



# Agenda

## Council Meeting

Monday 11 December 2023, 7:00 pm

Dandenong Civic Centre, 225 Lonsdale Street,  
Dandenong, Victoria 3175

[greaterdandenong.vic.gov.au](https://greaterdandenong.vic.gov.au)





## Council Meeting Details

At the time of printing this Agenda, the Council Meeting to be held on Monday 11 December 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 about 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.***

## Your Councillors

[Mayor Lana Formoso](#)

[Cr Sean O'Reilly](#)

[Deputy Mayor Richard Lim OAM](#)

[Cr Sophaneth \(Sophie\) Tan](#)

[Cr Tim Dark](#)

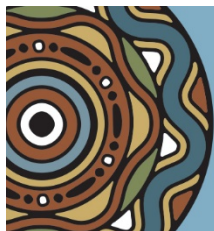
[Cr Loi Truong](#)

[Cr Rhonda Garad](#)

[Cr Angela Long](#)

[Cr Jim Memeti](#)

[Cr Bob Milkovic](#)



We acknowledge the Traditional Owners and 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.



(03) 8571 1000



[council@cgd.vic.gov.au](mailto:council@cgd.vic.gov.au)



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## COUNCIL OBLIGATIONS AND AGENDA REPORTS

Council has several obligations in relation to its Community Vision, Council Plan, Instruments of Legislation and Council policy. These are summarily considered in each Agenda report and further details are added as required. The obligations are as follows:

### Community Vision 2040 ([Community Vision | Greater Dandenong Council](#))

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.*

Reports in this Agenda will identify when any of the above principles are relevant.

### The Council Plan 2021-25 ([Council Plan 2021-25 | Greater Dandenong Council](#))

The Council Plan describes the kind of future the Council is working for, and how Council will do this over four years. The Council Plan has the following key 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.*

Reports in this Agenda will identify when any of the above principles are relevant.

### 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:

- a) Council decisions are to be made and actions taken in accordance with the relevant law;
- b) priority is to be 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, is to be promoted;
- d) the municipal community is to be engaged in strategic planning and strategic decision making;
- e) innovation and continuous improvement are to be pursued;
- f) collaboration with other Councils and Governments and statutory bodies is to be sought;
- g) the ongoing financial viability of the Council is to be ensured;
- h) regional, state and national plans and policies are to be taken into account in strategic planning and decision making;
- i) the transparency of Council decisions, actions and information is to be ensured.

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).

Reports in this Agenda will identify when any of the above principles are relevant.

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## 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 objects of the Act are as follows:

- a) to promote, encourage and facilitate the achievement of gender equality and improvement in the status of women; and
- b) to support the identification and elimination of systemic causes of gender inequality in policy, programs and delivery of services in workplaces and communities; and
- c) to recognise that gender inequality may be compounded by other forms of disadvantage or discrimination that a person may experience on the basis of Aboriginality, age, disability, ethnicity, gender identity, race, religion, sexual orientation and other attributes; and
- d) to redress disadvantage, address stigma, stereotyping, prejudice and violence, and accommodate persons of different genders by way of structural change; and
- e) to enhance economic and social participation by persons of different genders; and
- f) to further promote the right to equality set out in the Victorian Charter of Human Rights and Responsibilities and the Convention on the Elimination of All Forms of Discrimination against Women.

Council is obligated to think about how its programs and services affect different people and different communities and how we can avoid reinforcing unintentional inequalities. Reports authors must consider the requirements of the *Gender Equality Act 2020* and Council's Diversity, Access and Equity Policy when asking Council to consider or review any issues which have a direct or significant impact on members of the Greater Dandenong community.

## 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 is founded on the following principles:

- human rights are essential in a democratic and inclusive society that respects the rule of law, human dignity, equality and freedom;
- human rights belong to all people without discrimination, and the diversity of the people of Victoria enhances our community;
- human rights come with responsibilities and must be exercised in a way that respects the human rights of others;
- human rights have a special importance for the Aboriginal people of Victoria, as descendants of Australia's first people, with their diverse spiritual, social, cultural and economic relationship with their traditional lands and waters.

Given this municipality's diversity and inclusiveness, when developing or preparing a report for Council consideration, report authors are required to ensure their report is consistent with the standards set by the Charter.





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## 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.

When developing or preparing a report for Council consideration, report authors are required to consider what impacts their issue has on Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy and the requirements of the *Local Government Act 2020* in relation to the overarching principle on climate change and sustainability.

## Related Council Policies, Strategies or Frameworks

Report authors will consider how their report aligns with existing Council policies, strategies, frameworks or other documents, how they may affect the decision of this report or are relevant to this process.





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## TABLE OF CONTENTS

<b>1</b>	<b>MEETING OPENING .....</b>	<b>8</b>
1.1	OPENING OF MEETING BY MAYOR .....	8
1.2	ATTENDANCE .....	8
1.3	ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF LAND .....	9
1.4	OFFERING OF PRAYER, REFLECTION OR AFFIRMATION .....	9
1.5	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....	10
1.6	DISCLOSURES OF INTEREST .....	10
<b>2</b>	<b>OFFICERS REPORTS - PART 1 .....</b>	<b>11</b>
2.1	DOCUMENTS FOR SEALING .....	11
2.1.1	Documents for Sealing.....	11
2.2	STATUTORY PLANNING APPLICATIONS .....	13
2.2.1	Town Planning Application – No. 13/410-418 Princes Highway, Noble Park (Planning Application No. PLN22/0532).....	13
<b>3</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>54</b>
<b>4</b>	<b>OFFICERS REPORTS - PART 2 .....</b>	<b>56</b>
4.1	FINANCE AND BUDGET .....	56
4.1.1	Mid Year Budget Review 2023-24 .....	56
4.2	POLICY AND STRATEGY .....	74
4.2.1	Community Funding Program and Policy Review.....	74
4.3	OTHER .....	96
4.3.1	List of Registered Correspondence to Mayor and Councillors.....	96
4.3.2	Report on Matters Discussed at Councillor Briefing Sessions and Pre-Council Meetings ..	99
4.3.3	Draft Minutes of Cultural Heritage Advisory Committee Meeting - 21 September 2023....	102
4.3.4	Draft Minutes of Cultural Heritage Advisory Committee Meeting - 2 November 2023.....	109
4.3.5	Response to Notice of Motion 31 – Preparedness of Impacts of Climate Related Events in Summer 2023-24 .....	117
4.3.6	Advanced Waste Processing .....	161
4.3.7	Tree Protection on Private Land Local Law .....	169
<b>5</b>	<b>NOTICES OF MOTION .....</b>	<b>182</b>

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<b>6</b>	<b>REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS.....</b>	<b>183</b>
<b>7</b>	<b>URGENT BUSINESS .....</b>	<b>184</b>
<b>8</b>	<b>CLOSE OF BUSINESS .....</b>	<b>185</b>



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## **1 MEETING OPENING**

### **1.1 OPENING OF MEETING BY MAYOR**

### **1.2 ATTENDANCE**

#### **Apologies**

Cr Sean O'Reilly.





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### **1.3 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF LAND**

Those in the Chamber may stand for this item.

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.

### **1.4 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 Very Rev Fr Michael Protopopov OAM from the Christian Church of Our Lady's Dormition, a member of the Greater Dandenong Interfaith Network.



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## 1.5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Meeting of Council held 27 November 2023.

### Recommendation

**That the Minutes of the Meeting of Council held 27 November 2023 be confirmed.**

## 1.6 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](http://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:

1. complete a disclosure of interest form prior to the meeting;
2. advise the chairperson of the interest immediately before the particular item is considered (if attending the meeting); and
3. 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.



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## 2 OFFICERS REPORTS - PART 1

### 2.1 DOCUMENTS FOR SEALING

#### 2.1.1 Documents for Sealing

**Responsible Officer:** Manager Governance, Legal & Risk  
**Attachments:** Nil

#### Executive Summary

1. Under the *Local Government Act 2020*, 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. This report recommends that the listed documents be signed and sealed.





### Item Summary

3. There are two (2) items being presented to Council's meeting of 11 December 2023 for signing and sealing as follows:
- a) A letter of recognition to Councillor Loi Truong, for 15 years of service to the Greater Dandenong City Council; and
  - b) An Instrument of Appointment of Authorised Officer under the provisions of the *Local Government Act 1989*, the *Local Government Act 2020*, the *Environment Protection Act 2017*, the *Heritage Act 2017*, the *Lands Acquisition and Compensation 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:
    - Lori Zhang

### Recommendation

**That the listed documents be signed and sealed.**



## 2.2 STATUTORY PLANNING APPLICATIONS

### 2.2.1 Town Planning Application – No. 13/410-418 Princes Highway, Noble Park (Planning Application No. PLN22/0532)

**Responsible Officer:** Director City Planning, Design & Amenity  
**Attachments:** 1. Assessed Plans [2.2.1.1 - 16 pages]

#### Application Summary

**Applicant:** Matt Gorman (Liquor Plan)  
**Proposal:** Use of the land for manufacturing sales and food and drink premises, buildings and works, sale and consumption of liquor, display of internally illuminated business identification signage, reduction in car parking and alteration of access to a Transport Zone 2.  
**Zone:** Commercial 2 Zone  
**Overlay:** No overlays  
**Ward:** Noble Park North

1. This application is brought before the Council as all applications for the sale and consumption of liquor (where not associated with a convenience restaurant, restaurant and takeaway food premises) must be determined at a Council meeting.
2. The proposal is for a new brewery to be established on the site. The use of land for industry (beverage production of less than 5000 litres per day) is as-of-right within the Commercial 2 Zone and does not require a planning permit. However, the elements of manufacturing sales, food and drink premises, buildings and works, sale and consumption of liquor, display of signage, reduction in car parking and alteration of access the access to Princes Highway do require a planning permit.
3. A planning permit is required under the following provisions of the Greater Dandenong Planning Scheme:
  - Pursuant to Clause 34.02-1 (Commercial 2 Zone) of the Greater Dandenong Planning Scheme, a planning permit is required for the use of land for manufacturing sales and food and drink premises.
  - Pursuant to Clause 34.02-4 (Commercial 2 Zone) of the Greater Dandenong Planning Scheme, a planning permit is required for buildings and works.
  - Pursuant to Clause 52.25 (Signs) of the Greater Dandenong Planning Scheme, a planning permit is required to display an internally illuminated business identification sign.
  - Pursuant to Clause 52.06-3 (Car parking) of the Greater Dandenong Planning Scheme, a planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5 of the Greater Dandenong Planning Scheme.
  - Pursuant to Clause 52.27 (Licensed premises) of the Greater Dandenong Planning Scheme, a planning permit is required to use land to sell or consume liquor.
  - Pursuant to Clause 52.29-2 (Land adjacent to the principal road network) of the Greater Dandenong Planning Scheme, a planning permit is required to alter access to a road in a Transport Zone 2.



4. This report recommends that the permit be granted, subject to conditions. The proposed uses have been assessed against the relevant decision guidelines and are considered appropriate for the area and, subject to conditions, will not result in adverse amenity impacts. The built form is considered appropriate in its context as it provides an interesting architectural expression and incorporates an acceptable landscape response. The proposal includes adequate on-site car parking spaces and has adequately addressed alcohol management to ensure the sale and consumption of liquor will not have any adverse impacts on the amenity of the surrounding area.

### **Objectors Summary**

5. The application was advertised to the surrounding area through the erection of a notice on-site and the mailing of notices to adjoining and surrounding owners and occupiers. Zero (0) objections were received to the application.

### **Recommendation Summary**

6. As assessed, the proposal is consistent with and appropriately responds to the provisions of the Greater Dandenong Planning Scheme. The proposal appropriately responds to the State and Local policy as well as the purposes of the zone and particular provisions which apply to the subject site with this report recommending that the application be supported, and that a Permit be granted subject to conditions as set out in the recommendation.
7. If the application were to be appealed to the Victorian Civil and Administrative Tribunal (VCAT) is it the officer's view that it is highly likely that VCAT would also issue a planning permit for this proposal.



## **Subject Site and Surrounds**

### ***Subject Site***

8. The subject site is legally known as Lot 13 on SP032759C and is located on the northeast side of Princes Highway in Noble Park North. The site is currently occupied by a business which warehouses and sells home brewing supplies.
9. The subject site is rectangular in shape.
10. The subject site has a front and rear boundary width of 62.27 metres, with side boundaries of 127.73 metres.
11. The overall site area is 7,954 sqm.
12. The site contains an existing building, used for warehousing and restricted retail (uses which are as-of-right within the Commercial 2 Zone and do not require a planning permit).
13. The existing building has a floor area of 4000sqm.
14. Access to the subject site is provided via a common property accessway, which connects to a double width crossover, providing access to the service lane of Princes Highway to the southwest. Princes Highway is an arterial road and is identified as a Transport Road Zone 2 in the Planning Scheme.
15. Twenty-three car parking spaces are currently provided on the site. There are also 33 car parking spaces within the body corporate allocated to Lot 13. Therefore, the site currently has a total of 56 car parking spaces available.

### ***Surrounding Area***

16. The surrounding sites are also within the Commercial 2 Zone.
17. Directly opposite the site, across Princes Highway and approximately 87 metres to the southwest, is land within a Mixed Use Zone.
18. The subject site is located within a group of existing warehouses and restricted retail premises that are provided with a common accessway.
19. The existing development within the immediate area consists of similar industrial buildings and warehouses, used for a variety of commercial and industrial uses, as well as a fast-food restaurant and office uses (real estate agent) further to the periphery.
20. The Noble Park Activity Centre is located 1.1 kilometres to the southwest. Springvale Activity Centre is located 2.9 kilometres to the west of the subject site.





### Locality Plan

21. A zoning map of the subject site and the surrounding area is provided below.



22. An aerial photograph of the subject site and surrounding area is provided below (VicPlan imagery Jan 2018)





## Background

### Previous Applications

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

Planning permit ref. no.	For:	Outcome:
PLN04/0587	Buildings and works for a warehouse with a reduction in car parking.	Permit issued on 04/10/2004
PLN09/0450	To erect and display business identification signage	Permit issued on 17/12/2010
PLN20/0286	To erect and display non-illuminated business identification signage	Permit issued 24/9/2020
PLN23/0358	To use the land for a licensed premises (remote sellers packaged liquor license).	Permit issued 13/11/2023

## Proposal

24. The proposal is to construct a new brewery building on the site in front of the existing warehouse. The brewery will manufacture beer, sell beer for off site and on site consumption, and sell food and drink for consumption within the new brewery building.
25. The existing warehouse on the site will continue to operate with 15 full time staff and operate 5-11pm Mon-Fri. The proposed brewery will be located to the south (front) of the existing warehouse building.
26. The proposed buildings and works will consist of a new rectangular, double storey building containing a brewing area, cool room, kitchen, toilets, bar and customer seating areas. The new building will have "contemporary industrial" external appearance, with a floor area of approximately 590sqm, a street setback of 7m and a maximum height of 7m. The front and side facades will be clad with a mix of translucent fibreglass sheeting and metal cladding.
27. An outdoor customer seating area will be located on the southern (front) side of the proposed building. The external patron area will have an area of 325sqm and will be covered by a portico structure and an awning.
28. A 2 metre high "zigzag" fence will be located along the front boundary.
29. Eight bicycle parking spaces will be provided for staff and/or patrons in the south west corner of the site.
30. No physical changes to the access from Princes Highway to the common property driveway are proposed.
31. The brewing area (industry) will occupy 56sqm of floor area within the proposed new building and will operate Monday-Friday 5am-11pm. A maximum of 2000 litres of beer per day will be produced on site.
32. The brewery will sell the beer manufactured on site for both on and off-site consumption (manufacturing sales), as well as other beverages and food (food and drink premises).



33. Hours of operation for the manufacturing sales and food and drink premises will be Wednesday- Sunday 11am-10pm.
34. The manufacturing sales and food and drink premise will occupy 590sqm floor area within the proposed building, plus a 325sqm outdoor area.
35. Food will be available from a food truck (maximum one food truck at a time) and/or from the on-site kitchen.
36. The proposal also involves the sale and consumption of liquor. Liquor will be sold for consumption on or off the premises during the opening hours of Wednesday-Sunday 11am-10pm.
37. The licensed area will be the area delineated by the redline on the plan submitted with the application and generally encompasses the proposed building ground and first floors, as well as the outdoor seating area.
38. Patron access/egress to/from the licensed premises will be only via the proposed entry(s) at the front of the licensed premises.
39. There will be a maximum of 90 patrons within the licensed premises at any one time.
40. The licensed premises use will operate under the submitted Alcohol Management Plan (AMP) and the submitted Liquor Licence Venue Management Plan (LLVMP).
41. There will be no music other than background music.

#### **Signage**

42. Two new internally illuminated, business identification signs (consisting of separate letters spelling, “Black Match Brewery”) will be located on the sides of the proposed building. The larger sign will be on the south western elevation facing Princes Highway and the smaller sign will be on the south eastern elevation facing the common property accessway.
43. The large sign will have a display area of approximately 13sqm and be located approximately 7 metres above ground level. The small sign will have a display area of approximately 2sqm and will be located approximately 6 metres above ground level.
44. Both signs will be internally illuminated. Illumination will be at 300 lux. The signs will be illuminated during night time hours.
45. There will be no logo box.

#### **Reduction in car parking requirements**

46. Clause 52.06 of the Greater Dandenong Planning Scheme sets out car parking requirements for each land use.
47. The application proposes to construct an additional 14 car parking spaces on the site, bring the total to 37 spaces on site, plus an additional 33 spaces within the body corporate allocated to Lot 13.
48. The application proposes a reduction in car parking as follows:
  - When the existing warehouse and proposed industry is occurring at the same time (Mon-Fri 5am-11pm), 57 spaces are required, but only 56 are available. Reduction of one (1) space is proposed.
  - When the existing warehouse, the proposed industry and proposed food & drink/manufacturing sales is all occurring at the same time (Wed-Friday 11am-10pm), 89 spaces are required, but only 70 are available. A reduction of nineteen (19) spaces is proposed.



### Landscaping

49. No trees or vegetation are proposed to be removed.
50. The proposal includes extensive planting in the form of seven (7) canopy trees along the front of the site, creepers on trellis along the front fence facing the street, and a large plant arbour with cables to facilitate growth of creepers.
51. A copy of the submitted plans is provided in Attachment 1 to this report.

### Planning Scheme and Policy Frameworks

52. A planning permit is required under the following provisions of the Greater Dandenong Planning Scheme:
  - Pursuant to Clause 34.02-1 (Commercial 2 Zone) of the Greater Dandenong Planning Scheme, a planning permit is required for the use of land for manufacturing sales and food and drink premises.
  - Pursuant to Clause 34.02-4 (Commercial 2 Zone) of the Greater Dandenong Planning Scheme, a planning permit is required for buildings and works
  - Pursuant to Clause 52.25 (Signs) of the Greater Dandenong Planning Scheme, a planning permit is required to display an internally illuminated business identification sign.
  - Pursuant to Clause 52.06-3 (Car parking) of the Greater Dandenong Planning Scheme, a planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5 of the Greater Dandenong Planning Scheme.
  - Pursuant to Clause 52.27 (Licensed premises) of the Greater Dandenong Planning Scheme, a planning permit is required to use land to sell or consume liquor.
  - Pursuant to Clause 52.29-2 (Land adjacent to the principal road network) of the Greater Dandenong Planning Scheme, a planning permit is required to alter access to a road in a Transport Zone 2.

### Zoning Controls

53. The subject site is located in a Commercial 2 Zone, as is the surrounding area.
54. The purpose of the Commercial 2 Zone outlined at Clause 34.02 is:
  - *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
  - *To encourage commercial areas for offices, appropriate manufacturing and industries, bulky goods retailing, other retail uses, and associated business and commercial services.*
  - *To ensure that uses do not affect the safety and amenity of adjacent, more sensitive uses.*
55. Pursuant to Clause 34.02-1 (Commercial 2 Zone) of the Greater Dandenong Planning Scheme, a planning permit is required for the use of land for manufacturing sales and food and drink premises.
56. Pursuant to Clause 34.02-4 (Commercial 2 Zone) of the Greater Dandenong Planning Scheme, a planning permit is required for buildings and works.
57. Decision Guidelines are set out at Clause 34.02-7.





### Overlay Controls

58. No overlays affect the subject site or surrounding area.

### State Planning Policy Framework

59. 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).*
- fa) *to facilitate the provision of affordable housing in Victoria;*
- g) *To balance the present and future interests of all Victorians.*

60. 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.
61. **Clause 17 (Economic Development)** contains two key objectives and can be summarised in emphasising the need for planning to provide for a strong and innovative economy, and to contribute to the economic wellbeing of the state to allow for municipalities to build upon regional strengths and economic potential.
62. These objectives are further explored within the following subclauses under Clause 17 Economic Development. **Clause 17.01-1S Diversified economy** seeks to strengthen and diversity the economy, by facilitating growth in a range of employment sectors and to improve access to jobs closer to where people live.



### **Local Planning Policy Framework**

63. The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies. The following local planning policies are relevant to this application.
64. The MSS is contained within Clause 21 of the Scheme. The MSS at Clause 21.01 focuses on the Municipal Profile, within which the following is noted:
- *Greater Dandenong is a net provider of jobs, with a resident workforce of 53,000, and local businesses providing approximately 74,000 jobs. Greater Dandenong businesses provide the third highest number of jobs in metropolitan Melbourne, with the employment sector largely orientated towards manufacturing occupations. Within the metropolitan Melbourne area, Greater Dandenong is ranked – in terms of job stock – first in manufacturing, second in storage, third in road transport and fourth in wholesale trade. The extension of the Urban Growth Boundary by the State Government will facilitate further industrial development in Dandenong and some 25,000 new jobs, to maintain Greater Dandenong's pivotal role in the State economy.*
65. A Vision for Greater Dandenong is outlined at Clause 21.03, within which the following is noted:
- *A nationally and internationally competitive city; a pre-eminent industrial centre for Melbourne's south-east with a significant high-tech/knowledge industrial component; a centre for government, multi-national investment and employment; vibrant commercial and retail sector and a state of the art inter-modal transport interchange for south eastern Victoria.*
66. 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). Of particular relevance to this application are Clauses 21.04, 21.05.
67. Clause 21.04 – Land Use
- *"Economic issues – Greater Dandenong's retail, commercial, industrial and entertainment uses provide a range of jobs. Strengthening these assets will attract visitors from outside the municipality and improve employment opportunities. With suitable promotion, they could realise increased economic benefits for the City."*
  - *"Social issues – Local retail centres can act as a focus for local communities helping strengthen local connections. Entertainment and associated uses are important in maintaining local cultural vitality but need to be managed to avoid late night disturbances to surrounding residents, and inadequate provision of car parking."*
68. Clause 21.05 Built form. Clause 21.05-1 urban design, character, streetscapes and landscapes is of relevance to the application which incorporates the following objectives:
- *To facilitate high quality building design and architecture.*
  - *To facilitate high quality development which has regard for the surrounding environment and built form.*
  - *To protect and improve streetscapes.*
  - *To ensure landscaping that enhances the built environment.*



69. Clause 23.03 Urban design in commercial and industrial areas is of relevance to the application which incorporates the following objectives:

- *To improve the appearance of all commercial and industrial areas, and particularly development along main roads and at identified gateway sites.*

The policy sets out a number of matters to be taken into account when considering an application for use and development.

70. Clause 22.11 – Advertising Signs Policy sets out the local expectations for signage within this municipality. The objectives of this policy are:

- *To ensure that signs are designed, positioned and displayed in an appropriate and attractive manner.*
- *To encourage signs that make a positive contribution to both the day and night time character of activity centres.*
- *To improve the appearance of City gateways through the effective, sensitive display of signs and the avoidance of proliferation of signs and visual clutter.*

71. This policy contains a number of specific design outcomes sought under this policy.

#### **Particular Provisions**

##### **72. Clause 52.05 Signs**

The purposes of this provision are:

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

73. Pursuant to Clause 34.02-8 (Commercial 2 Zone) the zone is in Category 1 for the sign requirements at Clause 52.05.

74. Pursuant to Clause 52.05-2, a planning permit is required to construct or put up for display a sign in Section 2 at Clause 52.05-11. This includes internally illuminated signs exceeding 1.5 square metres per premises and business identification signs exceeding 8 square metres per premises.

##### **75. Clause 52.06 – Car Parking**

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 demands 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.*

76. Clause 52.06-2 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.

77. The required spaces are identified in the table to Clause 52.06-5. The site is not within the PPTN area, therefore, the rates in column A apply.

78. The table at Clause 52.06-5 specifies that the following car parking rate is required;

- Industry: 2.9 spaces to each 100 square metres of net floor area.
- Manufacturing sales and food and drink premises: 4 spaces to each 100 square metres of leasable floor area.
- Warehouse: 2 plus 1.5 to each 100 square metre of net floor area.

79. Pursuant to Clause 52.06-3 (Car parking) of the Greater Dandenong Planning Scheme, a planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5 of the Greater Dandenong Planning Scheme.

80. Decision Guidelines to reduce the car parking requirements are at Clause 52.06-7

81. Car parking is to be designed and constructed in accordance with the requirements of Clause 52.06-8 and 52.06-10 of the Scheme.

82. Decision guidelines are at Clause 52.06-10.

83. **Clause 52.27 – Licensed Premises**

The purposes of this provision are:

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

84. Pursuant to Clause 52.27 (Licensed premises) of the Greater Dandenong Planning Scheme, a planning permit is required to use land to sell or consume liquor.

85. Decision guidelines are at Clause 52.27.

86. **Clause 52.29 Land adjacent to the principal road network**

The purpose of this provision are:

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

87. Pursuant to Clause 52.29-2 (Land adjacent to the principal road network) of the Greater Dandenong Planning Scheme, a planning permit is required to alter access to a road in a Transport Zone 2.

88. An application under this clause must be referred to the Head, Transport for Victoria as a Determining Referral Authority under Section 55 of the *Planning and Environment Act 1987*.

89. Decision guidelines are at Clause 52.29-6.



90. **Clause 52.34 – Bicycle Facilities**

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.*

91. 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.

92. The required facilities are identified in the table to Clause 52.34-3.

93. The table at Clause 52.34-3 specifies that the following bicycle facilities are required;

- Industry: 1 employee space to each 1000 square metres of net floor area.
- Manufacturing sales and food and drink premises: 1 employee space to each 300 square metres of leasable floor area; and 1 visitor space to each 500 square metres of leasable floor area.

94. The design of bicycle spaces should be designed in accordance with the requirements of Clause 52.34-4 of the Scheme.

95. Decision guidelines are at Clause 52.34-4.

**General Provisions**

96. Clause 65 – Decision Guidelines need 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 are of relevance. This Clause outlines the requirements that the responsible authority must consider when determining the application.

97. Clause 66- Referrals sets out mandatory referrals under Section 55 of the *Planning and Environment Act 1987* and notice requirements under Section 52 of the *Planning and Environment Act 1987*. The application is required to be referred to Head, Transport for Victoria.

**Restrictive Covenants**

98. No covenants or any restrictive measures are registered on the Certificate of Title for the subject site.

**Diversity, Access and Equity**

99. It is not considered that the planning assessment of this application raises any diversity issues. The application itself does not have a direct and significant impact on the wider Greater Dandenong community.

**Community Safety**

100. 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**

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





## Referrals

102. 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
Victoria Police	Section 52 - Comment non-mandatory referral	No objection, no conditions
Victoria Gambling and Casino Control Commission	Section 52 - Comment non-mandatory referral	No comments.

103. 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
Transport	No objection, subject to conditions
Civil	No objection, subject to conditions
Asset	No objection, subject to conditions
ESD	No objection, subject to conditions
Waste	No objection, subject to conditions
Community Services	No objection, subject to conditions

## Advertising

104. 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 a sign on site.

105. The notification has been carried out correctly. Council has received zero (0) objections to date.

## Assessment

106. The proposal is to establish a brewery to the front of the existing buildings on the site. The brewery will consist of the following land uses:

- Industry: Production, bottling and distribution of beer.
- Manufacturing sales: Beer products manufactured on site will be offered for sale to be consumed on site and off site.
- Food and drinks premises: Food and drink for immediate consumption on the premises will be offered for sale.



107. In addition to the use of the land, it is also proposed to undertake buildings and works to construct the brewery building, to display signage, sell and consume liquor, alter the access to the Princes Highway, and reduce the car parking required under the planning scheme.
108. The use of land for industry (beverage production of less than 5000 litres per day) is as-of-right within the Commercial 2 Zone and does not require a planning permit. However, the elements of manufacturing sales, food and drink premises, building works, sale and consumption of liquor, display of signage, reduction in car parking and alteration of access to the access to Princes Highway all require planning permission.

### **Use**

109. The proposed use of the land for manufacturing sales and food and drink premises is considered to be consistent with the Municipal Strategic Statement and the purpose of the Commercial 2 Zone as it is directly related to use of the land for a small-scale industry (beverage production), which is encouraged by the zone.
110. The purposes of the Commercial 2 Zone are:
  - *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
  - *To encourage commercial areas for offices, appropriate manufacturing and industries, bulky goods retailing, other retail uses, and associated business and commercial services.*
  - *To ensure that uses do not affect the safety and amenity of adjacent, more sensitive uses.*
111. In this instance, there is a clear nexus between the use of land for industry (beverage production of less than 5000 litres per day) and the proposed manufacturing sales and food and drink premises. The manufacturing sales and food and drink uses will compliment and enhance the use of land for small scale industry (beverage production if less than 5000 litres per day).
112. The proposed manufacturing sales and food and drink premises is considered compatible with surrounding land uses because the subject site is surrounded by Commercial 2 Zoned land. The closest residential land is a Mixed Use Zone on the opposite side of Princes Highway, which is an arterial road. The applicant has proposed that music will be limited to background level music only, and has submitted a Venue Management Plan detailing patron management and complaints processes. The proposed hours of operation (Wednesday-Sunday 11am-10pm) and maximum patron numbers (90 patrons) are reasonable in the context. Permit conditions can ensure the site is managed to ensure no adverse offsite amenity impacts to the residential area (see conditions 12-24).
113. It is also noted that the layout of the proposed manufacturing sales and food and drink premises will still allow the site to continue to be used for small scale industry and warehousing purposes, as encouraged by the purpose of the zone.
114. Surrounding uses within the immediate context include restricted retail, vehicle sales, warehousing, indoor recreation and take away food premises. It is considered that the proposed manufacturing sales and food and drink premises are compatible with the surrounding uses.
115. Adequate car parking is provided and will be further discussed below. Overall, the extent of traffic generated from the proposed uses is predicted to be within the capacity of the existing local traffic network and it is not considered that the proposed uses will generate any adverse impacts on the safe and efficient operation of the surrounding road network.



### *Development*

116. It is considered that the proposed built form satisfies all relevant clauses of the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies, particularly those relating to commercial areas.
117. The design of the building and landscaping will be of a high standard, with a high level of detail and architectural expression to the southern (front) elevation. The proposal includes the provision of landscaping within the frontage of the subject site, including a large plant arbour with cables for creeper growth. In addition, berms for soil and canopy trees in front of the proposed fence will offer a reduced perceived fence height. This will enhance the amenity for pedestrians using adjacent roads, and the overall presentation of the site. It is considered that the proposed development and landscaping will make a positive contribution to the streetscape.
118. The proposed building is setback 6.975 metres from the front boundary. This is less than the 9m front setback required by the design standards set out in Clause 22.03-4 (Urban Design in commercial and industrial areas) of the Greater Dandenong Planning Scheme. However, in this instance, the reduced setback is considered acceptable in the context as the front half of the proposed building is clad with a mix of translucent sheeting on three sides, providing a more visually permeable façade compared with a solid wall. In addition, the proposal includes an extensive landscaping outcome, including a large plant arbour to soften the appearance of the building. It is considered that the architectural expression and extensive landscaping will offer an improved contribution to the existing streetscape. Furthermore, the existing 4m wide grassy verge provides additional spatial relief between the road and the front fence.

### *Signage*

119. The proposal includes the development of two (2) new internally illuminated signs. One is located on the south western façade and one is located on the south eastern façade.
120. The overall size and scale of proposed signs are proportionate to the size and scale of the building they will be located upon and are reasonable in the context adjacent to an arterial road. The signs will provide a reasonable level of identification for the site.
121. The signs are proposed to be internally illuminated. Permit conditions can ensure that the illumination is baffled to ensure there is no undue glare on the pavement or adjacent road to ensure the safety of pedestrians and road users is maintained.
122. The proposed building will obscure the existing painted signage on the warehouse building, therefore offering an improved visual display of signage and avoid any visual disorder or clutter of signs on the site.
123. The Head - Transport for Victoria have specified permit condition required relating to the illumination of the proposed signage to ensure safety of road users. These will be included as conditions on the permit (see conditions 38 and 39).



### ***Car parking and alteration of access to a road in a Transport Zone 2***

124. The site will contain 37 car parking spaces on the site, plus 33 car parking spaces in the common property area which are allocated to the subject site via a Licence Agreement. 14 of the on site car parking spaces are proposed to be used for warehouse loading areas when the brewery (manufacturing sales, and food and drink premises) is not operating.
125. Clause 52.06-5 of the Greater Dandenong Planning Scheme sets out car parking requirements for land uses as follows:
- Industry: 2.9 car parking spaces are required to each 100 square metres of net floor area (1 space required).
  - Manufacturing sales and food and drink premises: 4 car parking spaces are required to each 100 square metres of leasable floor area (32 spaces required)
  - Warehouse: 2 car parking spaces plus 1.5 car parking spaces to each 100 square metre of net floor area (existing warehouse operates with 56 car parking spaces).
126. The operating hours for the uses which are proposed to occur on the site are as follows:
- Industry: Monday- Friday, 5am-11pm
  - Manufacturing sales and food and drink premises: Wednesday-Sunday, 11am-10pm
  - Warehouse: Monday- Friday, 5am-11pm. The applicant has proposed that no loading or unloading for the warehouse will occur during the hours that the manufacturing sales and food and drink premises will be operating.
127. Therefore, the application proposes a car parking reduction as follows:

<b>Time</b>	<b>Car parking spaces required</b>	<b>Car parking available</b>	<b>Car parking reduction proposed</b>
When the warehouse and industry is occurring at the same time (Mon-Fri 5am-11pm)	57	56	1
When warehouse, industry and food& drink/manufacturing sales are all occurring at the same time (Wed-Friday 11am-10pm)	89	70	19

128. In this instance, the proposed reduction in car parking is considered acceptable for the following reasons:
- The application has been referred to Council's traffic engineers, who have no objections to the proposal, subject to the parking and loading areas being appropriately managed via a Traffic and Parking Management Plan to be endorsed under the permit (see condition 8).
  - The existing warehouse currently operates with 15 staff, therefore, the parking demand for the existing warehouse is significantly less than the statutory requirements.
  - Peak patronage for the proposed brewery is likely to be after 5pm, when surrounding businesses are generally closed.



- The site is well serviced by the public bus transport system, with three public bus routes within 600m of the subject site.
  - Patrons of the brewery are likely to generate a short stay parking demand, with patrons generally estimated to stay for an average of 1 hour.
  - On street parking is available in the vicinity of the site.
129. The accessways and car parking spaces have been designed in accordance with the design standards.
130. It is noted that during operating hours for the brewery (Wed-Friday 11am-10pm), 14 car parking spaces on the site will be at the rear of a tandem arrangement. Permit conditions can require a Traffic and Parking Management Plan to outline how these spaces will be managed, and to ensure the rear tandem spaces are only used for long term parking by staff. The required car parking rate for manufacturing sales and food and drink premise (32 spaces required) is for both staff and patrons. Given that 23 car parking spaces will be available within the subject site in non-tandem arrangement for brewery patrons, plus 14 spaces will be available for staff, it is considered that more than adequate parking is available for brewery patrons and staff on the subject site and in close proximity to the brewery. Permit conditions can require the Traffic and Parking Management Plan to require staff parking to be in the rear of the tandem spaces or within the body corporate car parking spaces to ensure brewery patron parking is close and convenient.
131. In addition, the existing warehouse currently operates with only 15 staff at any one time. Given that there are 33 car parking spaces available within the common property which are specifically allocated to the subject site, it is considered that there is more than sufficient car parking for the proposed uses.
132. Therefore, subject to conditions requiring a Traffic and Parking management Plan, it is considered that the proposal will provide adequate car parking provision.
133. While not proposing any alterations to the physical layout of the crossover to Princes Highway, the proposed use does result in a change to the opportunity for traffic to approach or enter Princes Highway in terms of the volume, frequency and type of traffic compared to the existing situation. The application has been referred to Head, Transport for Victoria as a Determining Referral Authority under Section 55 of the *Planning and Environment Act 1987*. Head, Transport for Victoria have responded, with no objection to the alteration of access. Therefore, it is considered that the proposal is acceptable with regard to the access to the Principal Road Network.

### ***Bicycle Facilities***

134. Clause 52.34-3 of the Greater Dandenong Planning Scheme sets out bicycle facility requirements for land uses as follows:
- Warehouse: No bicycle facility requirement.
  - Industry: 1 employee bicycle space to each 1000 square metres of net floor area.
  - Manufacturing sales and food and drink premises: 1 employee bicycle space to each 300 square metres of leasable floor area; and 1 visitor bicycle space to each 500 square metres of leasable floor area.
135. Therefore, one employee and one visitor bicycle space is required for the proposed uses.
136. Pursuant to Clause 52.34-5 of the Greater Dandenong Planning Scheme, a bicycle space for an employee must be provided either in a bicycle locker or at a bicycle rail in a lockable compound. A bicycle space for a visitor or shopper must be provided at a bicycle rail.
137. The proposal includes six (6) bicycle rail spaces at the front of the site in the south west corner.
-



138. Permit conditions can require the plans to be amended to include an employee bicycle parking space either in a bicycle locker or at a bicycle rail in a lockable compound (see condition 1.3).
139. Subject to the condition outlined above, it is considered that the proposed bicycle parking provision is acceptable.

#### ***Sale and consumption of liquor***

140. An Alcohol Management Plan (AMP) and Venue Management Plan have been submitted. Both plans reflect a commitment and ability to mitigate any negative impacts of alcohol service on amenity, patron behaviour and operator compliance with regulation. The plans show:
  - Responsible Service of Alcohol, food service and trading hours that minimise the likelihood of patron intoxication, rapid and vertical drinking, and anti-social behaviour.
  - Managerial interventions which support staff, patrons, and venue safety to ensure negative incidents, intoxication, and/or complaints are addressed effectively.
  - Strategies for maximising amenity, security and safety for persons entering, in and leaving, minors in the premises, carparking access, and patrons in outdoor areas.
  - Effective management and supervision of a reasonable patron capacity of 90, with an appropriate staff ratio of 1:10 patrons during all service trading hours.
141. It is noted that minor inclusions are required to the proposed Venue Management Plan to further ensure no adverse offsite amenity impacts (see condition 3). This includes:
  - Outline a Safe Transport Strategy to enable patrons who are unfit to drive a vehicle to leave the premises by other means, or request assistance organising transport, or management are of the opinion it should exercise a duty-of-care.
  - Outline any CCTV Camera System already installed in or proposed for the premises, where in the event of an incident recorded footage would support patron and staff safety and assist Victoria Police with enquires and investigations.
  - Additional signage to inform customers that purchase of alcohol on behalf of minors is illegal and that alcohol is prohibited in toilets.
142. The proposed red line plan currently includes sale and consumption of liquor within toilets/bathroom facilities, stairwells, storage rooms and cool rooms. This is not in accordance with Council's policy for licensed premises. Therefore, permit conditions can require these areas to be removed from the plan (see condition 1.2).
143. An assessment of licensed premises within the vicinity has been undertaken to determine the suitability of the proposed liquor license. There are only four (4) other licensed premises within 500 metres of the subject land, all of which are well dispersed. Therefore, there is not a saturation or cluster of licensed premises in the area, or a propensity for the proposal to cause any negative cumulative impacts associated with a saturation of licensed premises.
144. Subject to the conditions outlined above, it is considered that the proposal can suitably manage any potential offsite amenity impacts from the sale and consumption of liquor.





### ***Environmentally Sustainable Development***

145. The proposal has a floor area less than 1000 square metres, therefore, Clause 22.06 (Environmentally Sustainable Development) of the Greater Dandenong Planning Scheme does not apply. However, it is noted that the proposed development has been designed to incorporate sustainable design initiatives which are supported and encouraged under broad state and local policy of the Greater Dandenong Planning Scheme. The applicant has submitted a Sustainable Management Plan with commitment to install a 5000L water tank for water reuse in toilet flushing and external taps for outdoor use, natural ventilation, water efficient landscaping and a 4 square metre food production area. It is noted that the 5000 litre water tank and 4 square metre food production area have not been shown on the plans, therefore, permit conditions will require these items to be included on the plans (see condition 1.1).

### **Conclusion**

146. The application has been assessed against the relevant sections of the Greater Dandenong Planning Scheme, including the State and Local Planning Policy Framework, Municipal Strategic Statement, zones, particular provisions and Clause 65.
147. Overall, it is considered that the proposed uses, development, signage, car parking reduction, sale and consumption of liquor and alteration of access are appropriate having regard to the site's location within the Commercial 2 zone.

