

Agenda

Council Meeting

Monday 28 July 2025, 7:00 pm
Dandenong Civic Centre, 225 Lonsdale Street,
Dandenong, Victoria 3175

greaterdandenong.vic.gov.au



Council Meeting Details

At the time of printing this Agenda, the Council Meeting to be held on Monday 28 July 2025, 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 Jim Memeti](#)

[Cr Bob Milkovic](#)

[Deputy Mayor Sophaneth \(Sophie\) Tan](#)

[Cr Sean O'Reilly](#)

[Cr Phillip Danh](#)

[Cr Loi Truong](#)

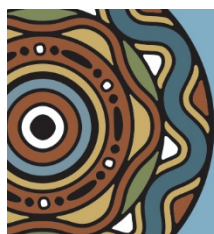
[Cr Isabella Do](#)

[Cr Melinda Yim](#)

[Cr Lana Formoso](#)

[Cr Rhonda Garad](#)

[Cr Alice Phuong Le](#)



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



greaterdandenong.vic.gov.au



TTY: 133 677

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Online: [relayservice.gov.au](#)



TIS: 13 14 50



Acknowledging
Bunurong Country

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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 2025-29 (Council Plan 2025-29 | 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 places*
- *A green city committed to a sustainable future*
- *A city that supports business, entrepreneurship, quality education and employment outcomes*
- *A Council that demonstrates leadership, responsible use of public resources, 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.



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.



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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1 MEETING OPENING

1.1 OPENING OF MEETING BY CHAIR

1.2 ATTENDANCE

Apologies

Cr Jim Memeti (LoA).



1.3 ACKNOWLEDGEMENT OF TRADITIONAL CUSTODIANS OF LAND

Those who wish to stand for the acknowledgement to country are welcome to do so.

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 Mr Knowles Tivendale, a member of the Greater Dandenong Interfaith Network.



1.5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Meeting of Council held 14 July 2025.

Recommendation

That the Minutes of the Meeting of Council held 14 July 2025 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.

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.



2 OFFICERS REPORTS - PART 1

2.1 PETITIONS AND JOINT LETTERS

2.1.1 Petitions and Joint Letters

Responsible Officer: Manager Governance, Legal & Risk
Attachments: 1. Petitions & Joint Letters [2.1.1.1 - 1 page]

Officer Recommendation

That this report and its attachment be received and noted.

Executive Summary

1. Council receives a number of petitions and joint letters on a regular basis that deal with a variety of issues which have an impact upon the City.
2. Issues raised by petitions and joint letters will be investigated and reported back to Council if required.
3. A table containing all details relevant to current petitions and joint letters is provided in Attachment 1. It includes:
 - a) the full text of any petitions or joint letters received;
 - b) petitions or joint letters still being considered for Council response as pending a final response along with the date they were received; and
 - c) the final complete response to any outstanding petition or joint letter previously tabled along with the full text of the original petition or joint letter and the date it was responded to.

Petitions and Joint Letters Tabled

4. Council received no new petitions and no joint letters prior to the Council Meeting of 28 July 2025.

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

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
10/06/2025	<p>Plaque request in the Dandenong Wetlands Playground, Dandenong</p> <p>My name is Nargis Mohseni. I am writing this letter regarding a request for an acknowledgement with a name plaque for the Dandenong Wetlands Playground, Dandenong, to be identified as 'Nargis Park'.</p> <p>At the age of 10, 12 years ago, I used to reside at Dandenong North 3175. There was a wetland around the Dandenong Basketball Stadium (between Stud Road and Heatherton Road off the Monash Freeway), currently known as 'Dandenong Wetland Playground, Dandenong'. I wrote on behalf of my 3 sisters and I requesting from the City Council of Greater Dandenong to turn this wetland into a park, as my family would always walk its trail and at the time we didn't have any recreational leisure areas to enjoy a family day out close to home.</p> <p><i>NB the above is an extract of the request, it has not been printed in its entirety.</i></p>	28 Proponents	In progress	Responsible Officer: Executive Manager Strategic Growth & Advocacy



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.



4 OFFICERS REPORTS - PART 2

4.1 PROCUREMENT

4.1.1 2122-11Q Building Cleaning Contract Extension (Final)

Responsible Officer: Chief Engineer & Major Projects

Attachments:

1. CONFIDENTIAL REDACTED - CGD Cleaning Service Review – July 2024 [4.1.1.1 - 28 pages]
2. CONFIDENTIAL REDACTED - Corporate Scorecard – Makkim P/L trading as Australian Environmental Cleaning Services [4.1.1.2 - 27 pages]

This report contains an attachment which is deemed confidential under s 3(1)(a) & (g) of the *Local Government Act 2020*. It contains council business information, being information that would prejudice the Council's position in commercial negotiations if prematurely released. It contains private commercial information, being information provided by a business, commercial or financial undertaking that relates to trade secrets; or, if released, would unreasonably expose the business, commercial or financial undertaking to disadvantage.

