023-24.	●

Complete Externally Impacted Delayed





4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Promote road safety success stories and road safety awareness to manage perceived road safety risks	<p>During the year Council developed a partnership with Victoria Police to improve community safety in Greater Dandenong through a Safer Streets program. The primary objective is to address concerns raised by local businesses, such as speeding and poor driving behaviour. Additionally, Council's Speed Alert Mobile (SAM) trailer was used to assist Victoria Police and Roadsafe SouthEast with promoting road safety messaging during long weekends and school holidays.</p> <p>Several road safety awareness articles were published within the Greater Dandenong News. These articles covered improved traffic safety in Springvale, advice for young people getting their driving licence and information about new road rules which were introduced to reduce distracted driving.</p>	
Provide ongoing funds for road safety treatments to address priority locations, where the greatest road safety risks are identified	<p>The Local Area Traffic Management program continues to develop and deliver traffic calming improvements on a prioritised basis.</p> <p>Council obtained approximately \$1m for three Blackspot projects for the 2022-23 program to address safety issues based on historical crashes.</p> <p>Outcomes for applications submitted for 2023-24 Blackspot projects are still to be determined.</p> <p>Council is also awaiting more information regarding Road Safety Victoria's IP43 program. Expressions of interest have been submitted to be part of the first funding round and to be a member of the reference group for the Safer Local Road and Street Program which will provide \$2m of funding for road safety improvements.</p>	

 Complete
  Externally Impacted
  Delayed






4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Strategic Objective 4: A green city committed to a sustainable future

Action	Annual Comment	Status
Commence implementation of the Electric Vehicle Transition Plan	The implementation of the EV transition plan is underway with EVs being considered where business needs allow. Multiple chargers have been installed in anticipation of the influx of EVs and electrical plant.	
Work with partners and key stakeholders to support increased community awareness of climate change risks and their ability to respond	<p>Sustainability officers continue to work with key partners such as schools, Enliven, Jesuit Social Services, Wellsprings for Women, Friends of Refugees, and Neighbourhood Houses to improve the community's awareness and ability to respond to climate change risks.</p> <p>Highlights this year included:</p> <ul style="list-style-type: none"> - the 2022 Little Day Out event where Council gave away approximately 300 children's books focusing on preparing for days of extreme heat and heat waves - delivery of a Disability Inclusive Emergency Planning workshop - the 2023 Sustainability Festival during which attendees received advice on how to access energy savings and rebates, availability of solar grants for homes and business, growing food from home, free seedlings for planting in their gardens and resources in multiple languages on a variety of climate and sustainability topics. 	
Deliver the Sustainability Festival	<p>The 2023 Sustainability Festival was completed on 26 February and was a great success. More than 3,000 people attended with 55 per cent of survey respondents from Greater Dandenong, meaning a significant impact on our local community. More than 600 free seedlings were given away by the Parks and Horticulture teams. 79 people received consultations regarding grants or rebates for solar for their home or business, and 241 people participated in a community consultation voting 'game' informing development of our Community Climate Change Engagement and Mobilisation Plan (CEMP). The feedback from both visitors and stallholders was very positive.</p>	
Implement the Climate Emergency Strategy, Sustainability Strategy and climate emergency declaration	Implementation of the Climate Emergency Strategy, Climate Emergency Declaration and Sustainability Strategy continues. Key activities this year included the Climate Changes forum, 2023 Sustainability Festival, completion of the Gas Transition Feasibility Report, participation in the 2022 Children's Forum, and completion of the Sustainability Strategy 5 Year Refresh.	





 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Implement the Sustainable Buildings Policy for new buildings	Implementation of the Sustainable Buildings Policy continues, with major work this year including feedback on the environmentally sustainable design (ESD) measures of the Dandenong Weilbeing Centre during the detailed design and tendering phases, as well as receipt of the official Green Star 6 Star plaque for the Springvale Community Hub, demonstrating Council's commitment to achieving excellence in the sustainable design of its buildings.	
Develop a Local Law Tree Protection Policy	This policy is complete and is due for endorsement at the 10 July 2023 Council meeting.	
Implement year one of the Biodiversity Action Plan	Adopted by Council in April, work has begun to deliver ongoing and immediate actions such as developing an internal biodiversity working group, onsite educational works signs, bushland management and revegetation projects. Other actions in the strategy are short (6-18 months) and medium term (18months - 3 years) which will be delivered over the following years. A second iteration of Growing Nature Together will be developed in 2025 in line with its parent strategy Greater Dandenong's Sustainability Strategy 2016 -2030.	
Update Council's Local Law to include tree protection	The Tree Protection Local Law report is scheduled for the 10 July Council meeting. A full review of Local Law No2 will begin in July 2023.	
Advocate to the Environment Protection Agency to undertake regular air and water quality assessments to protect the health of our community	This item has been completed and will now be replaced by ongoing work associated with the establishment of a task force to investigate air and water quality within the Keysborough and Dandenong South areas. This task force was in response to Notice of Motion 6 from an April 2021 Council meeting. Scientific data will begin to be gathered by the EPA within the first quarter of 2023-24 which will assist in establishing the next steps of the task force.	



Complete Externally Impacted Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Audit the industrial and commercial areas with a focus on hazardous materials and waste storage identification and elimination	Council has inspected/reinspected several hundred sites throughout the year and continues to strengthen relationships with State Government Agencies, primarily the EPA, working together to protect the community of hazardous industrial uses. Talks have been held with the EPA in relation to the scope of EPA involvement in air quality especially around the Keysborough precinct. Regular meetings are now held with the new EPA Regional Manager to update our knowledge. EPA has advised of the deployment of new air monitoring vehicles in problem areas and data will be provided to Council to assist with knowledge and investigations of odour emitting sites. Waste storage facilities continue to be audited identifying non compliant operators ensuring they are brought back into compliance with permit or license conditions.	
Complete the Open Space Contributions Plan Planning Scheme Amendment	The Open Space Contributions Plan Planning Scheme Amendment was gazetted into the Planning Scheme on 24 March 2023. This is now an active consideration for all relevant planning applications.	
Continue development and implementation of improvements to open space reserves such as Ross Reserve, Frederick Wachtler Reserve, Greaves Reserve and the program of park projects in the adopted budget	95 per cent of open space projects have been delivered in accordance with the design intent meeting community expectation. The new and improved assets are now available for the community to use and enjoy increasing the range of recreational opportunities available to residents throughout the municipality.	
Implement year five of the Greening Our City: Urban Tree Strategy 2018-28	The completion of year five of the Greening Our City: Urban Tree Strategy 2018-28 marks the halfway point for the action plan's term. Overall core activities such as; tree planting programs, cyclic pruning, reactive tree management and compliance with regulations/legislation are on track and progressing well. Significant work was completed in the first two years of the action plan to deliver many earlier actions which are now embedded into everyday tree management practices. Many of the year five actions, and upcoming year 6-10 actions, are reliant on up to date technology, accurate data and systems able to quantify, report and strategise the works management and asset managements records on hand which Council is still working towards delivering.	



 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Implement the Open Space Strategy, Urban Forest Strategy, Green Wedge Management Plan, and Neighbourhood Activity Centre Strategy	<p>Key highlights include:</p> <p>Open Space Strategy:</p> <ul style="list-style-type: none"> - Planning for implementation of the 10 Year Tree Planting plan. - Concept plans completed partially implemented for Kenneth Street Reserve, and Parkland Court Reserve. <p>Urban Forest Strategy</p> <ul style="list-style-type: none"> - Urban Forest Group meetings conducted - Five schools/kindergartens participated in the adopt a park program - Grant funding for Herbert street upgrade was delivered - Tree planting and protection guidelines for developers was developed and implemented. <p>Green Wedge Management Plan</p> <ul style="list-style-type: none"> - Annual newsletters distributed with future newsletters available electronically. - Ongoing involvement in the Living Links group, \$220,000 of grant funding (OCOC via Living Links) for revegetation projects to enhance biodiversity along Dandenong Creek Corridor to be delivered in 2023-24 - National Tree day events were held in July 2022 at Tatterson Park and Tirhatuan Reserve. <p>Neighbourhood Activity Centre Strategy</p> <ul style="list-style-type: none"> - The activity centre streetscapes renewal in Ian Street, with detailed design on the Leonard Avenue and Buckley Street Streetscape projects, is underway. 	
In partnership with the Metropolitan Waste Resource and Recovery Group participate in the procurement for advanced waste processing services and recycling receival and sort services	<p>MWRRG has now become Recycling Victoria. The SEMAWP procurement process is still on going and a tenderer will not be selected until December 2023. Council is still part of SEMAWP however is currently in tier two. Council can still commit to being a tier one participant at a later date whilst the process is ongoing.</p>	


Complete Externally Impacted Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Develop and deliver an annual waste education program inclusive of litter prevention	<p>The waste education program, inclusive of litter prevention, has been completed and key highlights include:</p> <ul style="list-style-type: none"> - Completion of the Follow Your Waste Tours video which be formally launched next year. - A total of 83 Early Learning Centre and Primary School programs were conducted reaching 1,788 children and students. - Two Re-Use and Recycle Drop Off Days attracted over 1,597 vehicles, with a resource recovery rate of over 64 per cent. - Two HomeCycle events were held with 2,293 bins collected with more than 28,900 kilograms of material recovered. - The Detox Your Home event had the highest recorded number of registrations - 400. - The Waste services team supported the Sustainability Festival engaging with over 250 attendees. - Clean Up Australia Day had 14 Community and Business groups collect 130 bags of waste weighing over 800 kilograms. 	
Work with key partners to increase awareness of climate change impacts on our community's more vulnerable groups and possible ways to mitigate these impacts	<p>Council continues to liaise with enliven (now EACH) and other community agencies in increasing communities' awareness of climate change and mitigation strategies to increase resilience. The outcomes of the Municipal Health and Wellbeing Scan research project, undertaken with Jesuit Social Services and Mornington Peninsula Shire Council, was presented at a Department of Health Forum and featured in the Climate Change and Public Health newsletter for Local Government.</p> <p>As part of Council's Climate Change Community Engagement and Mobilisation Plan consultation, a survey enquiring what community support is needed from Council to respond to climate change was promoted at Greater Dandenong's Refugee Week event. The importance of increasing awareness of climate change in our community was presented to the Multicultural and People Seeking Asylum Advisory Committee and further consultation will occur with the committee on the draft Mobilisation Plan.</p>	

 Complete
  Externally Impacted
  Delayed




4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Work with key partners to provide older residents with information on the impacts of climate change and possible ways to mitigate these impacts	Community Care has now embedded into service planning and provision how Council can work at the local level to better mitigate the impacts of climate change on the most vulnerable members of the community. Work in partnership with Council's Emergency management and Sustainability staff continued on the Climate Change and Community Engagement and Mobilisation Plan, the Minderoo Community Climate Resilience Project and the Disability Inclusive Emergency Planning Community Workshop.	