### **Recommendation**

**That Council resolves to grant a planning permit in respect of the land known and described as Lot 13 SP32759, 13/410-418 Princes Highway Noble Park North VIC 3174 for the purpose of the use of the land for manufacturing sales and food and drink premises, buildings and works, sale and consumption of liquor, display of internally illuminated business identification signage, reduction in car parking and alteration of access to a Transport Zone 2, subject to the following conditions:**

- 1. Before the development starts, amended plans to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended plans must be drawn to scale with dimensions. The amended plans must be generally in accordance with the plans submitted and assessed with the application but modified to show:**
  - 1.1 The location of the 5,000L water tank, with notation to indicate its use for toilet flushing and irrigation.**
  - 1.2 The Red Line Plan amended to remove the toilets, store rooms, cool room, kitchen and stairs from the red line area.**
  - 1.3 At least 1 bicycle spaces provided either in a bicycle locker or at bicycle rail in a lockable compound to meet the requirements of Clause 52.34-3 of the Greater Dandenong Planning Scheme.**
  - 1.4 The 'proposed site plan-outside brewery hours' plan amended to ensure truck swept paths to the loading/unloading area are adequately accommodated and at least 23 car parking spaces available within the subject site during warehouse loading and unloading times.**
  - 1.5 An amended Landscape Plan as required by the conditions below.**



**1.6 An amended Venue Management Plan as required by conditions below.**

**When approved, these plans will be endorsed and will form part of this permit.**

- 2. Before the endorsement of plans under condition 1, 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 Condition 1 of this permit;**
- 2.2 details of the proposed layout, type and height of fencing;**
- 2.3 legend of all plant types, surfaces, materials and landscape items to be used including the total areas of garden and lawn;**
- 2.4 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;**
- 2.5 A minimum 4 square metres of productive food garden as per BESS Urban Ecology Credit 3.2. If this cannot be demonstrated, the credit must be removed from BESS.**

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

- 3. Prior to the endorsement of plans under condition 1, an amended Venue Management Plan must be submitted to, and approved by the satisfaction of the Responsible Authority. When approved, the plan will be endorsed and form part of this permit. The plan must be generally in accordance with the Venue Management Plan submitted, but modified to show:**

- 3.1 Outline a Safe Transport Strategy to enable patrons who are unfit to drive a vehicle to leave the premises by other means, or request assistance organising transport, or management are of the opinion it should exercise a duty-of-care.**
- 3.2 Outline any CCTV Camera System already installed in or proposed for the premises, where in the event of an incident recorded footage would support patron and staff safety and assist Victoria Police with enquires and investigations.**
- 3.3 Additional signage to inform customers that the purchase of alcohol on behalf of minors is illegal.**
- 3.4 Additional signage to state that alcohol is not to be consumed in any public places in the municipality, such as in car parks, footpaths, and related areas, and that up to a \$1,000 Local Laws fine applies.**
- 3.5 Additional signage at the toilets to inform customers that alcohol is not to be brought into or consumed in the bathroom facilities.**



- 4. Prior to endorsement of plans under condition 1, an amended Sustainability Management Plan (SMP) must be submitted to and approved to the satisfaction of the Responsible Authority. When approved, the SMP will be endorsed and form part of the permit. The SMP must be in accordance with the design initiatives, construction methods, commitments and performance tool inputs included in the SMP (prepared by Statewide Rating Services, ref 22090 v1, dates 27 July 2022) but modified to include:**
  - 4.1 Revision of Section 3.1 amending Urinal WELS Rating to minimum 4 Stars as per InSite Water Assessment.**
- 5. Except with the prior written consent of the Responsible Authority, the layout of the use, buildings and works and red line area must always accord with the endorsed plan and must not be altered or modified.**
- 6. Once the approved development has started, it must be continued and completed in accordance with the endorsed plan/s, to the satisfaction of the Responsible Authority.**
- 7. Prior to the occupation of the development, a report from the author of the endorsed Sustainability Management Plan (SMP), or similarly qualified person or company, must be submitted to the Responsible Authority. The report must be to the satisfaction of the Responsible Authority and must confirm that all measures specified in the SMP have been implemented in accordance with the approved plan.**
- 8. Before the uses commence, A Traffic and Parking Management Plan (TPMP) must be submitted to and approved by the Responsible Authority. The use must not commence until the plan has been approved and endorsed by the Responsible Authority. The TPMP must be generally in accordance with the submitted application plans and must:**
  - 8.1 Identify all loading bays/areas on the application plans.**
  - 8.2 Identify how safety (particularly vulnerable road users such as pedestrians, cyclist and motorcyclists) and obstruction to other on-site/on-street traffic is to be managed during commercial vehicle reversing manoeuvres.**
  - 8.3 Identify the largest commercial vehicle to access the subject site in accordance with Table 2.1 to AS 2890.2, or other suitable documentation.**
  - 8.4 Identify when loading and unloading will occur.**
  - 8.5 Identify how the tandem parking will be managed.**
  - 8.6 Identify measures to ensure warehouse and brewery staff only park within the rear tandem spaces and/or body corporate car parking spaces at the rear of the common property.**
- 9. Except with the prior written consent of the Responsible Authority, the approved use must not commence and the land must not be occupied until all buildings and works and conditions of this permit have been complied with.**
- 10. The provisions, recommendations and requirements of the landscape plan must be implemented and complied with to the satisfaction of the Responsible Authority. Landscaping in accordance with the endorsed landscaping plan and schedule must be completed before the building is occupied.**



11. At all times, the landscaping must be maintained in good order in accordance with the endorsed landscape plan and schedule to the satisfaction of the Responsible Authority.
  12. Except with the prior written consent of the Responsible Authority, the sale and consumption of liquor, the use of land for manufacturing sales and the use of land for food and drink premise may only occur between the following hours:
    - 12.1 Wednesday- Sunday 11am-10pm
  13. Loading and unloading for the warehouse must not occur during operating hours for the food and drink or manufacturing sales.
  14. No more than 90 patrons (excluding staff) may be present on the site at any one time.
  15. Sale and consumption of liquor must only occur within the red line area shown on the endorsed Red Line Plan.
  16. The use must comply with the endorsed Alcohol Management Plan and Venue Management Plan at all times.
  17. Vehicles must enter and exit Princes Highway in forward direction.
  18. Bins or other receptacles for any form of rubbish or refuse must not be placed or allowed to remain in view of the public.
  19. 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.
  20. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.
  21. No music other than background level music may be played.
  22. External sound amplification equipment and loud speakers must not be used for the purpose of announcement, broadcast, playing of music or similar purpose, other than background level music.
  23. Noise levels must not exceed the permissible noise levels stipulated in part 5.3 Noise, of the Environment Protection Regulation 2021 for Residential Premises, Commercial, Industrial and Trade Premises and Entertainment Venues and Outdoor Entertainment Events.
  24. The amenity of the area must not be detrimentally affected by the use of land , including through the:
    - 24.1 transportation of materials, goods or commodities to or from the land;
    - 24.2 appearance of any building, works or materials;
    - 24.3 emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, girt or oil;
    - 24.4 presence of vermin;
-



**24.5 adverse behaviour of patrons to or from the land; or**

**24.6 in any other way.**

- 25. Provision must be made for the drainage for proposed development including landscaped and paved areas, all to the satisfaction of the Responsible Authority.**
- 26. The connection of the internal drainage infrastructure to the 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.**
- 27. Access to the site and any associated roadwork must be constructed, all to the satisfaction of the Responsible Authority.**
- 28. The site must have access to at least 33 car parking spaces within the common property car parking area at all times.**
- 29. Before the use commences, all parking areas and accessways must be:**
  - 29.1 Constructed and available for use in accordance with the plan approved by the responsible authority;**
  - 29.2 formed to such levels and drained so that they can be used in accordance with the plan; and**
  - 29.3 line-marked or provided with some other adequate means of showing the car parking spaces.**
- 30. Car spaces, access lanes, loading bays and driveways as shown on the endorsed plans must be maintained (including line marking) and kept available for these purposes at all times as specified in the Traffic and Parking Management Plan.**
- 31. Loading and unloading on the site must be in accordance with the endorsed Traffic and Parking Management Plan.**
- 32. 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.**
- 33. The site operator must endeavour to prevent site bound commercial vehicles queuing on arrival along the public access road. Accordingly, access driveways/roadways/aisles providing access to loading areas on-site must not be gated during operating hours or feature control points (i.e. boom gates, guardhouse or similar) without suitable queuing space on site, all to the satisfaction of the Responsible Authority.**
- 34. The location, type and dimensions of the signage including those of the supporting structure, as shown on the endorsed plan/s must not be altered unless with the consent of the Responsible Authority.**
- 35. The signage must not be animated and no flashing or intermittent light/s shall be displayed.**



36. No bunting, streamers and festooning shall be displayed.
37. The signage shall be constructed and maintained to the satisfaction of the Responsible Authority.
38. The signage hereby approved will expire fifteen (15) years after the date of this permit.

**Head, Transport for Victoria conditions**

39. During the operation of the electronic sign, the maximum average luminance and threshold increment values as specified in below must not be exceeded:

Lighting condition	Maximum average luminance (cd/m2)	Threshold Increment	
		Max %	Adaptation luminance
Full sun on face of sign	No Limit	-	-
Daytime luminance	6000	-	-
Morning and evening twilight and overcast weather	700	-	-
Night-time	350	20	5

40. Brightness levels:

- 40.1 The signs must be dimmable and have a suitable control system to enable maximum lighting levels to be set or adjusted if deemed necessary.
- 40.2 Where illuminated during the day, the sign must be fitted with Photocell/s (light sensor/s) that measure the ambient light and control system technology that enables the luminance of the sign to automatically adjust relative to the measured ambient light level

**End of Head, Transport for Victoria conditions**

41. This permit will expire if one of the following circumstances applies:
- 41.1 the development does not start within two (2) years of the date of this permit, or
- 41.2 the development is not completed within four (4) years of the date of this permit,
- 41.3 the use does not start within one (1) year of the completion of the development, or
- 41.4 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:**

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

**Permit notes:**

**A Building Approval is required prior to the commencement of the approved development. This planning permit does not constitute any building approval.**

**Any works undertaken within the road reservation and easements will require the developer to obtain a Civil Works Permit from Council.**

**Before commencement of the development occurs, the applicant should contact the City of Greater Dandenong's Civil Development and Design Unit regarding legal point of discharge.**

**Prior works commencing the developer will need to obtain an Asset Protection Permit from Council.**

**Premises used for the sale or storage of food in any manner whatsoever are to be registered under the Food Act and require Council approval via the Chief Environmental Health Officer before occupation.**

**The applicant must obtain the relevant licence from the Liquor License prior to the sale and/or consumption of liquor from the premises**



## 410 PRINCES HIGHWAY, NOBLE PARK VIC

Sheet List Table	
Sheet Number	Sheet Title
TP 00	COVER PAGE
TP 01	EXISTING SITE PLAN
TP 02	EXISTING ELEVATIONS
TP 03	EXISTING OVERALL SITE PLAN - SHEET 1
TP 03A	PROPOSED OVERALL SITE PLAN - SHEET 2
TP 04	PROPOSED SITE PLAN
TP 05	PROPOSED GROUND FLOOR PLAN
TP 06	PROPOSED MEZZANINE & ROOF PLAN
TP 07	PROPOSED RED LINE PLANS
TP 08	PROPOSED ELEVATIONS - SHEET 1
TP 09	PROPOSED ELEVATIONS - SHEET 2
TP 10	PROPOSED ELEVATIONS - COLOUR
TP 11	LANDSCAPE PLAN
TP 12	MATERIAL SCHEDULE
TP 13	PROPOSED SIGNAGE SCHEDULE
TP 14	SHADOW DIAGRAMS

## LEGEND

CODE	DESCRIPTION
BR 01	BRICK PAVING
CL 01	TRANSLUCENT CORRUGATED CLADDING, CLAD VERTICALLY
CL 02	CORRUGATED METAL CLADDING, CLAD VERTICALLY
CL 03	CLEAR CORRUGATED CLADDING, CLAD VERTICALLY
EX CL 1	EXISTING METAL CLADDING, PAINTED YELLOW
EX CL 2	EXISTING METAL CLADDING, GREY
EX CL 3	EXISTING MASONRY CLADDING
FSL	FINISHED FLOOR LEVEL
FSL 1	PERGOLA
FSL 2	NATURAL GROUND LEVEL
RF 01	TRANSLUCENT CORRUGATED ROOF SHEETING, TO MATCH CL 01
RF 02	CORRUGATED METAL ROOF SHEETING, TO MATCH CL 02
RF 03	CLEAR CORRUGATED ROOF SHEETING, TO MATCH CL 03
RF 04	EXISTING METAL ROOF SHEETING
RS	REINFORCED CONCRETE
TR 01	TIMBER SLATS

## SITE INFORMATION : EXISTING

410 PRINCES HWY, NOBLE PARK

EXISTING SITE AREA	7054 sqm
EXISTING WAREHOUSE AREA	4857 sqm (incl. external undercover area)
EXISTING BROWSE AREA	307 sqm (incl. external undercover area)
EXISTING UNDERCOVER AREA	83 sqm
EXISTING EXTERIOR ROOF SURFACES	2305 sqm
EXISTING PERMEABLE SURFACES	470 sqm

## PROPOSED SIGNAGE

410 PRINCES HWY, NOBLE PARK

PROPOSED BREWERY SIGN 01	1000mm HIGH LETTERS
	10.0m sqm
PROPOSED BREWERY SIGN 02	4000mm HIGH LETTERS
	2.25 sqm

EACH LETTER TO BE FREESTANDING WITH A SIGNAGE PLATE, FIXED TO A STRUCTURAL BEAM.  
 EACH SIGN TO BE TYPICAL & UNIFORM.  
 REFER MATERIAL SCHEDULE FOR SIGNAGE COLOUR.

## SITE INFORMATION : PROPOSED

410 PRINCES HWY, NOBLE PARK

EXISTING SITE AREA	7054 sqm
WAREHOUSE AREA	4857 sqm (incl. external undercover area)
BROWSE AREA	307 sqm (incl. external undercover area)
UNDERCOVER AREA	83 sqm
PROPOSED EXTERIOR ROOF SURFACES	2845.7 sqm
PROPOSED PERMEABLE SURFACES	1314 sqm
PROPOSED BREWERY AREA OVERALL	4014 sqm

PROPOSED BREWERY AREA BREAKDOWN

BAR AREA	20 sqm
INTERNAL PATRON AREA	1952 sqm
TOILET AREA	36.7 sqm
BREWERY AREA	30 sqm
COLD ROOM AREA	40 sqm
KITCHEN & STOREN COLD ROOM	30 sqm
MEZZANINE INTERNAL AREA OVERALL	198 sqm
BAR AREA	21.4 sqm
INTERNAL PATRON AREA	1952 sqm
TOILET AREA	12 sqm
STORE & OFFICE	12 sqm
PROPOSED EXTERNAL PATRON AREA	325 sqm

INDUSTRY PRODUCTION	90 sqm
BREWERY & COLD ROOM	600 sqm
FOOD & BEVERAGE	
BREWED FLOOR, MEZZANINE & EXTERNAL BAR	
CUSTOMER SPACE, TOILET, KITCHEN & MECHANICAL ROOM, STORE & OFFICE	



AERIAL IMAGE  
SCALE NTS

SUBJECT SITE - 410 PRINCES HWY, NOBLE PARK

SUBJECT SITE - PROPOSED BREWERY LOCATION



PROPOSED BREWERY OVERALL PERSPECTIVE  
SCALE NTS



PROPOSED BREWERY OVERALL PERSPECTIVE  
SCALE NTS



PROPOSED BREWERY OVERALL PERSPECTIVE  
SCALE NTS

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REV	DATE	BY	DESCRIPTION
1	10 May 2023	AS	TOWN PLANNING
2	10 May 2023	AS	TOWN PLANNING

ALL LEVELS ARE TO THE AUSTRALIAN HEIGHT DATUM (AHD).  
 NOTE: THESE SITE SURVEY BY KIDDOOBB & ASSOCIATED LICENSED SURVEYORS.

PROJECT  
 BLACK MATCH BREWERY  
 410 PRINCES HWY, NOBLE PARK VIC

CLIENT  
 KELLY & KEE DOERY

DOCUMENT  
 COVER PAGE

DATE  
 10 May 2023

SCALE  
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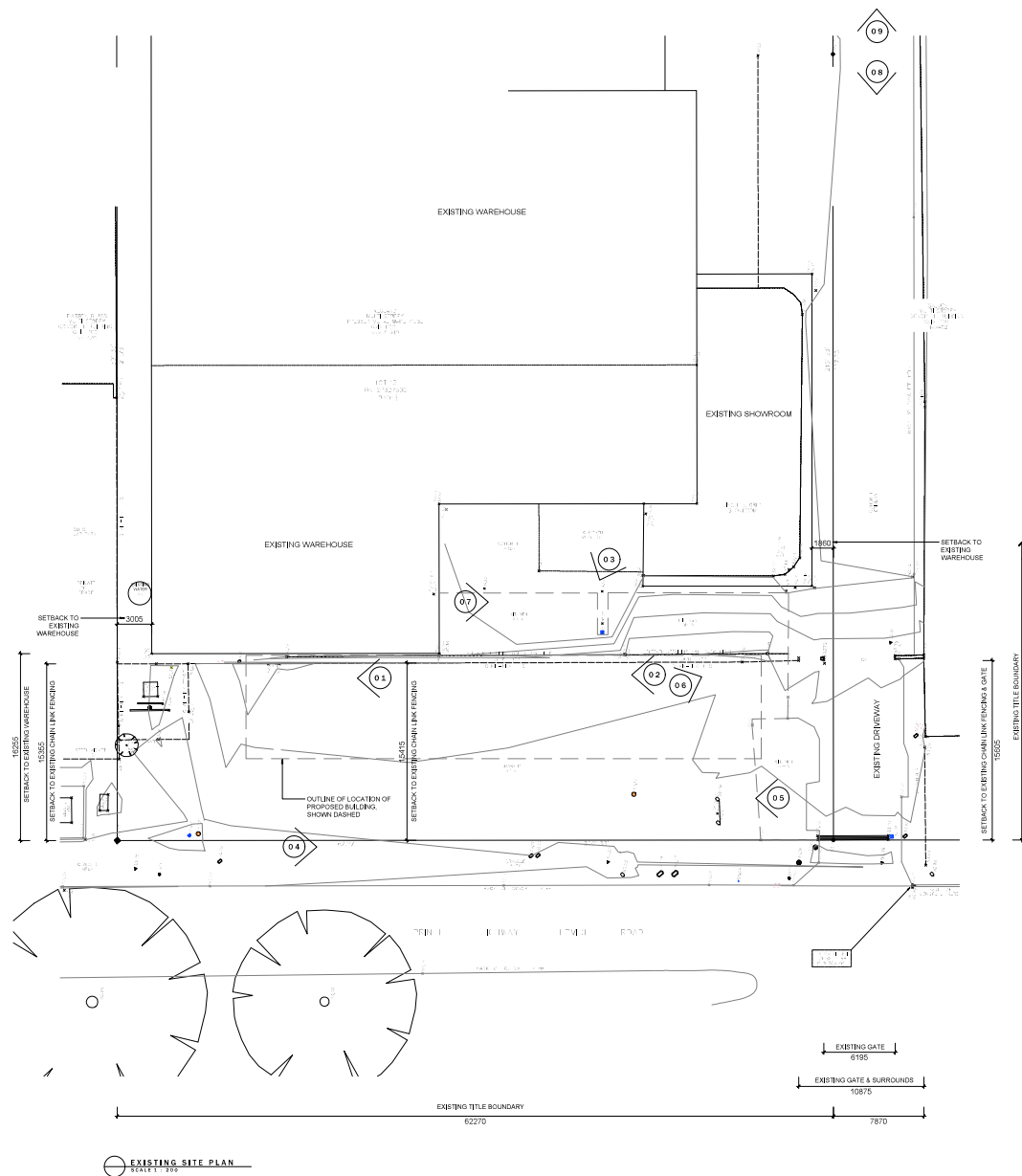
DATE  
 APR 2023

DATE  
 APR 2023

DATE  
 APR 2023

DATE  
 APR 2023

DATE  
 APR 2023



LEGEND  
IMAGE DIRECTION & LOCATION



IMAGE 01



IMAGE 02



AERIAL IMAGE

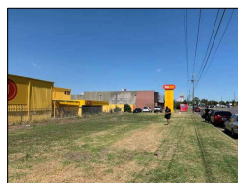


IMAGE 04

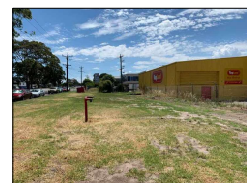


IMAGE 05

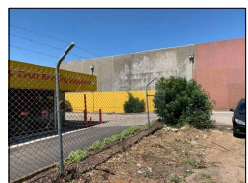


IMAGE 06



IMAGE 07



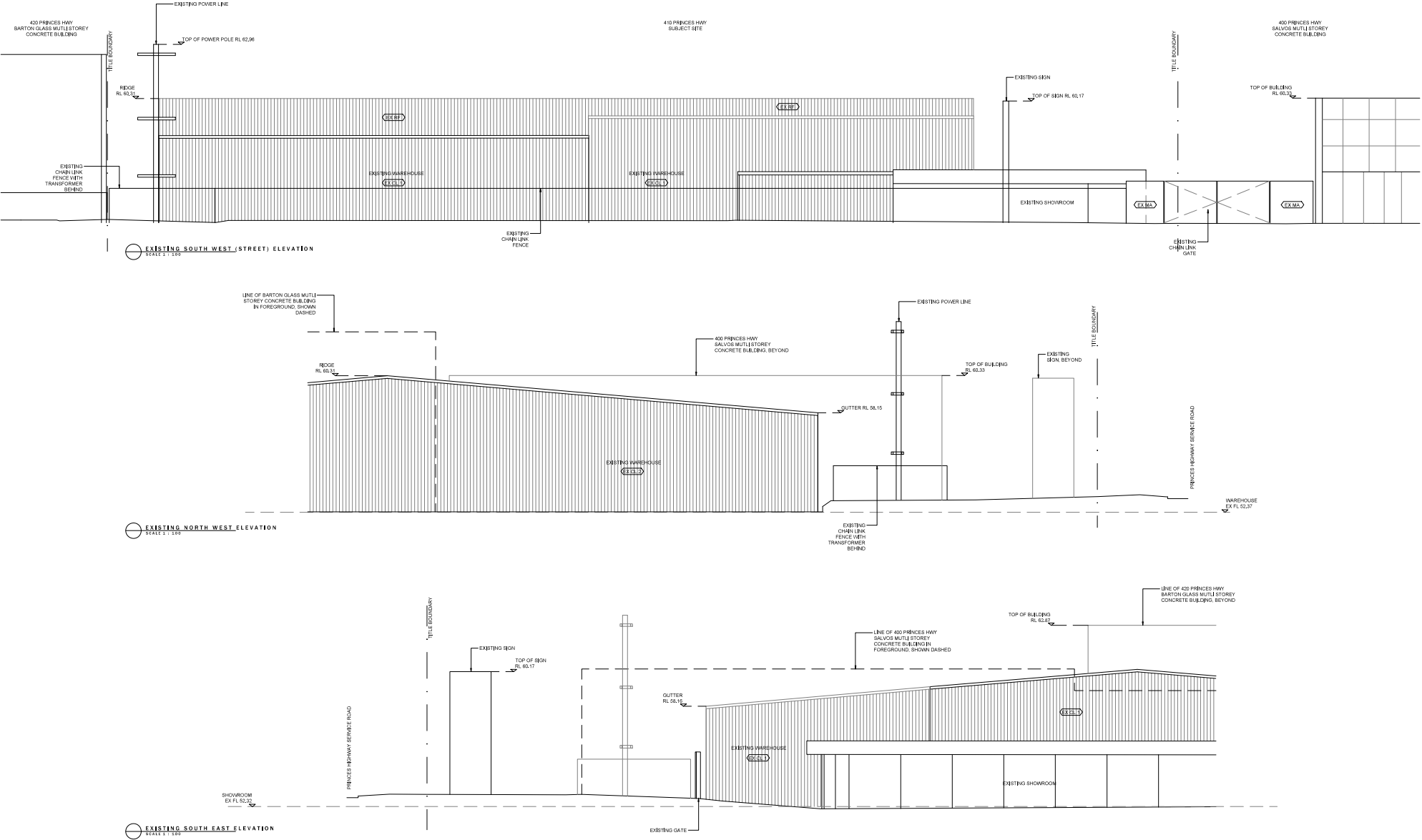
IMAGE 08



IMAGE 09

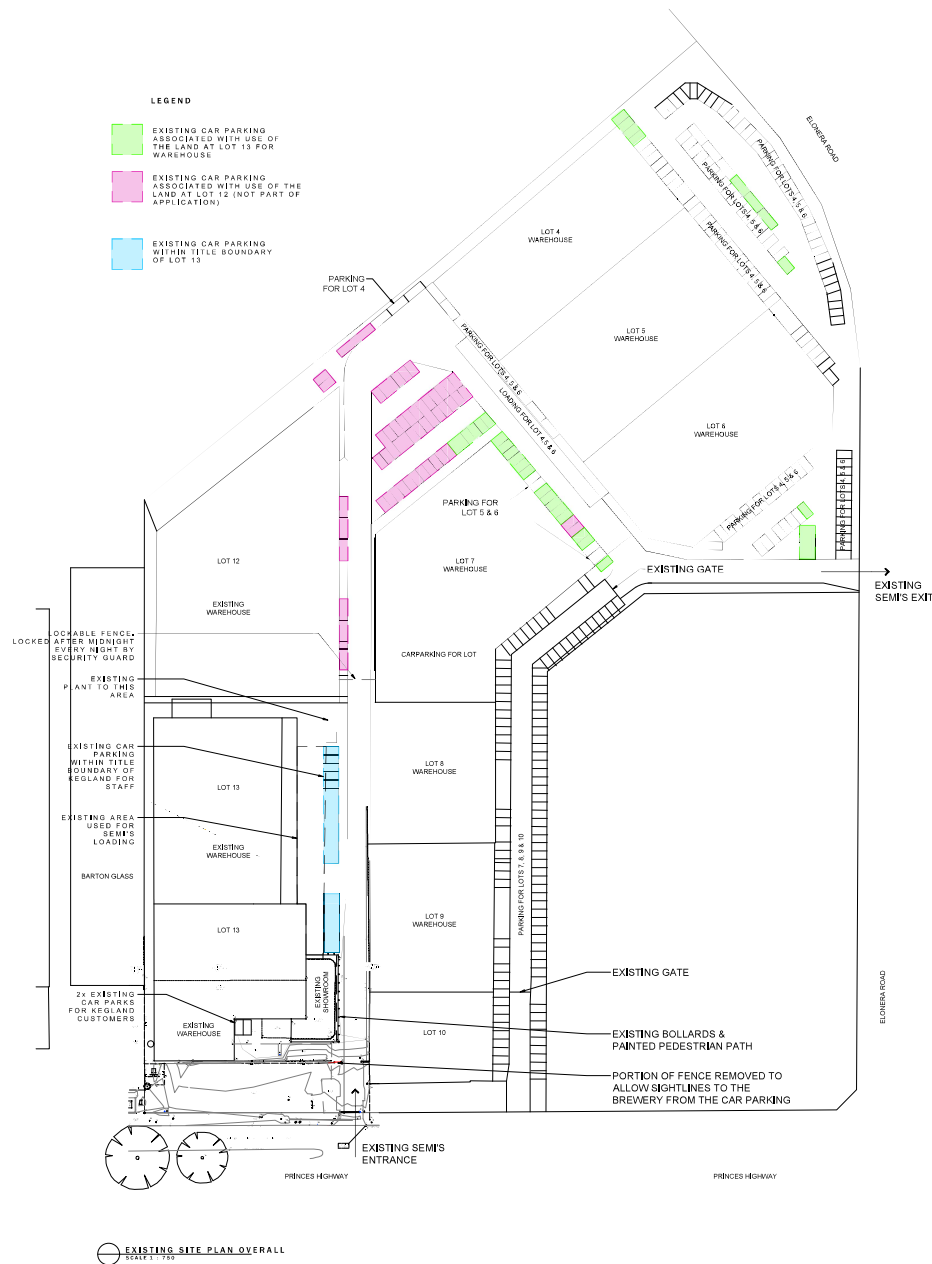
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Any Blocks		Don Gallagher		1 Francis Lane Adventure Bay TAS 7150		CLIENT		TP 01		DATE	
10/10/2017		10/10/2017		10/10/2017		KELLY & KEE DOERY		1:200 @ A1		APR 2023	
10/10/2017		10/10/2017		10/10/2017						B	

ATT 2.2.1.1 Assessed Plans



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Any Brooks Lot 4, 355 Lonsdale Street, Melbourne 3000 M: 0419 381 123 E: any@ioastudio.com	Don Gallagher 1 Francis Lane Adventure Bay, TAS 7150 M: 0419 381 123 E: don.gallagher@ioagroup.com	REV	DATE	BY	DESCRIPTION	CLIENT KELLY & KEE DOERY					
		1	May 2023	AS	TOWN PLANNING						
		2	May 2023	AS	TOWN PLANNING SH						

ATT 2.2.1.1 Assessed Plans



EXISTING SITE PLAN OVERALL  
SCALE: 1:1000

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Any Blocks 160-170 Franklin St, Melbourne 3000 Een enny@iostudio.com			Don Gallagher 1 Francis Lane Adventure Bay TAS 7150 Mob 0419 381 123 Een enny@iostudio.com			REV DATE BY DESCRIPTION A May 2023 AB TOWN PLANNING B May 2023 AB TOWN PLANNING RH C Aug 2023 AB TOWN PLANNING RH - CAR PARKING			DRAWING NO. TP 03			SCALE 1:750 @ A1			
									DATE APR 2023			DATE APR 2023			

## 7

AGENDA Council Meeting 231211







—

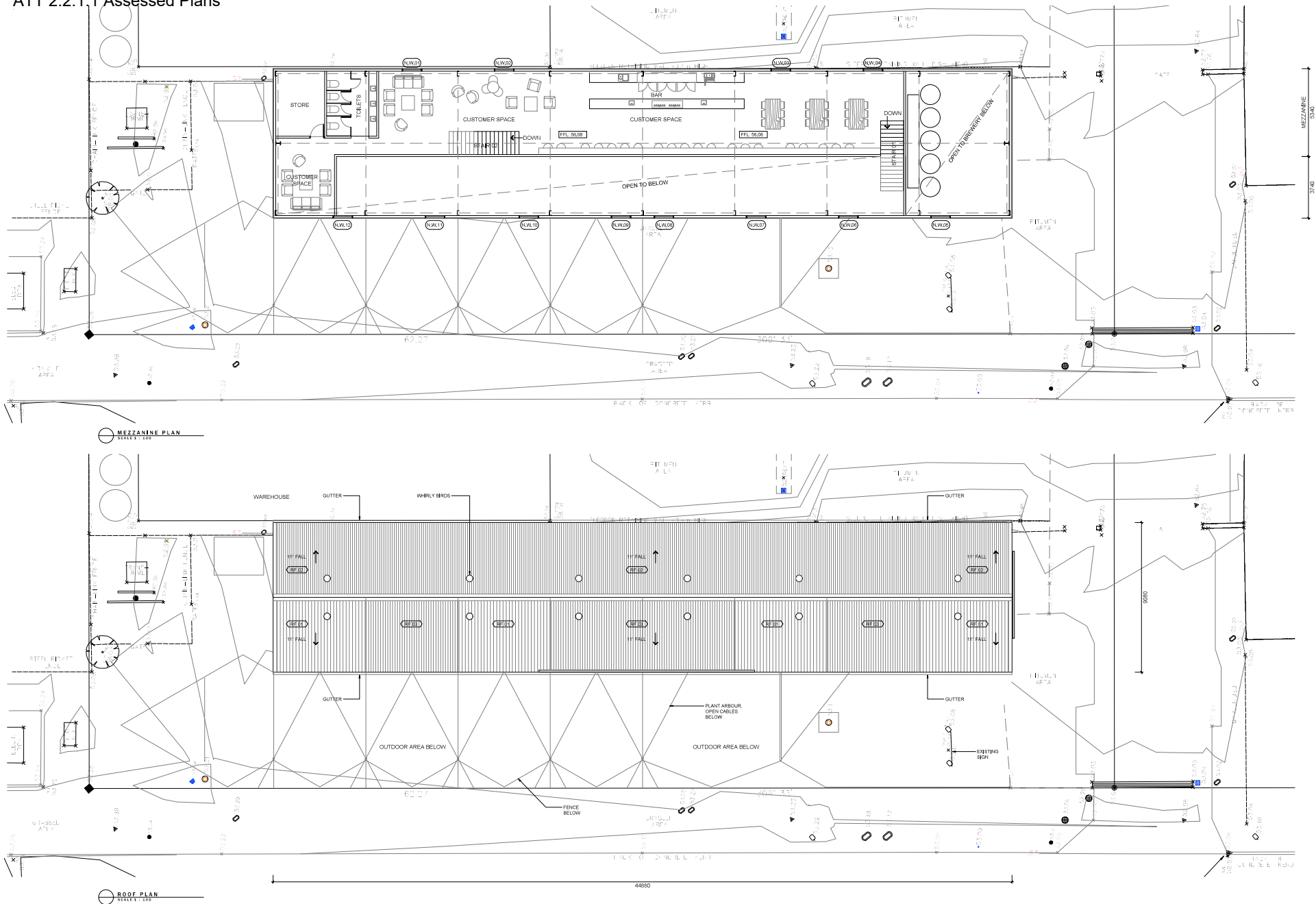


**IOA STUDIO & DONALD GALLAGHER**

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Eim amy@ioastudio.com

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Eim don.gallagher@ignori.com

# ATT 2.2.1.1 Assessed Plans



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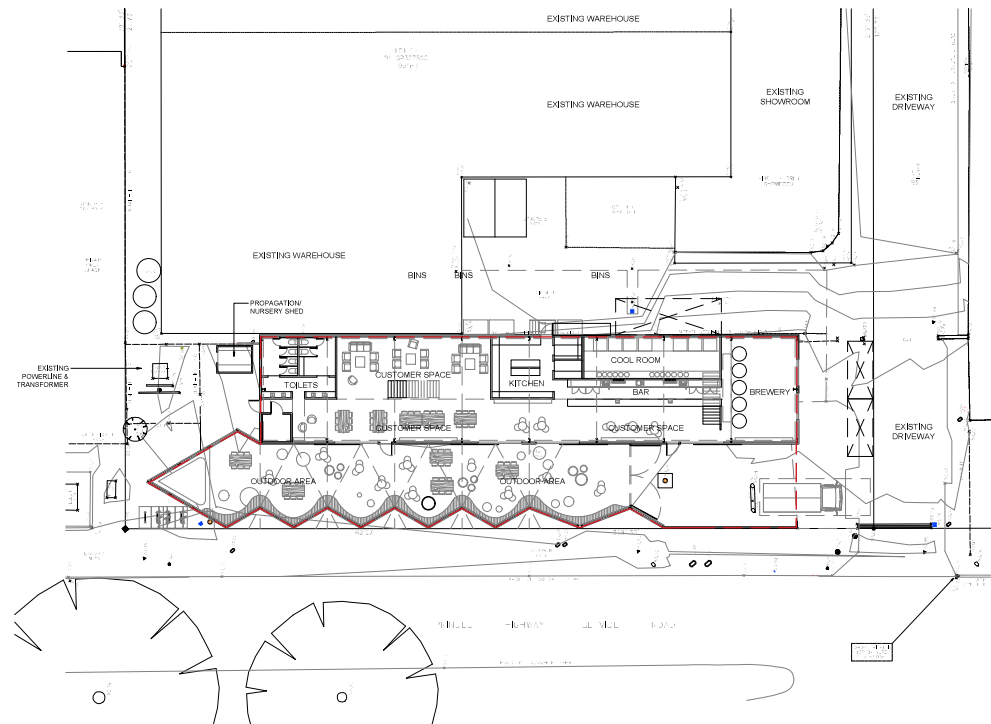
REV	DATE	BY	DESCRIPTION
1	May 2023	AS	TOWN PLANNING
2	May 2023	AS	TOWN PLANNING RH

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NOTE: ROOF RITE SURVEY BY KEN GOODWIN & ASSOCIATES LICENSED SURVEYORS.

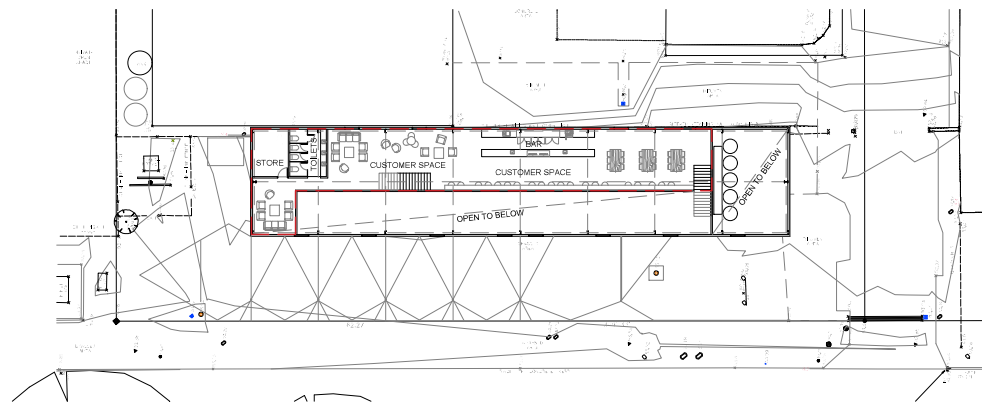
**PROJECT**  
BLACK MATCH BREWERY  
410 PRINCES HWY, NOBLE PARK VIC  
**CLIENT**  
KELLY & KEE DOERY

PROPOSED MEZZANINE & ROOF PLAN			
DATE	TP 06	DATE	APR 2023
SCALE	1:100 @ A1	DATE	APR 2023
BY	B	DATE	B

## ATT 2.2.1.1 Assessed Plans



GROUND FLOOR PLAN - RED LINE  
SCALE 1:200



MEZZANINE PLAN - RED LINE  
SCALE 1:200

### LEGEND

RED LINE.  
RED LINE DELINEATES  
AREA IN WHICH LIQUOR  
WILL BE SOLD OR  
CONSUMED.

### IOA STUDIO & DONALD GALLAGHER

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REV	DATE	BY	DESCRIPTION
1	May 2023	AS	TOWN PLANNING
2	May 2023	AS	TOWN PLANNING RH

ALL LEVELS ARE TO THE AUSTRALIAN HEIGHT DATUM (AHD).  
NOTE: REUSE SITE SURVEY BY KEN GOODBOUGH & ASSOCIATED LICENSED SURVEYORS.

PROJECT  
BLACK MATCH BREWERY  
410 PRINCES HWY, NOBLE PARK VIC  
CLIENT  
KELLY & KEE DOERY

PROPOSED RED LINE PLANS  
DRAWING NO.  
TP 07  
SCALE  
1:100 @ A1  
DATE  
APR 2023  
BY  
B



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Don Gallagher  
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Mb 0447 931 003  
Em don.gallagher@adventur.com

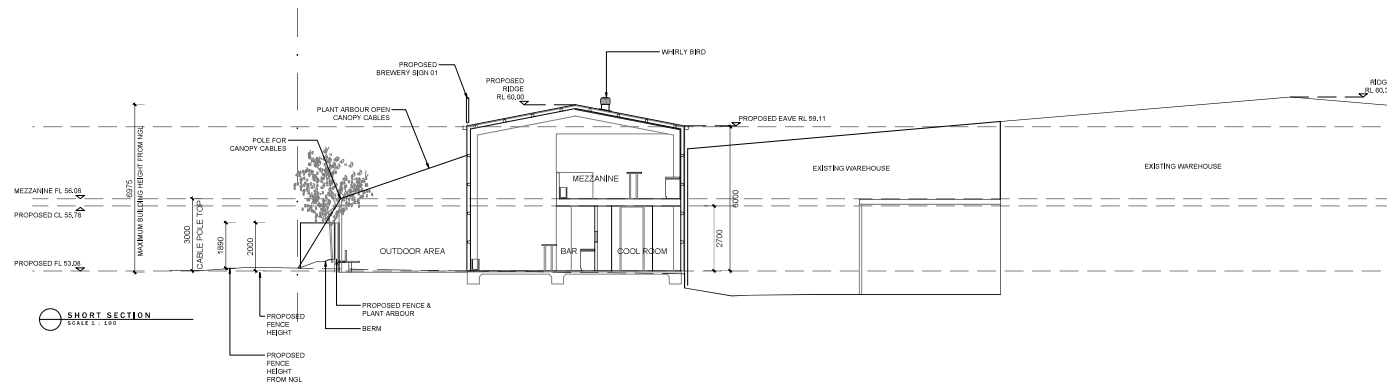
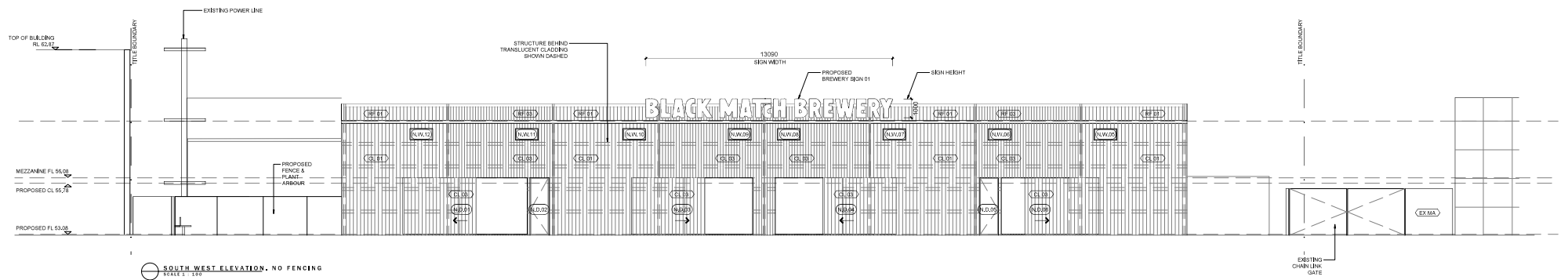
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REV.	DATE	BY	DESCRIPTION
A	May 2022	AB	TOWN PLANNING
B	Mar 2023	AB	TOWN PLANNING RFI

ALL LEVELS ARE TO THE AUSTRALIAN HEIGHT DATUM (AHD).  
NOTE: REFER SITE SURVEY BY KEN GOODSON & ASSOCIATES LICENSED SURVEYORS.