Purpose

1. This report outlines the process and evaluation for the final extension of the Council Building Cleaning Services Contract 2122-11Q

Officer Recommendation

That Council:

1. **AWARDS** the Council Building Cleaning Services final contract extension with Makkim Pty Ltd, trading as Australian Environmental Cleaning Services (ABN: 68 206 196 252) for an extended period totalling twenty (20) months ending 31 December 2026;
2. **AUTHORISES** the Chief Executive Officer to execute the contract agreements, and any associated documentation with the above contractor; and
3. **NOTES** the extended contract period is required to align Councils Building Cleaning Services Contract with Councils Public Toilet and BBQ Cleaning contract to provide the option to consolidate the contracts in the future.

Executive Summary

2. This report outlines the process and evaluation for the contract extension for the experienced contractor for the provision of Council Building Cleaning Services for the City of Greater Dandenong (CGD).
3. Makkim Pty Ltd, trading as Australian Environmental Cleaning Services (AECS) was awarded Contract 2122-11Q Council Building Cleaning Services in 2022 on an initial contract period of two (2) years with three (3) contract extension options of twelve (12) months.



4. The current cleaning services contract has demonstrated strong service delivery and operational reliability across CGD facilities. Despite rising costs, the contract has maintained high-quality standards and adapted to increasing demand. With targeted improvements and strategic reconfiguration, the contract can continue to deliver value and support CGD's operational needs effectively.
5. The current contract represents good value for money due to the contractor's consistent reliability, competitive pricing, flexibility in accommodating changing needs, and cost efficiency compared to market rates.
6. Seeking to increase the final extension period from twelve (12) months to twenty (20) months provides the opportunity for Council explore the possibility of aligning and combining this contract with the Infrastructure Services Public Toilet and BBQ Cleaning contract. This could leverage economies of scale, streamline management, optimise resource utilisation, and enhance negotiation power.
7. This report recommends that Council awards and provides delegated authority to the CEO to execute the Council Building Cleaning Services final contract extension with AECS for a extended period totalling twenty (20) months from 1 May 2025 to 31 December 2026.

Background

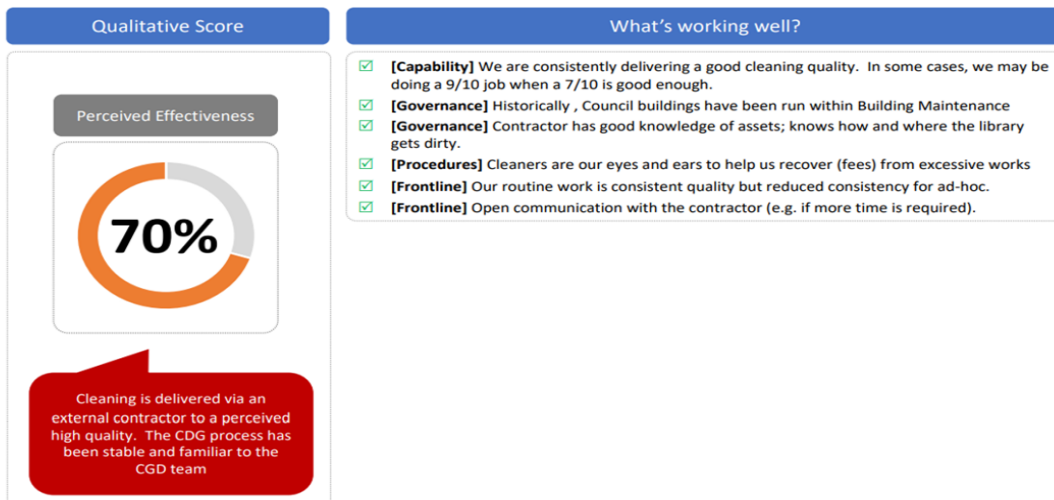
8. The City of Greater Dandenong has around 42 council staffed buildings including premier buildings like the Civic Centre, Springvale Community Hub, the upcoming Keysborough Community Hub and The Drum; maternal and children's health centres and community facilities like the Springvale Town Hall, Jan Wilson Centre, Paddy O'Donoghue Centre, The Castle, Menzies Hall and senior citizen centres.
9. Council requires an efficient and reliable maintenance cleaning service to present the City of Greater Dandenong offices and facilities to its customers and officers at an optimum level of cleanliness and tidiness. In addition, the cleaning service must conform and adhere to public health guidelines in a post-COVID pandemic environment.
10. Council conducted an independent Building Cleaning Services Review in June 2024, and the report is provided as a confidential attachment.
11. The review established that annual events have increased from 2,110 in 2021 to over 12,000 in 2024, with projections to exceed pre-COVID levels and the upcoming Keysborough Community Hub and Dandenong New Art Centre facilities will further increase demand, necessitating a stable and scalable cleaning solution which AECS has proven operational stability and reliability.
12. One of the observations from the review was around the quality of the current cleaning which noted that the cleaning was completed to a consistent high standard and quality, with qualitative feedback indicating 70% perceived effectiveness.