Complete Externally Impacted Delayed





4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Strategic Objective 5: A city that supports entrepreneurship, quality education and employment outcomes

Action	Annual Comment	Status
Advocate for the establishment of a Revitalising Central Dandenong Taskforce/Board with representation from Government, agencies and other influential stakeholders, to identify, support, and deliver targeted renewal initiatives for improved economic and social outcomes	Discussions have been held with Government representatives on the findings of the Central Dandenong Investment Attraction report and further advocacy arrangements are being prepared. The "Brand Dandenong" project was selected from the action plan to utilise the \$40,000 investment remaining for implementation. This has been matched by Council in the 2023-24 budget that was adopted on 26 June. This project will be undertaken in the new financial year.	
Facilitate Playgroup Training Vocational Pathways for local community members	32 community playgroup facilitators attended the Playgroup Facilitator Training and 17 facilitators received a certificate of training. A further three facilitators have gained employment as a paid playgroup facilitator - some were planning to study further to gain a Certificate III in Childcare paid traineeship. The rest of the facilitators were involved in local community playgroups as volunteer playgroup facilitators.	
Through a collaborative co-design process, deliver an action plan to guide the next phase of the Community Revitalisation project and Strengthen Pathways to Economic Participation (SPEP)	GameChange is community-led, through the five Priority Action Groups (PAGS), Jobseeker Reference Group (JRG) and GameChange Leadership Table (GLT). Through this structure, communication loops have been strengthened between jobseekers, PAGS and community, issues have been researched and discussed in regular PAG meetings and bi-annual forums, with various potential solutions created and trialled through PAG project funding. Jobs have been found for many of the jobseekers participating in the program and there is evidence of local support services communicating more regularly amongst themselves, indicating both jobseekers and the support services are moving towards a better, more sustainable system. Under the Governance of the Taskforce, the GC Backbone team continues to provide much of the support for all PAGs, program activities and research. A target for the next year is to facilitate deeper communication between all GC groups and stakeholders, aiming to crystallise a plan that will transition away from reliance on the Backbone team and towards a more sustainable, community-led system.	





 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Through the "Ignite Program" support local entrepreneurs who have recently started their business or are looking to get a business idea off the ground	<p>The Ignite program concluded in September 2022 and supported 15 new entrepreneurs in their journey to start a business. A review of the program was commenced in early 2023 with feedback sought from past participants, mentors and workshop facilitators. Research was undertaken to understand the other business support programs available and was included as part of the review to understand the gaps and requirements for new entrepreneurs. The new program will launch in August 2023 with a shorter and sharper four-week program aimed at providing people with essential information when starting up a business.</p> <p>Whilst the review was being undertaken, small businesses and entrepreneurs have continued to be supported with receiving information about free government funded training opportunities to encourage continued development and business growth.</p> <p>In collaboration with local providers, Transcend and the Australian Tax Office, Council continued to provide free training opportunities. These initiatives have provided valuable resources, knowledge, and skills to the business and startup community.</p>	
Deliver key events that showcase women in business including International Women's Day	An International Women's Day Event was held in March at The Drum Theatre. Fewer Showcasing events have been held primarily due to resource challenges; however, the quality of what has been delivered has been strong and considerable work has been undertaken to reposition both the key activities and the Women in Business network.	
Facilitate the SEBN Women in Business network	The past year has been a challenge post-COVID-19, priorities have changed and how people engage has changed. SEBN has been able to adapt and create an environment for the Women in Business network to come together and explore 'new horizons' in what they want. This group continues to focus on supporting each other and using the talent and expertise that lies within.	
Review the Family Day Care Business and Marketing Plans to maintain market share and community expectation	The Family Day Care business and marketing plans are now complete.	




 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Facilitate and deliver the fundraising event "Take a Swing for Charity" Golf Day with industry partners	This year's CGD-Industry Take a Swing for Charity golf day was held once again at Victoria Golf Club with more than 100 participants. Just over \$52,000 was raised for This is IT Schools (TIIS) - equalising education by repurposing laptops. This amount will enable TIIS to purchase between 150 and 200 repurposed laptops for local secondary students. This is one of the largest amounts in the 14 year history of the event which has raised more than \$650,000 and contributed significant benefits to the local community through a diverse range of recipient charities. Work has already begun for the 15th Anniversary Celebration to be held in February 2024.	
In partnership with SELLEN, host the annual key education-industry event, "Lunch with the Winners"	This year's Lunch with the Winners was again delivered with SELLEN and was the first 'face-face' event in nearly three years. It was a highly successful and well attended event which featured the journeys of local young employees as well as a presentation from the CEO of The Creature Technology Company showcasing the arts and theatre sector and the breadth and depth of jobs and skills required including manufacturing and construction.	
Support and facilitate the "This is IT Schools" program in collaboration with SELLEN and industry partners	SEBN has continued to support TIIS throughout the year, attending meetings and supporting their strategic intent and is delighted that the CGD-Industry golf day funds raised will enable 150-200 repurposed laptops to be donated to local secondary students. The demand continues to increase and TIIS is focussed on promoting this need to larger corporates as well as local business and local government - some of whom have been able to donate end-of-lease laptops. The TIIS quest is to 'equalise education for all' and has donated 426 laptops over the past financial year to local students.	
Support the Market Street Child Care Centre with a sustainable business model to expand market share and community expectation	Market Street are providing quality, competitive childcare and kindergarten to the community. Occupancy for kindergarten in at 103 per cent and childcare is at 45 per cent. A forensic analysis brief has been sent to providers to assess the sustainability of the service post the grant period.	





Complete Externally Impacted Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Deliver a range of networks, common interest groups and targeted activities that have relevance and impact for local manufacturers	The past 12 months has been extremely challenging for business with shortages in staff and raw materials, together with myriad supply chain issues and their focus has been on ensuring production commitments are met. All these issues have been addressed over the year and having the opportunity to once again meet face-to-face to discuss these and support each other has been paramount. The topics addressed have ranged from using technologies (including AI) for process improvement to leadership, safety and premium management and understanding and developing your people. Keeping abreast of 'what lies ahead' as well as covering the spectrum of management, people, shop floor improvements, sustainability, leadership and global influences, is essential to maintaining relevance. This year has also included a workshop series, several site visits and events.	
Develop activities and events that offer exposure to local and international opportunities and new thinking on global issues and trends	The key focus of SEBN activities the past year has primarily focused on the domestic market and the challenges it has - and will continue to have - on business and its growth and development. The annual Economic Update with the NAB was delivered which incorporates the global environment and a delegation from the Netherlands was hosted which showcased global 'best practice' in sustainability and the global economy. SEBN has also engaged with companies, universities, government and others to understand and keep abreast of global issues and best practice on a diverse range of topics from sustainability to skills.	
Deliver leadership and skill development programs for young people	Youth and Family Services facilitated a range of programs to build young people's leadership capacity and enhance community participation and made 1,283 contacts: <ul style="list-style-type: none"> - Holiday Activities Committee, supporting young people to plan and deliver the holiday program. - Young Leaders program - Noble Park Youth Committee - Youth Soccer Committee - FReeza Events Committee 	





 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Maintain support, collaboration and board participation of South East Melbourne Manufacturers Alliance (SEMMA)	SEMMA has experienced considerable change over the past year and recently appointed a new CEO. One of the highlights of the year was the delivery of their government funded Welding Course, delivered in conjunction with Chisholm TAFE. This has been a solid advocacy piece for SEMMA and talks continue in an endeavour to get this and other courses relevant to manufacturing embedded in standard training options. It is also exploring new ways to expand its membership base. The SEMMA Annual General Meeting is scheduled for August 2023.	
Promote and share successes and best practice, and deliver key events to the manufacturing sector, including the Christmas Industry Breakfast	Many companies and good practice have been showcased across a range of topics from recruitment to flexible workplace models and GameChange. Events across the year have included a Mock Court, Economic Update with the NAB, SEBN Christmas Industry Breakfast, Great Safety Debate and Lunch with the Winners which promotes manufacturing and associated industries.	
Deliver welcoming library services and increase engagement opportunities to enhance learning, reading and literacy, digital and technology skills at all life stages	Library services ran more than 1,600 programs, with 24,554 attendees. The variety of sessions are either run as stand alone, in partnership, or part of themed events all aimed at increasing engagement opportunities to enhance learning, reading and literacy, digital and technology skills at all life stages.	
Drive the ongoing implementation of the Local Economic and Employment Development Strategy	EDU continues to work with the principles of the LEED strategy and has continued its focus on education and training this year. EDU has formed partnerships with Business Victoria, Melbourne Innovation Centre, ATO, Chisholm TAFE and the libraries to further deliver workshops and programs. Businesses have been supported through the Business Permit Support Service and EDU has partnered with providers of the Self Employment program to assist those looking to start a business. During the year, EDU has also supported the Game Change program facilitated by SEBN and promoted the Work Local Jobs Portal to support pathways into employment.	




 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Manage and chair the Greater Dandenong Regional Employment Taskforce and associated projects	During the past year, the role of the Greater Dandenong Regional Taskforce has primarily focused on adopting a stronger and more expansive role of the CR #2 'GameChange' funded project as it has transitioned from project-based work to the new phase of 'Community Led' change in the employment landscape. The Taskforce agreed to incorporate the 'GameChange Leadership Table' as part of its remit, whilst continuing to be an independent and collaborative body seeking to improve employment opportunities for all. Governance of GameChange has increased over the past few months with the change in focus of the State Government and the winding up of the program within the Department. CGD has however received a contract to deliver the project over the next two years until June 2025.	
Support initiatives which provide opportunities for young people to gain skills and experience that enhance their employment	Young people were supported through volunteering. The FReeZA Youth Committee supported young people to plan and support the deliver of community events including the Noble Park Community Fun Day and the Street Style Soccer Tournament in partnership with Melbourne City Football Club. A total of 4,324 contacts were made throughout the year.	
Support local creative industry development and showcase local arts, creativity and innovation	<p>Highlights include:</p> <ul style="list-style-type: none"> - Development of a professional development program for local arts practitioners - Employment of 250+ creative practitioners - \$3,750 worth of artwork sales from the 9 by 5 exhibition - Supporting local artists to sell their works through two Our Beat Maker's Markets and artist participation in Our Beat programs - Supporting local artists to apply for council funding through information sessions, resulting in a substantial increase in arts grants applications. 	
Through library services facilitate and champion activities and partnerships that support the community to participate in work, entrepreneurship, education, training, social and civic life	<p>Highlights include:</p> <ul style="list-style-type: none"> - The Libraries and Jobs Victoria partnership saw 1,401 community members receive literacy help to assist with employment seeking. - Partnerships with council departments, external organisations and government have contributed to the community having access to programs and services that would not otherwise be delivered. 	

Complete Externally Impacted Delayed







4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Facilitate and promote the ASPIRE platform and engage business through SEBN networks and other sustainability activities	There has been considerable focus on Lean principles which supports waste reduction however Council is working with the ASPIRE organisation to ensure the platform continues to strengthen the mindset and collaboration to accelerate circularity. Council has also worked closely with Monash University on their Circular Economy programs and hosted the delegation from the Netherlands which provided 'best practice' learnings for the ASPIRE platform.	
Strengthen capability and increase awareness of new technologies and opportunities around waste, energy and the circular economy	Sustainable practices incorporating the Circular Economy, resources and waste continue to be a challenge for many businesses in the community. Council has worked with and supported Monash University in their CE endeavours and hosted a Waste to Resource delegation from the Netherlands which showcased a diverse range of technologies and opportunities for local business to take advantage of in their progress towards the CE. A series of workshops has also been held focussing on Lean principles which are the fundamentals of reducing waste. A new framework of activities towards sustainability is being developed for 2024.	
Support local business efforts to respond to their climate change risks by informing them of relevant State and Federal Government policies and programs	Council has continued to support businesses via sharing information on sustainability initiatives, programs and grants to assist businesses. Initiatives such as the Single Use Plastic Ban, Solar programs and the Aspire platform have been promoted through EDU's database and other Council channels.	