PROJECT  
BLACK MATCH BREWERY  
410 PRINCES HWY, NOBLE PARK VIC  
CLIENT  
KELLY & KEE DOERY

DRAWING TITLE		
PROPOSED ELEVATIONS - SHEET 1		
DRAWING FILE	TP 08	REVISED BY
SCALE	1:100 @ A1	
DATE	APR 2023	REVISED BY



DRAWING TITLE		
PROPOSED ELEVATIONS - SHEET 2		
DRAWING NO.	TP 09	DATE
SCALE	1:100 @ A1	APR 2023

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Amy Bracks		1 Frank Lane Adventure Bay 7143 7103		A May 2022 AG TOWN PLANNING		NOTE: REFER SITE SURVEY BY KIM DOORISON & ASSOCIATED LICENSED SURVEYORS.		BLACK MATCH BREWERY		PROPOSED ELEVATIONS - COLOUR	
L/A 308 London Street, Melbourne 3000		Don Gallagher		B Mar 2023 AG TOWN PLANNING REF				4-0 PRINCES HWY, NOBLE PARK VIC		DRAWING NO. TP 10	
M/B 0419 987 133		M/B 0447 931 033						CLIENT		SCALE 1:100 @ A1	
E-mail amy@ioa-studio.com		E-mail don.gallagher@ageneral.com						KELLY & KEE DOERY		DATE MAR 2023	
										REVISION	
										B	



## ATT 2.2.1.1 Assessed Plans



⊖ DROUGHT TOLERANT EDIBLE PLANTS



⊖ DROUGHT TOLERANT EDIBLE TREES & CANOPY TREES



⊖ BERMS



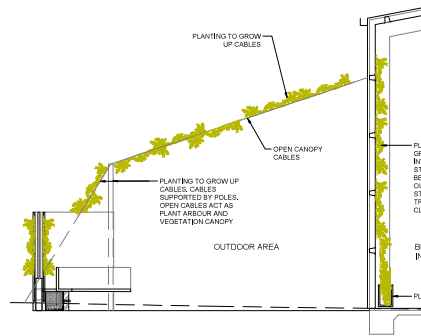
⊖ INDOOR PLANTING



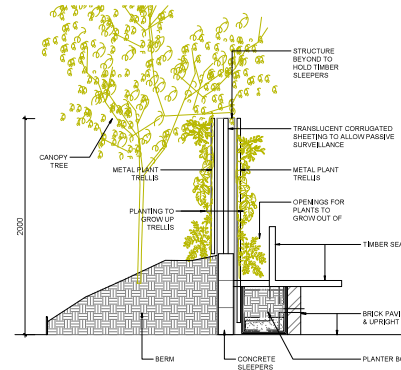
⊖ EDIBLE GARDENS



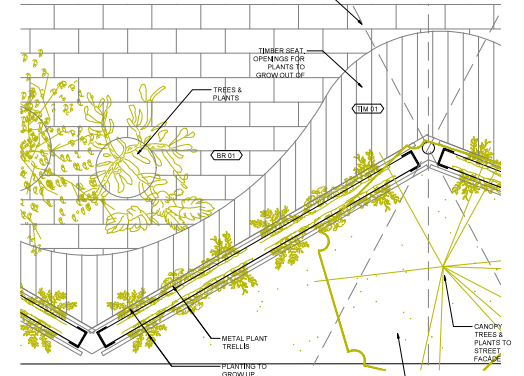
⊖ CONCRETE PLANTERS



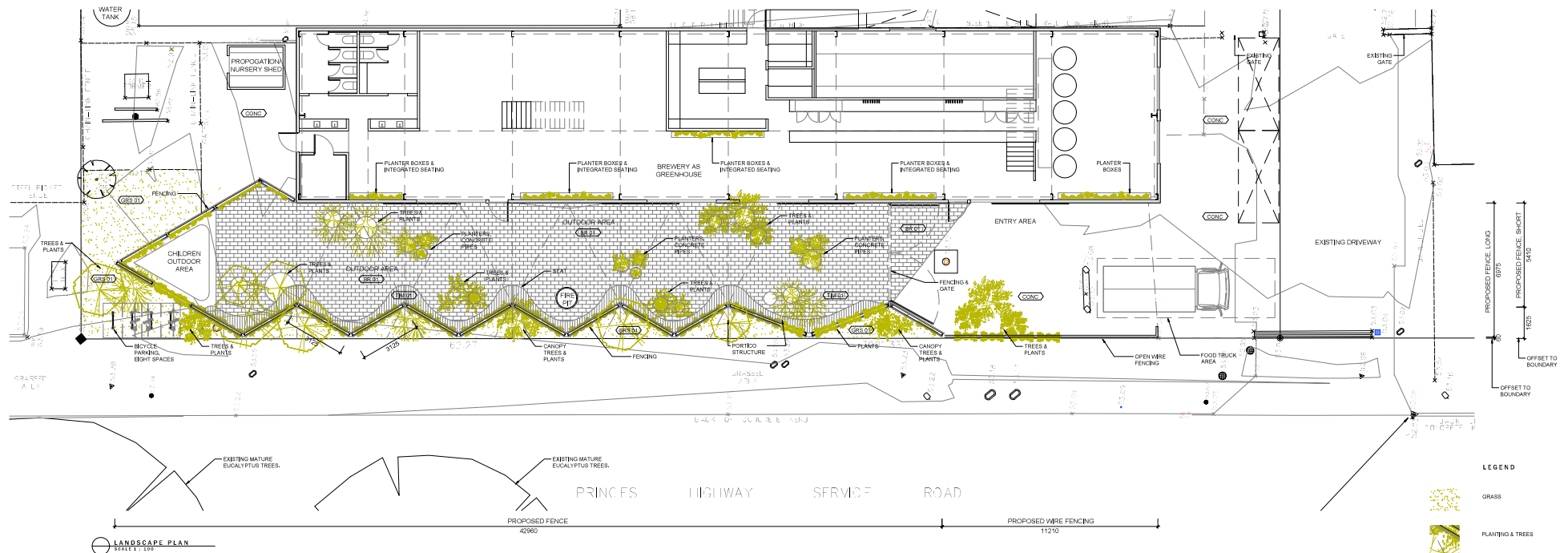
⊖ PROPOSED SECTION (PORTICO STRUCTURE AS PLANT ARBOUR)  
SCALE 1:50



⊖ PROPOSED SECTION (FENCE, PLANTER BOX & PLANT ARBOUR)  
SCALE 1:20



⊖ PROPOSED PART PLAN (FENCE, PLANTER BOX & PLANT ARBOUR)  
SCALE 1:20



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REV DATE BY DESCRIPTION  
1 May 2023 AS TOWN PLANNING  
2 May 2023 AS TOWN PLANNING RH

ALL LEVELS ARE TO THE AUSTRALIAN HEIGHT DATUM (AHD).  
NOTE: ROSES SET SURVEY BY KEN GOODWIN & ASSOCIATED LICENSED SURVEYORS.

PROJECT  
BLACK MATCH BREWERY  
410 PRINCES HWY, NOBLE PARK VIC

CLIENT  
KELLY & KEE DOERY

DESIGNER  
IOA STUDIO

DATE  
APR 2023

SCALE  
VARIES

TP 11

DATE  
APR 2023

SCALE  
VARIES

TP 11

DATE  
APR 2023

SCALE  
VARIES

TP 11

DATE  
APR 2023

SCALE  
VARIES

TP 11

DATE  
APR 2023

SCALE  
VARIES

TP 11

DATE  
APR 2023

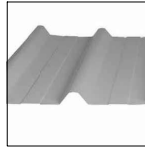
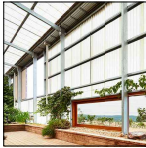
SCALE  
VARIES

TP 11

ATT 2.2.1.1 Assessed Plans



CL 01 & RF 01  
TRANSLUCENT CORRUGATED TRANSLUCENT  
TRANSLUCENT



CL 02 & RF 02  
TRANSLUCENT CORRUGATED TRANSLUCENT  
TRANSLUCENT



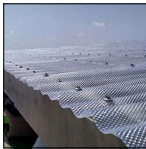
PHOTOVOLTAIC PANELS



TIM 01  
TIMBER SLEEPER



CL 03 & RF 03  
TRANSLUCENT CORRUGATED TRANSLUCENT  
TRANSLUCENT



PLANT TRELLIS



BR 01



CONCRETE SLEEPERS



EX CL 1  
TRANSLUCENT CORRUGATED TRANSLUCENT  
TRANSLUCENT

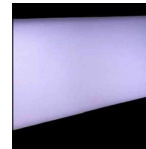


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TRANSLUCENT

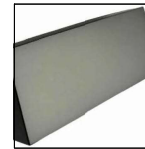
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TRANSLUCENT CORRUGATED TRANSLUCENT  
TRANSLUCENT



SIGNAGE  
PROPOSED SIGNAGE SIGN CL 6 02



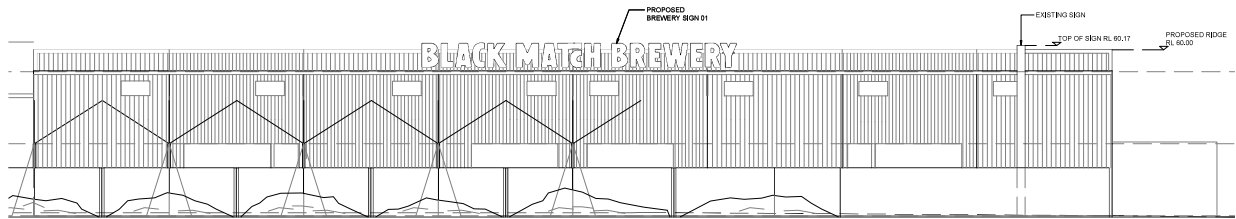
DURING NIGHTTIME,  
INTERNALLY ILLUMINATED,  
WHITE.



DURING DAYLIGHT,  
NOT ILLUMINATED,  
BLACK.

IOA STUDIO & DONALD GALLAGHER Any Bricks Lot 4, 355 Lonsdale Street, Melbourne 3000 M: 0419 381 133 E: any@ioastudio.com	Don Gallagher & Co studio is the owner of the copyright subsisting in these documents. They must not be used, reproduced or copied in whole or part or any other information, ideas and concepts therein contained be disclosed to any person without the prior written consent of the owner. Don Gallagher 1 Francis Lane Adventure Bay TAS 7150 M: 0461 231 003 E: don.gallagher@gallagher.com	REV	DATE	BY	DESCRIPTION	ALL LEVELS ARE TO THE AUSTRALIAN HEIGHT DATUM/AMSL. NOTE: REUSE SITE SURVEY BY KEN GOODENOUGH & ASSOCIATES LICENSED SURVEYORS.	PROJECT BLACK MATCH BREWERY 410 PRINCES HWY, NOBLE PARK VIC CLIENT KELLY & KEE DOERY	SHEET NO. TP 12 SCALE 1:100 @ A1	DATE APR 2023	DRAWN BY B
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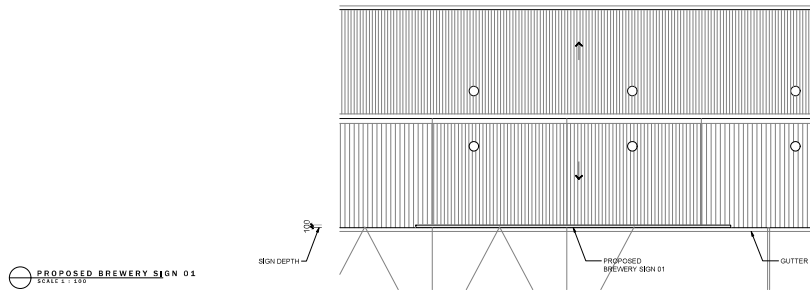
ATT 2.2.1.1 Assessed Plans



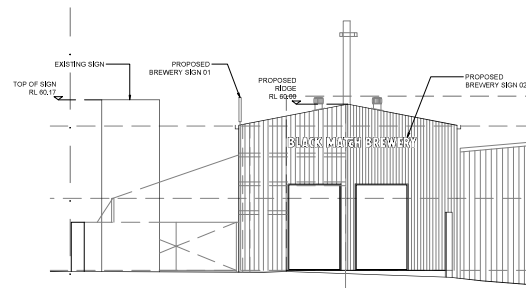
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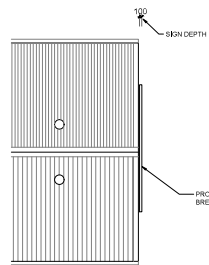
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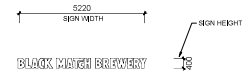
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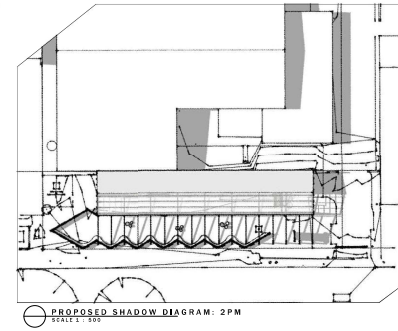
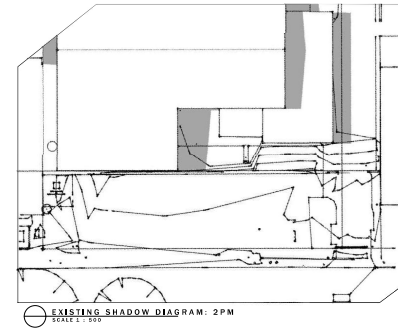
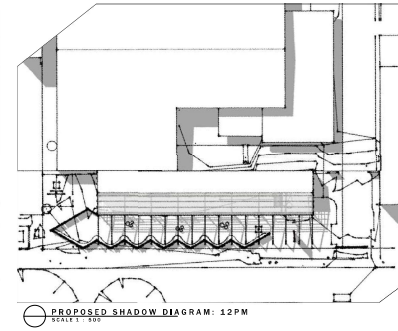
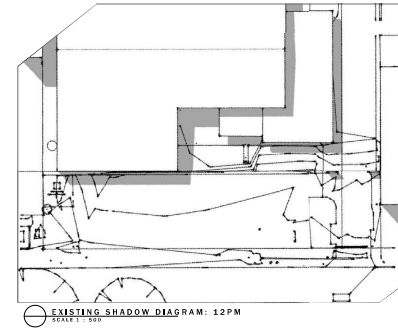
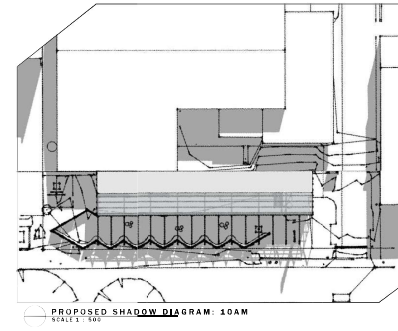
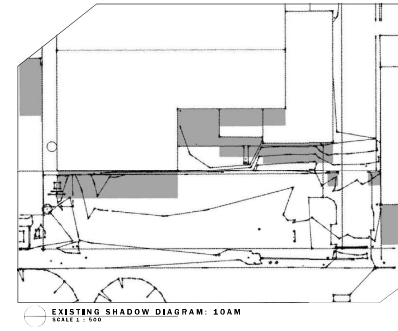
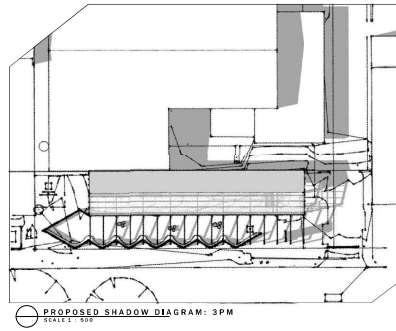
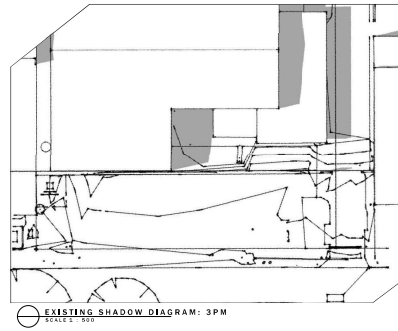
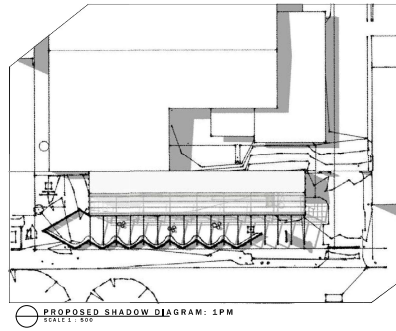
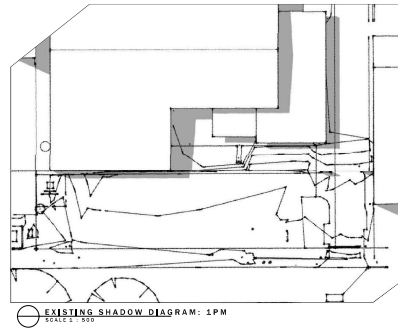
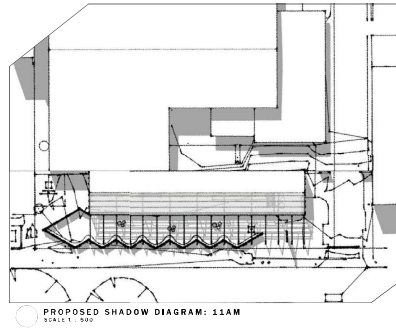
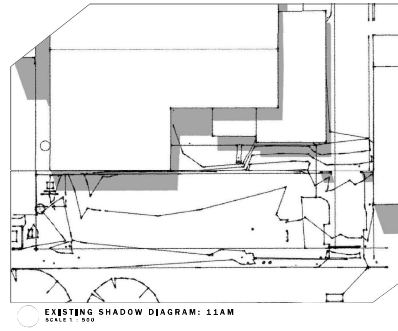
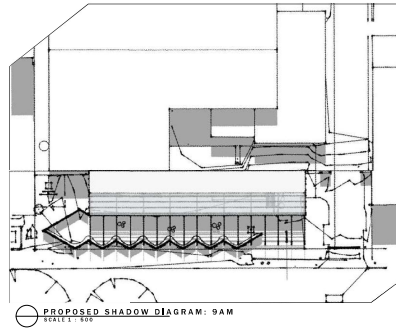
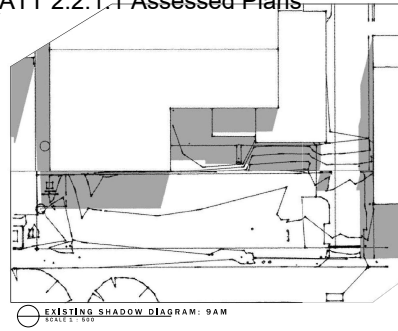
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PROPOSED BREWERY SIGN 02 ELEVATION  
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Anya Brooks Lot 4, 100 Lonsdale Street, Melbourne 3000 M: 0410 381 133 E: anya@ioa-studio.com				Don Gallagher 1 Francis Lane Adventure Bay TAS 7100 M: 0410 381 133 E: don.gallagher@gallagher.com				REV. DATE BY DESCRIPTION				CLIENT KELLY & KEE DOERY				DRAWING No. TP 13							
								A May 2023 AS TOWN PLANNING								SCALE 1:100 @ A1							
								B May 2023 AS TOWN PLANNING								DATE APR 2023				BY R			

## ATT 2.2.1.1 Assessed Plans



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REV.	DATE	BY	DESCRIPTION
1	May 2022	AD	TOWN PLANNING
2	May 2022	AD	TOWN PLANNING

ALL LEVELS ARE TO THE AUSTRALIAN HEIGHT DATUM (AHD).  
NOTE: THESE SITE SURVEY BY KEN GOODE & ASSOCIATES LICENSED SURVEYORS.

PROJECT  
BLACK MATCH BREWERY  
410 PRINCES HWY, NOBLE PARK VIC  
CLIENT  
KELLY & KEE DOERY

DRAWING TITLE  
SHADOW DIAGRAMS  
DRAWING NO.  
TP 14  
SCALE  
1:500 @ A1  
DATE  
APR 2023  
DRAWN BY  
B







### 3 PUBLIC QUESTION TIME

**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.
  - iii) The Chairperson shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.
- e) The Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.



- 
- f) No debate on, or discussion of, a question or an answer will be permitted other than for the purposes of clarification.
  - g) 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).
  - h) 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.
  - i) The text of each question asked and the response will be recorded in the minutes of the Meeting.





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## 4 OFFICERS REPORTS - PART 2

### 4.1 FINANCE AND BUDGET

#### 4.1.1 Mid Year Budget Review 2023-24

**Responsible Officer:** Executive Director Corporate Development

**Attachments:**

1. 2023-24 Mid- Year Budget [**4.1.1.1** - 9 pages]
2. Income Statement [**4.1.1.2** - 1 page]

#### Executive Summary

1. The 2023-24 Mid-Year Budget Review process provides Council with the opportunity to review its operations since the adoption of the 2023-24 Budget, and subsequently the Amended Budget (incorporating carry overs from 2022-23). It allows Council to make the necessary adjustments to reflect the latest forecast financial position.
2. This report recommends amendments to capital and operating budgets that have occurred since the adoption of the 2023-24 Annual Budget and subsequently the Amended Budget (incorporating carry overs from the previous financial year), (**Attachment 1**) and the allocation of residual surplus funds (\$2.65 million) to the Major Project Reserve.



## Background

3. The financial management of Greater Dandenong City Council is a complex task with Council managing operational inflows and outflows of over \$200 million (excl depreciation), with the addition of a capital works program of \$85 million in 2023-24 (including carry overs), across hundreds of different services that are provided to the community.
4. The purpose of this Mid-Year Budget Review is to assess financial trends that have occurred during the first five months of the 2023-24 financial year and to determine a forecast outcome for 30 June 2024. The Mid-Year Budget Review further allows Council to take account of the final outcomes arising from the previous financial year given that the Original Budget is developed in April/May, some two months prior to the end of the financial year and many of Council's services and capital projects span across the financial years.
5. In terms of the 2023-24 Annual Budget, Council adopted the Budget for purposes of public display in April/May 2023. Since 30 June 2023, several events have arisen that need to be taken into account. These items are listed in **Attachment 1**, summarised in **Table 1** below and total a favourable net result of \$2.65 million on capital and operating variations combined. The proposed operating and capital budget adjustments are a result of a detailed review of projected forecasts to 30 June 2024.
6. Table 1 - Mid-Year Budget Residual Surplus

Component	Ref	\$'000	\$'000
<b>Residual surplus available</b>			<b>1,043</b>
<u>Less</u>			
Capital variations (net of funding sources)	Attachment A	(440)	
Operating variations (net of reserves)	Attachment A	2,043	
<b>2023-24 Mid-Year Budget adjustments (favourable)</b>			<b>1,603</b>
<b>Subtotal of all adjustments (cash surplus)</b>			<b>2,646</b>
Proposed transfer to Major Projects Reserve			(2,646)
<b>Residual surplus (deficit)</b>			<b>0</b>

7. To assist Council in considering the proposed revisions, two Attachments are contained in this report, viz.
  - **Attachment 1** - is the full listing of adjustments (both capital and operating) that have been referred for Council consideration and have been proposed to be included in the Mid-Year Budget.
  - **Attachment 2 – Income Statement** comparing the Amended 2023-24 Budget (Annual Budget plus carry overs from the previous year) against the proposed Mid-Year Budget.



## Key Outcomes of the 2023-24 Mid-Year Budget Review

8. Table 2 below details the movements in operating, capital and other non-operating cash items resulting from the review.

9. Table 2 - Management Accounting Summary

Description	Original Budget 2023-24 \$'00	Amended Budget 2023-24 \$'000	Mid Year Budget 2023-24 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
<b>Income Statement</b>				
Income	247,868	245,723	253,805	8,082
Expenditure	218,785	229,051	234,393	(5,342)
<b>Surplus (deficit) - operations</b>	<b>29,083</b>	<b>16,672</b>	<b>19,412</b>	<b>2,740</b>
<b>Management accounting reconciliation</b>				
<i>Add back non-cash items:</i>				
Depreciation and amortisation	34,199	34,199	34,799	(600)
Contributions non monetary assets	(7,500)	(7,500)	(7,500)	-
Written down value of assets sold/scrapped	254	254	254	-
<b>Sub total</b>	<b>26,953</b>	<b>26,953</b>	<b>27,553</b>	<b>(600)</b>
<b>Less non operating cash items</b>				
Capital expenditure	58,331	84,614	87,442	2,828
Transfers to (from) reserves	(598)	(5,602)	(4,047)	1,555
Loan repayments	3,713	3,713	3,713	-
Loan proceeds	(6,120)	(6,120)	(6,120)	-
Repayment of lease liabilities	710	710	710	-
<b>Sub total</b>	<b>56,036</b>	<b>77,315</b>	<b>81,698</b>	<b>4,383</b>
<b>Cash surplus (deficit) for year</b>	<b>-</b>	<b>(33,690)</b>	<b>(34,733)</b>	<b>(1,043)</b>
<b>Accumulated surplus bought forward</b>	<b>-</b>	<b>34,589</b>	<b>34,589</b>	<b>-</b>
Landfill provision year end adjustment			144	
<b>Forecast position surplus (deficit)</b>	<b>-</b>	<b>899</b>	<b>-</b>	<b>(899)</b>

10. Notes to the Management Accounting Summary (Table 2)

(a) Original Budget – Annual Budget adopted by Council 26 June 2023.

(b) Amended Budget – Incorporating operating and capital carry overs from 2022-23 approved by Council on 25 September 2023.



## Income and Expenditure (Income Statement result)

11. The Income Statement is Council's formal accounting result in accordance with Accounting Standards and as such contains several non-cash items (depreciation, written down value of assets sold and gifted assets from developers) and excludes cash items such as capital expenditure and loan repayments. Table 3 below depicts are high level summary of the Income Statement result.
12. Table 3 – High level Income Statement result summary

Description	Original Budget 2023-24 \$'00	Amended Budget 2023-24 \$'000	Mid Year Budget 2023-24 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
<b>Income Statement</b>				
Income	247,868	245,723	253,805	8,082
Expenditure	218,785	229,051	234,393	(5,342)
<b>Surplus - ongoing operations</b>	<b>29,083</b>	<b>16,672</b>	<b>19,412</b>	<b>2,740</b>

13. The forecast operating surplus for the year as projected following the Mid-Year Budget (MYB) review is \$19.41 million, an increase of \$2.74 million from the Amended Budget (Attachment B).
14. Whilst the movement in income and expenditure has increased, this is mostly attributable to additional grant funding received that has matching expenditure. Further details are provided at numbered points 17 and 19 (operating and capital grants).

## Operating Variations

15. Net operating adjustments total a favourable \$2.04 million which primarily relates to the offset of the following variations:
16. Favourable operating adjustments
  - (a) Interest returns on investments (\$3.4 million) due to sustained high interest rates. This is a notably favourable result. It will however come with a negative impact, as Council looks to undertake significant future borrowings at what will now be a higher rate of interest.
  - (b) Financial Assistance Grants funding received via the Victoria Local Government Grants Commission (\$1.29 million) which primarily relates to an adjustment to the prior year (2022-23) allocation of \$564,000 which is one off and an increase in the current year 2023-24 allocation of \$724,000.
  - (c) Interest on rates (\$450,000). New legislation has been introduced in this area which expected to reduce this income item, however, current year to date trends indicate differently. In part, the increase in rate debtors in arrears is also contributing to this favourable return.



17. Unfavourable operating adjustments

- (a) Community Care - Grant Funding (\$972,000). Lower than anticipated target achievement based on recent trends and staffing challenges faced by Council in performing and achieving service targets. Unable to reduce expenditure to offset this unfavourable variance (mainly fixed salary costs).
- (b) Workcover premium (\$293,000). The actual Workcover premium increased significantly despite previous advice from the insurer indicating a lower amount.
- (c) Supplementary rates (\$200,000). The first quarter result indicates a reduction in supplementary rates because of a drop-in building activity.
- (d) Council Plan 2025-29 Development (\$100,000). Under the Local Government Act 2020, Council is required to develop a new Council Plan and deliver it via a deliberative engagement process. These funds have been bought forward from 2024-25 to commence the engagement process.
- (e) Adjustment for salaries and recruitment costs in the Financial Services department (\$170,000). One off increase due to a high number of staff on parental, sick and extended leave resulting in an overlap of resources during a very challenging period of recruitment. This necessitated the use of temporary agency staff, backfill of staff on sick leave and additional recruitment costs due to inability to attract the required skilled staff to fill vacant positions. Also due to on-costs while staff are on long term leave and an error in the 2023-24 budget for one position.
- (f) Program of Refugee Immunisation, Monitoring and Education (PRIME) (\$Nil net cost). The Victorian Government decided in July this year to cease funding for the Program for Refugee Immunisation Monitoring and Education (PRIME) by 31 December 2023. A proposal to continue to deliver PRIME services to the Dandenong refugee and asylum seeker community is being developed, which will remove all previous requirements to service Refugee and Asylum Seekers clients in the City of Casey and to maintain the PRIME database system (PAIvNG).
- (g) Additional legal costs in Health (\$115,000) associated with the cessation of a legal action (80% of these costs are expected to be recouped) combined with a hoarder court case and property clean up.
- (h) Required Community Advocacy Officer - Anti-Poverty position to 30 June 2025 (\$121,000). Endorsed by Council 10 October 2022 and omitted from 2023-24 Budget in error.
- (i) Parking Ticket Machines - Required Technology Upgrade (\$92,000). Upgrade of technology of Council's parking ticket machines due to 3G network ceasing earlier than anticipated. This maintenance work will be done on a staged approach.

18. Operating grants – Grant funding matched by associated expenditure (\$2.04 million in total, nil cash impact) including:

- Family Day Care - \$1.00 million
- Child First - \$405,000
- New Directions Project - Mothers and Babies - \$352,000
- Market Street Occasional Child Care Centre – Operational - \$220,000



## Capital Adjustments

19. Net capital adjustments total an unfavourable \$440,000 mainly due to Keysborough South Community Hub (\$400,000) due to architectural contract costs, combined with unfavourable variations caused by delays, contaminated soil and latent conditions. In addition, two food fryers will be installed at Crowe Pavilion (Thomas Carroll Reserve) and George Andrews Reserve (\$40,000).
20. Capital grants - Council has been successful in the following capital grants which will be matched by associated expenditure (nil cash impact):
  - Federal Black Spot (5 projects) - \$2.05 million
  - Noble Park Revitalisation (NPR) Laneway Activation Program - \$85,000
  - Home and Community Care - Program for Younger People (PYP) Service Development - \$50,000

## Variation in Movement of Transfers to (from) Reserves

21. The following table highlights the expected variations to the movements in reserve funds arising from the Mid-Year Budget Review.

Reserve	Budget 2023-24 \$'000s	Budget 2023-24 \$'000s	Budget 2023-24 \$'000s	Amended Variance \$'000s
<b>Transfer to reserves</b>				
Major projects reserve	4,092	4,092	6,738	2,646
Open space - planning, development and improvements	2,000	2,000	2,000	-
Development Contribution Plan - Council funded	400	400	400	-
Keysborough maintenance levy	1,700	1,700	1,720	20
Dandenong Activity Precinct parking and development	650	650	650	-
<b>Total transfer to reserves</b>	<b>8,842</b>	<b>8,842</b>	<b>11,508</b>	<b>2,666</b>
<b>Transfer from reserves</b>				
Major projects reserve	3,356	3,008	3,008	-
Open space - planning, development and improvements	1,100	1,100	1,100	-
Development Contribution Plan - Council funded	1,820	4,720	4,720	-
Grants received in advance	-	-	721	721
Keysborough maintenance levy	1,880	1,880	1,880	-
Springvalley landfill rehabilitation reserve	167	313	313	-
Dandenong Activity Precinct parking and development	650	2,901	2,901	-
General reserve - Aged Care	-	13	403	390
Future Maintenance reserve (LXRA)	399	440	440	-
Native vegetation reserves	68	69	69	-
<b>Total transfer from reserves</b>	<b>9,440</b>	<b>14,444</b>	<b>15,555</b>	<b>1,111</b>
<b>Net movement in reserves</b>	<b>(598)</b>	<b>(5,602)</b>	<b>(4,047)</b>	<b>1,555</b>

22. Transfers to reserves (increase of \$2.67 million)
  - The primary increase in transfers to reserves relates to \$2.65 million to the Major Projects Reserve being residual surplus funds arising from the Mid-Year Budget review.





23. Transfers from reserves (increase of \$1.11 million)

- The increase in transfers from reserves primarily relates to grants received in advance (\$721,000) that relate to the 2023-24 financial year (Financial Assistance Grants) but were received in June 2023. Also included is a \$390,000 transfer from the General Reserve (aged care) to fund costs associated with the review of Council's Aged Care Service to determine a future strategy in this program.

### Key Points / Issues / Discussion

24. Whilst Council is in a sound financial position, this continues to be tested by the uncertain economic environment and continued pressures of capped income and higher costs. Over the past couple of years there has been a sharp increase in the cost of both the delivery of capital works and across all Council materials and services essential to delivering operational services.
25. This report recommends Council's in principle endorsement of the proposed adjustments to the 2023-24 Amended Budget and the transfer to the Major Projects Reserve of \$2.65 million to form a balanced Mid-Year Budget for management reporting purposes.

### Financial Implications

26. The 2023-24 Mid-Year Budget review will ensure that Council has accommodated all known variations to the Budget that have occurred during the first five months of the financial year and results in only a minor movement in the budgetary targets established in the 2023-24 Annual Budget.

### Community and Stakeholder Consultation

27. The 2023-24 Mid-Year Budget Review has been prepared on the basis of budget reviews conducted by all Council staff with budgetary responsibilities and following discussion with and consideration by Council at a Councillor Briefing Session. As changes to the Original Budget are not material, Council is not required to formally advertise the Mid-Year Budget.

### Links to the Community Vision and Council Plan

28. This report is consistent with the following principles in the Community Vision 2040:

- Safe and peaceful community.
- Education, training, entrepreneurship and employment opportunities.
- Embrace diversity and multiculturalism.
- Sustainable environment.
- Mind, body and spirit.
- Art and culture.

29. This report is consistent with the following strategic objectives from the Council Plan 2021-25:

- 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.



## Legislative and Policy Obligations

30. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*.
- The *Gender Equality Act 2020*.
- *Victorian Charter of Human Rights and Responsibilities 2006*.
- Climate Change and Sustainability.
- Related Council Policies, Strategies or Frameworks.

## Conclusion

31. The financial operation of Council is a significant business. Council actively manages the financial performance of the organisation over the course of the financial year, particularly considering the current uncertain economic environment. Council will be kept informed of the financial performance and position in comparison to the budget on a quarterly basis.