Qualitative Insights: City of Greater Dandenong

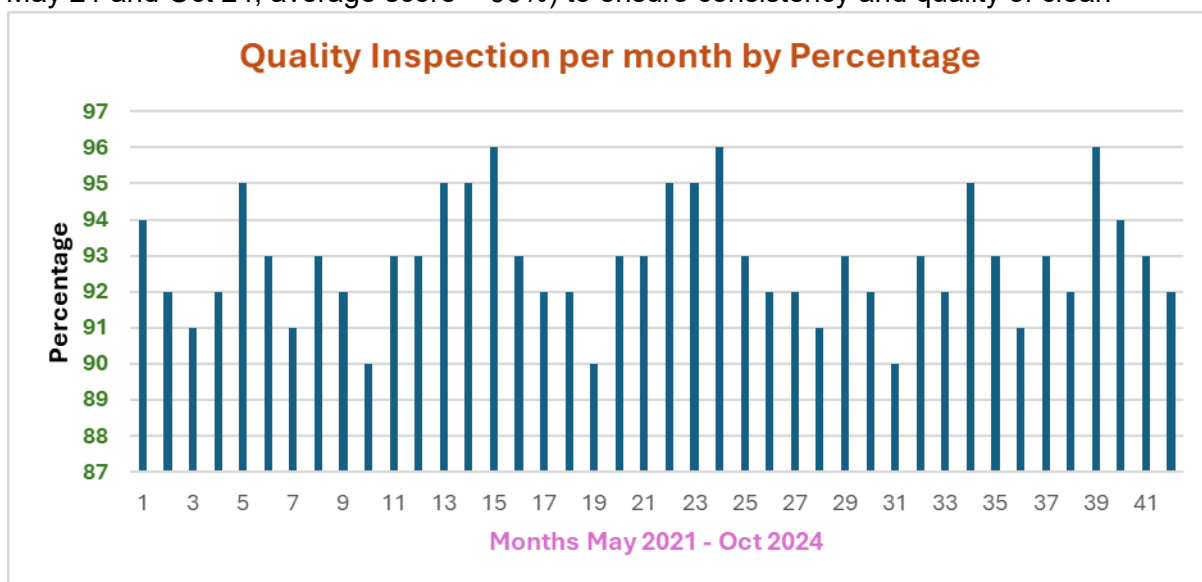


The service to the Community is strong. Operations are manually intensive and appear to carry forward each year



1.

13. AECS's Integrated Management System which manages our Triple Accreditation in Quality, OH&S and Environmental Management provides the City of Greater Dandenong with up-to-date information on all sites.
14. The contractor is assessed on the following KPI's as part of the contract -
 - Regular periodical cleaning completed in time
 - Ad hoc cleaning completed as per weekly schedules
 - Satisfactory completion of urgent/emergency unplanned clean
 - Regular monthly meeting and reporting
 - Regular audits/inspections (chart below shows over 1k audits/inspections conducted between May 21 and Oct 24, average score > 90%) to ensure consistency and quality of clean





Governance Compliance

Human Resource Implications

15. This item does not have an impact on existing human resources.

Financial Implications

Operating Budget Implications

16. This contract has an anticipated spend in the order of \$2.76 million per year, which is accommodated within existing Council operating budgets for building maintenance.

Business Profile – Financial and Performance Assessment

17. Council conducted an independent standard financial and performance assessment on AECS. This assessment provides information on the business profile, directors, financial position, ability to service the contract, and occupational health and safety and quality assurance.

18. A summary of this assessment is provided as a confidential attachment which notes that:

- Overall, AECS has a Satisfactory financial capacity to undertake the contract.
- AECS has continued its trajectory by securing cleaning contracts with education department while retaining nearly all existing contractual agreements.