Complete Externally Impacted Delayed







4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Strategic Objective 6: A Council that demonstrates leadership and a commitment to investing in the community

Action	Annual Comment	Status
Continue to work with agencies on COVID-19 response and recovery efforts	As well as responding to COVID-19 case numbers, Council has supported many community members by providing material aid and support to people isolating at home.	
Develop an investment attraction program to encourage investment within the Dandenong, Springvale and Noble Park activity centres	The Innovation Investment Attraction report (Dandenong) by NAVIRE was completed. The priority action being to develop an investment attraction program around a Brand Development Marketing Plan and promotion to enhance perceptions of Greater Dandenong. A consultant brief to develop a brand for Greater Dandenong Investment Attraction is being prepared and will go out for submissions in Q1 2023-24. An Economic Dashboard has been developed to allow internal and external audiences, such as our community, investors, and developers, the ability to quickly access information regarding how the City of Greater Dandenong economy is performing.	
Complete key capital works across the city	The delivery of Council's capital works program is progressing with over 85 per cent of projects in the final stages of construction or completed.	
Review and update the Asset Management Strategy for Council	The Asset Management Policy is ready to present to the Executive Team and the NAMAF Assessment is complete. The Asset Management Strategy is in draft with further work to progress in 2023-24.	
Seek State Government funding to assist with educating businesses and community groups on COVIDSafe practices	This program was completed on 30 June 2022.	
Upon successful receipt of funding, implement a program to provide COVIDSafe education across all businesses within Greater Dandenong	This program was completed on 30 June 2022.	





 Complete
 Externally Impacted
 Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Complete a Workforce Management Plan and other workforce requirements under the Local Government Act 2020	The Workforce Management Plan was completed by 31 December 2021 in line with the requirements of the <i>Local Government Act 2020</i> and has been communicated to all staff.	
Develop and implement an innovation program for Council	Work continues on three innovation working groups: recruitment, internal cross-Directorate communication and decision making. A workshop is being held in July to further progress this work among the leadership group.	
Enhance Council's efforts to achieve a united corporate culture responding to the climate emergency through a continuous improvement program that aims to increase awareness of responsibility for impacts and risks	Filming and editing of the Climate Change Staff Induction Module has now been completed. Implementation will occur in the 2023-24 financial year.	
Coordinate and conduct four Municipal Emergency Management Planning Committee (MEMPC) meetings with key stakeholders and agencies	MEMPC meetings have occurred every quarter and sub committees for municipal fire protection, flood and storm mitigation and risk and Intelligence sharing working groups have been facilitated.	
Implement, monitor and review progress on mitigation strategies to risks identified via the Community Emergency Risk Assessment (CERA) - Heat/Health, Floods and Storms, and Pandemic	The Municipal Emergency Management Plan (MEMP) is due to be updated by May 2024 and work has commenced to review the existing plan. The CERA process is due to be completed in August 2023 and an Extreme Heat Health exercise is due to be held on 19 September 2023.	
Comply with the auditing and reporting requirements of the Gender Equality Act 2020 including the implementation of the Gender Equality Action Plan	The People Matters survey was undertaken in June 2023 and Council is awaiting the results. Council is also preparing for the next Gender Equity Audit which will identify where Council has made progress and where to focus efforts. A new anonymous reporting tool is currently being configured for implementation in August 2023. This will provide staff who may be reticent about making a report the confidence to do so.	




 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Continue to embed consideration of climate change into Council's policies and decision making processes	Council officers continue to provide feedback and support within the framework of the Council Plan to embed consideration of the climate emergency in all decision-making processes. Key activities this year included review of climate change consideration in the Long Term Financial Strategy, completion of the filming of climate change induction training to be rolled out to all staff in the 2023-24 financial year, completion of the Sustainability Strategy 5 year refresh and input into climate change within the Council Plan and Service Planning framework.	
Develop an organisation-wide Conflict of Interest framework and policy	Capacity and resource challenges have delayed this work but it is a key priority of the Governance unit.	
Update the Legislative Compliance program across the organisation	This work is heavily impacted by capacity and resource challenges. Significant work is still required to bring the reporting system in line with the <i>Local Government Act 2020</i> .	
Develop and deliver a communications program to enhance the digital literacy of staff, the community and stakeholders	This year has seen an increase in the delivery of digital literacy support for Council staff through working groups and help/tech sessions. A consultation was undertaken to make improvements to the staff intranet 'The Source' and some amendments have been made following staff suggestions. Various campaigns to encourage community members to report issues, pay pet registrations and receive Council information online have been undertaken, aimed at increasing the number of residents who do business with us digitally. These campaigns have been rolled out via flyers and articles in newsletters, on social media, digital screens and the website. The Better Approvals/Business Permit Support Service project was launched to ensure easy access to information for local business operators.	






 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Strengthen Council's digital governance through a continuous improvement program to ensure digital solutions meet the business needs of Council	<ul style="list-style-type: none"> The Customer Portal is ready to Go Live with residents being notified in the next Rates notice in August. RapidAP has been implemented to assist the Finance team to streamline Accounts Payable in their ability to process invoices requiring less manual intervention when processing invoices. BPoint is currently being implemented to replace SecurePay as Council's payment gateway. This will allow for more integrations with existing systems including allowing Customer Service to process transactions without the need for an Eftpos terminal. BPoint implementation will also bring costs savings to Council in reducing the per transaction costs. Oracle CRM replacement is progressing along however it has had further delays due to data migration issues with the implementation partner. Target Go Live is now September to ensure suitable time for testing and training. A total of 90 new online forms have been built this year. There as been an increase in form requests in the last 12 months for bigger processes instead of simple submit and complete forms. 	
Increase awareness of, availability and capability around modern and smart technologies	The parking sensor installation in Springvale activity centre is complete adding a further 557 sensors to the 1,117 already installed within the Dandenong activity centre in previous years. This will now allow officers to prepare for future stages which will include utilising this data to provide real-time information to motorists regarding parking availability, subject to available funding in subsequent financial years.	
Implement a people-centred approach to how safety is managed across the organisation	A number of projects and programs aimed at injury prevention and enhanced health and wellbeing are progressing well. Employee participation and feedback is very positive.	


 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Increase Council's awareness and understanding of a changing climate's impacts on its assets and operations and, continue to integrate recognition of climate change into financial and budget processes	Key work in this space this year includes embedding climate change into the Long Term Financial Strategy and Annual Budget, as well as work to incorporate climate impacts on assets into Council's existing asset management platform. Additional work in this space is expected to occur in 2023-24.	
Review Council's Long Term Financial Plan	A ten year Long Term Financial Plan (LTFP 2022-31), prepared in accordance with the <i>Local Government Act 2020</i> , was adopted by Council on 25 October 2021. The annual review and update of the LTFP was undertaken following the 2023-24 Budget process and the LTFP 2023-32 (annual update) was adopted by Council on 26 June 2023.	
Strengthen governance capacity of Council grant and funding partners	A Good Governance pilot project has been underway with support provided to the pilot project participants and an annual good governance workshop conducted. Liaison across different Council departments has been established to foster collaboration and to optimise resource utilisation.	
Develop and document the organisational Customer Service Experience (CSX) Strategy to optimise customer's interactions with Council	Stage one of the CX Strategy development has been completed with a comprehensive desktop review of strategies from other Councils and similar organisations. A project plan has also been prepared. Community and staff consultation will now commence next quarter in order to form the basis of the strategy document.	
Encourage the voice of children through the facilitation of the Children's Advisory Group in planning and policy development	The Children's Advisory Group provided an opportunity for 100 students to share their ideas and feedback to teams across Council to help inform their work - providing consultation to better understand issues that are important to children and to hear it from their perspective and in their language, demonstrating Council's commitment to being a Child Friendly City.	

 Complete
  Externally Impacted
  Delayed

4.3.1 Council Plan End of Year Performance Report 2022-23 (Cont.)

Action	Annual Comment	Status
Implement the updated Community Engagement Framework	The Community Engagement Framework was reviewed by Council and went out for public consultation in May 2022. Council officially endorsed the updated Framework at the 27 June 2022 Council meeting. The Community Engagement Framework is available on Council's website for the community to view, and complements Council's Community Engagement Policy and Toolkit, all of which will be reviewed regularly. A new Community Engagement position has been funded to officially establish a community engagement function for the first time at Council. This position will lead and advise on the best external strategies to successfully connect and empower our culturally diverse community and work internally to educate and upskill staff to deliver effective community engagement activations.	

Complete Externally Impacted Delayed

4.4 OTHER

4.4.1 Draft Minutes of Cultural Heritage Advisory Committee Meeting – 22 June 2023

File Id:

Responsible Officer:

Director Community Strengthening

Attachments:

Draft Minutes of Cultural Heritage Advisory Committee
Meeting on 22 June 2023

1. Report Summary

At the Council meeting held 23 April 2018, Council resolved in part to *invite Advisory Committees and Reference Groups to submit meeting minutes for Council endorsement*. This resolution also allowed interested Councillors (and those that attend these Committees and Reference Groups) to speak to the meeting about items discussed at these meetings.

2. Recommendation Summary

This report recommends that the draft Minutes of the Cultural Heritage Advisory Committee meeting provided in Attachment 1 be noted by Council.

4.4.1 Draft Minutes of Cultural Heritage Advisory Committee Meeting – 22 June 2023 (Cont.)

3. Background and Proposal

Greater Dandenong Council is represented on a wide range of Committees, Reference Groups and Advisory Groups which frequently reflect the interests of individual Councillors in serving the broader community in their role. A full listing of these appointments is confirmed each November at Council's Annual meeting to elect the Mayor and Deputy Mayor and is available via Council's website.

The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees or Reference Groups to be submitted to Council for information purposes and for noting. To ensure they are provided to Council in a timely manner, Minutes of these Advisory Committees or Reference Groups are submitted to Council typically in a draft form (in that they have not yet been adopted by the relevant Committee). If significant material changes occur when they are adopted by the Advisory Committee or Reference Group, then those particular Minutes would then be resubmitted to Council for noting.

As such, the draft Minutes are provided as Attachment 1 to this report.

There are no financial implications associated with the development and submission of this report.

4. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

4.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Education, training, entrepreneurship and employment opportunities
- Sustainable environment
- Embrace diversity and multiculturalism
- Art and Culture

4.4.1 Draft Minutes of Cultural Heritage Advisory Committee Meeting – 22 June 2023 (Cont.)

4.2 Council Plan 2021-25

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four (4) years. This report is consistent with the following strategic objectives:

- A socially connected, safe and healthy city
- A city that respects and celebrates diversity, our history and the arts
- A city that supports entrepreneurship, quality education and employment outcomes
- A Council that demonstrates leadership and a commitment to investing in the community.

5. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* (LGA2020) states that a Council must in the performance of its role give effect to the overarching governance principles.