## Recommendation

**That Council adopts the 2023-24 Mid-Year Budget noting the following:**

- 1. the proposed amendments to capital and operating budgets that have occurred since the adoption of the Annual Budget and subsequently the Amended Budget (incorporating carry overs from the previous financial year (Attachment 1); and**
- 2. a transfer to the Major Projects Reserve of \$2.65 million.**

## CITY OF GREATER DANDENONG

**(A) 2023-24 MID YEAR BUDGET ADJUSTMENTS**

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>ADJUSTMENTS - CAPITAL (CASH)</b>					
<b>INCREASED PROJECT COST</b>					
1	<b>Keysborough South Community Hub</b> Higher than anticipated project costs due to architectural contract and project management costs not previously factored into the budget, combined with unfavourable variations due to delays, contaminated soil and latent conditions.	1 year	0	400,000	(400,000)
			<b>0</b>	<b>400,000</b>	<b>(400,000)</b>
<b>NEW CAPITAL PROJECTS</b>					
2	<b>Commercial Air Fryer for Crowe Pavilion</b> A pavilion redevelopment of the Crowe Pavilion at Thomas Carroll Reserve has recently been completed. The new kitchen design did not include a deep fryer, as these were not a standard inclusion in kitchen renewals/ upgrades. The previous kitchen also did not include a built-in deep fryer. Following recent media coverage in relation to Council's position on deep fryers in sports pavilions, the St John's Old Collegians Football Club has requested that a bench-top commercial air fryer be purchased for the kitchen. The club believes that an air fryer would be more suitable than a built in oil fryer, due to benefits including low running costs, self-cleaning system, not not require modifications to the kitchen design, the club does not have to purchase and handle/ dispose of cooking oil, healthier cooking method.	1 year	0	15,000	(15,000)
3	<b>George Andrews Reserve Deep Fryer Installation</b> A kitchen upgrade at the Whittle Pavilion, George Andrews Reserve was recently completed. The new kitchen design did not include a deep fryer, as these were not a standard inclusion in kitchen renewals/ upgrades. The previous kitchen did include a built-in deep fryer. Following recent media coverage in relation to Council's position on deep fryers in sports pavilions, the Dandenong Thunder Soccer Club have requested that their kitchen be retrofitted with a deep fryer and associated ventilation unit and grease trap. The club does not feel that an air fryer would be suitable given the large number of spectators to their games.	1 year	0	25,000	(25,000)
			<b>0</b>	<b>40,000</b>	<b>(40,000)</b>

INCOME DECREASE (-) / INCREASE (+)  
EXPENDITURE DECREASE (-) / INCREASE (+)

Attachment A, Page 1

## CITY OF GREATER DANDENONG

**(A) 2023-24 MID YEAR BUDGET ADJUSTMENTS**

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>NEW GRANT FUNDING (NIL IMPACT)</b>					
4	<b>Federal Black Spot Grant - Intersection of Hammond Road, Logis Boulevard and Rodeo Drive, Dandenong South</b> Reprogram traffic signals to fully control right turns.	1 year	106,704	106,704	0
5	<b>Federal Black Spot Grant - Athol Road, Springvale South</b> Install five raised safety platforms.	1 year	311,904	311,904	0
6	<b>Federal Black Spot Program - View Road, Springvale</b> Install four raised safety platforms.	1 year	257,184	257,184	0
7	<b>Federal Black Spot Grant - Woodlee Street, Dandenong</b> Install three raised safety platforms.	1 year	186,048	186,048	0
8	<b>Federal Black Spot Program - Brady Road, Dandenong North</b> Install four raised safety platforms, two raised platform intersection and upgrade zebra crossing at shops to wombat zebra crossing.	1 year	1,191,072	1,191,072	0
9	<b>Noble Park Revitalisation (NPR) Laneway Activation Program - Grant</b> Grant funded project to develop and deliver a series of tactical urbanism interventions within Noble Park's laneways to improve attractiveness, access and enhance perceptions of safety broadly.	1 year	85,000	85,000	0
10	<b>Home and Community Care - Program for Younger People (PYP) Service Development - Grant</b> Grant funding for minor capital items such as plant, equipment and furniture.	1 year	50,000	50,000	0
11	<b>Railway Parade Neighbourhood Shopping Centre Streetscape Upgrade</b> Grant to revitalise the Railway Parade Neighbourhood Shopping Centre by delivering new paving, street trees within carparks, new landscaped areas with seating and opportunities for outdoor dining, new street furniture and public art that responds and implements Council's Reconciliation Action Plan.	1 year	200,000	200,000	0
			<b>2,387,912</b>	<b>2,387,912</b>	<b>0</b>
<b>TOTAL ADJUSTMENTS - CAPITAL (CASH)</b>			<b>2,387,912</b>	<b>2,827,912</b>	<b>(440,000)</b>

INCOME DECREASE (-) / INCREASE (+)  
EXPENDITURE DECREASE (-) / INCREASE (+)

Attachment A, Page 2

## CITY OF GREATER DANDENONG

**(A) 2023-24 MID YEAR BUDGET ADJUSTMENTS**

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>ADJUSTMENTS - OPERATING (CASH)</b>					
<b>NON DIRECTORATE</b>					
12	<b>Victorian Local Government Grants Commission (VLGGC) 2023-24 Grant Allocation - Favourable</b> Confirmed allocation for 2023-24 - favourable adjustment. Due in part to an adjustment to the prior year (2022-23) allocation of \$564,000 which is one off and an increase in the current year 2023-24 allocation of \$724,000.	1 year	1,288,246	0	1,288,246
13	<b>Workcover Premium - Increased Cost</b> The actual workcover premium for 2023-24 was higher than anticipated in the 2023-24 budget and per previous advice from the insurer.	1 year	0	292,863	(292,863)
14	<b>Interest Return on Investments - Favourable</b> The higher interest rates are expected to result in a significant favourable variance to the 2023-24 original budget which was adopted when interest rates were anticipated to decrease over the next year.	1 year	3,400,000	0	3,400,000
15	<b>Supplementary Rates Income - Unfavourable</b> Current year supplementary rates income is trending lower year-to-date and is expected to be unfavourably impacted by a drop in building activity.	1 year	(200,000)	0	(200,000)
16	<b>Interest on Rates - Favourable</b> Year-to-date trend in interest on rates indicates that the full year effect will be higher than expected in the 2023-24 Budget.	1 year	450,000	0	450,000
17	<b>Keysborough South Maintenance Levy (KSML)</b> Favourable actual income levied for KSML year to date and offset by a transfer to the KSML reserve.	1 year	19,550	19,550	0
<b>SUB-TOTAL NON-DIRECTORATE</b>			<b>4,957,796</b>	<b>312,413</b>	<b>4,645,383</b>

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

## CITY OF GREATER DANDENONG

**(A) 2023-24 MID YEAR BUDGET ADJUSTMENTS**

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>CEO</b>					
<b>DIGITAL TECHNOLOGY</b>					
18	<b>IT Initiatives - 'Reshaping Greater Dandenong'</b> Funding to fast track an initial series of Information Technology uplift initiatives to fulfill Council's "Reshaping Greater Dandenong" plan.	1 year	0	400,000	(400,000)
<b>SUB-TOTAL CEO</b>			<b>0</b>	<b>400,000</b>	<b>(400,000)</b>
<b>CORPORATE DEVELOPMENT DIRECTORATE</b>					
<b>PEOPLE AND CHANGE</b>					
19	<b>Future Flex Project as part of Our Future Your Future</b> Future Flex Project objectives: 1. Optimising Resource Utilisation - Accommodate hybrid work using current infrastructure. 2. Hybrid Office Space Review and Design - Reconfigure and design the current office space. 3. Enhancing Organisational Flexibility - Refine policies and processes to attract top talent while fostering productivity. 4. Leadership Development for the Hybrid Work Environment - Develop and equip leaders to effectively lead teams in a hybrid work environment.	1 year	0	50,000	(50,000)
20	<b>Our Future Your Future - Recruitment costs</b> Anticipated costs associated with the recruitment of vacant and new Director / Executive Manager positions as part of the revised organisational structure.	1 year	0	100,000	(100,000)
21	<b>iChris Software Upgrade</b> Upgrade of iChris (Browser) and Employee and Manager Self Service Module HR21v5 Software and iChris (Browser) & Employee and Manager Self Service Module HR21v5 Maintenance.	1 year	0	40,808	(40,808)
			<b>0</b>	<b>190,808</b>	<b>(190,808)</b>

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)



## CITY OF GREATER DANDENONG

## (A) 2023-24 MID YEAR BUDGET ADJUSTMENTS

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>COMMUNICATIONS AND CUSTOMER EXPERIENCE</b>					
22	<b>Council Plan 2025-29 Development</b> Development of the new Council Plan and delivery of the deliberative engagement process as required by the <i>Local Government Act 2020</i> including broad community engagement activities, staff and stakeholder workshops, deliberative panel and Councillor workshops.	2 years	0	100,000	(100,000)
			0	100,000	(100,000)
<b>FINANCIAL SERVICES</b>					
23	<b>Adjustment for Salaries and Recruitment Costs</b> One off increase due to a high number of staff on parental, sick and extended leave resulting in an overlap of resources during a very challenging period of recruitment. This necessitated the use of temporary agency staff, backfill of staff on sick leave and additional recruitment costs due to inability to attract the required skilled staff to fill vacant positions. Also due to on-costs while staff are on long term leave and an error in the 2023-24 budget for one position.	1 year	0	170,000	(170,000)
			0	170,000	(170,000)
<b>GOVERNANCE, LEGAL AND RISK</b>					
24	<b>Risk Management Framework</b> Internal audit recommendation to review Council's Risk Management documents, deliver Risk Strategy training and identify any gaps in Council's identified Strategic Risks. Current resources are inadequate so a consultant has been engaged (Marsh). Marsh to develop and deliver a report indicating any identified strategic risk gaps, changes to existing Strategic Risks and recommendations for improvement.	1 year	0	35,760	(35,760)
25	<b>Mayor and Councillor Allowances</b> Based on Category 3 Base Allowances published for 2023-24.	Ongoing	0	11,000	(11,000)
26	<b>Dandenong Market Board - Recruitment of Director</b> Recruitment costs to appoint a replacement Director of the Dandenong Market Pty Ltd Board.	1 year	0	12,000	(12,000)
			0	58,760	(58,760)
<b>SUB-TOTAL CORPORATE DEVELOPMENT</b>			0	519,568	(519,568)

INCOME DECREASE (-) / INCREASE (+)  
EXPENDITURE DECREASE (-) / INCREASE (+)

## CITY OF GREATER DANDENONG

**(A) 2023-24 MID YEAR BUDGET ADJUSTMENTS**

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>CITY FUTURES DIRECTORATE</b>					
<b><i>BUILDING AND COMPLIANCE</i></b>					
27	<b>Health - Additional Legal Costs and Recoveries (Legal Action)</b> Higher than anticipated legal costs associated with the finalisation of the Health legal action. Anticipate to be able to recover 80% of the costs from Council's insurer.	1 year	144,152	180,190	(36,038)
28	<b>Health - Additional Legal Costs</b> Increased legal costs associated with undertaking a hoarder court case and property clean up. It is unlikely the Court will award Council a recovery of the legal costs incurred.	1 year	0	79,208	(79,208)
			<b>144,152</b>	<b>259,398</b>	<b>(115,246)</b>
<b><i>TRANSPORT AND CIVIL DEVELOPMENT</i></b>					
29	<b>Civil Development Income - Unfavourable</b> Forecast lower income in 2023-24 due to a reduction in building activity relating to fee income for Property and Stormwater Information Requests.	Ongoing	(48,000)	0	(48,000)
30	<b>Parking Ticket Machines - Required Technology Upgrade</b> Upgrade of technology of Council's parking ticket machines due to 3G network ceasing earlier than anticipated. This maintenance work will be done on a staged approach.	1 year	0	92,000	(92,000)
			<b>(48,000)</b>	<b>92,000</b>	<b>(140,000)</b>
<b>SUB-TOTAL CITY FUTURES</b>			<b>96,152</b>	<b>351,398</b>	<b>(255,246)</b>

INCOME DECREASE (-) / INCREASE (+)  
EXPENDITURE DECREASE (-) / INCREASE (+)

## CITY OF GREATER DANDENONG

**(A) 2023-24 MID YEAR BUDGET ADJUSTMENTS**

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>COMMUNITY STRENGTHENING DIRECTORATE</b>					
<b>COMMUNITY WELLBEING</b>					
31	<b>Market Street Occasional Child Care Centre - Sustainability Grant</b> Additional grant funding received for sustainability grant.	1 year	40,000	40,000	0
32	<b>Market Street Occasional Child Care Centre - Operational</b> Kindergarten funding for Year 2023 - required for service provision as approved provider, funds are transferred to Springvale Service for Children, as a contractor to Council for staffing costs.	1 year	219,996	219,996	0
33	<b>Children Services Support - Workforce Planning Grant</b> Additional grant funding received for workforce planning in early childhood from Department of Education.	1 year	20,000	20,000	0
34	<b>New Directions Project - Mothers and Babies Grant</b> Additional grant funding received for extension of project for a further 12 months until 30 June 2024.	1 year	351,920	351,920	0
35	<b>Family Day Care (FDC) Program - Expanded Service</b> Increased FDC educator costs based on recent trends in increased service provision. The expenditure is offset by income received in Federal grant funding, through childcare subsidy payments.	1 year	1,001,000	1,001,000	0
36	<b>Child First - Additional funding</b> Received an increase in fixed term funding for the period of 2023-24 from the Department of Families, Fairness and Housing for the delivery of Child Protection and Family Services.	1 year	404,776	404,776	0
37	<b>Program of Refugee Immunisation, Monitoring and Education (PRIME)</b> Due to the cessation of State Government funding for PRIME from 31 December 2023, a proposal has been developed to continue to deliver PRIME services to the Dandenong refugee and asylum seeker community. This 'PRIME lite' proposal will remove all previous requirements to service Refugee and Asylum Seekers clients in the City of Casey, and also remove all requirements to maintain the PRIME database system (PAiVNG).	1 year	300,000	300,000	0
			<b>2,337,692</b>	<b>2,337,692</b>	<b>0</b>

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

## CITY OF GREATER DANDENONG

**(A) 2023-24 MID YEAR BUDGET ADJUSTMENTS**

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>SAFE, ACTIVE AND CONNECTED COMMUNITIES</b>					
38	<b>Anti-Poverty Program</b> Required Community Advocacy Officer - Anti-Poverty position to 30 June 2025 (Band 6C, 1 EFT). Endorsed by Council 10 October 2022 (omitted from 2023-24 Budget in error).	2 years	0	121,328	(121,328)
39	<b>Community Safety Team - 3 x New Positions</b> Pro-rata cost of 3 positions estimated to commence in January 2024 in the Community Safety team. The positions include: - Coordinator (Band 8, 1EFT, ongoing) - Officers x 2 (Band 6, 2EFT, ongoing)		0	168,911	(168,911)
40	<b>Rapid Antigen Grant Program</b> Grant funding and associated expenditure for the above program.		60,000	60,000	0
41	<b>Service System Resourcing Grant (Emergency Management) - Withdrawn</b> Grant funding has been withdrawn by the funding body from 1 July 2023.	Ongoing	(46,456)	0	(46,456)
			<b>13,544</b>	<b>350,239</b>	<b>(336,695)</b>
<b>COMMUNITY CARE</b>					
42	<b>Aged Care Review - Consultants and Transitional Costs</b> Review of Council's Aged Care Service to determine future strategy in this program. Additional costs will be required to transition to chosen model. These costs are funded by a transfer from the General (Aged Care) Reserve.	1 year	390,000	390,000	0
43	<b>Community Care - Grant Funding - Unfavourable</b> Lower than anticipated target achievement based on recent trends and staffing challenges faced by Council in performing service targets. Unable to reduce expenditure to offset this unfavourable variance.	1 year	(971,752)	0	(971,752)
			<b>(581,752)</b>	<b>390,000</b>	<b>(971,752)</b>

INCOME DECREASE (-) / INCREASE (+)  
EXPENDITURE DECREASE (-) / INCREASE (+)

## CITY OF GREATER DANDENONG

## (A) 2023-24 MID YEAR BUDGET ADJUSTMENTS

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
<b>COMMUNITY AMENITY</b>					
44	<b>School Crossing Supervisors - Grant Income</b> Higher than anticipated grant funding received in 2023-24 for the school crossing program.	1 year	76,604	0	76,604
45	<b>CCTV Mobile Trailers</b> 2 x CCTV Mobile Trailers will be purchased by Council and gifted to the Victoria Police.		0	160,000	(160,000)
46	<b>Employee Parking Permit Income - Thomas Street Car Park - Unfavourable</b> Lower than anticipated parking permit income to date from employees salary sacrificing parking permits.	1 year	(36,000)	0	(36,000)
			<b>40,604</b>	<b>160,000</b>	<b>(119,396)</b>
<b>SUB-TOTAL COMMUNITY STRENGTHENING</b>			<b>1,810,088</b>	<b>3,237,931</b>	<b>(1,427,843)</b>
<b>TOTAL ADJUSTMENTS - OPERATING (CASH)</b>			<b>6,864,036</b>	<b>4,821,310</b>	<b>2,042,726</b>
<b>GRAND TOTAL OF ALL ADJUSTMENTS</b>			<b>9,251,948</b>	<b>7,649,222</b>	<b>1,602,726</b>
<b>SUMMARY</b>					
<b>Residual surplus available at 30 June 2023</b>					<b>899,000</b>
Spring Valley Landfill provision for remediation year end adjustment					144,025
<b>Adjusted residual surplus available at 30 June 2023</b>					<b>1,043,025</b>
Capital - net outcome			2,387,912	2,827,912	(440,000)
<b>Subtotal - Capital variations (net of funding sources)</b>			<b>2,387,912</b>	<b>2,827,912</b>	<b>(440,000)</b>
Operating - net outcome			5,753,510	4,801,760	951,750
(Increase)/decrease in transfers to reserves - operating			0	19,550	(19,550)
Increase/(decrease) in transfers from reserves - operating			1,110,526	0	1,110,526
<b>Subtotal - Operating variations (net of reserve transfers)</b>			<b>6,864,036</b>	<b>4,821,310</b>	<b>2,042,726</b>
Proposed transfer 2023-24 Mid-Year Budget surplus to Major Projects Reserve			0	2,645,751	(2,645,751)
<b>Subtotal - Reserve transfers</b>			<b>0</b>	<b>2,645,751</b>	<b>(2,645,751)</b>
<b>Residual surplus/(deficit) available</b>					<b>0</b>

INCOME DECREASE (-) / INCREASE (+)  
EXPENDITURE DECREASE (-) / INCREASE (+)

Attachment A, Page 9

## Attachment B

## Income Statement

	Original Budget 2023-24 \$'000	Amended Budget 2023-24 \$'000	Mid Year Budget 2023-24 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
<b>Income</b>				
Rates and charges	170,138	170,138	170,408	270
Statutory fees and fines	10,865	10,865	10,817	(48)
User fees	9,214	9,214	9,178	(36)
Grants - operating	33,824	22,606	24,570	1,964
Grants - capital	5,316	11,440	13,828	2,388
Contributions - monetary	2,000	4,358	4,358	-
Contributions - non-monetary	7,500	7,500	7,500	-
Net gain on disposal property, infrastructure, plant and equipment	746	746	746	-
Other income	8,265	8,856	12,400	3,544
<b>Total income</b>	<b>247,868</b>	<b>245,723</b>	<b>253,805</b>	<b>8,082</b>
<b>Expenses</b>				
Employee costs	95,009	101,458	103,317	(1,859)
Materials and services	80,136	83,223	86,093	(2,870)
Bad and doubtful debts	2,245	2,245	2,245	-
Depreciation	33,601	33,601	34,201	(600)
Amortisation - right of use assets	598	598	598	-
Borrowing costs	2,698	2,698	2,698	-
Finance costs - leases	22	22	22	-
Other expenses	4,476	5,206	5,219	(13)
<b>Total expenses</b>	<b>218,785</b>	<b>229,051</b>	<b>234,393</b>	<b>(5,342)</b>
<b>Surplus for the year</b>	<b>29,083</b>	<b>16,672</b>	<b>19,412</b>	<b>2,740</b>
<b>Other comprehensive income</b>				
<b>Items that will not be reclassified to surplus or deficit:</b>				
Other	-	-	-	-
<b>Total comprehensive result</b>	<b>29,083</b>	<b>16,672</b>	<b>19,412</b>	<b>2,740</b>





## 4.2 POLICY AND STRATEGY

### 4.2.1 Community Funding Program and Policy Review

**Responsible Officer:** Executive Director Community Strengthening  
**Attachments:** 1. Draft Community Grants Program Policy 26 July 2023  
[4.2.1.1 - 15 pages]

#### Executive Summary

1. This report outlines the Grants Funding Program policy review undertaken and recommends opportunities to strengthen current models and identify areas for improvement.
2. In April 2023, a scheduled policy review commenced of all the 2019 policies that guide the Community Grants Program and these include:
  - Community Partnership Funding Policy (March 2019);
  - Community Response Grants Policy (September 2019); and
  - Community Support Grants Policy (September 2019).
3. A new consolidated Community Grants Program Policy has been developed to provide funding to community organisations, groups, and individuals, that deliver services and activities consistent with Council's strategic objectives as outlined in the Council Plan. The new policy will ensure decision-making is transparent, accountable, and equitable and that organisations are actively supported to develop their applications and deliver their projects.
4. This report recommends that Council endorse a new consolidated Community Grants Program Policy and recommendations for improvement.
5. This report also notes that further consultation is required with Neighbourhood Houses, who are not in support of the revised program policy as would relate to them, and that a report specific to Neighbourhood Houses will be put to Council in early 2024.



## Background

6. The Community Grants Program provides opportunities for Council to work in partnership with the community for the benefit of the Greater Dandenong community. Council provides financial assistance to community groups and individuals to undertake projects and activities.

## Community Grants Program Overview

7. Each year, Council provides financial assistance via grants to community groups and individuals for activities that will benefit residents.
8. The Community Grants Program Policy's objectives are to:
  - Strengthen the Greater Dandenong community through supporting a diverse range of activities, services and programs that are responsive to community needs.
  - Promote the active participation of the local community in events, initiatives, and programs.
  - Support the development of projects which are consistent with Council's community vision and strategic objectives as outlined in the Council Plan.
  - Support the community to work in partnership with Council to reduce factors that lead to social disadvantage and inequality.
  - Build the capacity of local organisations and strengthen partnerships within Greater Dandenong to support collaboration and sustainability.

## Key Recommendations

9. The review identified a few operational improvements to be introduced effective immediately.
10. There are five (5) key strategy and governance recommendations for consideration by Council:

### *Consolidation of Community Grants Policy*

11. The review recommends the three (3) current policies be consolidated into one (1) policy to reduce duplication, enhance consistency and be more accessible by community and Council.
12. The key policy objective is to respond to emerging community priorities and assist Council to meet its strategic objectives, outlined in the Council Plan. This will improve the responsiveness of the Grant Program and improve its alignment with the Council Plan.
13. The Grants Program Guidelines will be reviewed to reflect any change in focus areas of Council.



***Updating the grant and community development principles to better articulate the intent of each principle, as follows:***

<b>Principle</b>	<b>Intent</b>
1. Partnership between Council and the recipient	Grants are a partnership with Council and the recipient.
2. Build Organisational capacity	Grants support organisational capacity building and sustainability.
3. Open, accessible and accountable	The grants program is open and accessible for all eligible organisations. Grant processes are robust and stand up to scrutiny, governance is clear and strong.
4. Transparent	Grants, funding decisions and outcomes are transparent and the achievements (reporting) of funded outcomes are publicised.
5. Efficient and customer focused	Grants information is accessible and processes for applicants are well organised and streamlined and enable timely decisions.
6. Strategic and needs based	Grants respond to emerging community priorities and assist Council to realise the community vision and to achieve the strategic objectives as outlined in the Council Plan.
7. Measurable outcomes	Granted projects and funding deliver clear outcomes for the community

***The addition of a high-level framework incorporating industry best practice, a flatter hierarchy and more simplified grant names.***

Small	<ul style="list-style-type: none"><li>• Individual Achievement Grants.</li><li>• Community Group Activities Grants.</li><li>• Entry Level Grants.</li><li>• Responsive Projects Grants.</li></ul>
Medium	<ul style="list-style-type: none"><li>• Community Development Projects.</li><li>• Arts, Festivals and Events.</li><li>• Individual Arts, Festival and Events projects.</li><li>• Climate Change Action Grants.</li></ul>
Large	<ul style="list-style-type: none"><li>• Partnership Grants.*</li><li>• Strategic Project Grants.</li><li>• Festivals and Events Sponsorship Grants</li></ul>

\*This category was proposed to relate to Neighbourhood Houses, however at the request of Neighbourhood Houses a further report is proposed to be developed specifically relating to them.



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### ***The introduction of a funding stream to respond to emerging community needs***

14. To respond to unmet emerging community needs and or Council priorities, the new grants streams are proposed to include:
- Climate Change Action Grants.
  - Family Violence and Gender Equity as priorities under the Community Activities Grants.
  - Partnership Grants for eligible community organisations (note further report to be provided on Neighbourhood Houses).
  - Health and Wellbeing projects as required by the VicHealth Local Government Partnership Program Grant categories will be revised to incorporate supporting healthy partnerships.

### ***Revision of the composition of Community Grants Assessments Panels***

15. The review recommends grant decision makers be independent of the assessors who prepare recommendations for decision. This was identified by the Victorian Auditor General Report to Parliament, Fraud Control Over Local Government Grants 2022.
16. It is recommended that Councillors on Community Grants Assessment panels are not involved in both assessing and approving grant applications.
17. Councillors can attend Grants Assessment Panel meeting as observers without contributing and influencing Panel recommendations.

### ***Review of Neighbourhood House and Community Centre's Funding Proposal***

18. Council received a proposal as part of the 2023-24 budget submission process from seven (7) Neighbourhood Houses and Community Centres. The proposal sought to strengthen the partnership through a re-commitment by Council to recurrent operational funding.
19. Prior to 2019, Greater Dandenong provided recurrent funding to Neighbourhood Houses for operational activities through the Community Partnership Grants. In 2019, this approach changed from providing operational recurrent funding, in favour of project funding associated with Council priorities with agreed deliverables available to all eligible community sector organisations including Neighbourhood Houses.
20. At the time of the 2019 review, it was anticipated that the Capacity Building component of the Community Partnerships and Sponsorship Grants Stream would provide a specific focus for Neighbourhood Houses whilst also being open to other strategically aligned organisations thus addressing issues of accessibility. As the eligibility criteria is similar between Neighbourhood Houses and other strategically aligned organisations it was expected that equity could be achieved, a key gap in the pre-2019 approach.
21. The review also found that of the six (6) benchmarked councils (Kingston, Casey, Wyndham, Yarra, Knox and Brimbank) all provide some form of operational support to Neighbourhood Houses:
- Kingston, Wyndham, and Knox include not-for-profit organisations and it is integrated into their Community Grants Policy.
  - Casey, Wyndham, Yarra, Knox and Brimbank have a dedicated policy or framework for Neighbourhood Houses, and this type of funding is not available for other not-for-profit organisations.



22. The review reinforced Council's view that as part of the wider community service sector, Neighbourhood Houses play a vital role in building Victorian communities. While the important role of Neighbourhood Houses is recognised, they are not alone in this. Other not-for-profit organisations should also be recognised for the role they play in extending Council's reach and capacity to individuals at the local grass roots level.
23. The review recommended that a Partnership Grants Stream is established to respond to the emerging needs identified and to be open and accessible to all eligible community organisations, inclusive of Neighbourhood Houses. To ensure that any such funding meets industry best practice, the grant should:
  - Ensure increased equity and accessibility is maintained.
  - Remain competitive.
  - Be available to all eligible community sector organisations.
  - Include a service/funding agreement that specifies requirements such as reporting and evaluation.
  - Feature negotiated outcomes focused KPIs and agreed deliverables linked to Council Plan Priorities and Objectives.
  - Deliver specific and agreed strategies to support achievement such as a willingness to explore shared service models and community partnerships.
  - Provide funding based on impact and outcomes, rather than a one size fits all approach/amount.
24. Positive feedback was received organisations who may be eligible for this new funding stream. The exception to this was the Greater Dandenong Community Connections Network who requested that Council defer adoption of the new Community Grants Policy on Partnerships pending the upcoming release of a Neighbourhood House Victoria Report.
25. Council Officers support this request, however, to not disadvantage other community groups accessing Councils Funding Program, Officers recommend endorsement of the revised funding program and policy, with a further report to be developed in relation to Neighbourhood Houses.

### **Financial Implications**

26. There are no financial implications associated with this report.

### **Community and Stakeholder Consultation**

27. Phase one (1) consultation was undertaken from May to June 2023 with a total of 114 stakeholders providing feedback through an online-survey and a series of focus group discussions.
28. Phase two (2) consultations on the Review of the Draft Community Grants Policy was conducted from October to November 2023, comprising a multi-faceted process with online survey, roundtable discussion and one (1) to one (1) interviews.



29. The stakeholders consulted include:

- Grants applicants and recipients.
- Potential/disengaged grant applications and recipients.
- Neighbourhood Houses and Community and Learning Centres.
- Community Grants Panel members.
- Community Partnership and Volunteers Team.
- Council Officers.
- External stakeholders.

30. Following phase two (2) of consultation one (1) submission was received.

31. The Greater Dandenong Community Connections Network requested that Council defer adoption of the new Community Grants Policy on Partnerships pending the Neighbourhood House Victoria Report.

### **Links to the Community Vision and Council Plan**

32. This report is consistent with the following principles in the Community Vision 2040:

- Safe and peaceful community.
- Embrace diversity and multiculturalism.
- Art and culture.

33. This report is consistent with the following strategic objectives from the Council Plan 2021-25:

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

### **Legislative and Policy Obligations**

34. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

- The Overarching Governance Principles of the *Local Government Act 2020*.
- The *Gender Equality Act 2020*.
- *Victorian Charter of Human Rights and Responsibilities 2006*.
- Related Council Policies, Strategies or Frameworks.





## Conclusion

35. The policy detailed in this report has been reviewed and found to be consistent with current legislation, best industry practice, Council's operational needs and is submitted to Council for adoption.

## Recommendation

### That Council:

1. **approves the Community Grants Program Policy as detailed in Attachment 1; and**
2. **further develops a report relating to Neighbourhood Houses, pending receipt and review of the final Neighbourhood House Victoria Report.**

## Community Grants Program Policy

Policy Endorsement:	Endorsement Required by Council		
Policy Superseded by this Policy:	Community Partnership Grants Policy, Community Support Grants Policy, Community Response Grants Policy		
Directorate:	Community Strengthening		
Responsible Officer:	Manager Community Development, Sport and Recreation		
Policy Type:			
File Number:		Version No:	1
1 <sup>st</sup> Adopted by Council	Minute No.	Last Adopted by Council:	Minute No.
Review Period:	Four (4) years	Next Review:	December 2027

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## TABLE OF CONTENTS

1.	POLICY PURPOSE .....	2
2.	BACKGROUND .....	2
3.	SCOPE .....	2
4.	DEFINITIONS .....	3
5.	POLICY .....	4
5.1	OBJECTIVES .....	5
5.2	GRANT PRINCIPLES .....	5
5.3	COMMUNITY DEVELOPMENT PRINCIPLES .....	6
5.4	ADMINISTRATION OF THE GRANTS PROGRAM .....	7
5.4.1	GRANT CATEGORIES .....	7
5.4.2	COMMUNITY GRANTS PROGRAM BUDGET .....	7
5.4.3	APPLICATION PROCESS .....	7
5.4.4	ASSESSMENT AND DECISION MAKING .....	8
5.4.5	STANDARD CONDITIONS .....	8
5.4.6	EQUITY .....	9
6.	RESPONSE TO THE OVERARCHING GOVERNANCE PRINCIPLES OF THE LOCAL GOVERNMENT ACT 2020 .....	9
7.	CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006 .....	10
8.	RESPONSE TO THE GENDER EQUALITY ACT 2020 .....	10
9.	DIVERSITY, ACCESS, AND EQUITY POLICY .....	11
10.	CONSIDERATION OF CLIMATE CHANGE AND SUSTAINABILITY .....	11
11.	RESPONSIBILITIES .....	11
12.	REPORTING, MONITORING AND REVIEW .....	11
13.	REFERENCES AND RELATED DOCUMENTS .....	12

## 1. POLICY PURPOSE

The purpose of this Policy is to guide the delivery of the Greater Dandenong City Council Community Grants Program.

## 2. BACKGROUND

Council recognises the important role of the Community Grants Program in providing funding to support the community to deliver projects and provide programs, activities and services that respond to emerging community priorities and assist Council to realise the community vision and achieve their strategic objectives as outlined in the Council Plan.

## 3. SCOPE

The Policy applies to grants provided to the community by Council for specific agreed purposes. It applies to all Council staff, Councillors, grant recipients and other parties that may become involved in the grants process where Council is providing a funding contribution directly to an organisation, auspice organisation or individual with an expectation that the money will be used for an agreed and specified purpose. The grants included within the scope of this policy include:

Category	Grant Streams
<b>Small</b>	<ul style="list-style-type: none"> <li>Individual Achievement Grants.</li> <li>Community Group Activities Grants.</li> <li>Entry Level Grants.</li> <li>Responsive Projects Grants.</li> </ul>
<b>Medium</b>	<ul style="list-style-type: none"> <li>Community Development Projects.</li> <li>Arts, Festivals and Events.</li> <li>Individual Artists.</li> <li>Climate Change Action Grants.</li> </ul>
<b>Large</b>	<ul style="list-style-type: none"> <li>Partnership Grants.</li> <li>Strategic Project Grants.</li> <li>Festivals and Events Sponsorship Grants.</li> </ul>

The grants excluded from the scope of this policy include:

- Business and Grants and Assistance.
- External sponsorship sought by Council.

## 4. DEFINITIONS

Unless otherwise specified within this policy, the following key terms are defined to mean the following in terms of this policy.

Key Terms	Definition
Grant	A sum of money given to organisations or individuals with an expectation that the money will be used for an agreed and specified purpose.
Auspice organisation	An organisation that agrees to distribute and manage a grant on behalf of another organisation. The auspice is mainly responsible for financial and acquittal requirements.
Acquittal	Information provided by a grant recipient that ensure the funds have been administered responsibly and in line with the conditions of the grant program.
Community Groups	Not-for-profit or voluntary groups that receive minimal or no funding to run group activities or programs that provide benefit to members and/or the wider community. Includes groups deemed to be providing services and activities that involve and benefit residents of the City of Greater Dandenong, such as sporting and hobby clubs, seniors' groups, youth groups, children's and family's groups, cultural groups, service clubs, environmental groups, emergency service volunteer groups and social support groups (e.g. disability support groups).
Community Service Organisation	Not-for-profit service organisations, charities or voluntary service groups that provide services to support the community.
Council	Greater Dandenong City Council, being a body corporate constituted as a municipal Council under the <i>Local Government Act 2020</i> .
Councillors	The individuals holding the office of a member of Greater Dandenong City Council.
Council Officers	The Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.
Council Plan	The Council Plan, incorporating the Municipal Public Health and Wellbeing Plan, outlines the key priorities for Council over a four-year period including how Council will protect, improve, and promote public health and wellbeing within the municipality. These priorities are influenced by the community vision, municipal health status and determinants, and the legislative requirements of local government.

Key Terms	Definition
	Progress against this plan and the health and wellbeing priorities is reported quarterly to the community and key stakeholders.
Incorporated	Incorporated under the Associations of Incorporations Act 1981 or other Relevant Legislation.
Individuals	Residents of the City of Greater Dandenong (excluding Council staff).
Individual Artist	An individual artist is defined as a practicing artist who is recognised by their peers, is committed to devoting significant time to artistic activity and/or has a history of public presentation.
Legal Entity	An incorporated association, a co-operative, company limited by guarantee or trust.
Not-for-profit	An organisation that does not operate for the profit, personal gain, or other benefit of particular people (for example, its members, the people who run it or their friends or relatives).
Operating costs	The costs associated with the maintenance and administration of an organisation on a day-to-day basis. Operating costs may include rent, payroll, other overhead costs, and maintenance expenses.
Project	The program, activities, event, or service being funded through the grant.
Schools	Primary and secondary schools in the City of Greater Dandenong only in relation to grant applications for activities that are not part of the core school curriculum and include the broader community.
School Based Community Hubs	Community Hubs based in schools in the City of Greater Dandenong only in relation to grant applications for activities that are not part of core school curriculum and student welfare based.

## 5. POLICY

Council is committed to delivering the Greater Dandenong Community Grants Program to provide funding to community organisations, groups, and individuals that deliver services and activities consistent with Council's strategic objectives as outlined in the Council Plan. In delivering the program, Council will ensure that decision-making is transparent, accountable, and equitable and that organisations are actively supported to develop their applications and deliver their projects.



## 5.1 OBJECTIVES

The objectives of the Greater Dandenong City Council Community Grants Program are to:

- Strengthen the Greater Dandenong community through supporting a diverse range of activities, services, and programs that are responsive to community needs.
- Promote the active participation of the local community in events, activities, services, and programs.
- Support the development of projects which are consistent with Council's community vision and strategic objectives as outlined in the Council Plan.
- Support the community to work in partnership with Council to reduce factors that lead to social disadvantage and inequality.
- Build the capacity of local organisations and strengthen partnerships within Greater Dandenong to support collaboration and sustainability in responding to local needs.
- Increase intercultural connections, promotes understanding and celebrate diversity.
- Promote access, inclusion of individuals or groups that may experience exclusion.

## 5.2 GRANT PRINCIPLES

In line with good governance and best practice Council is committed to delivering grant programs that reflect the following seven grant principles:

Principle	Intent
<b>1. Partnerships between Council and the recipient</b>	Grants are a partnership with Council and the recipient.
<b>2. Build organisational capacity</b>	Grants support organisational capacity building and sustainability.
<b>3. Open, accessible, and accountable</b>	The grants program is open and accessible for all eligible organisations. Grant processes are robust and stand up to scrutiny, governance is clear and strong.
<b>4. Transparent</b>	Grants, funding decisions and outcomes are transparent and the achievements (reporting) of funded outcomes are publicised.
<b>5. Efficient and customer focused</b>	Grants information is accessible and processes for applicants are well organised, streamlined, and enables timely decisions.
<b>6. Strategic and needs based</b>	Grants respond to emerging community priorities and assist Council realise the community vision and to achieve the strategic objectives as outlined in the Council Plan.

Principle	Intent
<b>7. Measurable Outcomes</b>	Granted projects and funding deliver clear outcomes for the community.

### 5.3 COMMUNITY DEVELOPMENT PRINCIPLES

The Community Grants Program is developed and administered in the context of Councils Community Development Framework with the following principles to be reflected in grant practices:

Principle	Practice
<b>Inclusion and Equity</b>	<ul style="list-style-type: none"> <li>• Providing genuine and meaningful opportunities for residents to participate in processes whose outcomes affect their advancement and wellbeing.</li> <li>• Valuing all people equally, extending consideration to marginalised or vulnerable individuals, who often face difficulties in affirming their rights and participating in engagement.</li> <li>• Considering the diversity of needs and interests of all people and organisations throughout the process.</li> <li>• Enabling members of the community to have a say in their own future, make their own decisions, contribute to solutions to issues that are important to their lives, and foster connections with others.</li> </ul>
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Linking communities, individuals, groups, agencies, and Council.</li> <li>• Establishing partnerships to achieve favourable outcomes for residents by encouraging different communities to work together and build lasting, constructive relationships.</li> <li>• Fostering and maintaining trust among participants.</li> </ul>
<b>Empowerment</b>	<ul style="list-style-type: none"> <li>• Working and learning together to help increase understanding, awareness, and empathy for each other.</li> </ul>
<b>Place based</b>	<ul style="list-style-type: none"> <li>• Focusing on neighbourhoods and places where people meet, to identify opportunities for improvement.</li> <li>• Defining and working within specific precincts, locations, and suburbs to co-ordinate planning and activities within those localities.</li> </ul>

Principle	Practice
<b>Strength based</b>	<ul style="list-style-type: none"> <li>Identifying strengths which exist among the community, encouraging individuals, local organisations, and institutions to unite to apply and build upon those attributes. Strengths may include physical spaces, skills, local knowledge, associations, and networks, as well as financial resources.</li> <li>Such strengths may be viewed and defined differently by different individuals and influenced by their experience.</li> </ul>
<b>Collective Action</b>	<ul style="list-style-type: none"> <li>Gathering people and organisations together to enable them to speak with a united, strong, and confident voice.</li> <li>A vision for change is developed, including a community understanding of the issue and an approach to tackling it.</li> </ul>
<b>Building Capacity</b>	<ul style="list-style-type: none"> <li>Individuals, families, and communities are encouraged to identify strengths needs and supported to develop solutions at a local level.</li> </ul>
<b>Responsiveness</b>	<ul style="list-style-type: none"> <li>Reacting promptly to societal changes and local issues as they emerge.</li> <li>Operating in an honest and forthright way that encourages openness amongst others.</li> <li>Welcoming and responding to feedback from the community</li> <li>Setting process in place to monitor progress and outcomes.</li> </ul>

## 5.4 ADMINISTRATION OF THE GRANTS PROGRAM

### 5.4.1 GRANT CATEGORIES

The grant categories will be reviewed every four years in line with the development of the community vision and the Council Plan.

### 5.4.2 COMMUNITY GRANTS PROGRAM BUDGET

The budget for the Community Grants Program budget will be determined by Council through the annual budget process. Budgets for each category will be determined at an operational level and promoted as part of the Grants Program Guidelines.

### 5.4.3 APPLICATION PROCESS

Grants program guidelines will be developed every four years in line with the development of the Council Plan. The guidelines will be made publicly available and offered to each grant applicant. The guidelines will provide detailed information about:

- The grant categories and supporting rationale.

- The application process.
- Support available for applicants.
- Eligibility and assessment criteria.
- The assessment process.
- Timelines.
- Feedback on application process and outcome.
- Funding conditions.

The amount of detail required from the applicant will be proportional to the grant amount.

Council will use an online grants administration system to ensure a consistent, efficient, and user-friendly customer experience. Customer support on the use of this system will be provided at Grant Information sessions or upon request.

Personal information about individuals collected during the grant process will be treated in accordance with Council's Privacy Policy.

#### 5.4.4 ASSESSMENT AND DECISION MAKING

Council Officers will conduct an eligibility check on all applications received.

For medium and large-scale grants Community Grants Assessment Panels will assess applications against assessment criteria and make recommendations for funding. Where possible, community members will be involved as members of the Community Grants Assessment Panels. All members of the Community Grants Assessment Panels members will adhere to Council's Code of Conduct, Conflict of Interest Policy, and the Terms of Reference for the Community Grants Assessment Panel.

To ensure an accountable and transparent assessment process anyone with a conflict of interest will follow Council's Conflict-of-Interest procedure and will not participate in any discussions or decision relating to the specific application.

The status of applications will be communicated to applicants through all stages of the assessment process.

Funding recommendations and summary rationale for large scale grants will be presented to Council for final decision and endorsement.

Funded projects will be reported to the public after each round on Council's grant website and in the Annual Report.

Feedback will be provided to unsuccessful applicants to support learning and provide suggestions for improvement for subsequent applications.

#### 5.4.5 STANDARD CONDITIONS

The following conditions apply to the Community Grants Program:

- Council's contribution is limited to the amount granted with all other costs associated with the project being borne by the grant recipient.

- Grants are subject to conditions which will be outlined in the grant agreement. Changes can only be made if requested in writing and approved by Council beforehand.
- When an organisation or individual accepts a grant and/or signs an agreement it means that they accept the conditions within this policy and the guidelines relevant to the specific grant category.
- For medium and large-scale grants, where organisations are unable to demonstrate good governance or risks are identified, Council officers will offer support to identify opportunities and training to improve governance processes before a grant is approved.
- Community Grants Assessment Panels may recommend additional conditions for funding
- Grant recipients will be required to complete period reports and acquit grants, including reporting on expenditure of funds and project outcomes.
- Council reserves the right to withdraw funding and/or cease partnership with a grant recipient if Council deems that the project is not progressing satisfactorily, the organisation ceases to be eligible, the organisation breaches funding conditions, or the project risks the positive reputation of Greater Dandenong Council. If this occurs, the grant recipient will be fully liable for costs involved and grant funds must be returned to Council.

#### 5.4.6 EQUITY

Support will be provided to applicants to minimise barriers arising from language, culture, and mobility or where access to and usage of technology creates difficulty.

The availability of the community grants, including the funding available through each of the categories, will be widely promoted across the municipality using a variety of promotional avenues to ensure those who are eligible to apply for a grant are given an opportunity to do so.

Information will be provided in languages other than English where possible and appropriate.

Applications must demonstrate that proposed projects are available in the community without discrimination based on access, equity, community participation and human rights and responsibilities.

## 6. RESPONSE TO THE OVERARCHING GOVERNANCE PRINCIPLES OF THE LOCAL GOVERNMENT ACT 2020

Section nine (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 policy is consistent with the principles set out in *the Act*.

By utilising a community development approach to achieve the objectives of the Community Grants program, and through the underpinning grants principles that reflect good governance and best practice in grants administration, this policy reflects the intent of each of the overarching governance principles outlined in Sections 9 of *the Act*.

The Community Grants Policy will be considered by Council in an open public meeting with minutes of the meeting and the decision published. This process reflects transparency in the way the policy shall

be considered, as the Act requires. Recommendations for medium and large-scale grants will be considered in a similar manner, with decisions publicised accordingly.

The policy incorporates provisions to monitor activities to inform resident and staff about the policy and its implications for their work, and to adjust such promotional efforts, support, grant guidelines and the application process where required.