Asset Implications

19. This item does not affect any existing assets.

Legal/Risk Implications

20. There are no legal / risk implications relevant to this report.

Environmental Implications

21. There are no environmental implications relevant to this report.

Community and Stakeholder Consultation

22. There was no requirement for community and stakeholder consultation.

Links to Community Vision and Council Plan

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

- Improve access to quality infrastructure and spaces that enhance community participation, encourage visitors, and deliver positive health outcomes for current and future generations.
- Maintain Council's resources effectively and efficiently to ensure financial sustainability.



4.2 POLICY AND STRATEGY

4.2.1 Council Expenses, Support and Accountability Policy - Review

Responsible Officer:	Chief Executive Officer Manager Governance, Legal & Risk
Attachments:	<ol style="list-style-type: none">1. Council Expenses Support and Accountability Policy 2025 [4.2.1.1 - 28 pages]2. Council Expenses Support and Accountability 2020 - Marked Up [4.2.1.2 - 32 pages]3. Table of changes - Council Expenses Policy [4.2.1.3 - 4 pages]

Officer Recommendation

That Council:

1. **APPROVES** the revised Council Expenses, Support and Accountability Policy provided for in Attachment 1 of this report; and
2. **NOTES** that the revised Council Expenses, Support and Accountability Policy will be made available on Council's Website.

Executive Summary

1. This purpose of this report is to seek adoption of the revised Council Expenses, Support and Accountability Policy.
2. This Policy provides a framework for managing the reimbursement of expenses incurred by Councillors while fulfilling their duties and responsibilities.
3. This Policy aims to ensure transparency, accountability and consistency in the management of public funds, while outlying the eligible expenses, approval processes and documentation requirements.

Background

4. Council must adopt and maintain a Council Expenses Policy pursuant to section 41 of *Local Government Act 2020 (the Act)*. Under this obligation Council adopted its first Council Expenses, Support and Accountability Policy in August 2020, since this time there have been several amendments to the Act, which impact this version of the policy.
5. A recent review of the policy highlighted several opportunities to improve public transparency, better reflect current practices, ensure legislative compliance and mitigate risk.
6. The key sections of *the Act* that inform the development of this policy are:
 - **Section 39:** Allowances for Mayors, Deputy Mayors and Councillors;
 - **Section 40:** Reimbursement of expenses of Councillors and a member of and delegated committee;
 - **Section 41:** Council Expenses Policy; and
 - **Section 42:** Resources and Facilities for the Mayor and Councillors.



Key Issues and Discussion

7. This Policy:

- defines what expenses are eligible for reimbursement, the reimbursement process and reporting requirements;
- provides for the payment of Councillor Allowances as determined by the Victorian Independent Remunerations Tribunal;
- outlines technical and administrative resources available to support Councillors perform their role;
- provides for Professional Development Training required to satisfy the obligations set out in the *Local Government (Governance and Integrity) Regulations 2020*, which came into effect on 26 October 2024; and
- was presented to the Audit Risk Committee Meeting held 5 June 2025. The Committee noted and referred the policy to Council for re-adoption.

8. A clean and final copy of the reviewed policy seeking Council adoption is provided in Attachment 1 of this report.

9. A marked-up version of the existing policy is provided in Attachment 2 of this report.

10. A table outlining the changes between the existing and proposed Policy is contained in Attachment 3.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

11. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

12. There are no financial implications associated with this report. Councillor Allowances and expenses have been provided for in Council's current operating budget.

Asset Implications

13. This item does not affect any existing assets.

Legal/Risk Implications

14. The re-adoption of the Council Expenses, Support and Accountability Policy mitigates corruption risk and potential breaches of the Model Code of Conduct.

Environmental Implications

15. There are no environmental implications relevant to this report.



Community Consultation

16. There was no requirement for community consultation.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

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

Not Applicable

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

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

Legislative and Policy Obligations

19. 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*.

Council Expenses, Support and Accountability Policy June 2025



Document Control

Date Created: 24 August 2020 Minute No. 1561

Objective ID:

Date of Endorsement: 14 July 2025

Version No: 2

Policy Superseded by this Policy: Version 1

Responsible Department: Governance Legal & Risk

Directorate: Corporate Development

Policy Type: Mandated by *Section 41 of the Local Government Act 2020*

Next Review: April 2029

Document Compliance

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

Greater Dandenong City Council Policies comply with the Victorian Charter of Human Rights and Responsibilities, the *Gender Equality Act 2020*, the *Climate Change Act 2017*, the Child Safe Standards contained in the *Child Wellbeing and Safety Act 2005* (Amended) and the Overarching Governance Principles specified in 9(2) of the *Local Government Act 2020*.