The establishment of the Cultural Heritage Advisory Committee and the work that it undertakes gives particular consideration to the following overarching governance principles:

- priority is given to achieving the best outcomes for the municipal community, including future generations (section 9(b) of the LGA2020);
- the municipal community is engaged in strategic planning and strategic decision making – many advisory committees and reference groups have community members as participants (section 9(d) of the LGA2020);
- innovation and continuous improvement is pursued (section 9(e) of the LGA2020);
- collaboration with other councils, governments and statutory bodies is sought – many advisory committees and reference groups have representatives attending from these organisations (section 9(f) of the LGA2020);
- the ongoing financial viability of Council is ensured (section 9(g) of the LGA2020);
- regional, state and national plans and policies are taken into account in strategic planning and decision making – diverse representation within these groups ensures this occurs (section 9(h) of the LGA2020); and
- the transparency of Council decisions, actions and information is ensured by this regular reporting mechanism (section 9(i) of the LGA2020).

6. Victorian Charter of Human Rights and Responsibilities

All matters relevant to the Victorian Charter of Human Rights and Responsibilities have been considered in the preparation and are consistent with the standards set by the Charter.

4.4.1 Draft Minutes of Cultural Heritage Advisory Committee Meeting – 22 June 2023 (Cont.)

7. The Gender Equality Act 2020

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services.

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this report but are not relevant to its contents because it is a reporting mechanism only.

The report does not have the potential to influence broader social norms and gender roles nor does it benefit any one gender group over any other.

8. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a "Climate and Ecological Emergency" and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

This report has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability because it is purely administrative in nature and is a reporting mechanism only.

9. Recommendation

That Council notes the draft Minutes of meeting for the Cultural Heritage Advisory Committee as provided in Attachment 1 to this report.

4.4.1 Draft Minutes of Cultural Heritage Advisory Committee Meeting – 22 June 2023 (Cont.)

OTHER

**DRAFT MINUTES OF CULTURAL HERITAGE ADVISORY
COMMITTEE MEETING**

ATTACHMENT 1

**CULTURAL HERITAGE ADVISORY
COMMITTEE MEETING ON 22 JUNE
2023**

PAGES 4 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

4.4.1 Draft Minutes of Cultural Heritage Advisory Committee Meeting – 22 June 2023 (Cont.)

Advisory Committee or Reference Group Name: Cultural Heritage Advisory Committee

Date of Meeting: 22 June 2023

Time of Meeting: 5pm – 6.30pm

Meeting Location: Springvale Community Hub, Microsoft TEAMS

Attendees: Chris Keys, Gaye Guest (GG), Hesara Weliwitiya (HW), Robyn Robie (RR), Samuel Sofus (SS), Cr Angela Long (CGD), Acting Manager Community Arts, Culture and Library Services (City of Greater Dandenong [CGD]), Library Services Senior Coordinator (CGD), Library Technology and Heritage Coordinator (CGD) (Chair), Cultural Heritage Program Lead (CGD)

Apologies: Maryanne McCubbin (MM)

Minutes: Cultural Heritage Team (CGD)

Item No.	Item	Action	Action By
1	<p>Acknowledgement of country <i>"We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i></p> <p><i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey."</i></p>		
2	<p>Conflicts of Interest There were no conflicts of interest raised.</p>		
3	<p>Endorsement of Previous Minutes Committee did not endorse the previous meeting minutes.</p>	Committee to review 23 February 2023 Minutes/Actions at next meeting.	Council Officers
4	<p>Welcome and Introductions MM was advised as an apology for the meeting.</p> <p>Participants of the meeting provided introductions via the following questions:</p> <ul style="list-style-type: none"> What is your name and why you joined and or continued on the Cultural Heritage Advisory Committee? What would you like to achieve as a committee by the end of your term? 		
5	<p>Cultural Heritage Advisory Committee New Term Objectives (Terms of Reference) The objectives of the advisory committee meeting as per the Terms of Reference were read out and opportunities to clarify were offered.</p> <p>Strategic vs Operational As part of the objectives for the Committee, we are aiming to provide high level advice from a strategic point of view. Strategic relating to the identification of</p>		

If the details of the attachment are unclear please contact Governance on 8571 5235.

4.4.1 Draft Minutes of Cultural Heritage Advisory Committee Meeting – 22 June 2023 (Cont.)

<p>long term or overall aims and having means of achieving them rather than operational aims which are a day-to-day focus for service delivery.</p> <p>Cultural Heritage Team Scope An overview was provided of where the Cultural Heritage team sit within the overall Council structure and with the Community Strengthening Directorate and Community Arts, Culture and Libraries department.</p> <p>The team primarily oversees areas such as:</p> <ul style="list-style-type: none"> • Civic and Cultural Heritage Collection (both in a physical and digital sense) • The development of: <ul style="list-style-type: none"> ◦ Exhibitions ◦ Public programs • We engage quite closely with: <ul style="list-style-type: none"> ◦ our Historical Societies ◦ key groups, individuals and members of the public • Oversee other related key projects and provide best practice advice. <p>There is some distinction in our areas of responsibility compared to Council's City Planning, Design and Amenity directorate where planning related matters are primarily overseen by the planning team.</p> <p>Further group discussion on the role of the committee on areas such as the Heritage Study and Keysborough Uniting Church. Acknowledgement of finding the appropriate balance between heritage overlays, buildings and structures which sit outside this team's responsibility versus the items which do sit within our team's scope which CGD would value the Committees advice on.</p> <p>Accessioning and Deaccessioning In future meetings items which are brought up for Accessioning and Deaccessioning considerations as per our Civic and Cultural Heritage Collection policy will be included. This information will be sent in advance to our Cultural Heritage Advisory Committee meetings.</p> <p>GG – Clarified that the rescheduled heritage event. Our Community Objects at Heritage Hill has been rescheduled.</p> <p>CK – Discussion of the closure of Heritage Hill site when the public tried to visit during the advertised hours.</p> <p>CGD advised that the site is currently overseen by Councils Civic Facilities team and who are currently short staffed. During any Heritage exhibitions the Heritage team will be onsite to ensure the site is open. Discussion regarding budget and staffing and how can Council contribute more to certain areas. Cr Long advised CGD Covid recovery expenditure and clarified the pressure on the Councils budget as well</p>	<p>Invite Council's Planning Team to attend a future meeting.</p> <p>Circulate rescheduled heritage event information.</p>	<p>Council officers</p> <p>Council officers</p>
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If the details of the attachment are unclear please contact Governance on 8571 5235.

4.4.1 Draft Minutes of Cultural Heritage Advisory Committee Meeting – 22 June 2023 (Cont.)

	<p>as timing for masterplans.</p> <p>Further discussion ensued with new members in the regards to the Heritage Shared Archive.</p> <p>Administration and House keeping Meetings will be quarterly and rotate between Dandenong Civic Centre and Springvale Community Hub.</p> <p>Online induction An online page was sent through to the Committee to help provide an overview of key Cultural Heritage information, links to current policies and our related plans and strategies.</p> <p>CK – queried when the Civic and Cultural Heritage Policy was endorsed. CGD – advised that it was endorsed in 2019 with a review due in 2023.</p> <p>Code of Conduct Signature Signed copies of terms and conditions as per the Cultural Heritage Advisory Committee terms of reference are required by members.</p>	<p>CGD to organise a tour of the archive and historical societies for interested CHAC members.</p> <p>Current 2019 policy document to be circulated to the Committee.</p> <p>Members to return signed Code of Conduct.</p>	<p>Council officers</p> <p>Council officers</p> <p>Committee members</p>
6	<p>Committee Chair – Nomination Process Information on the committee Chair and nomination process will be circulated ahead of the next meeting for members who may wish to nominate for the role.</p> <p>Council would also like to thank CK for all of her support as the committee chair for the last term.</p>	<p>Information to be circulated regarding the nomination process.</p>	<p>Council officers</p>
7	<p>Victorian Community History Award Update CGD were advised of the recent decision in the 2023 State Budget not to fund the Public Record Office Victoria (PROV), Local History Grants Program and the Victorian Community History Awards. The program has been very popular for Victorian Councils, Historical Societies and other community groups.</p> <p>It was noted that there is less and less funding opportunities being available for heritage related projects.</p>	<p>Information to be circulated regarding the funding of this program.</p>	<p>Council officers</p>
8	<p>Other Business: Items for the next meeting to include:</p> <ul style="list-style-type: none"> How the Cultural Heritage Advisory Committee can advise on the Arts, Culture and Heritage Strategy and areas of expertise that can be utilised at meetings. Discussion on possible working group – war memorial boards. <p>Next Meeting Scheduled: Thursday 21 September 2023 at the Dandenong Civic Centre.</p>		
Meeting closed at 6:22pm			

If the details of the attachment are unclear please contact Governance on 8571 5235.

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park

File Id:	A9960793
Responsible Officer:	Manager Governance
Attachments:	Locality Plan R3 Road on LP 23922 Beck Court, Noble Park (Road) Easement Plan

1. Report Summary

This report addresses a proposal to discontinue the Road known as Beck Court, Noble Park as shown in Attachment 1 and sell the Road occupying that land to the adjoining property owner (Proposal).

Beck Court, Noble Park only services one (1) adjoining property owner and is therefore considered a private driveway that is surplus to Council's reasonable community requirements at this location. This adjoining property owner, Northwest Healthcare Australian Property Limited, has confirmed its interest in purchasing the Road as shown hatched in Attachment 3 and would be responsible and liable for all the existing road assets located on and within the Road. It would also be required to consolidate the Road land into the adjoining land title. An easement would be created on the Road land to protect the existing sewerage and drainage assets located within the Road land as shown in Attachment 4.

2. Recommendation Summary

This report recommends that Council officers complete the statutory procedures required to discontinue the Road and sell the Road land to the adjoining property owner in accordance with section 206 and Item 3 of Schedule 10 of the *Local Government Act 1989*.

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

3. Background

The Road was set aside as R3 Road on LP 23922 when the land was originally subdivided as shown in Attachment 2 to this report.

The adjoining property owner, Northwest Healthcare Australian Property Limited (Northwest HAPL) applied to Council to purchase the Road as shown hatched in Attachment 3 and incorporate the discontinued Road land into their adjoining title for a proposed development application.

The Road is a constructed road that is now considered surplus to Council's and the community's requirements in this location as it only services the one (1) adjoining property owner. All other past adjoining properties have since been acquired by Northwest HAPL for future development of healthcare services in the area and that company is prepared to purchase the land (if the Road is discontinued) at current market value.

Council completed a referral consultation to all service authorities to determine any assets located in the Road and whether any easements are required to be created over the Road land to protect the assets, should the Road be discontinued.

South East Water Corporation advised that it has a sewerage asset within the Road which will need to be protected by way of a sewerage easement.

Greater Dandenong City Council advised that it has a drainage asset located within the Road which will need to be protected by way of a drainage easement.

A creation of easement plan provided as Attachment 4 to this report, shows the location of the proposed sewerage and drainage easement.

Further, all other relevant Council departments were consulted and offered no objections to the Proposal.

Subsequently, at the Council Meeting of 5 June 2023, Council resolved to give public notice of its intention to discontinue the Road and sell the Road land and commence a public consultation period regarding the Proposal.

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

4. Consultation

A detailed internal referral and external process was undertaken in relation to the Proposal which was detailed in Council's report of 5 June 2023.