## 7. CHARTER OF HUMAN RIGHTS AND RESPONSIBILITIES ACT 2006

The Victorian Charter of Human Rights and Responsibilities Act 2006 has been considered in relation to whether any human rights under the Charter are restricted or contravened by the enactment of any part of this policy.

It is considered that the policy is consistent with the rights outlined in the Charter and that it advances the following rights, through its emphasis upon building the strength of community through supporting a diverse range of activities, services, and programs that are responsive to community needs; promoting the active participation of the local community in events, initiatives, and programs; and addressing social disadvantage and inequality:

- Freedom of thought, conscience, religion, and belief (S. 14).
- Freedom of expression (S. 15).
- Peaceful assembly and freedom of association (S. 16).
- Taking part in public life (S. 18).
- Cultural rights (S. 19).

## 8. RESPONSE TO THE GENDER EQUALITY ACT 2020

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

As the primary focus of the Community Grants Policy is the public then it is determined that the policy and program will have a direct impact. Therefore, a Gender Impact Assessment was undertaken to examine major gender-related issues connected with the administration of the Community Grants Program, and their implications for this policy.

The gender impact assessment revealed that:

- Women are represented as one of the top ten grants beneficiaries for the Community Grants Program comprising just over eight percent (8%) of successful applicants.
- Several activities dedicated to women were funded including senior women's programs and Women's Empowerment programs.
- A comprehensive community engagement process was undertaken to refine and further develop the best practice grants principles as reflected in the Community Grants Program Policy, with translated information available in community languages.
- A greater number of women (56%) than men (35%) participated in the consultation process for the review of the Community Grants Program and Policy.

- Emerging community needs were identified through the review process. Those specifically relating to women included:
  - Family Violence and Gender Equality.
  - Women's/ Girls sport.
  - Social support and connection for Newly arrived Afghan women.
  - Promoting health and wellbeing of CALD women.

These findings are addressed in this policy and the guidelines for the Community Grants Program.

## 9. DIVERSITY, ACCESS, AND EQUITY POLICY

This policy is consistent with Council's Diversity and Access Policy in its objective of Strengthening the Greater Dandenong community through funding a diverse range of activities, services, and programs that are responsive to community needs; promoting the active participation of the local community in events, initiatives, and program; and supporting the community to work in partnership with Council to reduce factors that lead to social disadvantage and inequality. Overall, the aim of the policy is to ensure granted projects, services and activities meet the diverse needs of residents and address circumstances that limit access, opportunity, and inclusion for residents.

## 10. CONSIDERATION OF CLIMATE CHANGE AND SUSTAINABILITY

The overarching governance principles of the *Local Government Act 2020*, that the economic, social, and environmental sustainability of the municipal district, including mitigation and planning for climate change risks, and Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 is actively promoted through this Policy through the inclusion of a grant category dedicated to taking climate change action.

## 11. RESPONSIBILITIES

Responsibility will rest with the Community Partnerships and Volunteers Team for informing Council staff and residents about the content and meaning of this policy. This may entail promotions through the Council website, emails, presentations, print and social media and other means.

The Community Partnerships and Volunteers Team will also monitor levels of knowledge and understanding of the policy among staff and residents if such steps are warranted.

## 12. REPORTING, MONITORING AND REVIEW

The Community Partnerships and Volunteers Team will report on the details and outcomes of its efforts to inform residents about the policy, and inform staff of its application and relevance to their work, with measures which may include, but are not limited to:

- the nature of efforts to inform residents and staff about the policy and its importance.
- levels of resident and staff familiarity with the policy.
- resident and staff perceptions of the policy in achieving the grants principles.



The manner and extent to which the policy fulfils its purpose in providing funding to community groups and organisations that deliver services and activities consistent with Council's strategic objectives as outlined in the Council Plan will be assessed during the life of the policy as well as during the process of formal review which preceded the development of this policy. This will include an assessment of whether Councils decision-making is transparent, accountable, and equitable and that organisations are actively supported to develop their applications and deliver their projects.

The policy will be reviewed every four years in line with the development of the Council Plan.

### 13. REFERENCES AND RELATED DOCUMENTS

The following policies, strategies, procedures, legislation, or guidelines relate to the implementation of this policy.

#### Legislation

- Charter of Human Rights and Responsibilities Act 2006
- Children, Youth and Families Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Freedom of Information Act 1982 (Vic)
- Gender Equality Act 2020 (Vic)
- Health Records Act 2001 (Vic)
- Local Government Act 2020
- Privacy and Data Protection Act 2014 (Vic)
- Public Records Act 1973 (Vic)
- Racial and Religious Tolerance Act 2001 (Vic)

#### Related Commonwealth Government Policies

- Commonwealth Grants Rules and Guidelines 2017
- Disability Discrimination Act 1992

#### Related Council and Other Policies, Procedures, Strategies, Protocols, Guidelines

- Alcohol Management Policy 2018-2022
- Anti-Poverty Strategy 2022-25
- Arts, culture and Heritage Strategy 2022-26
- Children's Plan 2021-26
- Climate Change Emergency Strategy and Action Plan 2020-30
- Code of Conduct - Councillors
- Code of Conduct - Contractors
- Code of Conduct – Staff
- Community Grants Guidelines 2023
- Council Plan (The Plan) 2021-25 which incorporates the Municipal Public Health and Wellbeing Plan
- Community Development Framework 2021

- Community Engagement Planning Framework 2022
- Diversity, Access, and Equity Policy, 2021
- Gambling Policy 2022
- Gender Equality Action Plan 2021-25
- Indigenous Policy
- Make Your Move Greater Dandenong Physical Activity Strategy 2020-2030
- Positive Ageing Strategy 2017-25
- Privacy and Personal Information Policy
- Public Transparency Policy
- Reconciliation Action Plan 2021-23
- Risk Management Policy
- Sustainability Strategy 2016-30
- Youth and Family Strategy 2021-26.



## 4.3 OTHER

### 4.3.1 List of Registered Correspondence to Mayor and Councillors

**Responsible Officer:** Manager Governance, Legal & Risk

**Attachments:** 1. Correspondence Received 20 November - 1 December 2023 [4.3.1.1 - 2 pages]

#### Executive Summary

1. Subsequent to past Council resolutions in relation to the listing of registered incoming correspondence addressed to the Mayor and Councillors, Attachment 1 to this report provides a list of this correspondence for the period 20 November – 1 December 2023.

#### Recommendation

**That the listed items for the period 20 November – 1 December 2023 provided in Attachment 1 to this report be received and noted.**

## Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

### Correspondences addressed to the Mayor and Councillors received between 20/11/23 & 01/12/23 - for officer action - total = 2

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
A request from the CEO of Wellsprings for Women for a letter of support from Council for a federal Government funding application.	29-Nov-23	30-Nov-23	fA298304	Mayor & Councillors
A request from a business trader in Scott Street, Dandenong for assistance with the premises being blocked by next door development.	20-Nov-23	20-Nov-23	fA297194	Community Amenity

NB: Users assigned may have changed by the time of the Council Meeting. Correct at time of report production only.

## Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

### Correspondences addressed to the Mayor and Councillors received between 20/11/23 & 01/12/23 - for information only - total = 6

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
A letter to the Mayor from the Mayor of Boroondara regarding its response to Victoria's Housing Statement.	20-Nov-23	21-Nov-23	A10373786	Mayor & Councillors
A email from a resident to Councillors calling for a motion to support peace in Gaza and Palestine.	24-Nov-23	24-Nov-23	A10386028	Mayor & Councillors
An email of support from a Noble Park resident for Council's Notice of Motion No. 33 - Conflict in Gaza.	24-Nov-23	24-Nov-23	A10385991	Mayor & Councillors
An email to the Mayor from a Noble Park surgeon asking Council to issue a statement calling for an immediate ceasefire in Gaza.	26-Nov-23	27-Nov-23	A10389313	Mayor & Councillors
An invitation to all Councillors to attend the Springvale Shopping Centre Christmas function.	30-Nov-23	30-Nov-23	A10404772	Mayor & Councillors
A thankyou and compliments to the Mayor and Councillors from a Willow Lodge resident for the 2024 community calendar.	30-Nov-23	01-Dec-23	A10407600	Mayor & Councillors

NB: Users assigned may have changed by the time of the Council Meeting. Correct at time of report production only.



### 4.3.2 Report on Matters Discussed at Councillor Briefing Sessions and Pre-Council Meetings

**Responsible Officer:** Manager Governance, Legal & Risk

**Attachments:** Nil

#### Executive Summary

1. As part of Council's ongoing efforts to improve transparency in Council processes, matters discussed at Councillor Briefing Sessions & Pre-Council Meetings (other than those matters designated to be of a confidential nature) are reported on at Council meetings.
2. The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings during the period 16-27 November 2023.
3. This report recommends that the information contained within it be received and noted.



## Background

4. The Executive Team and associated staff at Greater Dandenong City Council host Councillor Briefing Sessions and Pre-Council Meeting on a regular basis (weekly) to inform Councillors about the work officers are undertaking, share information, obtain feedback and discuss strategies and options for current and future work.
5. To ensure transparency in this process matters discussed at Councillor Briefing Sessions and Pre-Council Meetings (other than those matters designated to be confidential under the *Local Government Act 2020*) are reported on at Council meetings. This report represents matters discussed at the Councillor Briefing Sessions & Pre-Council Meetings during the period 16-27 November 2023.

## Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1.	<p><b>Dandenong Market Pty Ltd (DMPL) Annual Report</b></p> <p>The Chair and General Manager of DMPL provided an annual review of Dandenong Market activities including customer results, event delivery, trader snapshot, asset management, risk management and financial results.</p> <p><i>Councillor Jim Memeti disclosed a conflict of interest in this item and left the meeting during its discussion.</i></p>	<b>Councillor Briefing Session (CBS) – 20 November 2023</b>
2.	<p><b>Air Quality Monitoring Results in Keysborough and Dandenong South</b></p> <p>The Environment Protection Agency discussed recent results obtained from air quality monitoring stations in the Keysborough and Dandenong South residential areas.</p>	<b>CBS – 20 November 2023</b>
3.	<p><b>iCook Foods Update (<i>Confidential under section 3(1)(e) of the Local Government Act 2020</i>)</b></p> <p>Council's solicitors provided an update on the recent Supreme Court ruling between the Department of Health and iCook Foods.</p>	<b>CBS – 20 November 2023</b>
4.	<p><b>Mid-Year Budget Review Process</b></p> <p>Councillors and Council officers discussed results of the review of capital and operating budgets and costs of the first half of the current financial year. A report is presented to Council at this meeting (11 December 2023).</p> <p><i>Councillor Rhonda Garad disclosed a conflict of interest in a part of this item and left the meeting during discussion of that part of the item.</i></p>	<b>CBS – 20 November 2023</b>
5.	<b>General Discussion</b>	<b>CBS – 20 November 2023</b>





	<p>Councillors and Council officers briefly discussed the following topics:</p> <ul style="list-style-type: none"><li>a) the temporary continuation of PRIME funding;</li><li>b) Council's event - Walk against Family Violence;</li><li>c) event organised in Harmony Square in support of victims in Palestine;</li><li>d) State Government's announcement regarding the Webster Street rail crossing;</li><li>e) update on customer service software implementation;</li><li>f) status of Dandenong Community Hub project;</li><li>g) Tree Protection on Private Land Local Law gazettal; and</li><li>h) Agenda items - Council Meeting 27 November 2023.</li></ul>	
6.	<p><b>General Discussion</b></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <ul style="list-style-type: none"><li>a) planned consultation by the level crossing authority;</li><li>b) rubbish and bin issues at the Springvale Shopping Centre;</li><li>c) wayfinding signage for No.8 multideck car park in Springvale;</li><li>d) on street retail items in Thomas Street, Dandenong;</li><li>e) parking issues in Boyd Lane, Dandenong; and</li><li>f) Agenda items - Council Meeting 27 November 2023.</li></ul>	<p><b>Pre-Council Meeting – 27 November 2023</b></p>

## Apologies

6. There were no apologies for the above listed meetings.

## Legislative and Policy Obligations

7. 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.
8. Reporting on matters discussed at Councillor Briefing Sessions and Pre-Council Meetings gives effect to the overarching governance principles (in particular, section 9(i) of the *Local Government Act 2020*) in that the transparency of Council actions and information is ensured.

## Recommendation

That:

- a) the information contained in this report be received and noted; and
- b) the information discussed in Item 3 at the above listed Councillor Briefing Session on 20 November 2023 that was declared confidential under section 3(1)(e) of the *Local Government Act 2020* remains confidential until further advisement unless that information forms the subject of a subsequent Council report.



### 4.3.3 Draft Minutes of Cultural Heritage Advisory Committee Meeting - 21 September 2023

**Responsible Officer:** Executive Director Community Strengthening  
**Attachments:** 1. Draft Minutes of Cultural Heritage Advisory Committee Meeting 21 September 20 [4.3.3.1 - 4 pages]

#### Executive Summary

1. 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. This report recommends that the Draft Minutes of the Cultural Heritage Advisory Committee meeting held on 21 September 2023 as provided in Attachment 1 to this report be noted by Council.



## Background

3. 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 Meeting to elect the Mayor and Deputy Mayor and is available via Council's website.
4. 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.
5. As such, Draft Minutes are provided as Attachment 1 to this report.
6. There are no financial implications associated with the development and submission of this report.

## Links to the Community Vision and Council Plan

7. This report is consistent with the following principles in the Community Vision 2040:
  - Safe and peaceful community.
  - Embrace diversity and multiculturalism.
  - Sustainable environment.
  - Art and culture.
8. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - 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 Council that demonstrates leadership and a commitment to investing in the community.

## Legislative and Policy Obligations

9. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:
  - The Overarching Governance Principles of the *Local Government Act 2020*.
  - The *Gender Equality Act 2020*.
  - *Victorian Charter of Human Rights and Responsibilities 2006*.
  - Climate Change and Sustainability.



### **Recommendation**

**That Council notes the Draft Minutes of the meeting for the Cultural Heritage Advisory Committee as provided in Attachment 1 to this report.**



	<p>Library Services' – they feel as though the area is currently not a high priority.</p> <p>CGD advised that department names aim to represent the areas they contain however it is common practice that not all functions can be listed in the name and that this does not diminish their importance.</p> <p>Members provided feedback regarding Heritage Hill and recent experiences of DDHS members unable to access the site due to it being closed.</p> <p>CGD advised the site is currently overseen by the Civic and Community Facilities Team who have been short staffed and having difficulty in supporting the site. Currently the Heritage Team program into the site for Programs, Exhibitions and Tours and have staffed the site while exhibitions are on and enabling the site to be opened.</p> <p>The current Heritage exhibition is open from the 20 September 2023 to 24 November 2023. There is also an internal review underway to look at the opening of the site. The Council website also provides further information on the current opening hours.</p> <p>Committee members raised comments that general heritage discussion is natural to arise and should be welcomed in meetings due to the nature of 'heritage' (e.g., built heritage or the heritage study). Whilst the committee have no authority in this area, it is felt that the Committee's role is to help advocate for heritage related matters and within the terms of reference.</p>	CGD to provide further updates when further information is known.	CGD Officers
4	<p><b>Committee Chairperson Nomination Process</b></p> <p>Chairperson nomination process was emailed to members – they were advised to ask questions if required.</p> <p>Committee members were asked to vote for a new chairperson.</p> <p>CK nominated SS to be appointed as chairperson, SS accepted the nomination.</p> <p>A vote was taken and there was no dissent.</p> <p>Moved: CK Seconded: HW</p> <p>SS accepted the appointment.</p> <p>Officers explained they will be in contact with SS to arrange the next meeting agenda etc.</p>	Contact SS to discuss Chairperson appointment.	CGD Officers
5	<p><b>Dandenong Stock Market Clock</b></p> <p>The Dandenong Stock Market Clock <i>Dandenong Agricultural and Pastoral Society (DAPS)</i> Deaccession Request Report was emailed prior to the meeting to Committee members and was taken as read.</p> <p>Chairperson explained the purpose of this report and the request received by Council from the DAPS regarding the clock and recommendation to transfer the ownership of the clock to DAPS.</p> <p>The clock is currently being stored in a Council external storage yard and considered to be in a 'fair' condition and currently has no proposed plans for reinstatement.</p> <p>As the clock is not stored in an undercover location, it is currently susceptible to further deterioration due to outdoor</p>		

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

	<p>weather elements and clock mechanism disuse.</p> <p>CGD proposed the following recommendations for Dandenong Stock Market Clock:</p> <ul style="list-style-type: none"> <li>• Ownership of the clock is transferred to the DAPS, with Council to relocate the Clock to the DAPS where it can be located undercover.</li> <li>• The DAPS will when ready to do so, put the clock on display and promote the collection to the community.</li> <li>• A memorandum of understanding developed between Council and the DAPS to formalise the agreement.</li> </ul> <p>Committee members were asked to vote on the ownership and transfer of the clock to the DAPS.</p> <p>Committee members voted – all in favour, no dissent.</p> <p>Noting that Council and the DAPS must formalise the agreement with a memorandum - should DAPS wish to deaccession the clock from their own collection in the future, the City of Greater Dandenong should be offered the ownership of the clock in the first instance.</p>	CGD to contact DAPS to develop memorandum of understanding and arrange for transfer of the clock.	CGD Officers
6	<p><b>Committee Visit &amp; Tours to Historical Societies and Heritage Shared Archive</b></p> <p>Committee members discussed this item.</p> <p>With the aim to do a tour of Dandenong &amp; District Historical Society and the Heritage Shared Archive on a Thursday in November, and a tour of the Springvale &amp; District Historical Society on a Wednesday, in December.</p>	Proposed tour dates sent to Committee members.	CGD Officers
7	<p><b>The Committee discussed two topics:</b></p> <ul style="list-style-type: none"> <li>• <i>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.</i></li> </ul> <p>Committee members felt that point was covered in earlier discussion in this meeting.</p> <ul style="list-style-type: none"> <li>• <i>Discussion on possible working group – war memorial boards.</i></li> </ul> <p>GG explained the importance of veteran's names displayed on boards or in a book, as some names could have been missed.</p> <p>Committee discussed and GG to follow up further.</p>	<p>To be considered for future discussion at meetings for the Committee with new chair.</p> <p>GG will be writing a letter/contacting Dandenong, Springvale and Noble Park RSLs to get an update prior to war milestone anniversaries.</p>	<p>CGD Officers &amp; SS</p> <p>GG</p>
8	<p><b>James Building – Noble Park</b></p> <p>GG referred to her previous email that raised the information that 37-38 Douglas Street is currently up for sale and references from RR that it is in the Heritage Study.</p> <p>CGD provided an update from Council's planning department.</p> <p>In regards to the James Building, it is not currently covered by the Heritage Overlay. It is not proposed to introduce any new properties to the heritage register at this time.</p> <p>In relation to the study, CGD are currently reviewing the existing</p>		

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



	<p>Schedule to Clause 43.01 Heritage Overlay including the associated citations and Statements of Significance.</p> <p>Stage 1 of the project is to ensure our Heritage Overlay complies with Ministerial Guidelines and the correct controls apply. We will conduct Planning Scheme Amendments to implement these recommendations as required. The planning scheme amendment process generally involves an exhibition period. It's important to note that this stage only involves reviewing sites that currently have a HO.</p> <p>Stage 2, subject to budgetary constraints, is to review the City of Greater Dandenong Heritage Study, Heritage Places Part 1 (Revised Environmental History, 2003) and Heritage Places Part 2 (Evaluation of the Significance of Heritage Places (2003). This stage will endeavour to update Greater Dandenong's Environmental Thematic History, while capturing a greater understanding of Greater Dandenong's history, including its development in the 21st century.</p> <p>Further discussion also was raised by the Committee for ways to highlight the history of the James family within Noble Park could potentially include a plaque or interpretive signage.</p> <p>Further discussion ensued regarding trees which should be considered for heritage protection.</p> <p><b>Edith Macpherson</b></p> <p>The topic of the Edith Macpherson interpretive signage request was raised general discussion. CGD advised of the formal process for requests for plaques, memorials and interpretive signs via Council's Plaques, Memorials and Interpretive Signage Policy.</p> <p>Requests are required to follow this process which does include input from the Committee as required. Discussions on the particular request may be premature until the request progresses through the Council's Plaques, Memorials and Interpretive Signage Policy.</p>	<p>Invite members of the Planning Team to attend a future meeting to discuss heritage overlays, buildings and structures etc.</p> <p>For Councils Plaques, Memorials and Interpretive Signage Policy formal request process to be followed which will include CHAC feedback process.</p>	<p>CGD Officers</p> <p>All</p>
	<p><b>Next Meeting Scheduled:</b> Thursday 07/12/2023 (Springvale Community Hub)</p> <p>This date conflicts with another Committee meeting and SS's leave - proposing that the meeting moved to November.</p>	<p>New date for next meeting sent to Committee members once confirmed with Chair.</p>	<p>CGD</p>
<p><b>Meeting closed at 6:57pm</b></p>			

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



#### 4.3.4 Draft Minutes of Cultural Heritage Advisory Committee Meeting - 2 November 2023

**Responsible Officer:** Executive Director Community Strengthening

**Attachments:** 1. Cultural Heritage Advisory Committee Meeting Minutes 20231102 [4.3.4.1 - 5 pages]

#### Executive Summary

1. 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. This report recommends that the Draft Minutes of the Cultural Heritage Advisory Committee meeting held on 2 November 2023 as provided in Attachment 1 to this report be noted by Council.



## Background

3. 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 Meeting to elect the Mayor and Deputy Mayor and is available via Council's website.
4. 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.
5. As such, Draft Minutes are provided as Attachment 1 to this report.
6. There are no financial implications associated with the development and submission of this report.

## Links to the Community Vision and Council Plan

7. This report is consistent with the following principles in the Community Vision 2040:
  - Safe and peaceful community.
  - Embrace diversity and multiculturalism.
  - Sustainable environment.
  - Art and culture.
8. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - 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 Council that demonstrates leadership and a commitment to investing in the community.

## Legislative and Policy Obligations

9. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:
  - The Overarching Governance Principles of the *Local Government Act 2020*.
  - The *Gender Equality Act 2020*.
  - *Victorian Charter of Human Rights and Responsibilities 2006*.
  - Climate Change and Sustainability.



### **Recommendation**

**That Council notes the Draft Minutes of the meeting for the Cultural Heritage Advisory Committee as provided in Attachment 1 to this report.**

**Advisory Committee or Reference Group Name:** Cultural Heritage Advisory Committee

**Date of Meeting:** 02 November 2023

**Time of Meeting:** 5:00pm – 6.30pm

**Meeting Location:** Springvale Community Hub, Microsoft TEAMS

**Attendees:** Chris Keys (CK), Gaye Guest (GG), Robyn Robie (RR), Samuel Sofos (SS- Chair), Acting Manager Community Arts, Culture and Library Services- (AMCACLs) City of Greater Dandenong, Library Services Senior Coordinator (CGD), Library Technology and Heritage Coordinator (CGD), Cultural Heritage Program Lead (CGD).

**Apologies:**

**Minutes:** Library Technology and Heritage Coordinator (City of Greater Dandenong)

Item No.	Item	Action	Action By
1	<p><b>Acknowledgement of country</b>  <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><b>Conflicts of Interest and apologies</b>            There were no conflicts of interest raised.</p>		
3	<p><b>Tour – Springvale &amp; District Historical Society</b>            A tour of the Springvale and District Historical Society research room at the Springvale Community hub was facilitated by CK &amp; RR.            The tour included an overview as well as the process of digitising collections such as photos.</p>		
4	<p><b>Previous Meeting Minutes</b>            CK – noted the item from the previous minutes:            'Committee discussed the preparation of minutes and requested:</p> <ul style="list-style-type: none"> <li>• More detail in future minutes as relevant, as it assists with history future generations.'</li> <li>• Who decides on what is relevant and what is not relevant, as minutes are a record of what was decided at the meeting?</li> </ul> <p>AMCACLs clarified the question that the information that was recorded in section three of the previous minutes was from the discussion of the last meeting. Anything that comes up as part of tonight's discussion will be captured in the meeting minutes for the 04/11/23. CK agreed this is correct.</p> <p><b>Minutes Moved: SS (Chair) Seconded: CK</b></p> <p>Further discussion, continued on the minutes moving forward.</p> <p>Council Officers advised they met with the Chair in regards to the minutes and the following is proposed for what the minutes include:</p>	CGD to ensure minutes are to capture the discussion items in future minutes.	CGD

	<ul style="list-style-type: none"> <li>• What the topic is</li> <li>• What the key points of discussion are</li> <li>• Yes vote– and what the action is</li> <li>• No vote – if no voting, further information to explain why.</li> </ul> <p>This is hoped this will ensure meetings are transparent.</p> <p><b>Moved: SS (Chair) Seconded: CK</b></p>		
5	<p><b>Community Heritage Grants Update</b></p> <p>Council Officers advised they had previously applied for the National Library 2023 Community Heritage Grants program.</p> <p>The application proposed undertaking three workshops focusing on:</p> <ul style="list-style-type: none"> <li>• Grant writing (introduction)</li> <li>• Collections management training - Storage, handling and movement of objects (introduction) and</li> <li>• Introduction to Marketing and promotions</li> </ul> <p>The training was intended to be delivered to relevant local collecting organisations, including local historical societies, the Interfaith network and others.</p> <p>Unfortunately, Council were unsuccessful for this round of applications in a very competitive field, and will keep an eye out for further opportunities to deliver training of interest.</p> <p>Discussion about how the three topics were considered when putting together the application.</p> <p>Ideas were considered after discussions with the heritage team as well as with the Interfaith network who were interested in support in this area. Council also felt these would be good topics from the previous training sessions we had held.</p> <p>CGD are also keeping an eye out for other options as well to assist in delivering this type of training.</p> <p>CGD advised that Council have been quite successful in the past with similar grants however it is becoming more competitive with CGD being the recipient of previous rounds of funding.</p> <p>CK noted if CGD could continue to update the Historical Societies when they are applying for grants that may be of interest it would be appreciated.</p> <p>The chair asked if there is a list of grants that CGD normally work towards applying for.</p> <p>CGD confirmed that it is usually the Community Heritage Grants as well as the PROV Local History Grants Program.</p>	CGD to meet with CK regarding the Grants program as they arise.	CGD
6	<p><b>PROV Local History Grants Program 23/24</b></p> <p>The PROV's Local History Grants Program are now open for the 23-24 round to fund projects that preserve, record and share the local, social and community history of Victoria and Victorians.</p> <p>Applications are now open for the 2023-24 round with grants of up to \$15,000 available.</p> <p>Previously funded projects have included oral histories, exhibitions, walking tours and anniversary projects, local</p>	Committee to bring future grant program ideas to CHAC meetings as a standing Grant programs item on the agenda.	ALL

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

	<p>digitisation projects, conservation works, publication of histories online.</p> <p>As CGD has a current active PROV funded grant project underway, we are ineligible to apply.</p> <p>The grant announcement has previously been circulated to the historical societies and other local collecting groups. Applications close 11<sup>th</sup> December 2023.</p> <p>Further discussion included if there were any particular ideas or themes which could be considered. Two ideas which did come up include the: 2025 – Centenary of the Noble Park Public Hall and a video on the history of the Keyborough Church.</p> <p>It was discussed as having the grants such as the PROV grant and the Community Heritage Grants being listed as a standard rolling agenda item for the 2024-25 rounds to be able to forward plan.</p> <p>It was noted that grant programs are fiercely competitive and organisations and groups such as the Historical Societies can feel the pressure of the constant need to apply for grants.</p> <p>CGD noted that there are occasions when the Council runs sessions on grant writing sessions as well as other non-for-profit groups who offer support in this space.</p>	CGD to look for other areas for grant writing assistance (services /resources)	CGD
7	<p><b>Heritage Hill Update</b> AMCACLs provided an update and context around recent organisation staffing structure change:</p> <ul style="list-style-type: none"> <li>• Council has undertaken an organisational structure review. The changes to the structure were made effective from the 30-10-23.</li> <li>• The Libraries and Heritage team remain as the one team, within Community Arts, Culture and Library Services.</li> <li>• Since the restructure, the department has now gained the Civic and Community Facilities coming into the same department, which means Heritage Hill is now within our department.</li> <li>• In relation to Heritage Hill, this site has come back into the department this week, so we are working through understanding what's happening, potential challenges and future vision.</li> </ul> <p><b>Heritage Hill Activation</b> The chair provided an overview for the 'Heritage Hill Activation' item on the agenda and would like it to be a standing item – to be a way for this committee to help funnel ideas. e.g., activation, commercialisation that could assist in growing that space.</p> <p>The chair advised that he has had a tour of the site and aware of the solid potential the site has such as Como House, Rippon Lea.</p> <p>Further discussion was raised regarding Costumes and outfits used on site as well as the challenge previously being able to furnish the houses for heritage interpretation and accuracy.</p>	<p>CGD to provide further update at the next meeting on this and further opportunities for the future.</p> <p>To have Heritage Hill as a standing item on the agenda.</p> <p>For members at the next meeting to discuss 'What Heritage Hill could be?'</p>	<p>CGD</p> <p>CGD</p> <p>ALL</p>
8	<b>National Trust Australian Heritage Festival 2024</b>		

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



	<p>CGD advised the National Trust Heritage Festival for 2024 has been announced from 18th April to 18th May. The heritage team are currently working on a proposal, incorporating upcoming exhibitions and programs.</p> <p>This is currently in the initial planning and scoping phase; however programs <i>may</i> include:</p> <ul style="list-style-type: none"> <li>Heritage Hill and Dandenong Park Walk and Talk with Parks &amp; Garden staff and Heritage Tree specialist arborist, covering significant trees at Heritage Hill and Dandenong Park</li> <li>Presentation from Bunurong Land Council, re cultural heritage perspective on connection to land and stories and also speaker on early conservation movement in CGD</li> <li>Presentation on European settlement and foundation of timber industry in Dandenong area, and Craft of timber, timber workers and lost trades</li> </ul> <p>Exhibition theme is broadly history and cultural significance and use of trees in the area, will coincide with 80 years anniversary since the first Community Forest planting at Greaves Reserve in 1944. It is anticipated that items from Council's CCH collection may be used as well liaising with the historical societies on possible other collection items. Tours of Heritage Hill may also be included with this.</p> <p>The chair suggested that perhaps we can forward plan some of the key topics, places and ideas for inclusion for future festivals. This could include linking with tours of The Drum Theatre and walking tours.</p>	<p>Linking the Drum Theatre to future heritage festival, programs and activities.</p> <p>For the topic to be on the agenda for future discussion.</p>	<p>CGD</p> <p>CGD</p>
9	<p><b>Heritage Key Achievements Summary</b></p> <p>CGD presented on the Heritage Key Achievements Summary document for 2022-23, outlining a snapshot of heritage key activities and impact based on the Arts Culture and Heritage Strategy on specific projects and initiatives.</p>		
10	<p><b>Items Relevant for Council Planning Department Heritage Study Update</b></p> <p>CGD advised that the update which was provided at the September Advisory Committee meeting is still current.</p> <p>Officers are working towards a member of the Planning team attending in the future to help assist in advice from the appropriate area of Council.</p> <p>GG flagged her concern on the upcoming retirement of director Jody Bosman specifically on his advocacy for Keysborough Uniting Church.</p> <p>GG also mentioned the James Street building is now under contract and significant trees in Ambrie Crescent now lost. GG would like to see the heritage study escalated.</p> <p>CK – question the budget constraints and are items being put up from a budget perspective.</p> <p>AMCACLs – provided an update on this after discussing with the planning team. The project to scope out the first stage was not initially funded and had to be funded from other projects.</p> <p>The second stage would require a capital bid submission to undertake remainder which would be of significant cost.</p> <p>AMCACLs to follow up with Planning team to ensure Jody Bosman's advocacy on the Uniting Church is handed over appropriately prior to retirement.</p>	<p>AMCACLs to follow up with Planning team to ensure Jody Bosman's advocacy on the Uniting Church is handed over appropriately prior to retirement.</p>	<p>CGD</p>

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

	The chair advised that the item 'Items Relevant for Council Planning Department' will be a standing agenda item for future meetings.		
<b>11</b>	<p><b>War Memorial Boards</b></p> <p>GG provided an update on the war memorial boards which she has investigated and emailed through photos prior to the meeting.</p> <p>GG is going make further contact with the RSL's to see if their boards are listed Victorian Heritage Inventory. As there are permissions associated with the owners of the related boards, it is appropriate for the owner to register any boards that might not be listed.</p> <p><a href="https://www.vic.gov.au/victorian-war-heritage-inventory">Victorian War Heritage Inventory   vic.gov.au (www.vic.gov.au)</a></p> <p>GG - also raised the topic of Edith MacPherson interpretative signage being escalated and questioned if the requests will come to the Historical Societies or CHAC AMCACLS – provided an update to please encourage any requests you may hear of to direct back to the Plaques, Memorials and Interpretive Signage policy to ensure the correct process can be followed.</p>	GG is going make further contact with the RSL's to see if their boards are listed Victorian Heritage Inventory.	GG
<b>12</b>	<p><b>Next Meeting Scheduled:</b></p> <p>2024 dates to be circulated to the committee.</p>		
<b>Meeting closed at 6:56 pm</b>			

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



### 4.3.5 Response to Notice of Motion 31 – Preparedness of Impacts of Climate Related Events in Summer 2023-24

**Responsible Officer:** Chief Executive Officer

Director Community Strengthening

**Attachments:**

1. Council Meeting Resolution 230710 Minute No 818 [4.3.5.1 - 3 pages]
2. Detailed Response to NoM 31 [4.3.5.2 - 12 pages]
3. Appendix 1 Emergency Preparedness Booklet (A10032838) [4.3.5.3 - 21 pages]
4. Appendix 2 Analysis of Greater Dandenong Facilities and Parks for possible Cool P [4.3.5.4 - 5 pages]

#### Executive Summary

1. This report responds to Notice of Motion 31: Preparedness of Impacts of Climate Related Events in Summer 2023-24.
2. It summarises Council's capacity and capability to respond to climate-related emergencies during the 2023 summer season.
3. This report recommends that Council continue to advocate for increased funding to support the existing and future Emergency Management programs.



## Background

4. On 10 July 2023 Notice of Motion 31: Preparedness of Impacts of Climate Related Events in Summer 2023-24 (refer **Attachment 1**)
5. Per Notice of Motion, a detailed report has been prepared (refer **Attachment 2**)
6. This report is supported by the Municipal Emergency Management Plan (MEMPC), which is prepared at minimum every three (3) years by the MEMPC.

## Key Points / Issues / Discussion

7. The report covers Council's role in Emergencies as defined in various forms of legislation. The report also details some examples of where Council has demonstrated capability to effectively support the community during the COVID19 pandemic and other emergencies.
8. The report includes 2021 demographic data from the Australian Bureau of Statistics and maps of Greater Dandenong Socio-Economic Indexes for Areas (SEIFA) and Heat Vulnerability Index (HVI) locations within the municipality.
9. The report also describes some of the engagement programs undertaken by Council and describes a range of methods Council uses to communicate during emergencies.

## Links to the Community Vision and Council Plan

10. This report is consistent with the following principles in the Community Vision 2040:
  - Safe and peaceful community.
  - Sustainable environment.
11. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - A socially connected, safe and healthy city.
  - A green city committed to a sustainable future.
  - A Council that demonstrates leadership and a commitment to investing in the community.

## Legislative and Policy Obligations

12. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:

## Conclusion

13. The Bureau of Meteorology has recently published the [2023–24 severe weather outlook](#). El Nino has been declared and we can expect an increase in severe weather to affect Greater Dandenong this Summer.
14. Council's capacity to help respond to these challenges has increased in recent years through investment in additional material resources and staff.
15. Learnings from the COVID19 Pandemic and relationships with external agencies has also strengthened our mitigation plans, response arrangements and recovery capabilities.



## **Recommendation**

### **That Council:**

- 1. notes the attached report in response to the Notice of Motion 31;**
- 2. notes the Municipal Emergency Management Plan Committee (MEMPC) is currently updating the Municipal Emergency Management Plan (MEMP) and related subplans;**
- 3. notes that once the MEMP is approved by the Southern Metro Regional Emergency Management Planning Committee, these will be published for Council consideration; and**
- 4. continues to advocate for increased funding to support the existing and future Emergency Management programs within the City of Greater Dandenong.**

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## 5 NOTICES OF MOTION

### 5.1 Notice of Motion 31 – Preparedness of Impacts of Climate Related Events in Summer 2023-24

File Id:

Responsible Officer:

Manager People, Culture and Innovation

Author:

Cr Rhonda Garad

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#### Preamble

A 2022 position paper by the Municipal Association of Victoria ((MAV) emphasized the crucial role Victorian councils play in emergency management and highlighted persistent capacity and capability gaps despite recent reforms.

[Ref: [https://www.mav.asn.au/\\_data/assets/pdf\\_file/0012/30351/MAV-Position-Paper-Role-of-Local-Government-in-Emergency-Management-in-Victoria-June-2022.pdf](https://www.mav.asn.au/_data/assets/pdf_file/0012/30351/MAV-Position-Paper-Role-of-Local-Government-in-Emergency-Management-in-Victoria-June-2022.pdf)]

#### Context:

The upcoming year will be influenced by several significant factors impacting Australia's weather. Rising temperatures have led to more frequent extreme weather events, exacerbated by an intensifying El Niño and other natural climate patterns. Global ocean temperatures have reached unprecedented highs, and Antarctic Sea ice growth lags. There is a high probability (80%) that Australia will experience extreme heat temperatures, sustained heatwaves and poor air quality due to bushfires.

Greater Dandenong City Council acknowledges the urgent need to address climate change impacts and prioritize the safety and well-being of its residents.

Accordingly, the following motion is proposed:

#### Motion:

**1. Greater Dandenong City Council will compile a comprehensive report assessing its capability to respond to the expected extreme climate events during the upcoming summer in 2023. The report will include (but will not be limited to):**

- a) approximate percentage of residents living in housing vulnerable to severe heat, power outages and smoke pollution;**
- b) percentage of residents in the City of Greater Dandenong considered vulnerable due to age, low health literacy, low socio-economic status, chronic health conditions or disability;**
- c) details of a direct and timely communication strategy from Council and emergency management organisations, with residents during climate-related events, including those not active on social media;**

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**5.1 Notice of Motion 31 – Preparedness of Impacts of Climate Related Events in Summer 2023-24 (Cont.)**

- d) assessment of the capacity of Council's emergency shelters to accommodate vulnerable residents;**
- e) identification of any existing gaps in the Council's ability to protect residents during climate-related events in the upcoming summer;**
- f) recommendations outlining strategies and timelines to address identified gaps; and**
- g) details of the establishment and activation of community networks to monitor and support vulnerable individuals in the community.**

**2. A distribution strategy for the report will also be included in the report and additionally, the report shall be published in plain language.**

**3. The comprehensive report shall be presented to Council during the second Council Meeting scheduled in October 2023 so that results and learnings from Council's Community Emergency Risk Assessment (CERA) on 22 August 2023 and Council's Heatwave Scenario Emergency Management Test on 19 September 2023 can be considered in the report.**

**MINUTE 818**

Moved by: Cr Rhonda Garad  
Seconded by: Cr Loi Truong

**Motion:**

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- c) details of a direct and timely communication strategy from Council and emergency management organisations, with residents during climate-related events, including those not active on social media;**
- d) assessment of the capacity of Council's emergency shelters to accommodate vulnerable residents;**
- e) identification of any existing gaps in the Council's ability to protect residents during climate-related events in the upcoming summer;**
- f) recommendations outlining strategies and timelines to address identified gaps;**

Greater Dandenong City Council  
COUNCIL MEETING - MINUTES

MONDAY 10 JULY 2023

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**5.1 Notice of Motion 31 – Preparedness of Impacts of Climate Related Events in Summer 2023-24 (Cont.)**

**g) details of the establishment and activation of community networks to monitor and support vulnerable individuals in the community; and**

**h) all existing emergency events.**

**2. A distribution strategy for the report will also be included in the report and additionally, the report shall be published in plain language.**

**3. The comprehensive report shall be presented to Council during the second Council Meeting scheduled in October 2023 so that results and learnings from Council's Community Emergency Risk Assessment (CERA) on 22 August 2023 and Council's Heatwave Scenario Emergency Management Test on 19 September 2023 can be considered in the report.**

**CARRIED**

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**19825**



**At the Council meeting on 23 July 2023 Council adopted Notice of Motion 31. This report responds to Councils capability to respond to expected extreme climate events during the 2023 summer season.**

#### Table of Contents

Context .....	1
Vulnerable Persons.....	2
Greater Dandenong Demographics .....	2
Socio-Economic Indexes for Areas (SEIFA) .....	3
Heat Vulnerability Index (HVI) .....	4
Power outages.....	5
Smoke Pollution.....	6
Emergency Communications and Initiatives .....	7
Emergency Relief Centres and other locations.....	9
Continuous Improvement.....	10
Community Emergency Risk Assessment (CERA) .....	11
Emergency Heatwave Exercise and Event September 2023 .....	11
Specific areas for improvement.....	11

### Context

The upcoming year will be influenced by several significant factors impacting Australia's weather.