Acknowledgment of Country

Greater Dandenong City Council acknowledges the Traditional Custodians of this land, the Bunurong People and pays respect to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters.

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DRAFT

1. POLICY OBJECTIVE (OR PURPOSE)

Note: Unless otherwise stated, this policy also applies to Members of Delegated Committees.

This policy outlines the support available to Councillors to enable them to perform their official functions and roles, as defined under the *Local Government Act 2020*, by ensuring that expenses, reasonably incurred in the performance of those functions and roles, are reimbursed.

This policy also outlines the provisions of the *Local Government Act 2020* in respect to Councillor allowances, expenses and support. It confirms the facilities and support that may be provided to Councillors to assist them in performing or discharging their official functions and duties.

This policy is guided by the following principles:

- Councillors should be supported in performing and discharging their council functions and duties without disadvantage.
- Any reimbursements claimed by Councillors must be for expenses actually and necessarily incurred in performing and discharging their official functions and duties; and
- The payment of Councillor allowances and the reimbursement of expenses must be accountable and transparent to the community.

2. BACKGROUND

Under the *Local Government Act 2020* (LGA), sections 40, 41 and 42 outline how Councillors are entitled to resources, support, reimbursement of expenses, including Carer costs which are reasonably necessary to enable them to effectively perform their official functions and duties.

3. SCOPE

This policy applies to the Mayor, Deputy Mayor, Councillors and Delegated Committee Members and is made in accordance with Section 41 of the *Local Government Act 2020*.

4. DEFINITIONS

Delegated Committee is a Delegated Committee established by Council under section 63 of the *Local Government Act 2020*, a Joint Delegated Committee established by two or more Councils under section 64 of the *Local Government Act 2020* or a Committee, other than a Community Asset Committee, exercising any power of a Council under the *Local Government Act 2020* or any other Act delegated to the Committee under the *Local Government Act 2020* or any other Act.

Election Period defined in the *Local Government Act 2020* as the period that starts at the time that nominations close on nomination day and ends at 6.00pm on Election Day.

Family Care includes care provided by a Carer in a care relationship within the meaning of section 4 of the *Carer's Recognition Act 2012*.

Official functions or duties includes duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies. This includes, but is not limited to:

- Council, Committee and Briefing session meetings and civic events.
- Meetings of external groups and bodies which a Councillor has been appointed Council delegate.
- Site inspections or meetings, or to participate in delegations or deputations to which a Councillor has been duly appointed as a representative of Council.
- Meetings with residents, community groups, businesses and other stakeholders.
- Attendance at community events, fundraisers, awards ceremonies.
- Participation in sector wide forums, meetings.
- Other meetings which the Councillor attends as part of undertaking their official functions and duties as a Councillor for the City.

5. POLICY

Council's facilities and support services, as detailed in this policy, are available to the Mayor, Deputy Mayor, Councillors and Delegated Committee Members while performing or discharging their official functions and duties. These facilities and services are not available for use by members of a Councillor's family unless the use is directly related to the Councillor's or Member's official roles.

Recognising the special role of the Office of Mayor, this policy also provides for expenses, facilities and support services specific to that office.

Councillors are personally responsible for any expenditure that does not fall within the criteria set out in this policy. The Manager Governance, Legal and Risk is available to assist Councillors and ensure they understand their entitlements and responsibilities.

5.1 Councillor Allowances

Section 39 of the *Local Government Act 2020* provides for Councillor and Mayoral (including the Deputy Mayor position) allowances to be set by determination of the Victorian Independent Remuneration Tribunal.

Payment Procedure

Payments for Councillor Allowances will be made through Council's electronic payroll system, on a fortnightly basis. Deductions to a superannuation fund or the Australian Taxation Office will only occur following a written request to the Payroll Office from individual Councillors.

5.2 Travel within Victoria

For all travel within Victoria that is undertaken by a Councillor undertaking their official functions and duties, reimbursement of travel costs and incidental expenses shall be under the same provisions as apply under the Council's "Councillor Interstate and Overseas Travel Policy".

Public Transport

Councillors are encouraged to use public transport to travel to Council business related events, or to assist them to carry out their duties as a first preference.

Reimbursement Procedure for Public Transport

For reimbursement of travel expenses incurred from use of public transport, Councillors must complete a *Claim for General Expenses Form* (Appendix 1) and submit it to the Manager Governance, Legal and Risk for authorisation and processing. All payments will be made in arrears.