A public notice calling for any submissions relating to Council's Proposal, as required under section 114 of the *Local Government Act 2020* and Council's Community Engagement Policy, was placed in the Dandenong Journal and on Council's website on 6 June 2023. The consultation period closed on 6 July 2023 and no submissions were received.

Council should note that legislation affecting Council's power to sell or exchange land came into force on 1 July 2021 under section 114 of the *Local Government Act 2020*. The community consultation process outlined above complies with this legislation and that which is still valid under the *Local Government Act 1989*.

5. Proposal

Given that no submissions were received, and no objection has been raised by referral authorities, this report proposes that Council officers complete the statutory procedures required to discontinue the Road and sell the Road land to the adjoining property owner in accordance with section 206 and Item 3 of Schedule 10 of the *Local Government Act 1989*.

6. Financial Implications

In accordance with Council's Fixed Asset Policy (including Disposal or Sale of Council Assets), a market valuation of the surplus Road land has been assessed at \$900,000.00 plus GST for the estimated land area of 1,158 square metres. This takes into consideration that the Road land would be heavily encumbered by a sewerage and drainage easement as shown in Attachment 4.

The asset sale income would be accounted for within the 2023/24 financial year, however it does not form part of the current budget.

The adjoining property owner has confirmed they are prepared to purchase the Road land if the Road is discontinued. They have also confirmed and understand they are liable to pay all legal, professional and associated transfer costs for the proposed sale.

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

7. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

7.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Sustainable environment

7.2 Council Plan 2021-25

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four (4) years. This report is consistent with the following strategic objectives:

- A socially connected, safe and healthy city
- A city of accessible, vibrant centres and neighbourhoods
- A Council that demonstrates leadership and a commitment to investing in the community.

The proposal is consistent with Council's Community and Council Plan. Council will work to create an attractive city, with quality buildings and spaces and a community that has the services and facilities it needs for now and the future.

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

8. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* states that a Council must in the performance of its role give effect to the overarching governance principles. The following principles are of particular relevance to this report:

- Council decisions are made and actions taken in accordance with the relevant law;
- priority is given to achieving the best outcomes for the municipal community, including future generations;
- the municipal community is engaged in strategic planning and strategic decision making;
- innovation and continuous improvement are pursued;
- collaboration with other Councils and Governments and statutory bodies is sought;
- the ongoing financial viability of the Council is ensured;
- the transparency of Council decisions, actions and information is ensured.

9. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter). All matters relevant to the Victorian Human Rights Charter have been considered in the preparation of this report and are consistent with the standards set by the Charter.

10. The *Gender Equality Act 2020*

The *Gender Equality Act 2020* came into operation on 31 March 2021 and requires councils to take positive action towards achieving workplace gender equality and to promote gender equality in their policies, programs and services. Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this report but are not relevant to its contents. The contents of this report are purely administrative in nature and does not benefit any one gender group over any other.

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

11. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

The Proposal has no impact on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability. This proposal is purely administrative in nature and does not impact upon Council's Climate Change Emergency Strategy.

12. Related Council Policies, Strategies or Frameworks

This report has been prepared in accordance with Council's Fixed Asset Policy (including Disposal or Sale of Council Assets).

13. Conclusion

Council officers have completed the public consultation regarding its intention to discontinue the Road and sell the Road land as required under the *Local Government Act 1989*, section 114 of the *Local Government Act 2020* and Council's Community Engagement Policy. No submissions were received in relation to this proposal. It is recommended that Council now proceeds with the proposal to discontinue the Road and sell the Road land to the adjoining property owner.

14. Recommendation

That Council, being of the opinion that Beck Court, Noble Park is no longer required for Council's reasonable community requirements in this location resolves that:

- 1. a notice be published in the Government Gazette to discontinue the Road known as Beck Court, Noble Park and set aside as R3 Road on LP23922 (as shown in Attachment 2 to this report);**
- 2. the Road land (as shown in Attachment 3 to this report) be sold and transferred to the adjoining property owner, Northwest Healthcare Australian Property Limited;**
- 3. the Chief Executive Officer be authorised to sign all documentation associated with the discontinuance, sale and transfer of the Road Land to the adjoining property owner; and**
- 2. the rights of South East Water Corporation and Greater Dandenong City Council be protected by way of an easement in relation to the sewerage and drainage assets in the Road (as shown in Attachment 4 to this report).**

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

OTHER

**PROPOSAL TO DISCONTINUE AND SELL BECK COURT,
NOBLE PARK**

ATTACHMENT 1

LOCALITY PLAN

PAGES 2 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

ATTACHMENT 1



4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

OTHER

**PROPOSAL TO DISCONTINUE AND SELL BECK COURT,
NOBLE PARK**

ATTACHMENT 2

R3 ROAD ON LP 23922

PAGES 2 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

ATTACHMENT 2



4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

OTHER

**PROPOSAL TO DISCONTINUE AND SELL BECK COURT,
NOBLE PARK**

ATTACHMENT 3

**BECK COURT, NOBLE PARK
(ROAD)**

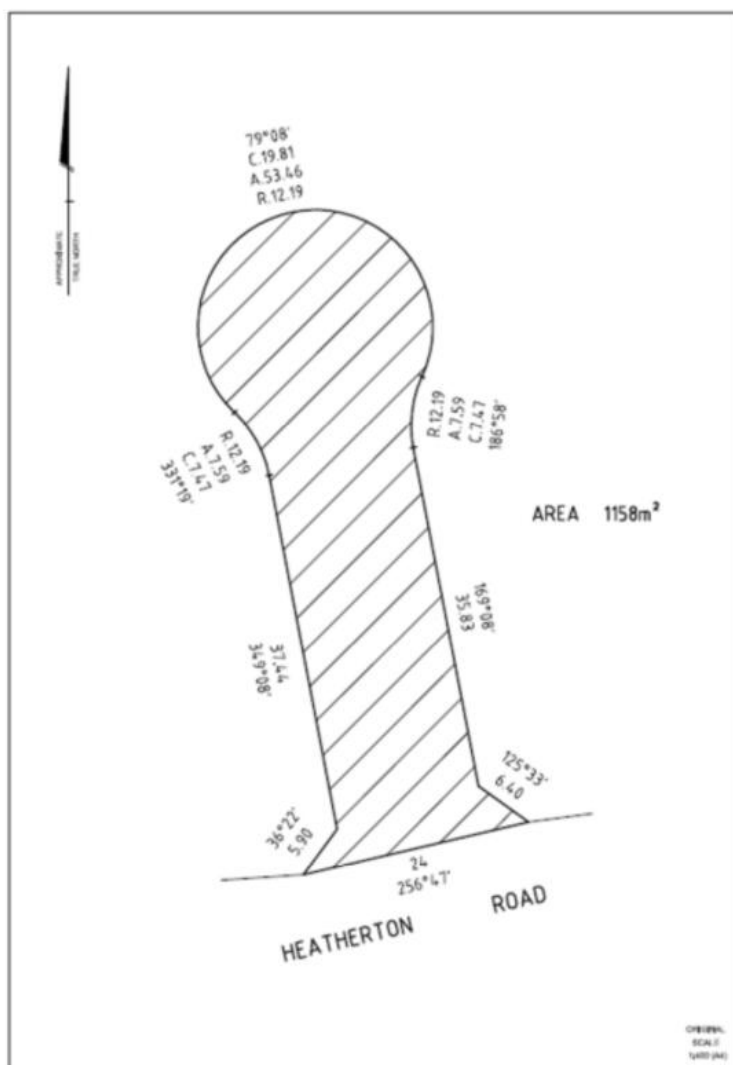
PAGES 2 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

Beck Court, Noble Park (Road)

ATTACHMENT 3



4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

OTHER

**PROPOSAL TO DISCONTINUE AND SELL BECK COURT,
NOBLE PARK**

ATTACHMENT 4

EASEMENT PLAN

PAGES 2 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

4.4.2 Proposal to Discontinue and Sell Beck Court, Noble Park (Cont.)

Easement Plan

ATTACHMENT 4

EDITION 1		TITLE PLAN			TP
Location of Land: Parish: Dandenong Township: — Section: — Crown Allotment: — Crown Portion: 16 (Pt) Title References: Vol. — Fol. — Last Plan Reference: R3 on LP 23022 Depth Limitation: Does Not Apply				Notations MGA2020 Coordinates: E 341 100 (49 Dandenong Peninsula) N 5 795 340 Zone 55	
A = Appurtenant Easement E = Encumbering Easement R = Encumbering Easement (Road)					THIS PLAN HAS BEEN PREPARED FOR THE LAND TITLES OFFICE Checked by Assistant Registrar of Titles Date / /
Easement Ref:	Purpose	Width (metres)	Origin	Land Benefitted / In Favour Of	
E-1	Sewerage	See Plan	This Plan	South East Water Corporation	
E-1	Drainage	See Plan	This Plan	City of Greater Dandenong	
NOTES AND SURVEYORS P/L 9034 401 1400/1400 3012 Ph: 03 9541 4112 Fax: 03 9541 7386 info@nls.com.au		ORIGINAL SCALE: 1:400 SHEET: 13/13	I certify that this plan agrees with Title Ref. 21188		13/08/2023 Dated: 15/08/2023

4.4.3 Australia Day Awards Review

File Id:	A9982591
Responsible Officer:	Director Community Strengthening
Attachments:	Australia Day Awards Guidelines 2023 (FINAL) Various Victorian Council's Australia Day Activities Various Victorian Council's Award Categories

1. Report Summary

The Greater Dandenong Australia Day Awards recognise individuals and/or groups whose work and efforts have made a positive contribution to the Greater Dandenong community.

This report responds to a request from Council for a review of the Australia Day Awards Program, including recommendations for program improvement.

2. Recommendation Summary

This report recommends five (5) improvement measures relating to the Awards be introduced to the Awards process for 2024.

4.4.3 Australia Day Awards Review (Cont.)

3. Background

The following appendices can be referred to for information of details on Council's current Award Categories, Assessment Guidelines and benchmarking against other Victorian Council Australia Day and Award categories:

- **Attachment 1** - details Greater Dandenong's current Award Categories and Assessment Guidelines.
- **Attachment 2** - shows various Victorian councils and their Australia Day activities.
- **Attachment 3** - shows various Victorian councils and their Award Categories.

Greater Dandenong Program Review - Strengths

- The Awards are well received within the community, with an average of 35 nominations received across the categories each year since 2019.
- The current process appears to work well overall, with the nomination process simple to follow and having a range of communication channels. The Assessment Panel meeting functions effectively and gives appropriate discussion time to agree on Award winners.
- Ongoing checks throughout the process ensure that all nominees meet the required criteria for nomination and adequate information is provided to enable effective referee and police checks.

Greater Dandenong Program Review - Challenges

- The timing between when Councillors are appointed to the panel and a decision is to be made on Award winners is limited. Unfortunately, this is not able to be changed due to the Governance requirements, however several earlier planning activities can reduce its impact.
- In recent years, some Award winners have shied away from either accepting an Award or giving permission to be publicly acknowledged for having received an 'Australia Day Award' due to their personal recognition of 26 January being a day of mourning for Indigenous and Torres Strait Australians.
- The online scoring and back-end workflow issues for the online assessment created process inefficiencies for 2023.

4.4.3 Australia Day Awards Review (Cont.)

4. Discussion and Options

The following improvement measures are presented for consideration for the 2024 Australia Day Awards and Citizenship Ceremony.