Rising temperatures have led to more frequent extreme weather events, exacerbated by an intensifying El Niño and other natural climate patterns. Global ocean temperatures have reached unprecedented highs, and Antarctic Sea ice growth lags. There is a high probability (80%) that Australia will experience extreme heat temperatures, sustained heatwaves and poor air quality due to bushfires.

Greater Dandenong City Council acknowledges the urgent need to address climate change impacts and prioritize the safety and well-being of its residents.

A 2022 position paper by the Municipal Association of Victoria ((MAV) emphasized the crucial role Victorian councils play in emergency management and highlights persistent capacity and capability gaps despite recent reforms. ([https://www.mav.asn.au/\\_\\_data/assets/pdf\\_file/0012/30351/MAV-Position-Paper-Role-of-Local-Government-in-Emergency-Management-in-Victoria-June-2022.pdf](https://www.mav.asn.au/__data/assets/pdf_file/0012/30351/MAV-Position-Paper-Role-of-Local-Government-in-Emergency-Management-in-Victoria-June-2022.pdf))

This report assesses Greater Dandenong City Councils preparedness for and capability to respond to the expected extreme climate events during the 2023 summer. It should be noted that the City of Greater Dandenong, along with the broader Local Government sector, continues to strengthen and enhance its preparedness and capability to respond to expected extreme climate events during the 2023 summer season. We acknowledge that we still have a considerable amount of work to do to uplift our performance in coming years.

### Vulnerable Persons

While there is no one definition of what constitutes a vulnerable person, for the purposes of this report, the following definition outlined by the Australian Charities and Not-For-Profits Commission (<https://www.acnc.gov.au/tools/topic-guides/vulnerable-people>) has been adopted:

*“Vulnerable people are defined as a people aged under 18 or other individuals who may be unable to take care of themselves or are unable to protect themselves against harm or exploitation.*

*While all people must be protected from harm, there are additional legislative and ethical considerations for protecting vulnerable people. Vulnerable people can include:*

- *children and seniors*
- *people with impaired intellectual or physical functioning*
- *people from a low socio-economic background*
- *people who are Aboriginal or Torres Strait Islanders*
- *people who are not native speakers of the local language*
- *people with low levels of literacy or education”*

### Greater Dandenong Demographics

According to data from the Australian Bureau of Statistics (ABS) Census in 2021, (<https://abs.gov.au/census/find-census-data/quickstats/2021/LGA22670>) Greater Dandenong has:

- A total residential population of 158,208 people.
- In addition to this, it is noted high proportion of people who live outside CGD boundaries work in the municipality.
- 24,862 people (or 15.7% of the residential population) are over the age of 65.
- 36,004 people (or 22.8% of the residential population) are 19 years or younger.

Together, they represent an estimated 60,866 individuals, or 38.5% of the Greater Dandenong's total population.

Further:

- 11,500 people (or 7.7% of the residential population) are living with a disability (requiring daily assistance with mobility, self-care or communication).
- Based on rental costs, income and financial requirements of each family/household type, the following family groups are living in poverty:
  - 42% of single person households,
  - 34% of single-parent families,
  - 13% of coupled families,
  - 21% of couples with children and
  - 21% of all families.The prevalence of poverty among local, renting households is substantial, and for 'all families' is about twice (x2) the prevalence across metropolitan Melbourne.
- Greater Dandenong has 35,703 households (or 69.1% of the total) where a non-English language is used. This is more than double the Victorian State average (722,004 households and 30.2%) and close to three times the national average (2,295,688 households or 24.8%)

At the current time, none of the available data considers potential compounding vulnerabilities such as pre-existing health conditions, or residence in poorly insulated homes which are less equipped to cope with extreme heat.

Council therefore works closely with the Victorian Department of Health (DH) and Emergency Management Victoria (EMV) to produce data maps that graphically represent the locations of our heat vulnerable population. This is done by mapping the Socio-Economic Indexes for Areas (SEIFA) and Heat Vulnerability Index (HVI) of Greater Dandenong and surrounding areas. The data can be sourced from <https://www.planning.vic.gov.au/guides-and-resources/data-and-insights/cooling-and-greening-melbourne-map> and also viewed at <https://mapshare.vic.gov.au/coolinggreening/>

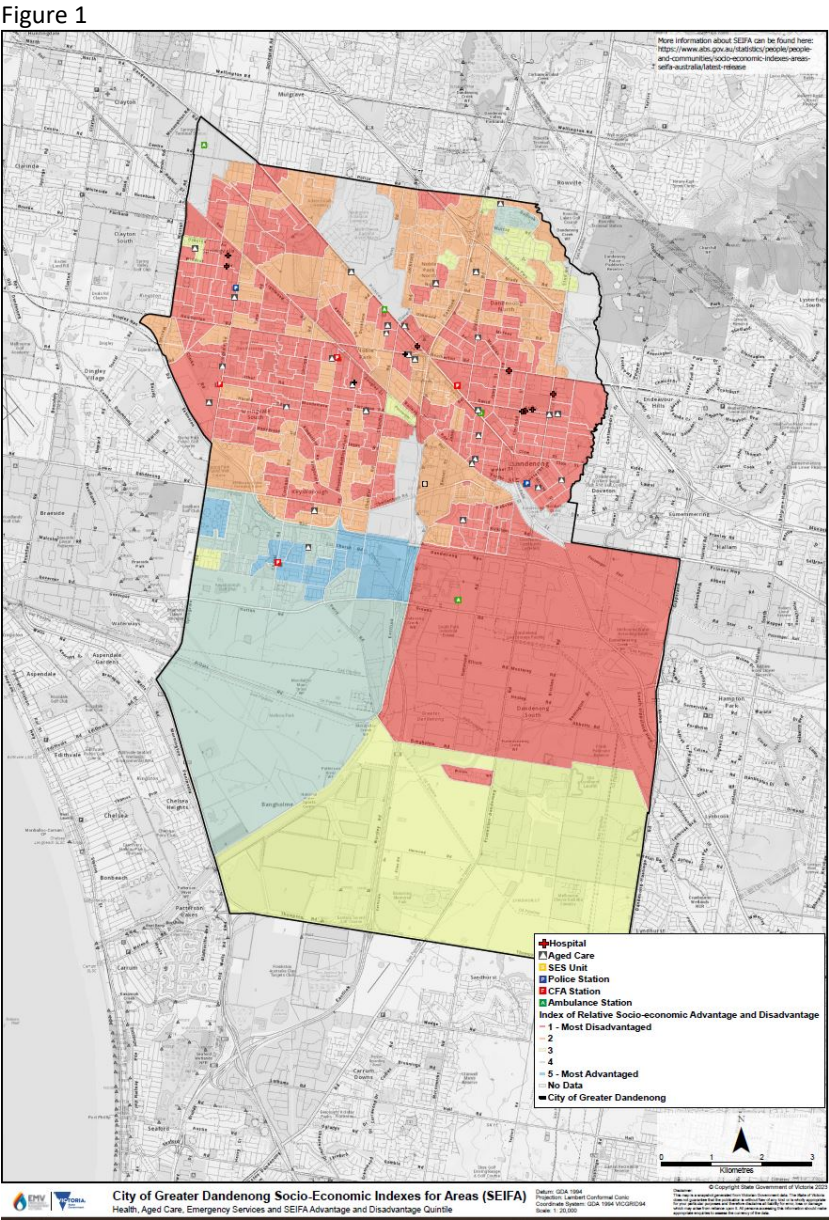
### Socio-Economic Indexes for Areas (SEIFA)

Greater Dandenong is ranked as the most disadvantaged municipality in Victoria, on the 2021 Commonwealth Government Index of Relative Socio-economic Disadvantage - – as it was 20 years before, in 2001.

This index was based on Census findings about income levels, education, English fluency, home ownership and others.

Within Greater Dandenong, the suburbs of Dandenong and Springvale South were the most disadvantaged on this index and are ranked among the most disadvantaged 1% of suburbs and towns in Victoria. Keysborough was the *least* disadvantaged suburb in Greater Dandenong, though still among the 21% *most* disadvantaged in the State.

Figure 1. depicts Greater Dandenong SEIFA Index mapped with locations of Health, Aged Care and Emergency Services:



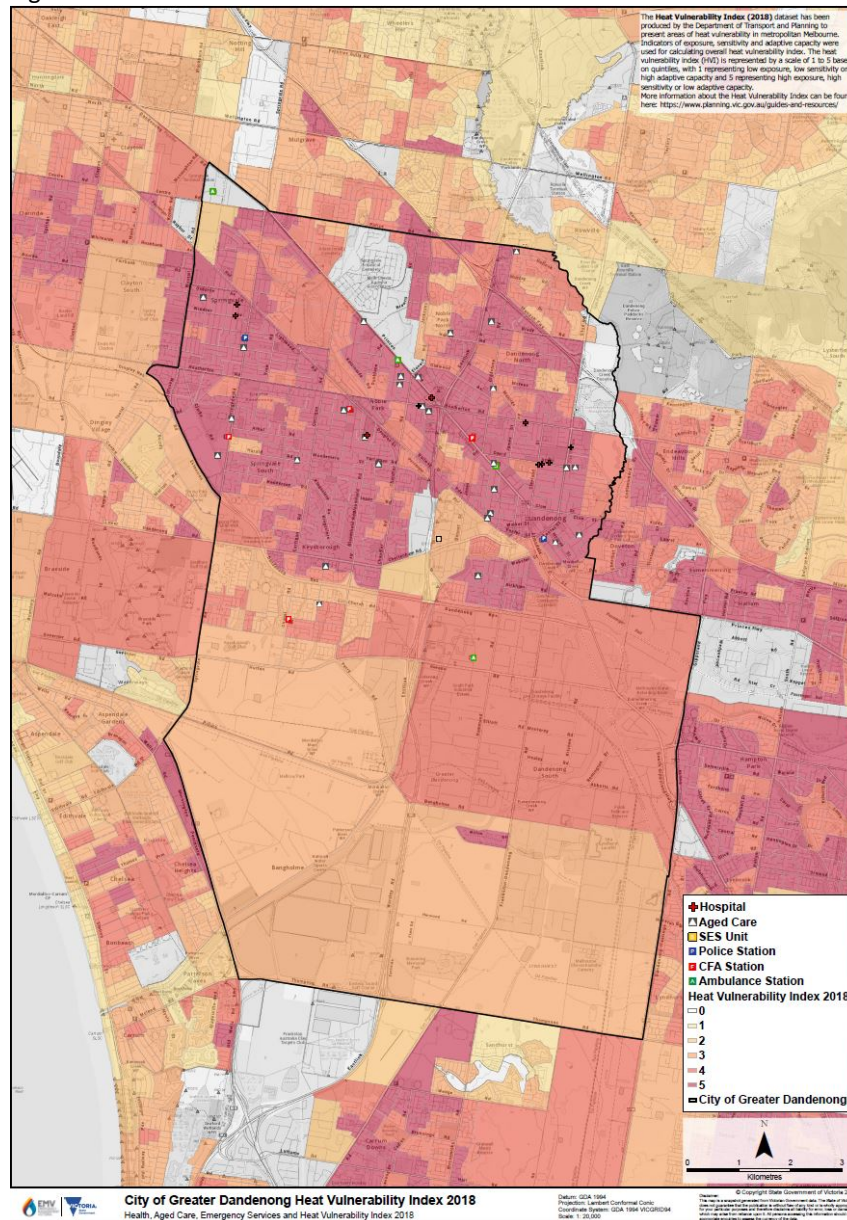
Heat Vulnerability Index (HVI)



Heat Vulnerability Index (HVI) identifies which populations are most vulnerable to heat. There is a clear link between the most social-economic disadvantaged residents and a high Heat Vulnerability Index.

Figure 2 depicts Greater Dandenong Heat Vulnerability Index with locations of Health, Aged Care and Emergency services:

Figure 2



Analysis of the data shows, the impacts of urban heat are reduced in LGAs with low social (SEIFA) vulnerability, which typically have a low proportion of younger or older people and/or higher levels of socio-economic development, for example areas of Keysborough.

By contrast, high social (SEIFA) vulnerability intensifies heat health risks as people are less able to adapt, for example areas of Dandenong North, Noble Park and Springvale.

### Power outages

The Victorian electricity system is part of the National Electricity Market which also includes Queensland, New South Wales, Tasmania, South Australia, and the Australian Capital Territory. The National Electricity Market is operated by the [Australian Energy Market Operator \(AEMO\)](#). AEMO is responsible for reliability and system security consistent with its obligations under the National Electricity Law and the National Electricity Rules.

During the Black Summer bushfires of 2019-2020, Greater Dandenong experienced a number of rolling power outages as AEMO required [United Energy \(our local supplier\)](#) to reduce supply because of overwhelming demand. [AEMO has produced this report](#) for Summer December 2023 to March 2024 suggesting:

*“This year’s summer forecast is for hot and dry El Niño conditions, increasing the risk of bushfires and extreme heat, which could see electricity demand reach a 1-in-10-year high across the eastern states and in Western Australia.”*

Community groups are also likely to be at risk during power outages, especially during extreme weather events related to climate change. However, this risk is possibly broader, encompassing individuals with disabilities and the older population who rely more heavily on mechanical heating and cooling to maintain safe and comfortable temperatures within their homes.

Predicting power outages or load shedding during severe weather is challenging, and pinpointing which specific parts of Greater Dandenong might be impacted is complex, given the various influencing factors.

This underscores the importance of strong and widespread communication strategies, ensuring residents are well-informed and prepared for potential prolonged power outages. United Energy has a live website which maps all the current power outages in Greater Dandenong with approximate rectification times. <https://www.unitedenergy.com.au/outage-map/>

Further advice about what to do in a power outage can be found on Council’s website at <https://www.emergencyprepare.com.au/power-outage/>

### Smoke Pollution

Smoke from bushfires or planned burns can affect people’s health. People with heart or lung conditions (including asthma), children, pregnant women and older people are more sensitive to the effects of breathing in smoke.

In the peak of the Black Summer bushfires in January 2020, Greater Dandenong encountered seven days of heightened PM10 levels, indicating increased smoke presence, as per the Environmental Protection Authority (EPA) Victoria's Air Monitoring Report 2020. <https://www.epa.vic.gov.au/for->

[community/monitoring-your-environment/monitoring-victorias-air-quality/air-monitoring-report-2020](#).

PM10 are very small particles found in dust and smoke. They have a diameter of 10 micrometres (0.01 mm) or smaller. PM10 particles are a common air pollutant. PM10 is measured at some of the EPAs air monitoring sites.

PM10 particles are small enough to get into the throat and lungs. High levels of PM10 can make you cough, your nose run and eyes sting. People with heart or lung conditions might have more symptoms when PM10 levels are high. Symptoms can include wheezing, chest tightness or difficulty breathing.

If PM10 particle levels are high, residents can follow [the EPAs Air Watch webpage](#) and:

- avoid being outside in the smoke or dust, especially if you're experiencing symptoms
- close your windows and doors
- if you have asthma, follow your asthma action plan
- if you have a heart or lung condition, follow your treatment plan
- if you're worried about your symptoms, see your doctor or call Nurse on Call on 1300 606 024.

The standard threshold for PM10 stands at under 50 micrograms per cubic meter, but [on January 14<sup>th</sup> 2020](#), the recorded level surged to 259.1 micrograms per cubic meter. Given the extensive nature of the bushfires, it's reasonable to assume that a significant portion of Greater Dandenong was impacted, although exact percentages are not available.

Further health impacts of the Black Summer Bushfires can be read via this link:

<https://grattan.edu.au/wp-content/uploads/2020/05/Grattan-Institute-submission-Victorian-Inquiry.pdf>

Advice about what to do when smoke is present can be found on Council's website at

<https://www.emergencyprepare.com.au/smoke/>

### Emergency Communications and Initiatives

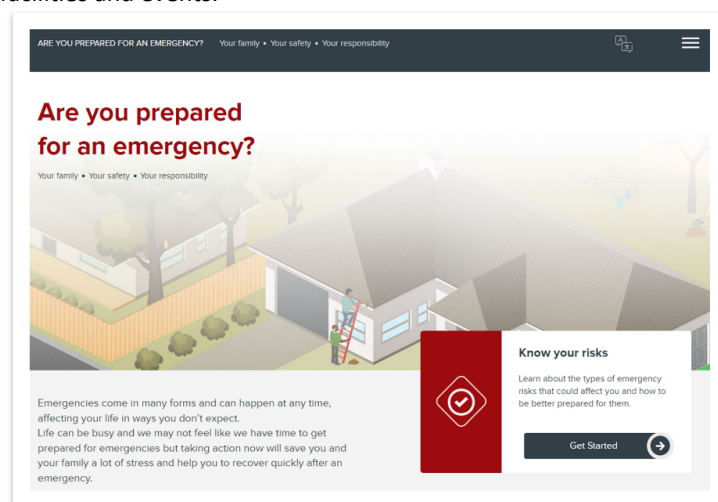
Council actively communicates with our communities about emergencies. For example.

- **Public Awareness and Community Education Campaigns** have been expanded. For example, during the COVID19 Pandemic, Council deployed additional teams of community engagement staff covering the major shopping precincts, tourist areas, public transport locations and other areas where large groups of people gather. (Including information booths at Council run facilities and events). Community Engagement team members continue to deliver 'pop up' type **information sessions** on a weekly basis across the municipality.
- Protocol in place to proactively call our **Community Care clients and those on our Vulnerable Person Register** during emergencies.
- Recognising that many residents will not access websites or social media channels, **routine engagement with community leaders**, local charities, local press and locally based support agencies to help distribute key safety information through their networks and Client groups.

- To further strengthen the support to vulnerable residents, Council proactively recommends that our residents should consider taking advantage of the existing [Red Cross program known as Telecross](#). Red Cross can provide eligible residents with a **daily telephone call** to check on their wellbeing through a network of volunteers. During an emergency **Red Cross assist Council to contact vulnerable residents**
- Expansion of **online content** to incorporate with translation capability to over 100 languages.
- **Protocol in place for sharing emergency warnings** via our social media channels and community networks.
- Publishing **public water cooler** mapping
- Interested community members, businesses, organisations and agencies participated in a **Heatwave Exercise** held in September 2023.
- Greater Dandenong Council in partnership with Frankston City Council, Kingston City Council and Mornington Peninsula Shire produced the [Emergency Prepare website](#) and accompanying booklet. **(Appendix One)** The website is translatable into 106 different languages.

With contributions from Country Fire Authority (CFA), Victoria State Emergency Service (SES), Fire Recue Victoria (FRV), Department of Health (DH) and Environmental Protection Authority (EPA), this is the first time that all the key safety messages relating to **Heatwaves, Power outages, Fires, Floods, Storms, Smoke and Infectious Disease can be found in the one resource.**

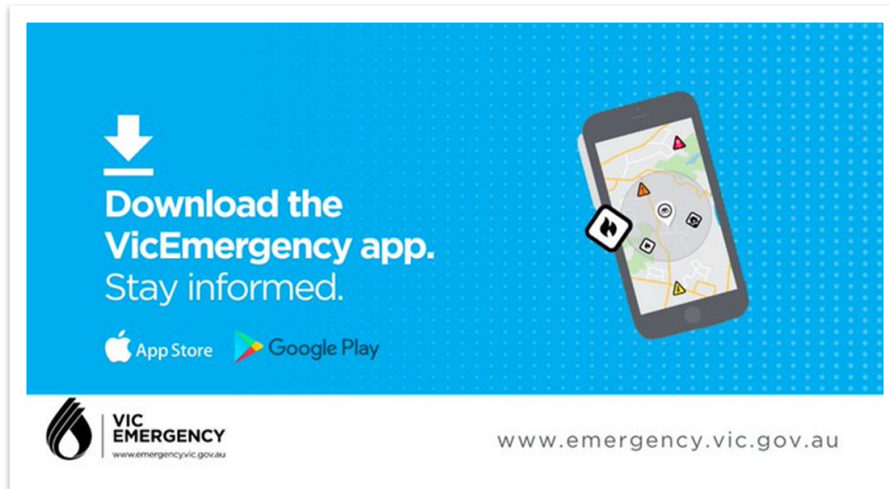
- The Department of Health will shortly be launching their '**Preparing for Summer**' media campaign, which Council will share online, through community and business networks, at Council facilities and events.



- There is [8 short videos](#) accompanying the website, and the booklets are available for free in all our customer service centres, libraries and at selected community events as part of our broader community engagement and public awareness programs.



- The booklets can also [be downloaded from the website](#), and Council distribute hard copies of these at Council facilities, pop-up community engagement activities and events. Further work is being carried out to translate the videos with subtitles and voice overs.
- While noting that not all residents have access to a smart phone, Council proactively recommends that every resident who does have access download the [Vic Emergency App](#) and set up a watch area for themselves and loved ones. Council also recommends those that do not have access to Social Media or a smart phone ask a loved one, neighbour or friend to add them to their watch area.



### Emergency Relief Centres and other locations

If it was necessary to activate an Emergency Relief Centres (ERC), Council would prioritise use the following facilities:

- Ian Tatterson Pavilion and
- Jan Wilson Community Centre.

Both facilities have extensive operational plans and have been activated in live exercises. They are generally well equipped to accommodate vulnerable residents, with consideration of disability, cultural and linguistic diversity and health issues/age built into Council's Emergency Relief Centre Operations Manuals. Some of these considerations included:

- Space flexibility, allowing for various gender identities, cultural and religious considerations.
- Immediate access to translation services via the Translating and Interpreting Service hotline.
- On site first aid services available.
- Accessibility for users of wheelchairs and other mobility aids.
- Provision of drinking water and meals.
- Shower and bathroom facilities.
- Ample parking with good ambulance access.
- Designated space for animals and livestock.

Activation of an ERC is the responsibility of the Municipal Recovery Manager (MRM) within Council's Emergency Management Team. Detailed consultation with Victoria Police and other agencies would occur prior to any decision of the MRM.



(Photo of staff who participated in live Emergency Relief Centre exercise of the Jan Wilson Community Centre, 25<sup>th</sup> October 2022).

An analysis of Council's other facilities and parks that could be considered for use in an emergency is captured in **Appendix Two**. Should any of these facilities be activated, an appropriate communication campaign would be enacted in conjunction with the appropriate emergency service agency.

### Continuous Improvement

Planning for, responding to and recovering from emergencies is a shared responsibility across all levels of government and individuals within our broader community. Council's role in Emergencies is well defined and regularly practiced by Council Officers.

In 2019, Council worked closely with Local Government Victoria (LGV) to deliver [the Councils and Emergencies Project](#). The multiyear project identified 94 emergency management responsibilities and activities councils can carry out before, during and after an emergency. Greater Dandenong Council then evaluated our preparedness against these responsibilities and activities and identified actions to address any areas for improvement. These actions form the ongoing continuous improvement work to support our local communities.

More recently, experience with the COVID19 Pandemic illustrated that Council has made significant improvements to our Emergency Management capacity and capability. During COVID19 Council mobilised all available resources and went far beyond legislated requirements and took the approach of *"what more could we do to support our local communities?"*

In the first year of the Pandemic, [Council produced a report](#) detailing all the programs and initiatives we undertook to support our communities through the Pandemic. The report states:

*"One area that is not generally well-understood is the financial impact of COVID-19 on Council. Greater Dandenong, like all Councils, is a not-for-profit entity in that all funds raised are re-invested back into services and facilities for the benefit of the community. Financial*

*forecasts prepared in December 2020 indicate that cost of the pandemic over the past two financial years (through to June 2021) is estimated at \$16.13 million. This figure will further increase as impacts are expected to continue for several years after this point."*

Council also works closely with the Municipal Association of Victoria (MAV) and actively contributes to the various initiatives undertaken by the MAV. [Further details can be found here.](#)

### Community Emergency Risk Assessment (CERA)

In August 2023, the Greater Dandenong Municipal Emergency Management Planning Committee (MEMPC) completed the most recent [Community Emergency Risk Assessment \(CERA\)](#). Facilitated by VICSES it is an all hazards risk assessment tool which aims to identify, mitigate and reduce risk within the community following the Australian Standard for Risk Management, ISO 31000.

While VICSES is finalising the outcomes report, initial results suggest that Heatwaves, Storms and Floods, Pandemics and a large Commercial Fire pose the greatest risks for the whole of the Greater Dandenong Local Government Area.

### Emergency Heatwave Exercise and Event September 2023

As Heatwaves were identified as one of the highest risks to the Greater Dandenong community by the CERA process, and it is widely known that Heatwaves kill more Australians than any other disaster, Greater Dandenong Council jointly tested its response arrangements to a hypothetical heatwave scenario.

Over 360 organisations, community members, local businesses, schools, other Councils and partner agencies were invited to participate.

Presentations from the Bureau of Meteorology, Department of Health, Ambulance Victoria, Forest Fire Management Victoria, Monash Health, Victoria Police, Sweltering Cities and Council Officers contributed to the event.



(Photos from the Emergency Heatwave Exercise and Event September 2023).

Councils Municipal Emergency Management Plans (MEMP) is currently being updated to reflect the lessons learned from this event and subsequent discussions.

### Specific areas for improvement

- As highlighted, Council is working to diversify our Emergency Preparedness videos and other materials by translating the voice and written text into other languages.
- Further work is being undertaken to understand the capacity and capabilities of Council and local community groups to establish Cool Spaces if required in a Heatwave event. Of particular concern is the risk of losing power (electricity) to a designated Emergency Relief Centre or Cool Space. Additional solar panels, batteries and/or generators would need to be acquired and installed in some of these facilities, if air-conditioning and electricity is required. Council is currently working to establish how best this risk can be mitigated.
- One of the lessons learnt during the COVID19 pandemic was the valuable role played by officers directly engaging with residents. Face to face engagement was the most effective way to dispel myths of COVID19, provide key health and safety information and increase vaccination rates.
- Engagement staff are also critical to educate about what to do before, during and after an emergency. Officers work closely with partner agencies and other Councils. However, community education staff numbers (and thus capacity to engage with communities) have been dramatically reduced because of funding cuts from state and federal authorities. Community education campaigns are often rolled out as a reaction after a major event, not before. They are usually grant funded and inconsistent in the timeframes and outcomes of each program.
- The Royal Commission into the Black Saturday Bushfires of 2009 [made a number of recommendations](#) of changes to be made. The report went on to say:

*"To be effective these changes need to be part of a well-designed long-term community education program that captures people's attention, makes allowance for local needs and circumstances, and is regularly evaluated and improved.*

*Municipal councils should take a more active role in planning for bushfire... Individuals must remain vigilant, and the State should use community education and public awareness to break the cycle of complacency."*

- Therefore, Council should continue to advocate for increased funding to support the existing and future Emergency Management programs.

# Are you prepared for an emergency?

Your family • Your safety • Your responsibility

## How to stay informed



### Download

The VicEmergency App

### Follow



Twitter @vicemergency



facebook.com/vicemergency



emergency.vic.gov.au



### 1800 226 226

The VicEmergency Hotline is a free call



### Listen

To your local ABC Radio Station

Know where to get accurate emergency information from multiple sources. Never rely on just one source.



### 1800 555 677

Callers who are deaf, hard of hearing, or have a speech/communication impairment can contact the VicEmergency Hotline via the National Relay Service on this number.



### 131 450

If you do not speak English, call the Translating and Interpreting Service for translated information from VicEmergency. If you know someone who cannot speak English provide them with this number.



## Key warnings explained

**Warnings aim to provide you with the best advice and information on what is happening to help you make good decisions to protect yourself and others.**



### Advice

An incident is occurring or has occurred in the area. Access information and monitor conditions.



### Warning (Watch and act)

An emergency is developing nearby. You need to take action now to protect yourself and others.



### Emergency warning

You are in imminent danger and need to take action immediately. You will be impacted.



### Prepare to evacuate/ Evacuate now

An evacuation is recommended or procedures are in place to evacuate.



### Community information

A newsletter containing updates for communities affected by an emergency. Can also be used as notification that an incident has occurred but there is no threat to community.

When information about emergency weather is given or a Total Fire Ban is declared remember to check your local District or Region, visit [cfa.vic.gov.au](http://cfa.vic.gov.au)



Remember: do not rely on an official warning to leave. Emergencies can start quickly and threaten you within minutes.

If you receive a warning, take it seriously, failure to act can be fatal:

- ✓ Stay calm. Stop what you are doing and pay attention.
- ✓ Follow the advice of warnings immediately. People die or are put in danger because they don't respond right away.
- ✓ If you don't understand the warning, get someone to explain it. Ask neighbours, family or friends or call the VicEmergency Hotline.
- ✓ Keep in contact with family members. Make sure they know what is happening and what you plan to do.
- ✓ Stay informed. Keep listening for more information in case the situation changes.

## Know your risks



Plan and general preparedness

4



Heatwave

8



Power outage

10



Home fire

12



Bushfire and grassfire

18



Smoke

26



Storm

28



Flood

32



Infectious disease

36



Recovery

37



Important contacts

38

## What you can do now

### ☒ Check these off

- ☐ Download the VicEmergency App on your smart phone and electronic devices.
- ☐ Save important contact numbers into your phone such as family and friends and the VicEmergency Hotline 1800 226 226.
- ☐ Make sure your house number is clearly visible and your driveway is accessible for emergency service vehicles. They need at least a 4 metre wide driveway with at least a 4 metre height clearance.
- ☐ Write an emergency plan – see the next page for a template.
- ☐ If you have animals, make sure they are part of your emergency plan and consider where you will relocate them to.
- ☐ Practice your emergency plan with the whole family, pets included.
- ☐ Make copies of important documents such as passports, insurance papers and medical scripts. Save these electronically and ensure you back them up.
- ☐ Get insurance and review what it covers. Consider household, business and income protection insurance.
- ☐ Pack an emergency kit and keep it somewhere easily accessible - see page 6 for ideas.
- ☐ Build connections in your local community. Talk to your neighbours about your emergency plans and see if there are ways you can assist each other. Look for local volunteering opportunities or other community groups you can get involved in.
- ☐ Practice packing your car so you know how long it will take you in an actual emergency.

4

Take a quiz to test how prepared you are  
[emergencyprepare.com.au/quiz](https://emergencyprepare.com.au/quiz)

Learn more about preparing by visiting  
[emergencyprepare.com.au/videos](https://emergencyprepare.com.au/videos)

## Protect what matters most

### Emergencies can happen at any time.

- Being prepared for emergencies helps you and your family to recover afterwards.
- The person most responsible for your wellbeing before, during and after an emergency is you.
- Emergencies could disrupt your life in ways you don't expect.
- Preparing an emergency plan will help you feel more confident, in control and able to cope when an emergency strikes.

The following are free emergency plan guides and templates that will get you prepared for any emergency.

Remember to practice your plan!



### Template emergency plans for your home and family



**Australian Red Cross**

[redcross.org.au/prepare](https://redcross.org.au/prepare)



**SES**

[ses.vic.gov.au/plan-and-stay-safe](https://ses.vic.gov.au/plan-and-stay-safe)



**CFA**

[cfa.vic.gov.au/plan-prepare](https://cfa.vic.gov.au/plan-prepare)



**VicEmergency Hotline**

Call the VicEmergency Hotline on 1800 226 226 for preparation and planning information

5

## Emergency kit

**Being prepared means having your own food, water, medication and other supplies to be able to look after yourself and your family for at least 72 hours.**

An emergency kit is a collection of items your household may need for survival during the emergency and items to help you recover after an emergency.



**Adequate amount of water and food**



**Mobile phone and charger**



**Medication and first-aid kit**



**Battery-powered radio, torch and spare batteries**

(consider wind-up radios and torches that don't need batteries)



**Protective clothing and woollen blankets**

(have protective clothing made from natural fibres, sturdy shoes or boots and heavy-duty gloves)



**Spare clothes, toiletries and sanitary supplies**



**Aids and equipment**

(anything you need to support your daily life such as vision aids, mobility aids and communication devices)



**Contact information**

(doctor, council, power company etc.)



**Other important items**

(may include bank card, cash, photo ID, passport, photos, will, jewellery, insurance papers, medical records and prescriptions, USB stick containing important files etc.)

6



Use our online tool to help identify what you may need  
[emergencyprepare.com.au/kit](https://emergencyprepare.com.au/kit)



### You may also need to remember...

In addition to the items shown on these pages, think about your household's special needs and what other items you may require such as items for those with a medical condition or disability, children and pets.



#### If you have children also pack:

- Any medication (such as asthma puffer or EpiPen)
- Medical records
- Nappies
- Baby formula and bottles
- Carrier
- A familiar item (toys, special blanket, book, game) to help reduce stress



#### If you have pets also pack:

- Suitable transport (carrier, cage or leash)
- Food and drinking water
- Food bowl and water bowl
- Any medication
- Veterinary/medical records
- Registration/identification records
- A familiar item (toy, bed, treat) to help reduce stress



#### Five things people most regret leaving behind in emergencies:

1. A mobile phone
2. Family memorabilia (things you can't replace)
3. Personal memoirs (personal diaries/ stories)
4. Family photographs
5. Passports and other important documents

7



## Heatwave



**Heat kills more Australians than any other natural disaster.  
Heatstroke is fatal in up to 80 per cent of cases.**

**Things you can do to help reduce the impact of heat:**



### Plan ahead

To protect your health in the heat, plan activities for the coolest part of the day or plan them for another day. Plan to do activities in known cool places.



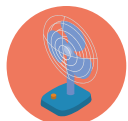
### Check in on those most at risk

Check in on others regularly. Look after those most at risk in the heat – your neighbour living alone, older people, those with a disability, the young, people with a medical condition, pregnant and nursing mothers and don't forget your pets.



### Drink water

Drink plenty of water, even if you don't feel thirsty (check with your doctor if you normally have restricted fluids).



### Keep cool

Keep yourself cool by using wet towels, putting your feet in cool water and taking cool showers. Use fans or air conditioners on low speed.



### Protect your pets

Ensure your pets have clean, cool water and shade. If the ground is too hot to rest the back of your hand against, it is too hot for your pet's paws.



### Recover

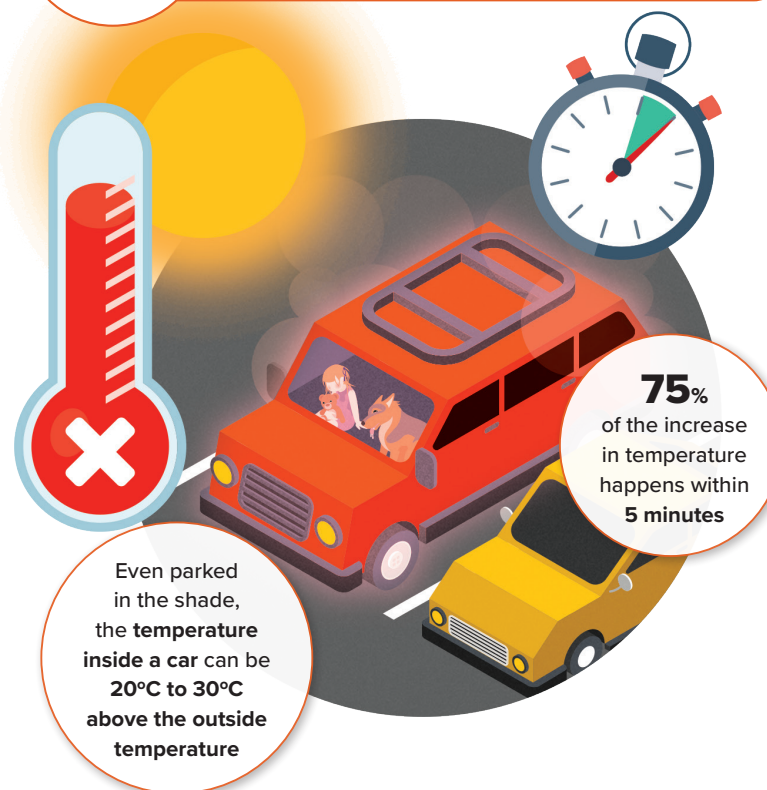
After a heatwave the body can take at least three days to fully recover so continue regularly drinking plenty of water and keep cool.

**If you or anyone you know feels unwell call NURSE ON CALL  
on 1300 606 024. In an emergency call 000**

8



**Never leave anyone in the car.**  
If you see a child or animal left inside  
a vehicle call **000** straight away.



For more information and to subscribe to heat  
health alerts visit: [betterhealth.vic.gov.au/heat](https://betterhealth.vic.gov.au/heat)

9

## Power outage

**Power outages can occur at any time and are often caused by heatwaves, bushfires or storms.**

Be prepared, ensure your emergency kit has torches, spare batteries, a mobile phone and charger, a battery powered or wind-up radio and fresh water.

If the power goes out your landline phone and any electric pumps may not work.

**What to do if the power goes out:**

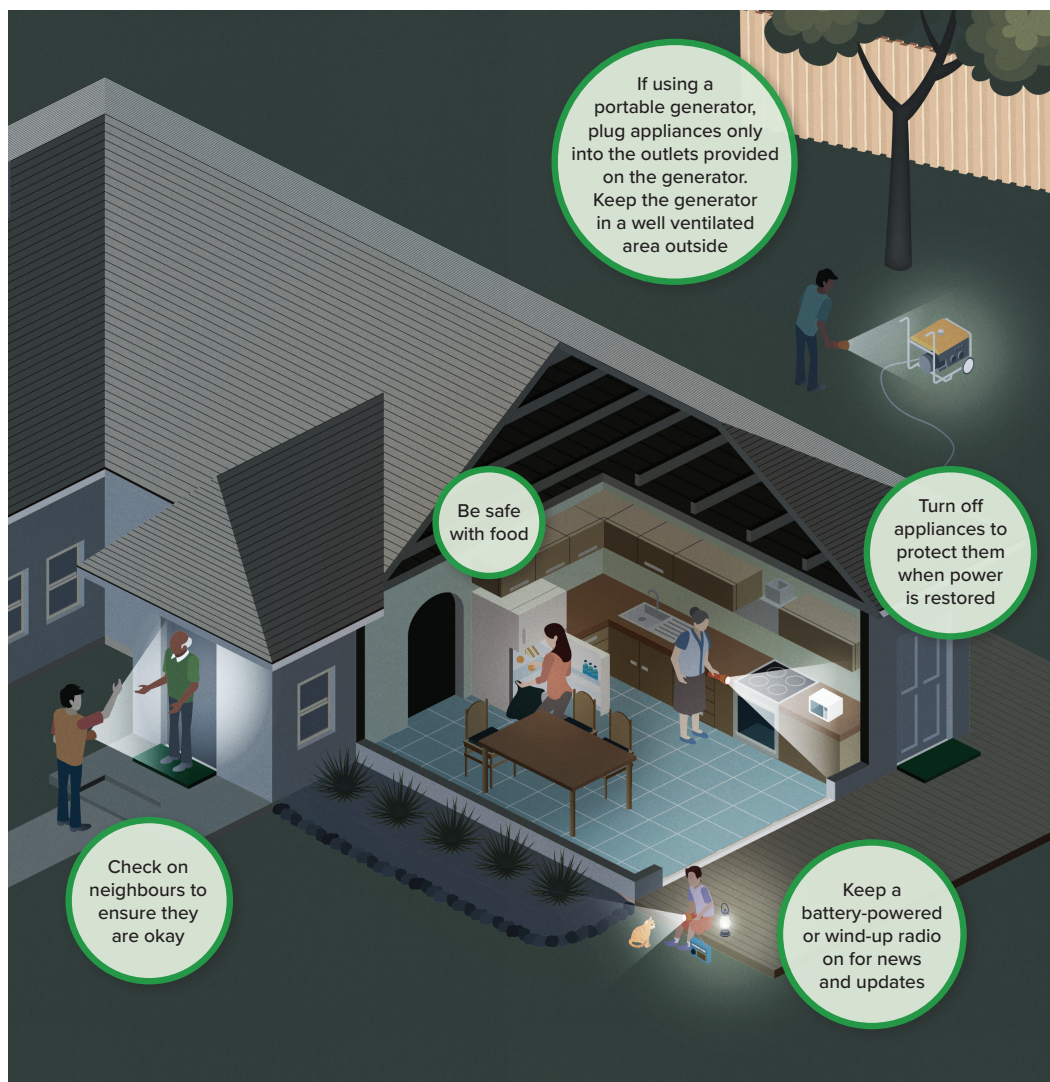
- ✓ Stay clear of any fallen powerlines and keep others away.
- ✓ Check in on neighbours to ensure they are okay.
- ✓ Keep a radio tuned in to your local ABC station for news and updates on the weather conditions and power outage.
- ✓ Turn off appliances to protect them when power is restored.
- ✓ If there has been significant damage to your property, make sure a licensed electrician checks that it is safe to turn the power back on.
- ✓ If using a portable generator, plug appliances only into the outlets provided on the generator. Do not attempt to connect the generator to your house wiring and make sure the generator is outside in a well-ventilated area.
- ✓ Be safe with food. Once refrigerated food is no longer cold to touch it can be kept and eaten for up to 4 hours, after 4 hours it must be thrown away. Raw meat should be cooked and eaten.
- ✓ If frozen food is still solid when the power is restored, the food is safe to refreeze.