Private vehicle use

Reimbursement is payable for the use of a private vehicle for:

- attendance at Meetings of Council, Council Advisory, Reference Group or Delegated Committee Meetings, Ordinary, Committee or Sub-Committee Meetings of State, regional or local organisations where the Councillor has been elected as a Council's representative or liaison by Council resolution or the person has been nominated as a Delegated Committee Member;
- attendance at conferences and seminars where such attendance by a Councillor is consistent with the provisions of *section 5.8 Professional Development* of this policy,
- attendance at inspections, meetings and functions within or outside the City relative to the official functions and duties of a Councillor;
- to and from conferences and seminars; and
- attendance at official Council functions.

Reimbursement Procedure for Private Vehicle Usage

- All claims for reimbursement of travel shall be made on a monthly basis (within 30 days from end of month).
- Details of kilometres and purpose of travel must be recorded by the relevant Councillor
- Councillors must complete a *Claim for Travelling Expenses Form* (Appendix 2) and submit it to the Manager Governance Legal and Risk for authorisation.
- Payments will be made through Council's Electronic Payroll System or such other electronic payment method as required.
- It is the responsibility of Councillors to ensure that claims for reimbursement occur within the monthly time frame. Claims not submitted in a timely manner may be refused reimbursement at the discretion of the Chief Executive Officer.
- All payments will be paid in arrears.

Where travel costs are borne by Council, it is expected that, where practicable, all travel be by the most direct route, and vehicles are shared where more than one Councillor attends the same function.

Cabcharge

Each Councillor may request a “Cab-Charge” from Council for the payment of taxi service for events and activities as listed above. These are available from the Mayor and Councillors Office Co-ordinator.

Council Vehicles

Where practicable, and by prior arrangement through the Chief Executive Officer, a Council vehicle may be made available to Councillors for travel outside the City where use of private vehicles or other means of transport is not available or convenient. The use of a Council vehicle is limited to 24 hours continuous use and the vehicle must be always driven by the Councillor.

Rideshare vehicles

Where a rideshare vehicle is used, a tax invoice showing the origin and destination of the trip is required for reimbursement, using the *Claim for General Expenses Form* (Appendix 1) and submit this to the Manager Governance, Legal and Risk for authorisation and processing. All payments will be made in arrears.

5.3 Travel outside of Victoria

Travel outside of Victoria is covered by Council’s, Councillor Interstate and Overseas Travel Policy.

All Interstate and Overseas Travel by Councillors for the purpose of undertaking official functions and duties requires prior Council approval.

5.4 Carer Expenses

Council will reimburse carer expenses when the care is necessary to allow the Councillor to attend:

- Meetings of Council, Council Advisory, Reference Group or Delegated Committee Meetings, Ordinary, Committee or Sub-Committee Meetings of State, regional or local organisations where the Councillor has been elected as Council’s representative or liaison or the person has been nominated as a Delegated Committee Member;
- inspections, meetings, Councillor Briefing Sessions, civic ceremonies and functions, conferences and training within or outside the City relative to the duties of office as a Councillor or Delegated Committee Member; and
- a meeting or function or other official role when deputising for, or representing, the Mayor.

Carer expenses may consist of hourly fees, agency booking fees and/or reasonable traveling expenses. Fees are payable per hour or part of an hour subject to any minimum period, which is part of the provider’s usual terms.

A receipt from the care provider (including their ABN) is required for the direct reimbursement of any expenses claimed.

Reimbursement will not be made to a person who:

- has a familial or similar relationship with the Councillor; or
- resides either permanently or temporarily with the Councillor; or
- has any financial or pecuniary interest with the Councillor; or
- has a relationship with the Councillor or their domestic partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Reimbursement Procedure for Child or Family Care

- All claims for reimbursement of child or family care shall be made monthly (within 30 days from end of month).
- Councillor must complete a *Claim for Child/Family Care Form* (Appendix 3) and submit it to the Manager Governance, Legal and Risk for authorisation and processing.
- It is the responsibility of the Councillor to ensure that claims for reimbursement occur within the monthly time frame.
- Payments will be made through the Finance Unit.
- All payments will be made in arrears.

Variation to care – extenuating circumstances

A Councillor may make a written request to the Mayor and Chief Executive Officer, on the basis of extenuating circumstances (including unique familial care knowledge and experience) that the basis of any care be varied and thereby reimbursed.

Appeals

A Councillor is entitled to make a complaint or appeal in writing to the Mayor and Chief Executive Officer against any decision regarding a reimbursement.

5.5 Attendance at Dinner and Other Non-Council Functions

Council will meet the cost of a Councillor's attendance at non-Council functions (which includes a dinner) to which they have received a written invitation and where they are attending in their role as Councillors and where topics pertain to matters concerning local government or where local government representation is relevant to Council.

If an invitation to a relevant non-Council function was not received and a Councillor wishes to attend, it will be at the Mayor's discretion and Mayoral approval will be sought via the Mayor.