4.1 Combine the Awards and Citizenship Ceremony into a single event

By combining the two (2) events, several benefits for both the community and Council can be achieved:

- Members of our community becoming new citizens would witness the achievements of existing community members, many of whom were immigrants to Australia themselves. This would highlight the opportunities available to new citizens and some of the amazing organisations and initiatives within Greater Dandenong they can be a part of.
- Award winners are celebrated with a larger audience allowing for greater exposure of the wonderful work they do and increasing their sense of value to the community.
- Any potential time conflicts with the Mayor, guest speakers or dignitaries required to attend both ceremonies would be eliminated if the event is held in one (1) location at one (1) time.
- A more cost effective and efficient event.

4.2 Retitle the Awards to the 'City of Greater Dandenong Community Awards'.

- To assist in acknowledging Council's commitment towards reconciliation, Retitle the 'Australia Day Awards' to 'Greater Dandenong Community Awards'.

4.3 Amend the name of the 'Citizen of the Year' Award to the 'Community Leadership' Award, and remove reference to this being the 'premier' award.

- The Citizen of the Year Award has been promoted as the 'premier' Award for several years. With the inclusion of the Living Treasure Award, previously a separate award event, it is recommended that the word 'premier' be discontinued. Whilst the 'Citizen of the Year' is a distinguished Award, the Living Treasure Award (awarded for lasting service to the community) could be considered by many as more prestigious.
- Further, amending this award more generally to a 'Community Leadership' Award reduces risk of the recipient misusing the title and misrepresenting Council.

4.4 Addition of 'Outstanding Contribution to the Arts Award'

- In the development of the Community Vision, the community placed considerable importance on arts and culture and its ability to bring people together and foster inclusiveness.
- Council's Discover, Create and Share - Arts, Culture and Heritage Strategy 2022-2026 identifies under Priority 3 - Elevate and expand the impact and representation of arts, culture and heritage.
- The current Award program has an absence of an arts and culture focused category. The opportunity therefore exists to support the delivery of Priority 3 through the introduction of an Award which highlights a community member or group's outstanding contribution to the arts.

4.4.3 Australia Day Awards Review (Cont.)

4.5 Limit the Living Treasure Awards to two (2) per annum

- Between 2006 and 2019 there were no Living Treasure award recipients. In 2020 the award was reinstated as part of the Australia Day Awards. Each year since there have been four (4) recipients of this award.
- To maintain the significance of the category and recognise the lasting impact the recipients have on the quality and nature of life for all in the City of Greater Dandenong, it is recommended that the number of recipients is limited to two (2).

5. Proposal

This report recommends Council approve five (5) improvement measures relating to the Awards to be introduced to the Awards process for 2024.

1. Combine the Awards and Citizenship Ceremony into a single event.
2. Retitle the Awards to the 'City of Greater Dandenong Community Awards'.
3. Amend the name of the 'Citizen of the Year' Award to the 'Community Leadership' Award, and remove reference to this being the 'premier' Award.
4. Addition of 'Outstanding Contribution to the Arts' Award.
5. Limit the number of Living Treasure Awards to two (2) per annum.

6. Financial Implications

There are no financial implications associated with this report, as the item does not have an impact on current operating budgets. This item does not affect any existing assets.

7. Consultation

This proposal has been developed in consultation with relevant staff from across Council and is based on feedback received regarding the Australia Day Awards program in recent years.

8. Community Vision 2040 and Council Plan 2021-25 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted for themselves and our city, the Greater Dandenong People's Panel developed a new Community Vision for 2040:

The City of Greater Dandenong is a home to all.
It's a city where you can enjoy and embrace life through celebration and equal opportunity.
We harmonise the community by valuing multiculturalism and the individual.
Our community is healthy, vibrant, innovative and creative.
Our growing city is committed to environmental sustainability.
Welcome to our exciting and peaceful community.

4.4.3 Australia Day Awards Review (Cont.)

8.1 Community Vision 2040

This report is consistent with the Community Vision 2040 and its accompanying principles:

- Safe and peaceful community
- Embrace diversity and multiculturalism
- Mind, Body and Spirit
- Art and Culture

8.2 Council Plan 2021-25

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four (4) years. This report is consistent with the following strategic objectives:

- A socially connected, safe and healthy city
- A city that respects and celebrates diversity, our history and the arts
- A Council that demonstrates leadership and a commitment to investing in the community.

9. The Overarching Governance Principles of the *Local Government Act 2020*

Section 9 of the *Local Government Act 2020* states that a Council must in the performance of its role give effect to the overarching governance principles.

These are:

- Section 9(a) of the LGA2020 - Council decisions are to be made and actions taken in accordance with the relevant law;
- Section 9(b) of the LGA2020 - Priority is to be given to achieving the best outcomes for the municipal community, including future generations;
- Section 9(c) of the LGA2020 - the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted;
- Section 9(e) of the LGA 2020 - innovation and continuous improvement is to be pursued;
- Section 9(f) of the LGA 2020 - collaboration with other councils and governments and statutory bodies is to be sought;
- Section 9(i) of the LGA2020 - the transparency of Council decisions, actions and information is to be ensured.

4.4.3 Australia Day Awards Review (Cont.)

Also, in giving effect to the overarching governance principles above, a Council must take into account the following supporting principles:

- a. the community engagement principles (section 56);
- b. the public transparency principles (section 58);
- c. the strategic planning principles (section 89);
- d. the financial management principles (section 101);
- e. the service performance principles (section 106).

10. Victorian Charter of Human Rights and Responsibilities

Council, Councillors and members of Council staff are a public authority under the *Charter of Human Rights and Responsibilities Act 2006* and, as such, are all responsible to act in accordance with the *Victorian Charter of Human Rights and Responsibilities 2006* (the Charter).

The report preparation emphasises the right of all members of the community to be consulted and heard by Council, to freely express their views and concerns, to give unstifled and open expression to their culture and other aspects of their personal identity, and to enjoy as equal the opportunity to participate in all cultural, social, economic and civic aspects of community life.

Accordingly, this report is consistent with the following sections of the Charter

- Section 13 – Right to privacy and reputation;
- Section 14 – Right to freedom of thought, conscience, religion and belief;
- Section 15 – Right to freedom of expression;
- Section 16 – Right to peaceful assembly and freedom of association;
- Section 17 – Right to the protection of families and children
- Section 18 – Right to have the opportunity to take part in public life and to vote;
- Section 19 – Right to enjoy one's culture, practice religion or use one's own language and in the case of Aboriginal persons, the right to have distinct cultural rights;
- Section 24 - Right to a fair hearing;

11. The Gender Equality Act 2020

Council's Diversity, Access and Equity Policy and the *Gender Equality Act 2020* have been considered in the preparation of this report but are not relevant to its contents. The content (of this report) is purely administrative in nature and does not benefit any one (1) gender group over any other. The Report considers our community as a whole and affirms rights of adults and children of all genders to respect and equal opportunity within the Awards nomination, evaluation and presentation processes.

4.4.3 Australia Day Awards Review (Cont.)

12. Consideration of Climate Change and Sustainability

One of the overarching governance principles of the *Local Government Act 2020* is that the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, is to be promoted.

In January 2020, this Council joined a growing number of cities around Australia and declared a “Climate and Ecological Emergency” and committed this Council to emergency action on climate change. Council has developed a Climate Change Emergency Strategy and Action Plan 2020-30 to help the City of Greater Dandenong become a resilient, net zero carbon emission city with an active community prepared for the challenges of changing climate.

This report has no impact on Council’s Declaration on a Climate and Ecological Emergency, Council’s Climate Change Emergency Strategy 2020-2030 or the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability.

The Australia Day Awards Program currently comprises a specific recognition category relating on sustainability. No recommendations contained within this report seek to alter the provision and/or promotion of this category

13. Related Council Policies, Strategies or Frameworks

Legislation

- Charter of Human Rights and Responsibilities Act 2006
- Gender Equality Act 2020
- Local Government Act 2020
- Planning and Environment Act 1987

Related Council and Other Policies, Procedures, Strategies, Protocols, Guidelines (in alpha order)

- Greater Dandenong City Council A Safe and Harmonious Greater Dandenong. A community safety plan for Greater Dandenong 2015-2022
- Greater Dandenong City Council Access, Diversity and Equity Policy
- Greater Dandenong City Council City of Greater Dandenong Reconciliation Action Plan 2021-2023
- Greater Dandenong City Council Climate Change Emergency Strategy and Action Plan 2020-2030
- Greater Dandenong City Council Plan 2021-2025
- Greater Dandenong City Council [Community Engagement Policy 2021-2025](#)
- Greater Dandenong City Council [Community Engagement Planning Framework 2021](#)
- Greater Dandenong City Council Community Safety Plan 2015-2022

4.4.3 Australia Day Awards Review (Cont.)

- Greater Dandenong City Council Community Wellbeing Plan 2022-2025
- Greater Dandenong City Council Disability Action Plan 2017-2023
- Greater Dandenong City Council [Greater Dandenong Community Engagement Planning Framework 2022](#)
- Greater Dandenong City Council Imagine 2030 Community Plan
- Greater Dandenong City Council Multi Use of Community Facilities
- Greater Dandenong City Council Open Space Strategy 2020-2030
- Greater Dandenong City Council Youth Strategy 2014-2018 and draft 2021-2026.

14. Recommendation

That Council approves:

- 1. combining of the Awards and Citizenship Ceremony into a single event;**
- 2. retitling the Awards to the ‘City of Greater Dandenong Community Awards’;**
- 3. amending the name of the ‘Citizen of the Year’ Award to the ‘Community Leadership’ Award and remove reference to this being the ‘Premier’ Award;**
- 4. the addition of an ‘Outstanding Contribution to the Arts’ Award; and**
- 5. limiting the number of Living Treasure Awards to two (2) per annum.**

4.4.3 Australia Day Awards Review (Cont.)

OTHER

AUSTRALIA DAY AWARDS REVIEW

ATTACHMENT 1

**AUSTRALIA DAY AWARDS GUIDELINES
2023 (FINAL)**

PAGES 13 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

4.4.3 Australia Day Awards Review (Cont.)



Australia Day Awards Assessment Panel - Guidelines

August 2022

4.4.3 Australia Day Awards Review (Cont.)

Australia Day Awards Assessment Panel - Guidelines

Background

Each year Council seeks nominations for Australia Day Awards from the community to recognise and honour the achievements of individuals and groups who make outstanding contributions that benefit community life. The awards are presented at the Australia Day Festival on 26 January.

Award recipients are advised beforehand and invited to attend the Awards ceremony with their families. They receive a certificate, a small gift and a bouquet of native flowers and the opportunity to make a brief acceptance speech.

Local media coverage will be sought, and official photographs will be taken.