For more information on food safety, call the Food Safety Hotline on **1300 364 352**.

If you have special medical needs for continuous supply, discuss this with your energy retailer.

For more information on power outages visit:  
**[energy.vic.gov.au/safety](https://energy.vic.gov.au/safety)**

10



11

## Home fire

All of us, no matter where we live, are at risk of a fire in our home. Most fires in the home are preventable by taking simple actions to reduce the risk. Everybody should have working smoke alarms, prepare an escape plan and check their house for possible causes of fire risk.



### Install smoke alarms in your home

By law all residential properties in Victoria must have at least one working smoke alarm installed on each level. An extra smoke alarm in every bedroom where the door is closed when sleeping is best.

CFA and FRV recommend smoke alarms with a 10-year lithium battery.

These smoke alarms should be tested monthly, dusted at least once per year and the whole unit replaced every 10 years.

If you have smoke alarms other than those with a 10-year lithium battery, change the batteries at least once every year. It is best to do this at the end of daylight savings. This includes batteries in smoke alarms connected to mains power.

### Practice your home fire escape plan regularly

As part of your plan, all family members should know:

- ☐ the two quickest ways out of every room
- ☐ how to exit from upstairs if you have a multi-level home
- ☐ the agreed safe meeting place outside (such as the letter box).

Always keep exit paths free from any obstructions.

Document your escape plan, visit:

- [cfa.vic.gov.au/plan-prepare/escape-plans](https://cfa.vic.gov.au/plan-prepare/escape-plans) or
- [frv.vic.gov.au/home-fire-escape-planning](https://frv.vic.gov.au/home-fire-escape-planning)



For more information visit:  
[cfa.vic.gov.au/plan-prepare/fires-in-the-home](https://cfa.vic.gov.au/plan-prepare/fires-in-the-home)

12



In an emergency call **000**

### As you evacuate the building:



#### Get Down Low and Go! Go! Go!

If there's smoke in your house, get down low and go towards the nearest exit. Alert others on the way out.

In a fire, the safest area for breathing is near the floor where the air is cooler and cleaner, so remember to crawl low in smoke.



#### Check doors for heat before opening

Use the back of your hand to check for heat. If the door is hot, use another exit.

Close doors behind you if safe to do so.



#### Stop, Drop, Cover and Roll

If your clothes catch fire - stop, drop, cover your face with your hands and roll to smother the flames.

To help someone else, throw a woollen blanket over them to extinguish the flames.



#### Call the Fire Brigade

Once you are outside, call the fire brigade by dialling 000 (Triple Zero) and wait for them to arrive.

Tell them where the fire is and if anyone is still inside.

Never go back inside for any reason!

13



## Preventing a fire inside the home

The following is general safety advice for preventing fires inside your home. Consider your household's additional needs.

### Heaters

- ✗ Never use a gas bottle heater inside.
- ✓ Install, maintain and operate according to manufacturer's instructions.
- ✓ Get a licensed gas fitter to test any gas heaters.
- ✓ Keep at least 1 metre of clear space around the heater.
- ✓ Turn off before going to bed or leaving the house.
- ✓ Supervise children near heating equipment.

### Open fireplace

- ✓ Always use a fire screen in front of an open fire.
- ✓ Put out fires before going to bed or leaving the house.
- ✓ Keep at least 1 metre clear space around the fire place.

### Chimneys and flues

- ✓ Clean yearly.
- ✓ Check for cracks, rust and debris.

### Candles

- ✗ Never leave a lit candle unattended.
- ✓ Keep away from curtains.
- ✓ Always use on non-combustible, hard surfaces.
- ✓ Keep away from children and pets.

### Kitchen

- ✗ Never leave cooking unattended.
- ✓ Keep combustibles such as tea towels and curtains away from cooking and heat sources.
- ✓ Keep pot handles turned in.
- ✓ Keep grills, fans and cooking surfaces free of grease and residue.

### Laundry

- ✓ Clean the lint filter on your clothes dryer after each use.
- ✓ Let the dryer complete its cool down process before stopping.

Always secure matches and lighters



For more information and safety advice for multi-story buildings visit: [frv.vic.gov.au/high-rise-fire-safety](http://frv.vic.gov.au/high-rise-fire-safety)

### Bedroom

- ✗ Never smoke in bed.
- ✗ Never leave electronic devices such as mobile phones or laptops on the bed.

### Electric blankets

- ✗ Never turn on more than 30 minutes before bed.
- ✓ Turn off before you get into bed.
- ✓ Remove any heavy items from the bed as these can damage the wiring.
- ✓ Keep the electric blanket flat with controls at the side of the bed.
- ✓ Check for broken or worn wiring.

### Barbecues

- ✓ Never use gas bottle or solid fuel barbecues inside.
- ✓ Always test before use by spraying water mixed with soap on the hose and connection points. If the water bubbles there is a leak.
- ✓ Check the barbecue gas bottles to ensure the last test date is still current.

### Electrical items

- ✗ Never overload power boards.
- ✗ Never plug a power board into a power board.
- ✓ Keep all electrical appliances and equipment in good working order.
- ✓ Replace damaged equipment, e.g. power cords.
- ✓ Use one power board per power point.

### Fire extinguishers and blankets

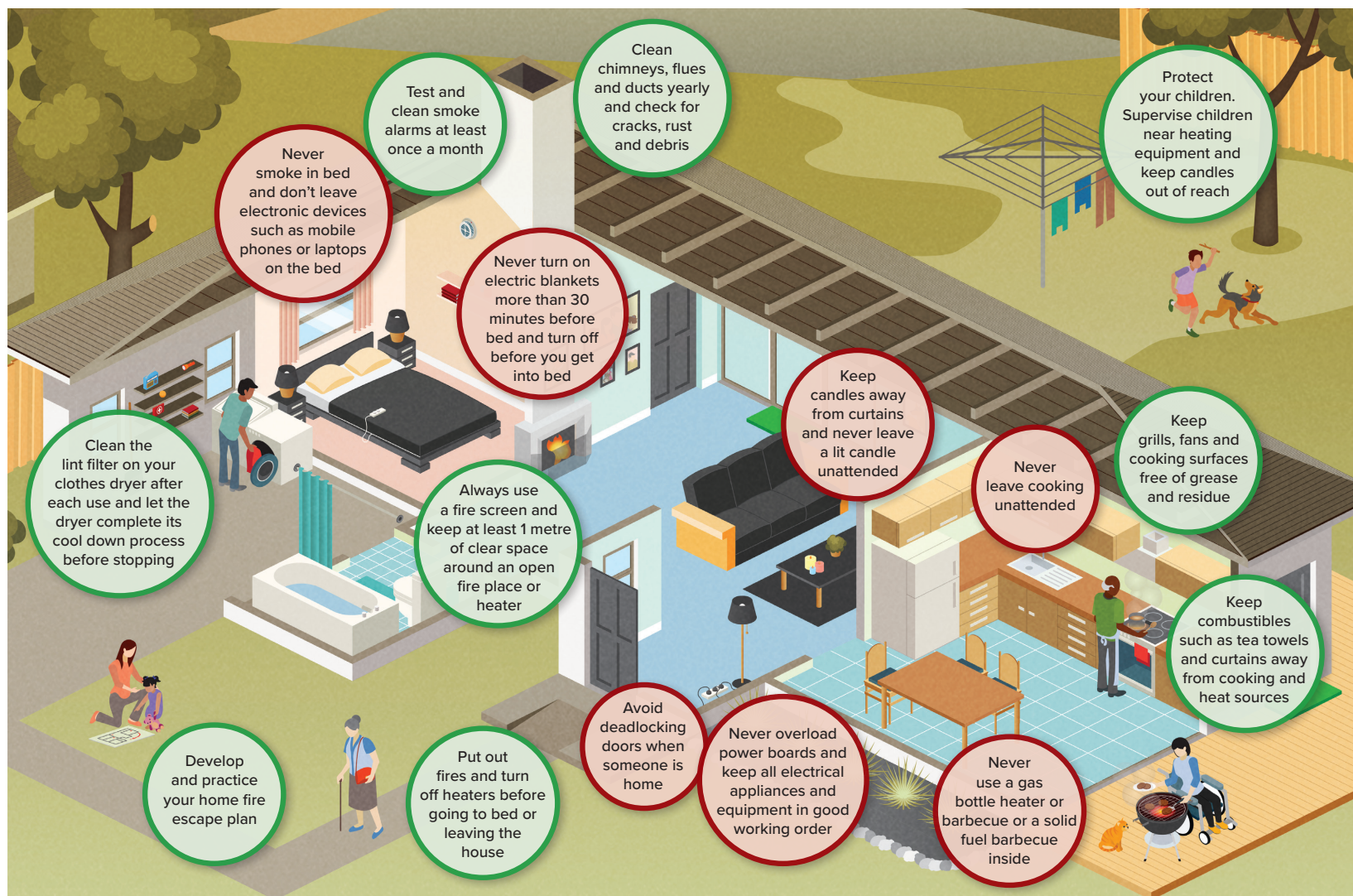
Fire extinguishers and fire blankets should only be used by people that have been trained in their use, feel confident and competent in using them and who are able to respond safely in the event of a fire. Incorrect use of fire extinguishers and fire blankets may cause a fire to spread or significant personal injury.

If you are an older person or a person with a disability, instead use this time to evacuate the building immediately and call 000 for the fire brigade.





## Prevent fires inside your home



16

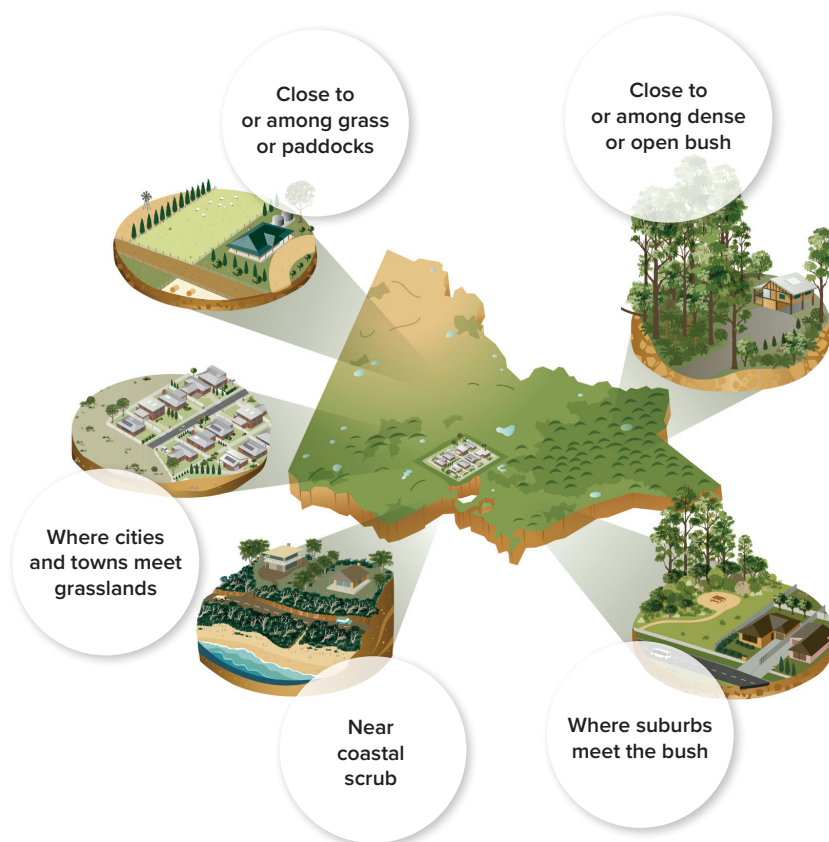
17



## Bushfire and grassfire

**Remember bushfire and grassfires don't only impact those living in rural areas.**

Fires can occur where the suburbs meet the bush or in urban areas where houses have grass, bushland or parkland around them.



18

### Prepare your property in the lead up to bushfire season.

- ☐ Keep grass cut to less than 10cm.
- ☐ Keep gutters clear of leaf litter.
- ☐ Cut back branches overhanging buildings.
- ☐ Get rid of dry grass, leaves, twigs and loose bark.
- ☐ Store flammable liquids and woodpiles away from the house.
- ✓ Talk to your neighbours, family and friends to see what their plans are and talk about how you can help each other.
- ✓ Leaving early is the safest option, decide your trigger to leave.
- ✓ Know where to get accurate emergency information from multiple sources (see the front cover for how to stay informed). Check the Fire Danger Rating.
- ✓ Ensure everyone knows where, how and when to turn off the mains power, water and gas in case of emergency and/ or evacuation.
- ✓ If a fire does start, be prepared to leave. Follow the advice contained in the warning and advice messages.
- ✓ After a fire, and once the okay is given to return to your property, contact your insurance company immediately and take photos of any damage.



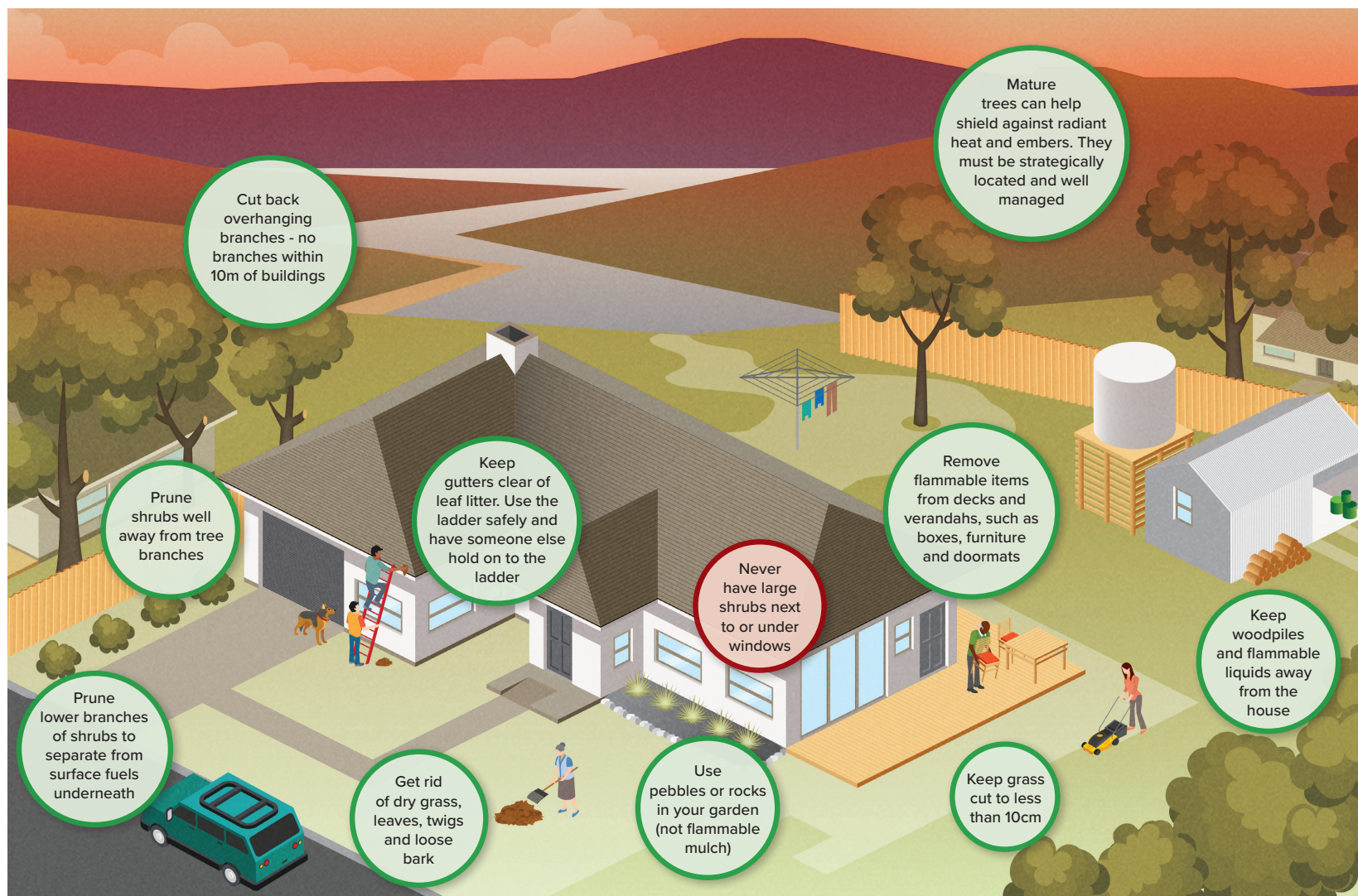
For more information on how to prepare your property visit:  
[cfa.vic.gov.au/plan-prepare/how-to-prepare-your-property](http://cfa.vic.gov.au/plan-prepare/how-to-prepare-your-property)

19





## Prepare your property for bushfire

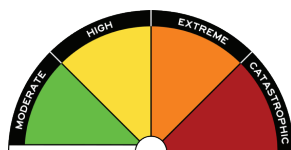


20

21



## Fire Danger Ratings and Total Fire Bans



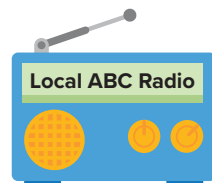
**Australian Fire Danger Rating System**  
Tells you how dangerous a fire would be if one started. The higher the rating, the more dangerous the conditions.



**Total Fire Bans**  
Tell you what fires you can and cannot have and what activities are banned on a particular day.

### Make it a habit to:

- ✓ Plan ahead, check your Fire Danger Rating every day during summer.
- ✓ Know if it is a day of Total Fire Ban.
- ✓ Check for warnings using at least two sources of information, especially on hot, dry, windy days.



For more information visit: [cfa.vic.gov.au/can](http://cfa.vic.gov.au/can)

22

## Using your barbecue on a day of Total Fire Ban



### Which types of barbecues are banned on a Total Fire Ban?

- ✗ Solid fuel barbecues (e.g. wood, charcoal and briquettes).
- ✗ Liquid fuel barbecues.
- ✗ Camp ovens, wood-fired pizza ovens or kettle-type appliances.
- ✗ Campfires, bonfires or any kind of outdoor fires are strictly banned on a Total Fire Ban day.



### Which barbecues are allowed on a Total Fire Ban?

- ✓ Fixed gas or electric barbecues built into a permanent structure of brick, stone or concrete.
- ✓ Portable gas or electric barbecues are allowed if they are designed exclusively for meal preparation and are placed in a stable position.

### For any kind of gas or electric barbecue, you must have:

- ✓ A 3-metre area around the barbecue cleared of flammable material.
- ✓ A hose connected to a water supply or a container with at least 10 litres of water.
- ✓ An adult present at all times who has the means and capacity to extinguish the fire.

23



## Are you burning off safely?

*Note: this is general advice only. Each municipality provides specific advice about burning off on their website.*

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Have you checked if it's a Total Fire Ban day or the Fire Danger Period is in force?</b> | <p>If it's a Total Fire Ban day you cannot burn off.</p> <p>If it is during the Fire Danger Period you cannot burn off without a permit from the CFA or FRV.</p> <p>To check, visit: <a href="http://cfa.vic.gov.au/warnings-restrictions">cfa.vic.gov.au/warnings-restrictions</a></p>              |
| <input type="checkbox"/> <b>Have you checked your Council's Local Law?</b>   | <p>You need to check your council website to ensure you are allowed to burn off. Your council may require you to obtain a permit or may have other special requirements before you can burn.</p>   |
| <input type="checkbox"/> <b>Are you burning dry green waste?</b>   | <p>Most complaints from burning off occur because of the smoke. It is important to ensure that your green waste is dry before burning off as this will reduce the amount of smoke.</p> <p>Council Local Laws may also restrict the types of material that are allowed to be burned.</p>              |
| <input type="checkbox"/> <b>Have you checked the weather?</b>  | <p>Check the weather forecasts for the day of your planned burn off and a few days afterwards. If it is going to be very windy you should postpone your burn off.</p> <p>Also check that it won't be too windy on the few days after your planned burn off as the wind might reignite your burn.</p> |
| <input type="checkbox"/> <b>Clean up around your burn site</b>   | <p>Create at least a 3 metre clearance of all flammable material around your whole burn site.</p>  |

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Do you have an adequate water supply?</b>            | <p>You need to have enough water to extinguish a possible outbreak. It is recommended you have access to either a connected hose or at least 10 litres of water on hand.</p>   |
| <input type="checkbox"/> <b>Are you physically capable of managing the fire?</b> | <p>You need to have the physical capability to constantly monitor the fire and respond accordingly if conditions change and the fire flares up or you are required to put it out by an authorised officer.</p>   |
| <input type="checkbox"/> <b>Register your burn off</b>                           | <p>Register your burn off by calling <b>1800 668 511</b></p> <p>This prevents unnecessary fire brigade responses. Callers reporting a fire can then verify that the fire is a burn off. If this can't be verified a fire brigade will be asked to respond.</p> |
| <input type="checkbox"/> <b>Have you notified your neighbours?</b>               | <p>Ensure you are considerate of your neighbours when burning off. Notify them if they are close by and the smoke might affect them.</p>   |
| <input type="checkbox"/> <b>Have you put it out properly?</b>                    | <p>Make sure there are enough adults to monitor, contain and extinguish your burn off safely and effectively.</p> <p>Ensure that your burn off is 100% out before you leave it.</p>  |

## Smoke

**Smoke can affect people's health. People with heart or lung conditions (including asthma), children, pregnant women and older people are more sensitive to the effects of breathing in smoke.**

**Things you can do to reduce the effects of smoke:**



### Monitor conditions

Smoke may be a sign of fire nearby so check for warnings and monitor conditions.



### Stay inside

If you are not under threat from a fire, avoid breathing the smoke by staying inside. If there is a break in smoky conditions, take the opportunity to air out your home.



### Avoid physical activity

Avoid physical activity outside – especially people with heart or lung conditions (including asthma), children, pregnant women and those over 65.



### Check in on others

Look out for those more at risk and check in on elderly neighbours.



### Take a break

If using an air-conditioner at home, switch it to 'recycle' or 'recirculate' to reduce smoke coming inside your home. Alternatively, take an air-conditioned break at a local library or shopping centre.



### Follow medical advice

Follow your treatment plan advised by your doctor if you have a heart or lung condition (including asthma).



### Consider relocating

During extended, very smoky conditions, people who are sensitive to smoke should consider temporarily staying with friends or family who are away from the smoke affected area.



Call **000** if anyone is having difficulty breathing, wheezing or experiencing tightness in the chest. Call the **NURSE ON CALL** on **1300 606 024** if you need medical advice for exposure to smoke.



For more information about bushfire smoke and how to protect yourself visit: [betterhealth.vic.gov.au/bushfiresmoke](https://betterhealth.vic.gov.au/bushfiresmoke)



## Storms

**Storms are common in Victoria and most minor damage is preventable with some simple actions to prepare your home.**

Danger from storms comes from wind, heavy or continuous rain, lightning, flying debris, hail, fallen powerlines and loss of power.

### Before a storm

#### Prepare your property

- ☐ Charge all devices and power banks.
- ☐ Maintain your roof - clean gutters, spouting and downpipes regularly, fix loose tiles, roofing iron and ridge capping. This can prevent water collecting in your roof and causing it to collapse.
- ☐ Trim or remove tree branches overhanging your home.
- ☐ Inspect and fix fences.
- ☐ Bring inside or tie down any loose items in your yard.
- ☐ Ensure everyone knows where, how and when to turn off the mains power, water and gas in case of emergency and/ or evacuation.
- ☐ Talk to your neighbours, family and friends to see what their plans are and talk about how you can help each other.

### During a storm

- ✗ Avoid driving if possible. If you must drive, take extreme care. Beware of fallen trees and power lines.
- ✗ Lightning can kill - if outside seek shelter but never seek shelter under a tree.
- ✓ Monitor conditions using a variety of the communications methods. Remember that electricity, phone and internet may not be available in a large storm so keep a battery or wind-up powered radio in your house.
- ✓ Put vehicles under solid cover well away from trees, power lines and waterways.
- ✓ Stay indoors and bring pets inside.

Under certain storm conditions people may experience breathing difficulties due to pollen in the air. For more information about thunderstorm asthma and how to protect yourself visit: [betterhealth.vic.gov.au/thunderstorm-asthma](https://betterhealth.vic.gov.au/thunderstorm-asthma)

28

For emergency assistance due to storm damage (e.g. roof blown off) call the **SES** for help on **132 500**

### After a storm

- ✗ Avoid driving through affected areas.
- ✓ After a storm contact your insurance company immediately and take photos of any damage.
- ✓ If damage has caused the power to go out, it can be dangerous to turn it back on until it can be checked by a licensed electrician. If powerlines are damaged, contact your electricity distributor.
- ✓ Be aware of road hazards, such as floodwater, debris and damaged roads or bridges.



### Beach closures

Often after a significant storm event with lots of rain, beaches may be closed.

Beach closures are to protect you and your families health. After heavy rain, waste can wash into a bay.

Check you local beach authorities for closures.

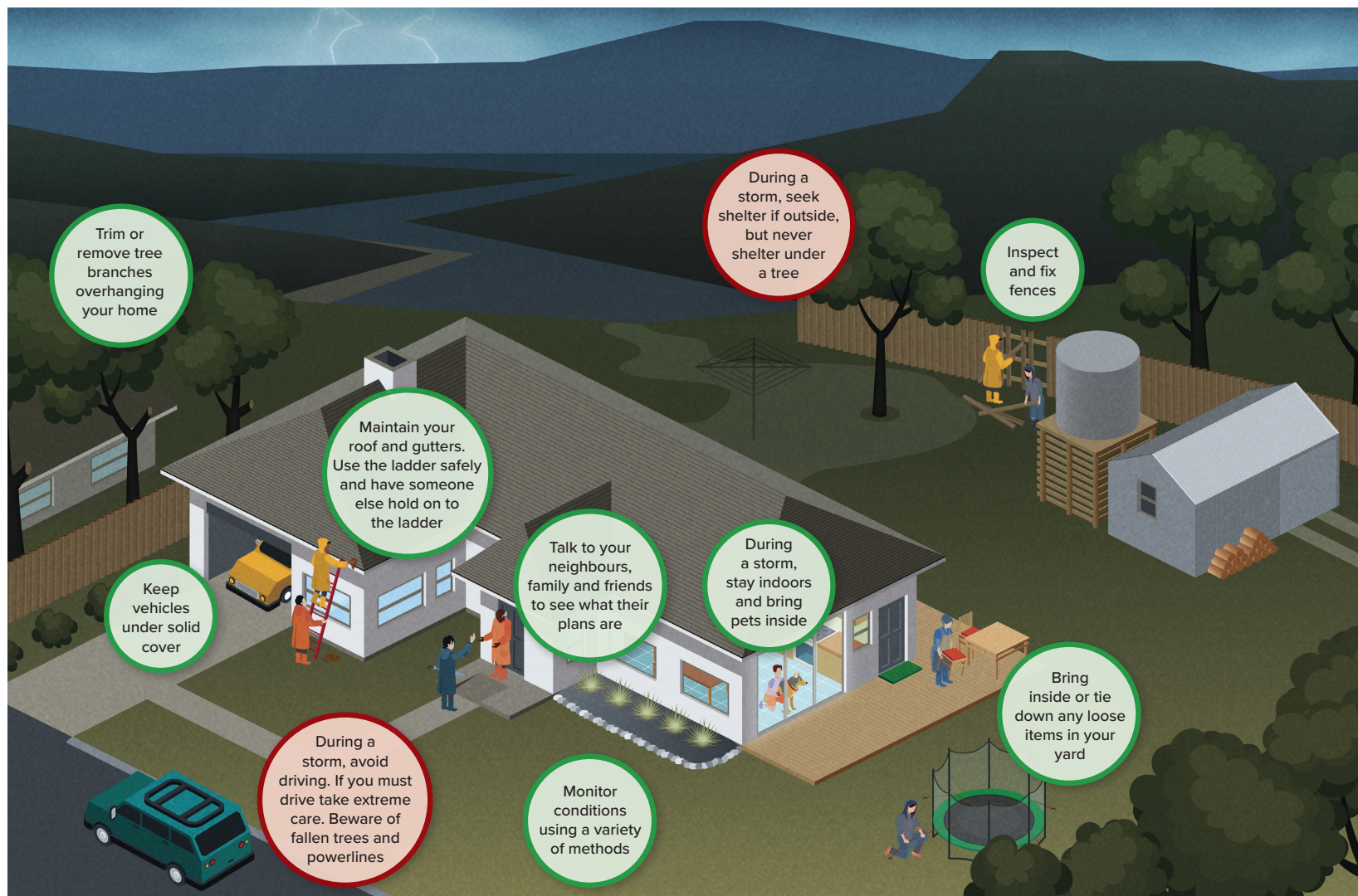


For more information about storms visit: [ses.vic.gov.au/plan-and-stay-safe](https://ses.vic.gov.au/plan-and-stay-safe)

29



## Prepare your property for storms



30

31





## Flood

Floods can have a big impact on your property. They can also impact more than just your home. Roads, workplaces and essential services can all be affected by flooding and should be considered in your emergency plan.

**Remember, never wait for a warning to act. It is not always possible to predict where and when flooding will occur, especially flash flooding.**

### Before a flood

#### Prepare your property

- ☐ Charge all devices and power banks.
- ☐ Raise belongings by placing them on tables, beds and benches, or move them to higher ground.
- ☐ Tie down or bring outdoor items inside.
- ☐ Monitor conditions.
- ☐ Talk to your neighbours, family and friends to see what their plans are and talk about how you can help each other.
- ☐ Ensure everyone knows where, how and when to turn off mains power, water and gas in case of emergency and/ or evacuation.
- ☐ Unplug appliances to prevent electrical shock when power returns.

### During a flood

- ✗ **Never drive, ride, walk, play or swim in floodwaters. It can be deadly.**
- ✓ If a flood does occur, be prepared to leave. Follow the advice contained in the warning and advice messages.
- ✓ Continue to monitor conditions.
- ✓ Bring pets inside.
- ✓ Block toilets, household drains and sinks with plugs to stop sewage backflow.
- ✓ Tie down objects likely to float and cause damage. Raise poisons, oils and chemicals well above floor level.
- ✓ Turn electricity and gas off at the mains.
- ✓ Wear protective clothing such as strong boots and gloves as flood water is likely to be contaminated.

For emergency assistance due to a flood call the **SES** for help on **132 500**

### After a flood

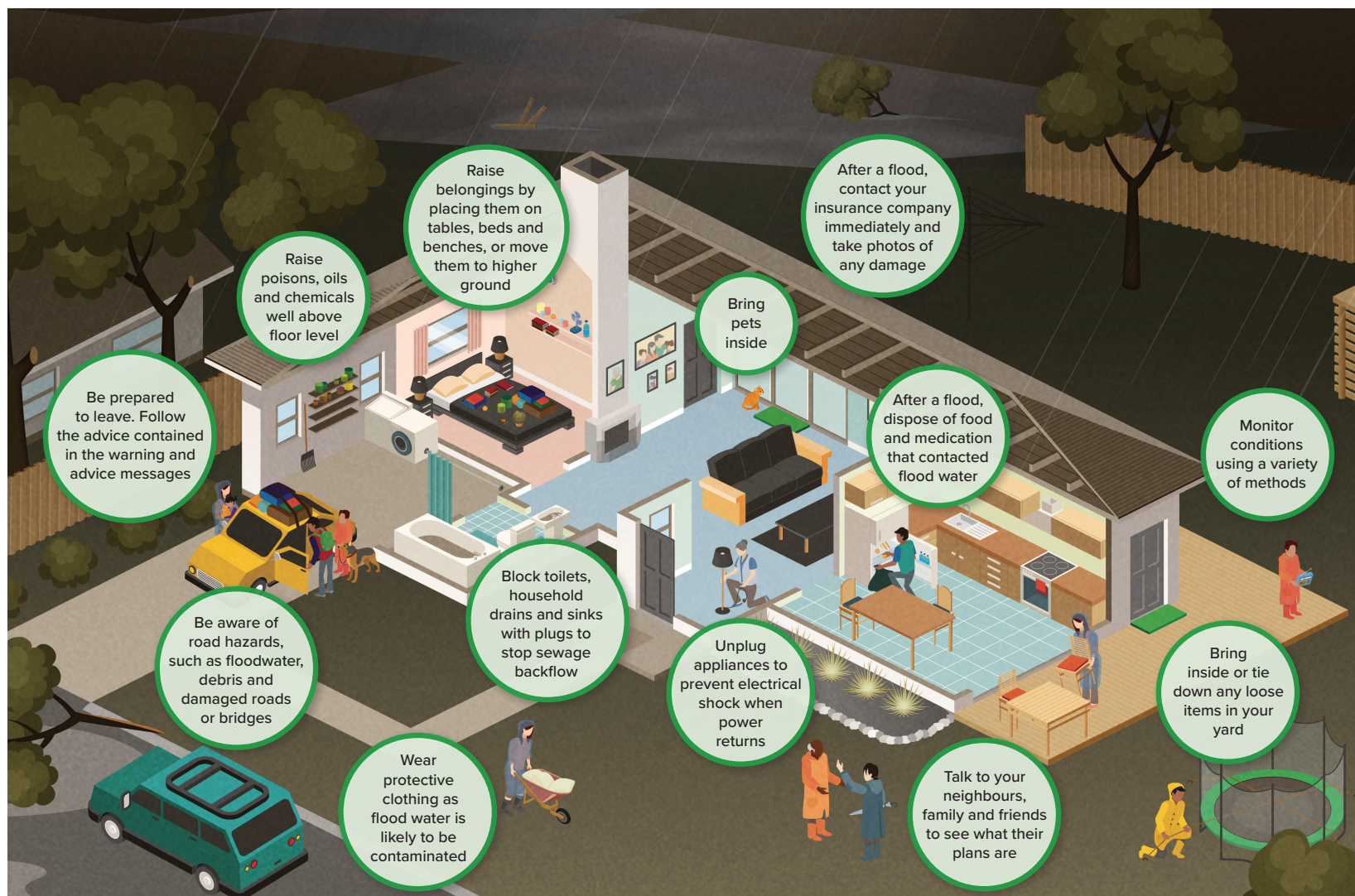
- ✓ Contact your insurance company immediately and take photos of damage.
- ✓ Be aware of road hazards, such as floodwater, debris and damaged roads or bridges.
- ✓ Dispose of food and medication that was in contact with flood water.
- ✓ Dry out and clean buildings straight away. See [betterhealth.vic.gov.au](https://betterhealth.vic.gov.au) for advice on protecting your health and cleaning your home following a flood.
- ✓ Flooding may cause sewage to backflow into your home. Contaminated areas should be professionally disinfected. Keep children and pets away until clean-up is completed.



For more information about floods visit:  
[ses.vic.gov.au/plan-and-stay-safe](https://ses.vic.gov.au/plan-and-stay-safe)



## Prepare your home for a flood



34

35



## Infectious disease



**Public health emergencies can be caused by outbreak of infectious disease which has the potential to cause life threatening illness.**

### Immunise

Immunisation can prevent many infectious diseases in children and adults.

Vaccines are available for a range of conditions and infectious diseases like flu, measles and hepatitis. Vaccines are available from your doctor and councils.

For more information about immunisation and infectious diseases speak to your doctor or visit [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au).



### Practice good hygiene

Good personal hygiene is one of the most effective ways to protect ourselves and others from many illnesses:

- ✓ Cover your nose and mouth with a tissue when you cough or sneeze.
- ✓ Throw your tissue in a plastic-lined rubbish bin after use.
- ✓ If you don't have a tissue, cough or sneeze into your upper sleeve or elbow. Do not use your hands.
- ✓ Wash your hands regularly with soap and water or an alcohol-based hand cleaner after you cough or sneeze, before preparing or eating food and after going to the toilet.
- ✗ Avoid touching your eyes, nose or mouth as germs spread this way.
- ✗ Don't go to work if you are unwell and don't send your children to school or childcare if they are unwell.



36

## Recovering from an emergency



**Soon after an emergency, family, friends, the community, agencies and councils come together to support each other to recover.**

For some the recovery process may be short, for others, including your family members, it may be months or years. Everyone is different.

### The following are activities that you can do to assist in your recovery:

- ✓ Ensure you, your family, neighbours and animals remain safe.
- ✓ Contact your insurance company as soon as possible after the incident. This includes renters who should have their own contents insurance as well as contacting their estate agent.
- ✓ Take photos of the damage and detailed records of your items.
- ✓ Have copies of your important documents to assist agencies helping you.
- ✓ Be patient, emergency services may have a large number of requests and people to assist.

### The community can assist each other in the recovery process through:

- ✓ Checking in with neighbours, family and friends affected by the emergency.
- ✓ Providing a listening ear, this can be of huge benefit to those affected.
- ✓ Watching for social withdrawal and behaviour that is not normal for the person, including anger. Children and adolescents may experience different emotions a lot later than adults.
- ✓ Volunteering with local community or emergency services. Speak to your local council for opportunities or visit [volunteer.vic.gov.au/become-emergency-services-volunteer](http://volunteer.vic.gov.au/become-emergency-services-volunteer)

### Research has demonstrated an increased risk of escalating family violence after emergencies.

Emergencies put a lot of additional stress on close relationships and families. Violent or controlling behaviour can happen for the first time or behaviours increase or escalate after an emergency.

**If you are experiencing family violence there is help available.**

See over the next page for further information.



37



## Important contacts

### Emergency contacts

#### In an emergency

Call for Police, Fire & Ambulance in a life-threatening or time critical situation



#### Flood and storm emergency

SES

132 500

### Emergency information

Visit [abc.net.au/listen/radio](http://abc.net.au/listen/radio) to find out your local station

#### VicEmergency Hotline

1800 226 226

If you are deaf, hard of hearing or have a speech impairment, you can contact the VicEmergency Hotline through the National Relay Service

1800 555 677

If you don't speak English, call the Translating and Interpreting Service (TIS)

131 450

#### Australian Red Cross

Register.Find.Reunite

1800 727 077

### Council customer service number



### Power outages and fallen power lines



### Gas outages and faults



### Water faults and emergencies



Fill out your local contacts above

38

### Roads closures/ traffic hazards

VicRoads

131 170

### Other helpful contacts

National Relay Service

- TTY/ voice calls

133 677

- Speak & Listen

1300 555 727

Translating and Interpreting Service (TIS) National

131 450

Nurse on Call

1300 606 024

Lifeline

131 114

Beyondblue

1300 224 636

Kids Helpline

1800 551 800

Mensline

1300 789 978

SANE Australia

1800 187 263

Safe Steps Family Violence Response Centre

1800 015 188

Men's Referral Service

1300 766 491

1800RESPECT

1800 737 732

Disaster Legal Helpline

1800 113 432

Centerlink Emergency Crisis

132 850

Insurance Council

1300 728 228

Wildlife Victoria

03 8400 7300

Parks Victoria

131 963

Forest Fire Management Victoria

136 186

Crime Stoppers

1800 333 000

Victim's Support Helpline

1800 819 817



Visit [www.emergencyprep.com.au](http://www.emergencyprep.com.au) to learn more about preparing for emergencies

39



This Emergency Preparedness Booklet is the result of the collaborative efforts of the City of Casey, Frankston City Council, Greater Dandenong City Council, Kingston City Council and Mornington Peninsula Shire (Council Collaboration Group) with contributions by Country Fire Authority, Metropolitan Fire Brigade, Victoria State Emergency Service, Department of Health and Human Services, Department of Environment, Land, Water and Planning, Environmental Protection Authority and Emergency Management Victoria.

The Emergency Preparedness Booklet was jointly supported by the Victorian and Australian Governments.

The Council Collaboration Group acknowledges and pays respect to the traditional owners of these lands and waters.