Invitations outside of these parameters must be paid for by individual Councillors attending and will not be reimbursed.

Where the written invitation includes a spouse or domestic partner, Council will meet the cost of the partner attending a non-Council function or dinner. Costs associated with a Councillor's spouse or domestic partner attending functions will be monitored

by the Mayor and Councillors Office Co-ordinator and will be reported on the Mayoral and Councillors Expenses Spreadsheet (see Expenses Reporting).

Local Fundraising and Charitable Events

Council will cover the cost of ticketed events for Councillors invited by written invitation to attend Local Fundraiser/Charitable Events, where the event benefits the City of Greater Dandenong.

The Chief Executive Officer in consultation with the Mayor, will determine appropriate events for Council to purchase 'a table', if invited to do so. A table will only be purchased if 50% or more Councillors are able to attend. Councillor attendance must have a demonstrated benefit to the local community.

Where the written invitation includes a partner/domestic partner, Council will meet the cost of the spouse or domestic partner attending the local fundraising and charitable event.

All ticketed events must be paid for in advance of the event. Payment can be arranged by contacting the Manager Governance, Legal and Risk.

5.6 Information Technology

In January 2020, Council made a declaration of a climate and ecological emergency and committed the City of Greater Dandenong to emergency action on climate change. Council is committed to reducing its carbon emissions and the impacts of the exposure of a climate change crisis. Councillors are encouraged to avoid the generation and use of hard copy paper-based products whenever possible.

To this end, Councillors will be offered a range of hardware and software and associated infrastructure to provide them with the tools necessary to perform their official functions and duties without the need to default to the use of hard-copy paper-based products. They include, but are not necessarily limited to:

Mobile Phone

Council will provide a mobile telephone, which is compatible with Council's network, to all Councillors to facilitate communication for official functions and duties. Council will pay all connections, service and rental charges.

Use of Mobile phone is to be in accordance with Council's Mobile Device Policy.

iCloud storage

Councillors are provided with 5GB of storage on their Council issued mobile for the purpose of storing and accessing data, including photos, files, backups, and more.

Councillors who exceed the 5GB of storage may request to purchase additional storage space via the Chief Information Officer to ensure the most cost-effective solution is sort and additional storage supports the functions and duties required of a Councillors.

Laptop Computer

Councillors will be provided with a laptop computer with the current Greater Dandenong City Council software configuration, plus a monitor, keyboard and mouse (if requested) to allow access to Council's network and the Internet. IT Support services to maintain functionality and access to the Greater Dandenong City Council network can be accessed from 8.00am – 5.00pm Monday to Friday and otherwise by prior arrangement.

Email and Internet Usage

Use of email and internet is to be in accordance with the Greater Dandenong City Council Policies.

The email address supplied to Councillors is owned by the Greater Dandenong City Council and will cease to exist at the end of a Councillor's term in office.

iPad

Council will provide, an iPad with network access to facilitate communication and document management for official functions and duties.

Communication and Information Technology Expenses Reporting

All expenses relating to information and communication technology will be reported as required by the *Local Government Act 2020* and associated Regulations.

Application for data access outside of Australia

In accordance with Council's Information Security Policy, to ensure the safety and security of Council information, Councillors may not take any Council supplied ICT equipment outside of Australia, nor access Council systems and data from outside of Australia unless prior written permission is obtained from the CEO, based on a substantive business need.

See also section 5.14 Reporting and Disclosure

5.7 Civic Support, Equipment and Facilities

Council will provide the following support, equipment and facilities to assist Councillors in carrying out their official functions and duties. All equipment provided shall remain the property of Council and shall be returned within two weeks of ceasing to be a Councillor.

Stationery and Office Equipment

Each Councillor will be provided with a supply of the following stationery and office equipment that can be replenished/obtained upon request by contacting the Mayor and Councillors Office Co-ordinator:

- A4 'Councillor Office' letterhead and plain A4 paper (Note: Councillors are encouraged to avoid the use and generation of hard copy paper products whenever possible).
- corporate business cards

- name badge
- filing cabinet
- shredder (small model)
- diary, planner or equivalent
- minor stationery items.

In addition, Councillors are entitled to claim reimbursement for the acquisition of a desk/chair/bookcase to the combined value of \$1500 in any one Council term. Councillors should note that these items remain the property of Council during the term(s) of the Councillor. Upon retiring or leaving Council, Councillors may opt to purchase this equipment back from Council.

See also section 5.16 Acquisition & Return of Equipment and Facilities.