Award categories and criteria

Citizen of the Year The premier Australia Day award	<ul style="list-style-type: none">• Aged 16+ years on 26 January in the year of the award• Demonstrated long term commitment to voluntary or philanthropic work in the community and made positive contributions to enrich the lives of others
Young Leader of the Year	<ul style="list-style-type: none">• Aged 16-30 years on 26 January in year of award• Demonstrated leadership and is a positive role model
Volunteer of the Year	<ul style="list-style-type: none">• Outstanding and consistent voluntary contribution to a group, activity or community
Corporate Citizen of the Year	<ul style="list-style-type: none">• An individual who has made a significant contribution to the community through their business or corporate position in Greater Dandenong
Community Group of the Year	<ul style="list-style-type: none">• A group whose outstanding initiatives demonstrate innovation and community capacity building• Actively engages with 'hard to reach' populations and promotes harmony across cultures
Sportsperson on the Year	<ul style="list-style-type: none">• For excellence and leadership on and off the sports field• Inspires participation and involvement across the community• A member of a Greater Dandenong sports club
Sustainability Award	<ul style="list-style-type: none">• An award for an individual or Greater Dandenong group whose initiatives contribute to making Greater Dandenong a more sustainable place to live, work and play
Living Treasure Award	<ul style="list-style-type: none">• An individual that has had a lasting impact on the quality of life for the community

4.4.3 Australia Day Awards Review (Cont.)

If the panel determines there is no satisfactory nomination for a category, they may decide not to give an award in that category for the year or publicly readvertise to seek further nominations. Sitting members of Federal, State and Local governments are not eligible for an award.

Administration

Council staff manage the promotion, administration, and coordination of the Australia Day Awards Assessment Panel, as well as organising the awards and ceremonies on Australia Day. The meeting agenda will be distributed in advance and meeting minutes distributed afterwards. A minimum of five working days' notice will be given before an Assessment Panel meeting.

The Assessment Panel meetings are chaired by the Manager Community Wellbeing or their appointed representative. The Chair's role is to facilitate the Assessment Panel's discussion, avoiding commenting on the merits of nominations other than their eligibility, and has no authority to score nominations or otherwise vote on matters concerning the Panel.

Privacy

The personal details of Australia Day Award nominees provided to Panel members are considered confidential and are protected under the *Privacy and Data Protection Act 2014*. Panel members must ensure that any personal information provided to them is used for the sole purpose of assessing Australia Day Award nominations and the information must not be discussed or disclosed to any person outside of the assessment panel. More information is available in Council's [Privacy and Personal Information Policy](#).

Responsibilities of the Assessment Panel members

Members of the Australia Day Awards Assessment Panel must:

- Abide by the conduct outlined in the Memorandum of Understanding for Members of the Australia Day Awards Assessment Panel.
- Prior to the meetings, read and assess the nominations, providing scores online.
- Attend scheduled meetings of the Assessment Panel as required.
- Represent the interests and views of the local community rather than individual or organisational interests.
- Assess each nomination on its merits without bias in relation to gender or ethnic, cultural and social backgrounds.
- Respect the views, ideas and beliefs of the other appointed Panel members.

4.4.3 Australia Day Awards Review (Cont.)

- Play an active role in the discussion and assessment of the nominations.
- Adhere to Council's Privacy and Personal Information Policy.
- Ensure confidential information discussed by the Panel is not disseminated, and no attempt is made to contact, or in any other way, breach the privacy of nominators/nominees.
- Not make any media comment or other public comment in relation to the Panel or the Australia Day Awards.
- Make decisions by consensus where possible.

Panel members may also wish to attend the Australia Day Awards ceremony on 26 January 2023 when the awards will be presented.

Assessment Panel Structure

The Australia Day Assessment Panel membership is as follows:

- Mayor or Deputy Mayor
- Two additional Councillors
- Three non-Council members representing community, sporting, and business.
- 50/50 Councillor/community representation.

Community Panellists will:

- Include at least one member from a Culturally and Linguistically Diverse (CALD) background
- Participate for a maximum of two consecutive years to ensure a diverse range of views are represented.

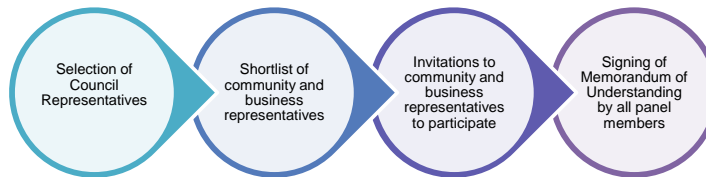
Members of the Assessment Panel should possess the following qualities:

- An understanding of local issues, values, and aspirations.
- Community connections and networks.
- Personal integrity and discretion.
- An ability to co-operate with others and work as a team.
- A willingness to contribute to the process in a fair and unbiased manner.
- Respect for and understanding of different genders and ethnic, cultural and social backgrounds.
- Effective communication skills.
- Availability to attend the assessment meeting(s).
- Access to the internet and the ability to complete the online assessment process.

4.4.3 Australia Day Awards Review (Cont.)

Australia Day Awards Assessment process

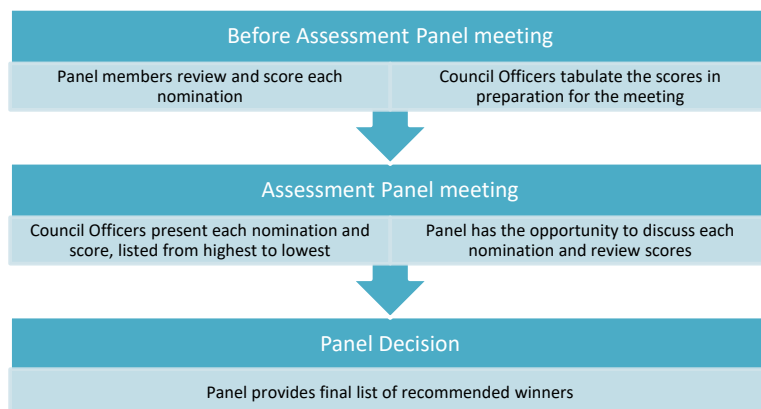
1. Panel Selection



- Council representatives will be determined by Council as part of its Appointment of Council Liaisons and Representatives to Committees, Peak Industry Bodies, Regional and Community Based Organisations process in November each year.
- Community and business representatives of the Australia Day Awards Assessment Panel will be sought through an invitation process undertaken by the Manager of Community Wellbeing.
- The Director of Community Services will approve the appointment of the community, sporting, and business representatives on the panel. The Director of Community Services will inform Council via email of the selection of the community members of the panel.
- All panel members will read and sign the Assessment Panel Memorandum of Understanding.

4.4.3 Australia Day Awards Review (Cont.)

2. Panel Meeting(s)



- Council officers will coordinate the meeting at times convenient to all Panel members.
- Council officers will distribute the online link for the nominations process.
- Each Panel member will review and score each nomination online before the Assessment Panel meeting. Council officers will tabulate the results before the meeting.
- The Assessment Panel meeting will take place with all Panel members present. The aim of the meeting is to have a final endorsed list of winners for each award category.
- Council officers will present the scores for each nomination.
- Panel members will have a chance to discuss the merits of each nomination and to review their scores.
- Should a Panellist be aware of any potential conflict of interest they will excuse themselves from the discussion and assessment of that nomination. To ensure nominations are not negatively impacted by conflicts of interest, scores are averaged by the number of assessors.
- Panel members must advise the chairperson of any conflicts of interest either in writing, prior to the meeting, or verbally at the meeting immediately prior to the item being discussed. All conflicts of interest will be noted in the meeting minutes.
- The assessment process will usually be completed in one session. Should it be required, a second assessment session will be scheduled to provide any further information to assist with decision making.
- The Panel collectively determines the final list of recommended winners for each award category. Once the Panel have collectively determined the final list it will be emailed (in confidence) to Council's Executive Management Team (EMT) and Councillors.

4.4.3 Australia Day Awards Review (Cont.)

A Note on Conflict of Interest

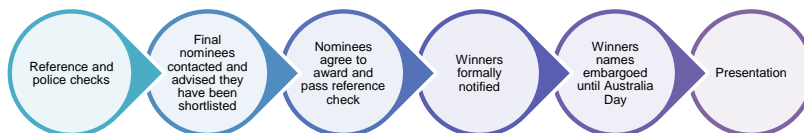
Panellists are likely to know of some nominees for awards. Knowledge of an individual or group does not in itself constitute a conflict of interest.

A conflict of interest declaration should be made when an ordinary person would assume there is conflict. For example:

- When a Panellist has a formal role in relation to a nominee such as being Chair of a committee or board where the nominee is a member.
- Where the nominee is a friend or relative (including by marriage) of a Panellist.
- Where there is a commercial relationship between a nominee and Panellist such as a contractor, supplier, or employee.
- In any circumstance where a matter could be reasonably perceived as a conflict of interest.

If a Panellist is in doubt about any potential conflict of interest, advice can be sought from Panel members or Council officers during the meeting. Should a decision be required on whether a Panel member has a conflict of interest, the Chair has the final determination based on the information provided.

3. Confirmation of Winners



- Council officers will conduct reference checks for the highest scorer for each award and seek evidence of address details where required.
- Council officers will contact each person via phone and advise them they have been shortlisted for an award, obtaining any missing verification details.
- Should any recommended award winner decline the award, or be deemed ineligible by the confirmation process, the next highest scoring person on the list will become the recommended winner by default.
- Each person on the final list of award winners will be formally notified via email that they will receive the award and the details about the award presentation ceremony.
- The interim winners will then remain under embargo until 26 January 2023, when they will be announced at the Australia Day Festival.

4.4.3 Australia Day Awards Review (Cont.)

Memorandum of Understanding for members of the Australia Day Awards Assessment Panel

I agree to:

- ☐ Attend the Australia Day Awards Assessment Panel meeting(s) as required.
- ☐ Complete all the nomination scoring before the Panel meeting.
- ☐ Not discuss scores with other Panel members prior to the meeting.
- ☐ Represent the views of the broader community.
- ☐ Respect the ideas and beliefs of all members.
- ☐ Assess each nomination on its merits without bias towards people of different ethnic, cultural and social backgrounds, and genders.
- ☐ Contribute in a positive way to the assessment process.
- ☐ At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
- ☐ To represent the interests and views of the local community rather than individual or organisational interests.
- ☐ Familiarise myself with and abide by Council's Privacy and Personal Information Policy.
- ☐ Notify the Panel of any potential conflict of interest that I identify during the assessment process.
- ☐ Not disseminate confidential information relating to the awards program, nominees, or assessment panel discussions until after the Australia Day Awards ceremony.
- ☐ Respect the privacy of all nominators and nominees and not attempt to contact these individuals in relation to their nomination.
- ☐ Not make any media or public comment in relation to the Australia Day Awards Assessment Panel process and refer all media enquiries to the Senior Media and Communications Coordinator on 03 8571 5104.

Signed: _____
Name: _____
Date: _____

4.4.3 Australia Day Awards Review (Cont.)

Appendix - Scoring summary

Each assessment item is scored out of five, totalled and averaged by the number of assessors.

Citizen of the Year

<i>Eligibility</i>	Aged 16+ years on 26 January in the year of the award.
<i>Long Term voluntary of philanthropic contribution</i>	The award recognises long term service to the community, 10+ years is highly regarded.
<i>Leadership</i>	Have they taken initiative and shown leadership?
<i>Outcomes and positive influence on lives of others</i>	The actions of this nominee should have positively influenced others especially those who are vulnerable. The number of people may be a factor.
<i>Personal values</i>	Is this nominee a respected role model who has acted with integrity? Does the nominee support multiculturalism, tolerance and community building?
<i>Ability to be a good ambassador for the city</i>	Will this nominee's appointment reflect positively on the city and align with its values? Will this person be a good ambassador? Has this nominee had a broad influence outside of their own community?