**Appendix 2: Details of amenities at Greater Dandenong for hire facilities and parks for possible Cool Place locations.**

Name	Address	Toilets	Shower	Kitchen	Accessible Access	Accessible Toilets	Accessible Shower	Air Conditioner	Multiple Rooms	Onsite parking	First Aid Kit	Defib	WIFI for public use
<b>The Castle</b>	61 Princes Hwy, Dandenong	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Off street public parking	No	Yes	Yes
<b>Dandenong Civic Centre</b>	7/225 Lonsdale Street, Dandenong	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Dandenong North Senior Citizens Centre</b>	28B Curtin Crescent, Dandenong North	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Off street public parking	No	Yes	Yes
<b>Deakin Hall</b>	15 Latham Crescent, Dandenong North	Yes	No	Yes	Yes	Yes	No	Yes	No	Off street public parking	No	Yes	Yes
<b>Drum Theatre</b>	Corner Lonsdale and Walker streets, Dandenong	Yes	No	Yes	Yes	Yes	Only accessible via the lift	Yes	Yes	Off street public parking	Yes	Yes	Yes
<b>Edinburgh Hall</b>	1-3 Dowling Ave/Edinburgh Rd, Springvale	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	No	No	No
<b>Fotheringham Reserve Hall</b>	4 Alexander Ave, Dandenong	Yes	Yes	Yes	No	No	No	Yes	Yes	Public parking	No	No	No
<b>Heritage Hill</b>	66 McCrae St, Dandenong	Yes	No	Yes	No	No	No	Yes	Yes	Off street public parking	Yes	No	Yes
<b>Jan Wilson Centre (ERC)</b>	57 Halton Road, Noble Park North	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Keysborough Hall</b>	352 Cheltenham	Yes	No	Yes	Yes	Yes	No	Yes	No	Yes	No	Yes	Yes

ATT 4.3.5.4 Appendix 2 Analysis of Greater Dandenong Facilities and Parks for possible Cool P

	Road, Keysborough												
<b>Latham Crescent Senior Citizens Centre</b>	28B Curtin Crescent, Dandenong North	Yes	No	Yes	Yes	Yes	No	Yes	No	Off street public parking	No	Yes	Yes
<b>Memorial Hall</b>	10 Langhorne St, Dandenong	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Off street public parking	No	Yes	No
<b>Menzies Hall</b>	41 Menzies Avenue, Dandenong North	Yes	No	Yes	Yes	Yes	No	Yes	No	Off street public parking	No	No	Yes
<b>The Paddy O'Donoghue Centre</b>	18-32 Buckley Street, Noble Park	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Off street public parking	Yes	Yes	Yes
<b>Palm Plaza Meeting Room</b>	4 McCrae Street, Dandenong	Yes	No	Yes	No	No	No	Yes	No	Off street public parking	No	No	No
<b>Springvale City Main Hall</b>	18 Grace Park Ave, Springvale	Yes	Yes, in the change rooms	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Springvale Supper Room</b>	18 Grace Park Ave, Springvale	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
<b>Springvale Community Hub</b>	5 Hillcrest Grove, Springvale	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
<b>Springvale Reserve</b>	15 Newcomen Road, Springvale	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	No	No	Yes
<b>Springvale Senior Citizens Centre</b>	3 The Crescent, Springvale	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes
<b>Tattersson Pavilion (ERC)</b>	400 Cheltenham Road, Keysborough	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

ATT 4.3.5.4 Appendix 2 Analysis of Greater Dandenong Facilities and Parks for possible Cool P

<b>Walker Street Galley and Art Centre</b>	Corner of Walker and Robinson streets, Dandenong	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	No	No
<b>Dandenong Stadium</b>	270 Stud Rd, Dandenong	Yes	Yes	Small Cafe	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Gloria Pyke Netball</b>	Bennet St, Dandenong	Yes	Yes	Small Cafe	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Noble Park Aquatic Centre</b>	9 Memorial Dr, Noble Park	Yes	Yes	Small Cafe	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Dandenong Oasis</b>	Heatherton Rd &, Cleeland St, Dandenong	Yes	Yes	Small Cafe	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>J C Mills Reserve</b>	JC Mills Reserve	Yes	Yes	No	Yes	Yes	No	No	No	Yes	No	No	No
<b>Rowley Allan Reserve</b>	352-358 Cheltenham Road, Keysborough	Public toilets	No	No	It is only an outside area	No	No	No	No	Public parking	No	No	No
<b>Burden Park</b>	Burden Park, Cnr Springvale and Heatherton rd Springvale	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Tirhatuan Park</b>	4 Kriegel Way, Dandenong North	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Hemmings Park</b>	Princes Highway 61A, 3175 Dandenong	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Alex Nelson Reserve</b>	Harold Road, Springvale South	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Warner Reserve</b>	Furnew Street, Springvale	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No

ATT 4.3.5.4 Appendix 2 Analysis of Greater Dandenong Facilities and Parks for possible Cool P

<b>Norman Luth Reserve</b>	5-7 Heritage Drive, Springvale	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Edinburgh Reserve</b>	15 McWilliam Street, Springvale	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>W J Turner Reserve</b>	Jacksons Road, Noble Park North	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Barry Powell Reserve</b>	Noble Park North	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Ross Reserve</b>	9 Memorial Dr, Noble Park	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	NO	No
<b>Parkfield Reserve</b>	42 Ellendale Road, Noble Park	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Noble Park Reserve</b>	Moodemere Street, Noble Park	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Tatterson Park</b>	62 Chapel Road, Keysborough	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Frederick Wachter Reserve</b>	133-155 Kingsclere Avenue, Keysborough	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Coomoora Reserve</b>	Coomoora Road, Keysborough	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Lois Twohig Reserve</b>	80 Carlton Rd, Dandenong North	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Thomas Carroll Reserve</b>	123 Box Street, Dandenong	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Shepley Oval</b>	Pultney Street, Dandenong	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Robert Booth Reserve</b>	Clow Street, Dandenong	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No



ATT 4.3.5.4 Appendix 2 Analysis of Greater Dandenong Facilities and Parks for possible Cool P

<b>Greaves Reserve</b>	Bennet Street, Dandenong	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>George Andrews Reserve</b>	Deepdale Street, Dandenong	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Dandenong Park</b>	174 Lonsdale Street, Dandenong	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No
<b>Fotheringham Reserve (Conservation Area)</b>	Alexander Avenue, Dandenong	Public toilets	No	No	Yes	Yes	No	No	No	Public parking	No	No	No



### 4.3.6 Advanced Waste Processing

**Responsible Officer:** Executive Director City Futures  
Deputy Director Chief Engineer & Major Projects

**Attachments:** Nil

#### Executive Summary

1. This report aims to provide an update on the changing waste disposal landscape facing the City of Greater Dandenong and recent changes to Advanced Waste Technologies (AWT) as an alternative to landfills. It seeks Council endorsement to progress planning for a transition away from waste disposal to landfill over the next decade.
2. Further reports will be brought back to Council with specific proposals for Council's consideration and approval.
3. Local governments are obligated to provide waste services to households. This waste has traditionally been disposed of in landfills. However, as Victorian landfills progressively close and with the State Government's mandate to divert 80 percent of waste from landfills, no new landfills are being built. Alternative disposal methods must be secured to manage growing volumes of waste.
4. Advanced Waste Technologies (AWT) refers to a range of waste processing facilities that convert waste into energy. AWT are proven landfill alternatives which are widely utilised internationally and are being introduced in Australia.
5. Currently, AWT is the only proven technology that is safe, reliable and suitable for processing waste.
6. Council only has five (5) years to strategically plan for future non-landfill waste disposal options and develop Council's transition plan. This takes into account current landfill contracts and extension options through till 2029.
7. Council is committed to climate leadership and action through the minimisation of waste and diversion of resources from landfill.
8. AWT is new to Australia, and hence Council will need to commence exploring the full environmental, economic and social impact of AWT, and in addition, the risks and opportunities of early or late adoption of non-landfill waste disposal options.
9. This report recommends that Council:
  - 1) notes the diminishing capacity of landfills in Victoria to manage waste into the future;
  - 2) notes the expected restricted role and future of landfills in Victoria, in line with State Government policy directions, and the risk this presents to Council in relation to waste disposal options;
  - 3) notes the emerging role of Advanced Waste Technologies (AWT) in Australia and the potential alternative to landfill these offer for the disposal of residual waste that cannot be recovered or recycled. Waste minimisation and resource recovery and recycling remain the highest waste management priorities;



- 5) notes all waste disposal options, including landfill and AWT have social, economic, environmental and climate impacts and all facilities are regulated by the Environmental Protection Authority (EPA);
- 6) notes Council has landfill contracts in place until 2025 with options to extend to 2029;
- 7) notes opportunities and risks exist with both an early or late transition to AWT as an alternative to landfill for waste disposal;
- 8) endorses Council officers to actively explore waste disposal alternatives to landfill and develop a waste transition plan for Council consideration in the future. The plan will involve a comprehensive assessment of AWT options for Greater Dandenong and will consider in full the social, economic, environmental and climate impacts of each. The plan will recommend a transition pathway for Council endorsement that takes into consideration options, timing, risks, costs, environmental and climate impacts, type of facility and waste types and other factors; and
- 9) notes it is appropriate for Council to actively explore and accelerate its investigation into alternatives to landfill in order to manage the risk around waste disposal options into the future and be well placed to take up opportunities that deliver the best outcome and financial value for the Greater Dandenong community.



## Background

10. Local governments are obligated to provide waste services to households. This waste has traditionally been disposed of in landfills. However, as Victorian landfills progressively close and with the State Government's mandate to divert 80 percent of waste from landfills, no new landfills are being built. Alternative disposal methods must be secured to manage growing volumes of waste.
11. Advanced Waste Technologies (AWT) refers to a range of waste processing facilities that convert waste into energy. AWT are proven landfill alternatives which are widely utilised internationally and are being introduced in Australia.
12. Currently, AWT is the only proven technology that is safe, reliable and suitable for processing waste.
13. Council only has five (5) years to strategically plan for future non-landfill waste disposal options and develop Council's transition plan.
14. Council is committed to climate leadership and action through the minimisation of waste and diversion of resources from landfill.
15. AWT is new to Australia, and hence Council will need to commence exploring the full environmental, economic and social impact of AWT, and in addition, the risks and opportunities of early or late adoption of non-landfill waste disposal options.
16. Waste management is a core function and statutory obligation of local governments; the Circular Economy (Waste Reduction and Recycling) Act 2021 stipulates that local governments must deliver four (4) waste streams (garbage, recycling, food and green waste, and glass services) to all households. Additionally, waste is consistently reported as a key focus and priority for the community.
17. The City of Greater Dandenong (Council) currently delivers contracted garbage, food and green waste collection and recycling collection and waste disposal services through J.J Richards.
18. Annually, Council collects approximately 31,000 tonnes of garbage, 12,000 tonnes of recycling and 14,000 tonnes of food and green waste from households.
19. In total, Council currently disposes approximately 31,000 tonnes of garbage to landfill each year via South East Melbourne Transfer Station and recycles 26,000 tonnes of recoverable materials through Re.Group and Veolia.
20. Landfills are the primary waste disposal method in Australia. Since the 1990s, the number of landfills has fallen as smaller regional landfills and local government owned landfills close, with the remaining larger landfills owned and operated by private companies.
21. There are four (4) major landfills that accept household waste from Metropolitan Melbourne:
  - Hallam Rd Landfill (Hampton Park)
  - Melbourne Regional Landfill (Ravenhall)
  - West Rd Landfill (Werribee)
  - Wollert Landfill (Wollert).



22. The State Government's Recycling Victoria Policy shifts waste management away from landfills. The State Government has set ambitious 2030 targets to reduce the amount of waste sent to landfills by 80 per cent and maximise resource recovery, and in doing so, reduce the need for new or expanding landfills.
23. One (1) measure to reduce the volume of waste sent to landfill to date has been the implementation of a landfill levy by State Government. The cost of the levy increases year on year and has surged well beyond indexation in the past.
24. At the same time, with population growth and continuous consumption of goods, Victorian waste generation is expected to rise from 15.3 million tonnes in 2020/21 to 32 million tonnes per year by 2050. As landfills across the state progressively run out of space, and with no new landfills planned to replace landfills that are due to close, local governments must start investigating alternative waste disposal options.
25. The restriction on future landfill provision is expected to reduce availability, requiring longer and longer transportation by waste authorities including Council, and increase costs and risks.

### Key Points / Issues / Discussion

26. In January 2020, Council declared a Climate Emergency, recognising the need for urgent and immediate action on climate change.
27. The City of Greater Dandenong's Waste and Litter Strategy (currently in draft format) recognises the need to shift behaviours and practices to enable greater resource recovery and recycling of materials. A range of priorities and actions are in progress to deliver the Victorian Government waste reforms and bring behaviour change.
28. Waste education and upcoming waste recovery initiatives to recycle 'hard-to-recycle' materials will at best recover 80% of resources, leaving 20% that cannot be recovered with current technologies or further education or behaviour change.
29. Advanced Waste Technologies (AWT) are proven alternative waste disposal processing methods that are widely used internationally. Over 2,000 AWT facilities are operating globally, and Japan alone has more than 1,000 small to large scale AWT facilities. AWT accounts for approximately 25-29% of waste processing in Europe and Asia.
30. Commonly also referred to as waste-to-energy, energy from waste, or energy recovered from waste, AWT includes a wide range of technologies.
31. Broadly, AWT are categorised into four (4) types:
  - Anaerobic digestion: the breakdown of organic material in the absence of oxygen, in the process producing digestate (nutrient rich residue) and biogas which can be used to generate electricity or gas.
  - Combustion or mass burn: the breakdown of waste under excess oxygen to produce heat. This heat is then used to create steam which drives a turbine to create electricity.
  - Gasification: the breakdown of waste into syngas in an oxygen reduced environment under high temperatures. The syngas is cleaned and used to power gas turbines and electricity, creating diesel and ammonia.



- **Pyrolysis:** the breakdown of waste in the absence of air. Since no oxygen is present, the large molecules are broken down into smaller and smaller molecules, in the process producing bio-oil, syngas and bio-char.

32. Other than AWT, there are currently no other tested and proven alternatives to landfills for household waste.
33. Smaller AWT designed for industry specific needs (e.g., incineration of medical waste, or treatment of sewage into recycled water) are utilised across Australia. Australia's first large scale AWT facility in Kwinana, south of Perth, designed to process household waste, is expected to be operational in late 2024.
34. In Victoria, several AWT facilities are under development or planned as detailed in the table below.

Facility	Location	Processing Capacity / year tonnes	EPA works approval	Operational Estimated
<b>Recovered Energy Australia</b>	Laverton North	200,000	January 2020	2024
<b>Opal Australian Paper</b>	Maryvale	650,000	June 2019	2025
<b>Great Southern Waste Technologies</b>	Dandenong South	100,000	July 2020	2025
<b>Great Southern Waste Technologies</b>	Epping	200,000	N/A	TBC
Facility	Location	Processing Capacity / year tonnes	EPA works approval	Operational Estimated
<b>South East Energy Recovery Facility</b>	Dandenong South	200,000	N/A	2026/2027
<b>Melbourne Energy Resource Centre</b>	Wollert	380,000	N/A	2027
<b>Wyndham City Council</b>	Werribee	N/A	N/A	N/A
<b>SEMAWP</b>	N/A	N/A	N/A	N/A

35. The City of Greater Dandenong has landfill contracts until early 2025, with possible extensions until 2029. The next 12 months is a critical period as Council will need to assess non-landfill waste disposal options and strategically plan Council's transition away from landfills in a manner that considers the opportunities and risks to Council.



36. Other local governments are also considering non-landfill waste disposal options. Council is working with the South East Metropolitan Advanced Waste Processing (SEMAWP) group to assess waste, recycling, and organic processing options and the potential for local government owned waste facilities. Council may also elect to enter into an agreement with other local governments to aggregate tonnages and procure services of an AWT facility.
37. In light of the limited future of landfills in Victoria, in time Council will need to secure alternative waste disposal arrangements for residual waste which cannot be recovered or recycled. AWT provides Council with non-landfill options and is worthy of further investigation.
38. It is proposed, with Council endorsement, officers actively explore waste disposal alternatives to landfill and develop a waste transition plan for Council consideration in the future.
39. A comprehensive assessment of AWT options for Greater Dandenong will assess all options available and consider in full the social, economic, environmental and climate impacts of each.
40. A future report proposing a transition pathway from landfills will be presented to Council for endorsement that takes into consideration options, timing, risks, costs, environmental and climate impacts, type of facility and waste types and other factors.
41. It is important to note the City of Greater Dandenong has landfill contracts in place for the disposal of municipal waste collected until 2025 with options for extension to 2029.
42. It is appropriate for Council to actively explore and accelerate its investigation into alternatives to landfill in order to manage the risk around waste disposal options into the future and be well placed to take up opportunities which deliver the best outcome and financial value for the Greater Dandenong community.

### Financial Implications

43. There are no financial implications associated with this report.
44. In 2021-2022 and 2022-2023, Council spent approx. \$5.08 million and \$5.67million on waste disposal costs. This year, Council is projected to spend \$5.80 million.
45. A critical driver of waste cost is the State Government's landfill levy. Annually set by the Victorian Government, the landfill levy is likely to continue to rise into the future. At a minimum, levies are expected to rise in parallel with indexation. However, as demonstrated in 2020 when the levy jumped and continued to rise from \$65.90 per tonne to \$125.90 per tonne, landfill levies can increase beyond indexation.
46. Council's landfill contract is comprised of two (2) pricing schedules: direct bulk haulage to the Melbourne Regional Landfill (MRL) or individual truck offloading at the Southeast Melbourne Transfer Station (SEMT's). In addition to the landfill costs, Council also incurs a common gate fee (also known as an equalisation fee) and administrative costs for disposal at SEMT's. These contract costs are expected to also increase in the future as landfill capacity decreases and waste generation increases.
47. To mitigate rising waste management and disposal cost, all reusable or recyclable materials must be diverted from landfill where possible.





### Community and Stakeholder Consultation

48. No community consultation is proposed whilst Council officers undertake further investigation of AWT. Depending on the outcome of the proposed investigations and the recommendations in that regard from officers, future community and stakeholder consultation will be addressed.

### Links to the Community Vision and Council Plan

49. This report is consistent with the following principles in the Community Vision 2040:
- Sustainable environment.
50. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
- A socially connected, safe and healthy city.
  - A green city committed to a sustainable future.

### Legislative and Policy Obligations

51. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:
- Climate Change and Sustainability.
  - Related Council Policies, Strategies or Frameworks.
52. Council's waste initiatives and the transition away from landfills and towards AWT is aligned with:
- a) Council Plan 2021-2025; and
  - b) City of Greater Dandenong Waste and Litter Strategy (Draft).
- 2) Climate Emergency Strategy Plan 2020-2030: The State Government legislation and policy that governs waste management include:
- a) Circular Economy (Waste and Resource Recovery) Act 2022; and
  - b) The Victorian Government's Recycling Victoria: A New Economy Policy.

### Conclusion

53. AWT are alternatives to landfill that can assist Council to meet its waste diversion targets. AWT can divert up to 95% of waste from landfill and offer waste management authorities waste disposal options which also provide additional environmental benefits such as the recovery of metals, and the use of by-products such as bottom ash (non-combustible materials such as glass, stone and ceramics) in concrete.
54. When comparing the net emissions, AWT produce less emissions than landfill through avoided methane generation and the replacement of fossil-fuel derived energy sources. Hence, AWT can reduce waste related greenhouse gas emissions and assist Council to take climate action as outlined in Council's Climate Emergency Action Plan 2020-2030.
55. AWT and the recovery of energy from resources are preferred to landfill on the waste hierarchy as the embodied energy in these resources can be captured and transformed into energy.



56. Both landfills and AWT have strengths and weaknesses, and a range of environmental impacts such as noise, odour, air particulates and emissions if not managed safely. Continued advancements such as the treatment of fly ash (fine air particulates that contain hazardous metals) for use in road bases rather than landfilled, or air filtering systems that reduce air pollution, will enhance environmental protections and increase waste diversion from landfill.
57. The Victorian Environment Protection Agency (EPA) is responsible for the administration of the *Environment Protection Act 2017*, and by doing so manages the protection of the environment and human health from adverse impacts of waste. The EPA oversees the design, construction, and operation of both landfills and AWT facilities, and requires all AWT facilities to manage activities to reduce the risk of harm to human health and the environment (the General Environmental Duty). Any Victorian AWT facility must obtain EPA works approval before commencing operations and will be subject to ongoing environmental monitoring and reporting. AWT must meet the highest standards of air pollution as set in the European Union's Waste Incineration Directive 2000/76/EC.

## Recommendation

### That Council:

1. **notes the diminishing capacity of landfills in Victoria to manage waste into the future;**
2. **notes the expected restricted role and future of landfills in Victoria, in line with State Government policy directions, and the risk this presents to Council in relation to waste disposal options;**
3. **notes the emerging role of Advanced Waste Technologies (AWT) in Australia and the potential alternative to landfill these offer for the disposal of residual waste that cannot be recovered or recycled. Waste minimisation and resource recovery and recycling remain the highest waste management priorities;**
4. **notes all waste disposal options, including landfill and AWT have social, economic, environmental and climate impacts and all facilities are regulated by the Environmental Protection Authority (EPA);**
5. **notes Council has landfill contracts in place until 2025 with options to extend to 2029;**
6. **notes opportunities and risks exist with both an early or late transition to AWT as an alternative to landfill for waste disposal;**
7. **endorses Council officers to actively explore waste disposal alternatives to landfill and develop a waste transition plan for Council consideration in the future. The plan will involve a comprehensive assessment of AWT options for Greater Dandenong and will consider in full the social, economic, environmental and climate impacts of each. The plan will recommend a transition pathway for Council endorsement that takes into consideration options, timing, risks, costs, environmental and climate impacts, type of facility and waste types and other factors; and**
8. **notes it is appropriate for Council to actively explore and accelerate its investigation into alternatives to landfill in order to manage the risk around waste disposal options into the future and be well placed to take up opportunities that deliver the best outcome and financial value for the Greater Dandenong community.**



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### 4.3.7 Tree Protection on Private Land Local Law

**Responsible Officer:** Executive Director Community Strengthening

**Attachments:**

1. Attachment 1 - Tree Protection on Private Land Local Law 28.11.2023 [4.3.7.1 - 7 pages]
2. Attachment 2 - Solicitors Certificate - Section 74(1) Local Government Act 2020 [4.3.7.2 - 2 pages]

#### Executive Summary

1. On 10 July 2023, Council resolved to commence the statutory process for the formal adoption of the *Tree Protection on Private Land Local Law 2023*.
2. This statutory process identified the need for administrative changes to be made to the proposed local law to ensure compliance with the local law requirements. These administrative changes have not changed the objectives of the *Tree Protection on Private Land Local Law 2023 endorsed by Council on 10 July 2023*.
3. To finalise the statutory process of establishing the *Tree Protection on Private Land Local Law* (Attachment One) and *Solicitor's Certificate - Section 74(1) Local Government Act 2020* (Attachment Two) are required to be tabled at a Council Meeting.
4. This report recommends Council adopts the *Tree Protection on Private Land Local Law* and *Solicitor's Certificate - Section 74(1) Local Government Act 2020* and publishes a notice as per the requirements of the *Local Government Act 2020* to bring the Local Law into effect.



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## Background

5. On 10 July 2023 Council resolved to:

- note the feedback received through Community Consultation on the draft *Tree Protection on Private Land Policy* and on the draft *Tree Protection on Private Land Local Law*;
- adopt the *Tree Protection on Private Land Policy*;
- endorse the *Tree Protection on Private Land Local Law 2023*; and
- resolve to commence the statutory process for the formal adoption of the *Tree Protection on Private Land Local Law 2023*

The Policy and Local Law play a valuable role in providing high-quality living environments for residents, ratepayers and visitors. The urban forest makes an important contribution to ecosystem services and regulation of environmental conditions, local amenity, sense of place, neighbourhood character, landscape values and cultural heritage.

The Policy and associated Local Law will require the property owner with a protected tree (with a stem diameter equal to or greater than 40 centimetres measured at 1.4 metres above ground level) to obtain a permit to remove the tree. For further information please see the Council's *Tree Protection on Private Land Policy*.

After endorsement on 10 July 2023 Council Officers commenced the process to formally adopt the *Tree Protection on Private Land Local Law 2023* into the *City of Greater Dandenong Local Law* as per the *Local Government Act 2020*.

## Key Points / Issues / Discussion

6. As outlined in the *Local Government Act 2020* (Section 74) the statutory process to bring a Local Law into effect requires:

- 1) Before a Council makes a local law, a Council must obtain a certificate from a qualified person stating that the person is of the opinion that the proposed local law is consistent with the local law requirements.
- 2) For the purposes of subsection (1), qualified person means a person who— (a) is an Australian lawyer who has been admitted to the legal profession for at least 5 years; and (b) is not a Councillor of the Council.
- 3) The certificate obtained under subsection (1) must be tabled at the Council meeting at which the proposed local law is to be made.

7. The certificate required has now been obtained. Accordingly, the following items can now be tabled:

- Tree Protection on Private Land Local Law (Attachment 1); and
- Solicitor's Certificate - Section 74(1) Local Government Act 2020 (Attachment 2)



8. After a local law is tabled at a Council Meeting, to formally make the Local Law, Council must, under section 74 of the *Local Government Act 2020*:
  - Publish a notice stating:
    - a) the title of the local law; and
    - b) the objectives of the local law; and
    - c) the effect of the local law; and
    - d) that a copy of the local law is available for inspection
      - (i) at the Council's office; and
      - (ii) on the Council's Internet site.
  - A notice under subsection (4) must be published:
    - a) in the Government Gazette; and
    - b) on the Council's Internet site; and
    - c) in any other manner prescribed by the regulations for the purposes of this section.

### Financial Implications

9. There are no financial implications associated with this report.

### Community and Stakeholder Consultation

10. In line with Councils Community Engagement Policy under the *Local Government Act 2020*, Community consultation was undertaken between 13 February 2023 and 31 March 2023.
11. As required under the *Local Government Act 2020* an Independent Solicitor was engaged to certify the proposed *Tree Protection on Private Land Local Law*.

### Links to the Community Vision and Council Plan

12. This report is consistent with the following principles in the Community Vision 2040:
  - Sustainable environment.
13. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
  - A socially connected, safe and healthy city.

### Legislative and Policy Obligations

14. This report has considered Council's legislative and policy obligations (where applicable) as outlined in the Report Considerations section detailed in the front of this Agenda. The applicable obligations considered and applied are:
  - Climate Change and Sustainability.

### Conclusion

15. The *Tree Protection on Private Land Local Law* will support Council's efforts in developing a framework for managing the urban forest, improving Greater Dandenong's resiliency to climate change, cooling through greening our city, improving the health of our community and engaging and educating our community about the importance of trees



## **Recommendation**

**That Council:**

- 1. formally endorses and adopts the Tree Protection on Private Land Local Law (as provided in Attachment 1 to this report) and notes the Solicitor's Certificate - Section 74(1) *Local Government Act 2020* (as provided in Attachment 2 to this report);**
- 2. publishes notices regarding the Tree Protection on Private Land Local Law as per the requirements of section 74 of the *Local Government Act 2020*; and**
- 3. makes copies of the Tree Protection on Private Land Local Law available for inspection as per the requirements of section 75 of the *Local Government Act 2020*.**

**CITY OF GREATER DANDENONG**  
**Tree Protection on Private Land Local Law**  
**No. 01 of 2023**

**PART ONE - PRELIMINARY PROVISIONS**

**1. Title**

This is the *Tree Protection on Private Land Local Law* No.01 of 2023.

**2. Commencement and revocation**

This Local Law:

- (1) commences on XXXXXX;
- (2) ends on the 10<sup>th</sup> anniversary of the day on which it came into operation, unless revoked earlier in accordance with the Act;
- (3) is reviewed at 3-year intervals.

**3. Interpretation and Definitions**

- (1) In this Local Law the following words have the meaning given to them unless stated otherwise:

<b>“Act”</b>	means the <i>Local Government Act 2020</i> (Vic).
<b>“Authorised Officer”</b>	means a person appointed as an Authorised Officer under section 224 of the <i>Local Government Act 1989</i> (Vic) for the purposes of this Local Law.
<b>“Council”</b>	means the City of Greater Dandenong.
<b>“Council Land”</b>	means land, buildings and facilities which are owned, occupied or vested in the Council or in respect of which the Council has the care and management and to which the public has access whether an entry fee is paid or not and includes a public place.
<b>“Local Law”</b>	means this <i>Tree Protection on Private Land Local Law</i> No.01 of 2023.
<b>“Minor Pruning”</b>	means pruning for maintenance that is carried out in accordance with Australian Standard AS 4373–2007 <i>Pruning of amenity trees</i> by a minimum AQF level 3 arborist and does not result in the damage or destruction of a Protected Tree on Private Land.
<b>“Municipal District”</b>	means the Municipal District of the Council.
<b>“Noxious Weeds”</b>	has the same meaning as in the <i>Catchment and Land Protection Act 1994</i> (Vic).
<b>“Private Land”</b>	means any land that is not Council Land or land in the ownership or under the management or control of another public body.
<b>“Penalty Unit”</b>	means the amount prescribed by section 110(1) of the <i>Sentencing Act 1991</i> (Vic).
<b>“Policy”</b>	means a policy made by the Council or that Council is required to comply with in relation to its activities and where those specified activities and uses are regulated by this Local Law.



<b>“Protected Tree”</b>	<p>means</p> <p>(a) any tree with a trunk diameter equal to or greater than 40 cm measured at 1.4 meters above ground level.</p> <p>(b) any tree planted as required by a replanting condition of a permit issued for the removal of a Protected Tree.</p> <p>The diameter of trees with multiple stems is calculated in accordance with Australian Standard AS 4970–2009 <i>Protection of trees on development sites</i>.</p> <p>The definition includes exotic species but excludes trees that are declared Noxious Weeds under the <i>Catchment and Land Protection Act 1994</i> (Vic).</p> <p>Where a tree has been removed without a permit, for enforcement purposes a Protected Tree is a tree with a stump diameter equal to or greater than 50 cm at ground level.</p>
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- (2) The provisions of the *Interpretation of Legislation Act 1984* (Vic) will be applied in aid of interpreting this Local Law and in facilitating the achievement of the objectives of this Local Law.
- (3) Unless the context requires otherwise, a reference to “the Council” in this Local Law includes a reference to an Authorised Officer who has been appointed and delegated the power to administer and enforce this Local Law and to exercise any discretion when required by this Local Law.

#### 4. Objectives

The objectives of this Local Law are to ensure that the urban forest is healthy, safe, provides amenity, mitigates the impact of and provides adaptative benefits in response to climate change, provides habitat for biodiversity and increases liveability for the community by:

- (1) prohibiting, regulating, and controlling activities that could be a risk or endanger Protected Trees in the Municipal District; and
- (2) applying controls which will complement other controls being applied by the Council to maintain and protect trees in the Municipal District.

#### 5. Authorising Provision

This Local Law is made under Section 71(1) of the Act.

#### 6. Area of Operation

This Local Law operates throughout the whole Municipal District.

#### 7. Incorporated Documents

- (1) This Local Law incorporates by reference to documents containing any applicable Policy, standards or guidelines that apply to specific uses or activities which are intended to assist in achieving the objectives of this Local Law.
- (2) It is intended that where an incorporated document is applied to a use or activity a

person must comply with any or all of the requirements specified for that use or activity.

## **PART TWO – PROTECTION OF TREES**

### **8. Permit Requirement**

- (1) A person must not without a permit:
  - (a) remove, damage, kill or destroy, or lop a Protected Tree; or
  - (b) direct, authorise or allow a Protected Tree to be removed, damaged, killed, destroyed, or lopped; or
  - (c) cut, trim, lop or prune any Protected Tree or allow to be cut, trimmed, lopped or pruned any Protected Tree contrary to Minor Pruning.

*Penalty: 20 Penalty Units*

- (2) In addition to complying with any conditions of a permit, a person who has obtained a permit under subclause (1) must comply with the requirements of the Council's current *Local Law Tree Protection on Private Land Policy 2023*.

*Penalty: 20 Penalty Units*

- (3) In determining whether or not to grant a permit, an Authorised Officer must have regard to:
  - (a) written evidence of the owner's consent if the applicant is not the owner of the Private Land; and
  - (b) the Council's current *Local Law Tree Protection on Private Land Policy 2023* (as amended from time to time); and
  - (c) information submitted by the applicant as to the health and structure of the Protected Tree, as well as the identified and potential hazard status of the Protected Tree; and
  - (d) the type of Protected Tree and its value and impact to both people and the surrounding environment; and
  - (e) reasonable measures explored by the applicant to retain or replace the Protected Tree; and
  - (f) any other matter the Authorised Officer considers relevant to the circumstances of the application.

### **9. Exemptions**

A permit is not required under this Local Law:

- (1) if the removal of a tree requires a permit under the Greater Dandenong Planning Scheme and a permit has been obtained; or
- (2) if works are Minor Pruning only; or

- (3) if the owner of the Private Land has notified Council that a Protected Tree or part of a Protected Tree poses an immediate risk to people or property and has been assessed by a minimum AQF level 5 arborist, with removal being the only option to mitigate the risk; or
- (4) the tree is declared a Noxious Weed under the *Catchment and Land Protections Act 1994* (Vic).

## **PART THREE – ADMINISTRATION AND ENFORCEMENT**

### **10. Exercise of Discretion**

In exercising any discretion contained in this Local Law, an Authorised Officer must have regard to:

- (1) the objectives of this Local Law and any applicable Policy, Standard or Guideline incorporated by reference in this Local Law; and
- (2) any operating procedures applicable to the Local Law; and
- (3) other relevant matter.

### **11. Permits**

- (1) The Council or an Authorised Officer may grant or refuse to grant a permit under this Local Law.
- (2) An application for a permit must be made in the prescribed form and accompanied by the fee prescribed by Council.
- (3) The Council or an Authorised Officer may waive payment of any fee for a permit.
- (4) The Council or an Authorised Officer will require that an applicant give notice of the application to any person that may be affected by the proposed use or activity.
- (5) The Council or an Authorised Officer may require an applicant to provide more information before the Council or Authorised Officer determines the application.
- (6) A permit may be issued with conditions.

### **12. Correction of Permit**

The Council or an Authorised Officer may correct a permit issued if the permit contains:

- (1) a clerical mistake or an error arising from any accident, slip or omission; or
- (2) an evident and material miscalculation of figures; or
- (3) a mistake in the description of any person, thing or property referred to in the permit.

### **13. Grounds for Cancellation or Amendment of Permits**

- (1) The Council or an Authorised Officer may cancel or amend any permit if they consider that there has been:

- (a) material misstatement, false representation or concealment of facts in relation to the application for a permit; or
  - (b) any material mistake in relation to the use of the permit; or
  - (c) any material change of circumstances which has occurred since the issue of the permit; or
  - (d) a failure to comply with the conditions of the permit; or
  - (e) a failure to comply with the time specified in the Notice to Comply.
- (2) The Council or an Authorised Officer must give written notification to the holder of a permit of the intention to cancel or amend the permit and provide the permit holder with an opportunity to make a written submission which must be made to the Council or Authorised Officer within the time specified in the notice.
- (3) The Council or an Authorised Officer may require that the permit holder cease the use or activity allowed by the permit until the written submission has been considered by the Council or an Authorised Officer.
- (4) The Council or an Authorised Officer must make a final decision to cancel or amend the permit within 30 days from the date of the written submission from the holder of the permit under subclause (2).
- (5) If the Council or an Authorised Officer determines to cancel or amend the permit, the Council or Authorised Officer must advise the permit holder in writing.

#### **14. Powers of Authorised Officers**

- (1) If an Authorised Officer considers on reasonable grounds that there has been a breach of this Local Law, whether that breach is continuing or not, the Authorised Officer may take any or all of the actions provided in this Local Law and may:
- (a) enter the Private Land for the purpose of inspecting a Protected Tree;
  - (b) warn the person who is breaching the Local Law, which may also be an official warning issued in accordance with the requirements of the *Infringements Act 2006*;
  - (c) direct the person to cease the activity breaching the Local Law;
  - (d) serve a Notice to Comply to remedy the breach; or
  - (e) issue an infringement notice.

#### **15. Notice to Comply**

- (1) Where Council or an Authorised Officer considers that there is a breach of this Local Law, a Notice to Comply may be served on any owner, occupier or other relevant person to remedy the breach.
- (2) A Notice to Comply to remedy a breach of this Local Law may require, amongst other things, that the person on whom the Notice to Comply is served:

- (a) plant by way of replacement one or more trees of a type and in a location specified by Council or the Authorised Officer;
  - (b) preserve an area to an extent by which one or more trees may be planted in the future, as specified by Council or the Authorised Officer.
- (3) A Notice to Comply issued in accordance with this Local Law must state the time and date by which the thing must be remedied.
- (4) The time required by a Notice to Comply served under this Local Law must be reasonable in the circumstances and what will be reasonable will vary depending on the matters to be remedied, but should take into account, if applicable:
  - (a) the amount of work involved; and
  - (b) the degree of difficulty; and
  - (c) the availability of necessary materials or other necessary items; and
  - (d) climatic conditions; and
  - (e) the degree of risk or potential risk; and
  - (f) any other relevant matter.
- (5) A person served with a Notice to Comply who fails to remedy the breach in accordance with the Notice to Comply within the time specified in the Notice is guilty of an offence under this Local Law.

Penalty: 20 Penalty Units

- (6) If any owner, occupier, or other relevant person served with a Notice to Comply fails to carry out any work stipulated in a Notice to Comply, Council or an Authorised Officer may carry out the work itself or appoint another person to carry out the work and recover the cost of performing the work from the owner or appointed agent.
- (7) An owner, occupier, or other relevant person may make representations to the Council about matters contained in the Notice to Comply.

#### **16. Infringement Notices and Fixed Penalties**

- (1) Where an Authorised Officer reasonably believes that a person has committed an offence against this Local Law, the Authorised Officer may issue and serve on that person an infringement notice as an alternative to prosecution for the offence.
- (2) Where an infringement notice is issued, the penalty fixed for infringement purposes is:
  - (a) where an offence relates to a tree which in the opinion of an Authorised Officer is dead – 20 penalty units for each offence;
  - (b) for any other offence – 20 penalty units.

## 17. Offences

- (1) A person who:
  - (a) fails to comply with any requirement of this Local Law; or
  - (b) fails to comply with the conditions of a permit; or
  - (c) fails to comply with a Notice to Comply; or
  - (d) provides misleading or false information in relation to an application for a permit; or
  - (e) fails to comply with requirements in a Policy or Guidelines applied or incorporated in this Local Law -is guilty of an offence under this Local Law.
- (2) The penalty for an offence against this Local Law that appears at the foot of a provision in this Local Law is the maximum amount that may be imposed by a Court.
- (3) After a finding of guilt for an offence under a provision of this Local Law, any person who continues in contravention of that provision is liable to an additional penalty of 2 Penalty Units for each day after a finding of guilt during which the contravention continues.
- (4) A person who is guilty of a second or subsequent offence against the same provision in this Local Law is liable to an additional penalty not exceeding 20 Penalty Units.
- (5) If there is a breach of this Local Law, the *owner* of any Private Land on which the Protected Tree is located is guilty of an offence, whether or not the person who actually interfered with the Protected Tree is identified or prosecuted, unless the *owner* can prove that the interference was undertaken by another party without the authorization of the *owner*.

## Solicitor's Certificate – Section 74(1) Local Government Act 2020

**The City of Greater Dandenong Council**  
**Tree Protection on Private Land Local Law NO. 01 of 2023**

The City of Greater Dandenong (**Council**) is proposing to make the Tree Protection on Private Land Local Law No.01 of 2023 (**Proposed Local Law**)

In accordance with section 74(1) of the *Local Government Act 2020* (Vic) (**the Act**), Council has requested me to provide a certificate confirming my opinion of the consistency of the Proposed Local Law with the local law requirements.

As set out in section 72 of the Act, I have assessed the consistency of the Proposed Local Law with the local law requirements in the following table:

Local Law Requirement	Consistent
A local law must not be inconsistent with any Act (including the <b>Charter of Human Rights and Responsibilities Act 2006</b> ) or regulations;	Yes.  The Proposed Local Law is compatible with the Charter of Human Rights and Responsibilities Act 2006 (Vic) ( <b>the Charter</b> ). The Objectives of the Proposed Local Law are to ensure the urban forest is healthy, safe, mitigates against the impacts of climate change to increase liveability for the community and therefore aligns with the Purposes of the Charter to protect and promote human rights.
A local law must not duplicate or be inconsistent with a planning scheme that is in force in the municipal district	Yes.  The Proposed Local Law does not duplicate and is consistent with the planning scheme currently in force.
A local law for or with respect to the issuing of film permits must not be inconsistent with the film friendly principles	Yes.  Not applicable.
A local law must not exceed the power to make local laws conferred by the Act or any other authorising Act	Yes.  The Proposed Local Law does not exceed power conferred by the Act or any other authorising act on Council.
A local law must be consistent with the objectives of the Act or any other authorising Act	Yes.  The Proposed Local Law is consistent with the Objectives of the Act.
A local law must be expressed as clearly and unambiguously as is reasonably possible	Yes.  The Proposed Local Law is expressed as clearly and unambiguously as is reasonably possible.
Unless there is clear and express power to do so under the Act or any other authorising Act, a local law must not (i) Seek to have a retrospective effect; or (ii) Impose any tax, fee, fine, imprisonment or other penalty; or (iii) Authorise the sub-delegation of powers delegated under the local law	The Proposed Local Law does not seek to have a retrospective effect or authorise the sub-delegation of powers delegated under the local law. The Proposed Local Law imposes penalties in accordance with the Act.




Local Law Requirement	Consistent
A local law must comply with any details prescribed in the regulations relating to the preparation and content of local laws	The Proposed Local Law complies with details under the relevant regulations

I, Louisa Alice Dicker, Principal Lawyer Macpherson Kelley, certify that I:

- am an Australian lawyer who has been admitted to the legal profession for at least 5 years;
- am not a Councillor of Council;
- have reviewed the proposed Local Law against the local law requirements; and
- am of the opinion that the proposed Local Law is consistent with the local law requirements set out in s 72 of the Act.

**Signed** by Louisa Dicker  
in Victoria on 28 November 2023

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## 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 them 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.



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## **6 REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS**

The principal 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.



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## 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; and
- 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.



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## 8 CLOSE OF BUSINESS