Young Leader

<i>Eligibility</i>	Aged 16-30 years on 26 January in the year of the award.
<i>Influence</i>	Has this nominee had a broad influence outside of their own community?
<i>Leadership</i>	Has this person demonstrated leadership qualities and inspired, educated or informed other young people? Is this nominee a respected role model who can serve as an example to others?
<i>Personal values</i>	Has the nominee overcome any personal hurdles to achieve great outcomes?
<i>Ability to be a good ambassador for the city</i>	Will this nominee's appointment reflect positively on the city and align with its values? Does the nominee demonstrate support for multiculturalism, tolerance and community building?

4.4.3 Australia Day Awards Review (Cont.)

Volunteer of the Year

<i>Long Term voluntary of philanthropic contribution</i>	The award recognises long term service to the community. Seven or more years is highly regarded.
<i>'Quiet achiever'</i>	A person who does not seek recognition, but rather is focussed on the community benefitting from their work.
<i>Outcomes and positive influence on lives of others</i>	The actions of this nominee should have positively influenced their club, community or group.
<i>Personal values</i>	Is this nominee a respected role model who has acted with integrity? Does the nominee support multiculturalism, tolerance and community building?

Sustainability Award

<i>Eligibility</i>	The award can be for a Greater Dandenong individual or group.
<i>Support for diversity</i>	Will this appointment reflect positively on our multicultural city and its values?
<i>Leadership</i>	Is this person or group an example of excellent leadership in sustainability? Is their contribution additional to their regular role or function?
<i>Influencing others</i>	Has this person or group influenced the broader community to create a more sustainable city?
<i>Community capacity building</i>	Has the nominee filled a gap or met a previously unmet need?
<i>Working across communities</i>	Has this nominee been able to work across sectors to promote sustainability?

4.4.3 Australia Day Awards Review (Cont.)

Sportsperson of the Year

<i>Eligibility</i>	The award is for an individual who belongs to a sporting club in the City of Greater Dandenong.
<i>Sporting achievement</i>	Has the nominee demonstrated excellence in the sporting arena?
<i>Leadership</i>	Is this person a natural leader, demonstrating leadership both on and off the field?
<i>Inspiring others</i>	Does the nominee inspire participation and involvement from others in the community?
<i>Acclaim</i>	Does the nominee have the capacity or a history of bringing critical acclaim to Greater Dandenong through their sporting achievements?
<i>Personal values</i>	Is this nominee a good role model and reliable person who will be a good ambassador for Greater Dandenong?

Corporate Citizen of the Year

<i>Significant contribution</i>	Has the nominee been widely noted as being successful in their business?
<i>Leadership</i>	Is this person a community or business leader who has been able to support local business initiatives and Greater Dandenong on a wider stage?
<i>Above and beyond</i>	Has the nominee provided significant philanthropic or benevolent contributions to the Greater Dandenong community?
<i>Personal values</i>	Has the nominee demonstrated community mindedness? Have they been generous in supporting others who are starting out or the vulnerable in our community?
<i>Representation</i>	Would this nominee be a good advocate for CGD and its business community?

4.4.3 Australia Day Awards Review (Cont.)

Living Treasure Award

<i>Significant contribution</i>	Has the nominee had a lasting impact on the community's quality of life?
<i>Leadership</i>	Does this individual provide the community with leadership, and do they inspire others to contribute?
<i>Above and beyond</i>	Could their contribution to the community be considered outstanding?
<i>Personal values</i>	Is this nominee a respected role model who consistently acts with integrity?
<i>Representation</i>	Does the way this person conducts themselves embody the values of this community?

4.4.3 Australia Day Awards Review (Cont.)

OTHER

AUSTRALIA DAY AWARDS REVIEW

ATTACHMENT 2

**VARIOUS VICTORIAN COUNCIL'S
AUSTRALIA DAY ACTIVITIES**

PAGES 2 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

4.4.3 Australia Day Awards Review (Cont.)

Att 2 - Various Victorian Council's Australia Day Activities

Council	Celebration	Citizenship Ceremony
Ballarat	Survival Day Dawn Ceremony and Picnic	Y
Banyule	N	Y
Bayside	Awards Ceremony (invite only)	Y
Boroondara	Awards Ceremony (invite only)	Y
Cardinia	Y	Y
Casey	Y	Y
Darebin	N (Flags set at half mast)	N
Glen Eira	N	Y
Greater Dandenong	Awards Ceremony	Y
Hobsons Bay	N	Y
Kingston	Awards Ceremony (invite only)	Y
Knox	Awards Ceremony (invite only)	Y
Manningham	Healing Ceremony	Y
Maribyrnong	N (Flags at half mast)	Y (Ceremony by Elders)
Melbourne	Community consultation regarding the date	Y
Merri-bek	N	N
Monash	N	Y
Moonee Valley	Healing Ceremony	
Port Phillip	We-Akon Dilinja (Mourning Reflection) dawn ceremony	Y
Yarra City	N	N

*This list was developed by the Herald Sun from Council announcements or online information so may not be exhaustive.
<https://www.heraldsun.com.au/leader/how-victorian-councils-are-choosing-to-celebrate-australia-day/news-story/f5b480981ef9aa3c8e350b88b90b19f4>

4.4.3 Australia Day Awards Review (Cont.)

OTHER

AUSTRALIA DAY AWARDS REVIEW

ATTACHMENT 3

**VARIOUS VICTORIAN COUNCIL'S AWARD
CATEGORIES**

PAGES 2 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5235.

Australia Day Awards Review
Att 3 - Various Victorian Council's Award Categories

awards:

Award presented in October at the Community Ball.

Volunteer Awards were held in December 2022 to coincide with International Volunteer Day.

This year, the Casey Community Awards were held on 25 January.

Event name - Community Awards - not held on Australia Day.

Event name - Civic Awards - announced in August.

Event name - Civic Awards.

Event name - Melbourne Awards and a separate Melbourne of the Year.

Event name - Merit-Awards - announced in October.

Event name - St John Monash Awards.

Event name - St John Monash Awards.

Event name - Community Awards - presented in November.

4.4.4 List of Registered Correspondence to Mayor and Councillors

File Id:	qA283304
Responsible Officer:	Manager Governance
Attachments:	Correspondence Received 17 July – 4 August 2023

1. Report Summary

Subsequent to resolutions made by Council on 11 November 2013 and 25 February 2014 in relation to a listing of incoming correspondence addressed to the Mayor and Councillors, Attachment 1 provides a list of this correspondence for the period 17 July – 4 August 2023.

2. Recommendation

That the listed items provided in Attachment 1 for the period 17 July – 4 August 2023 be received and noted.

4.4.4 List of Registered Correspondence to Mayor and Councillors (Cont.)

OTHER

**LIST OF REGISTERED CORRESPONDENCE TO
MAYOR AND COUNCILLORS**

ATTACHMENT 1

**CORRESPONDENCE RECEIVED
17 JULY – 4 AUGUST 2023**

PAGES 3 (including cover)

If the details of the attachment are unclear, please contact Governance on 8571 5235.

4.4.4 List of Registered Correspondence to Mayor and Councillors (Cont.)

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 17/07/23 & 04/08/23 - for officer action - total = 3

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
Copy of an email of complaint sent to state and federal members of parliament regarding inadequate action taken by Council to citizen complaints.	26-Jul-23	26-Jul-23	FA285090	Mayor & Councillors EA
A request from a journalism student at Deakin University for a short interview with a Councillor regarding the Little India project.	31-Jul-23	31-Jul-23	FA285490	Mayor & Councillors EA
An email from a Dandenong South trader to the Mayor and Councillors regarding the Progress Street Level Crossing.		27-Jul-23	FA285115	Mayor & Councillors EA

NB: Users assigned may have changed by the time of the Council Meeting. Correct at time of report production only.

4.4.4 List of Registered Correspondence to Mayor and Councillors (Cont.)

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 17/07/23 & 04/08/23 - for information only - total = 10

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
A letter to the Mayor regarding the Book of Genesis and the Garden of Eden.	20-Jul-23	26-Jul-23	A10007645	Mayor and Councillors EA
A reminder email to the Mayor from Minaret College regarding its 30 Year Celebration Dinner.	25-Jul-23	25-Jul-23	A10006327	Mayor and Councillors EA
An invitation to Councillors from the Cambodian Association of Victoria regarding its Charity Night.	31-Jul-23	31-Jul-23	A10019978	Mayor and Councillors EA
Invitation to the Mayor from the Melbourne Malayalee Federation regarding its Onam Celebration in September.	03-Aug-23	03-Aug-23	A10034561	Mayor and Councillors EA
An invitation to the Mayor from the Office for Women in relation to the Launch of "Our Equal State" on 24 August 2023.	03-Aug-23	03-Aug-23	A10035705	Mayor and Councillors EA
Advice that nominations for the 2023 Victorian Community Achievement Awards are now open.	17-Jul-23	17-Jul-23	A9981115	Mayor and Councillors EA
An invitation to the Mayor from the ALGA regarding the National Local Roads Transport and Infrastructure Congress in September 2023.	18-Jul-23	18-Jul-23	A9983937	Mayor and Councillors EA
Advice from the RACV regarding its inaugural My Melbourne Road survey results.	20-Jul-23	20-Jul-23	A9991741	Mayor and Councillors EA
Advice from APA Infrastructure Protection regarding its APA 2023 Landholder Photo Competition.	19-Jul-23	20-Jul-23	A9991449	Mayor and Councillors EA
Advice from the Royal Life Saving Society regarding its National Aquatic Industry Workforce Report 2023.	20-Jul-23	21-Jul-23	A9995448	Mayor and Councillors EA

NB: Users assigned may have changed by the time of the Council Meeting. Correct at time of report production only.

5 NOTICES OF MOTION

A notice of motion is a notice setting out the text of a motion proposed to be moved at the next relevant meeting. It must be in writing, signed by a Councillor, and be lodged with the Chief Executive Officer in sufficient time for him or her to give each Councillor at least 72 hours notice of such notice.

The guidelines for submitting a notice of motion to a Council meeting are included in the current Governance Rules.

6 REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS

The principle purpose of this item in the Council Meeting Agenda is for Councillors to report on their attendance, observations or important matters arising from their liaison or representation with groups for which the Councillor has been formally appointed by Council. In accordance with the documented 'protocol' that applies to either liaisons or representatives, Councillors should raise matters of importance during this item. Other matters may also be reported.

If a Councillor chooses to speak, the name of the conference/event and the Councillor will be noted in the Minutes for that meeting. If a Councillor requires additional information on the conference/event to be listed in the Minutes, they must submit it in writing to a Governance staff member by 12.00pm the day following this Council Meeting.

Question time is provided to enable Councillors to address questions to members of Council staff. The guidelines for asking questions at a Council meeting are included in the current Governance Rules.

Councillors have a total of 15 minutes each to report on their attendances at meetings, conferences or events and to ask questions of Council staff.

7 URGENT BUSINESS

No business may be admitted as urgent business unless it:

- a. Relates to or arises out of a matter which has arisen since distribution of the Agenda.
- b. Cannot safely or conveniently be deferred until the next ordinary meeting and unless agreed to by a majority of those Councillors present at the meeting.