Reimbursement/Payment of Stationery and Office Equipment

For reimbursement of expenses incurred from the direct purchase of stationery and/or equipment, Councillors must;

- complete the 'Claim for General Expenses' form (Appendix 1); or
- contact the Mayor and Councillors Office Co-ordinator to arrange a purchase order.

See also section 5.17 Councillor Reimbursing Council.

Administrative Assistance

Administrative assistance will be made available to Councillors for work directly related to the performance of their official functions and duties. All such work will be coordinated through the Mayor and Councillors Office Co-ordinator.

Mail

Each Councillor may leave standard mail items of Council designated business for postage through the external mail system. Such mail shall be contained within Council branded envelopes and coordinated through the Mayor and Councillors Office Co-ordinator.

Mail posted directly via Australia Post will require stamps to be affixed and will be at the Councillor's own cost. Councillors will not be reimbursed for this expenditure.

Councillor's Work Area

Councillors will be provided with a furnished office on a shared basis at Council's Civic Centre in Dandenong. This will incorporate access to Council's IT network, the internet, printer, furniture, photocopier and telephone and facilitate the following activities:

- letter writing;
- interviewing;
- small meetings;
- reading and research; and

- other business activities relating directly to their official functions and duties.

At times, Members of Delegated Committees may also use the Councillor area at the Civic Centre in Dandenong which will be coordinated through the Mayor and Councillors Office Co-ordinator.

Meeting Rooms

Councillors can book a meeting room at either the Dandenong Civic Centre or Springvale Community Hub during business hours to facilitate meetings directly related to their civic duties, by contacting the Coordinator Mayor and Councillors Office. The booking process will require Councillors to declare the purpose of the meeting and list of attendees.

After business hours access to general office areas other than designated Councillor's work area at the Dandenong Civic Centre, will only be permitted subject to the approval of the Chief Executive Officer.

Requests to Councillors by members of the public to use Council Meeting rooms, facilities or venues must be referred to Council's Civic Facilities team on 8571 5340 or by emailing bookings@cgd.vic.gov.au.

Meetings with Developers, Submitters and Lobbyists must be in accordance with Councillor Contact with Developers Submitters and Lobbyists Policy.

Venue or room bookings for non-council related matters are subject to Council's fees and charges, including hire costs, staffing, equipment cost and a security deposit.

Building Access and Car Parking

Each Councillor will receive a swipe card allowing access to the councillor offices and chambers at the Dandenong Civic Centre Monday to Friday 7am to 11pm. The Mayor and Deputy Mayor will have access during those hours 7 days per week.

Limited parking spaces are available for Councillors at the Dandenong Civic Centre offices (car identification permits are required). Permits will be made available by contacting the Mayor and Councillors Office Co-ordinator.

Website

Each Councillor will be provided with a page on Council's web site – containing a Councillor photo, Councillor profile, contact details, and reference to the ward map.

Meals/Refreshments

Where Council or Committee meetings are held at times which extend through normal mealtimes, Council will provide suitable meals served on the premises in accordance with Council's Catering and Civic Support Policy.

Tea/Coffee facilities and refreshments are available to Councillors undertaking their official functions and duties at Council offices.

Publications

Councillors will be entitled to subscribe to relevant publications subject to the approval of the Manager Governance, Legal and Risk.

Councillors will also be supplied, upon request, with links to the *Local Government Act 2020*, *Planning and Environment Act 1987* and any other legislation as requested.

5.8 Professional Development

Training and Education

The Mayor, Deputy Mayor, and Councillors must complete mandatory training within certain timeframes after a general election of Councillors. Regulations prescribe the matters that must be covered in the delivery of the mandatory training and the timelines for the completion of the training. The mandatory training includes:

- Mayoral training – This must be completed by all Mayors, Acting Mayors (appointed for one month or more), and Deputy Mayors within one month of being elected to the role.
- Councillor induction training – This must be completed by all Councillors within four months of taking the oath or affirmation of office.
- Professional development training – This must be completed by all Councillors annually, beginning in the first full calendar year after being elected.

The matters that must be covered as part of Councillor induction and professional development training are:

- working together in a Council
- decision making, integrity and accountability
- community representation
- strategic planning and financial management
- conduct
- land use planning.

The training may also include any other matters the Chief Executive Officer considers will support Councillors in the performance of their role.

Council will make provisions in the annual budget to ensure that the mandatory training requirements can be met, and time will be set aside during usual Council Business hours throughout the year to enable professional development to be undertaken. Councillors may also need to set aside time outside of usual Council Business hours to undertake professional development, as required.

Upon request, Councillors will be provided with any necessary training/education/resources that will assist them in the use of equipment/software supplied by Council or the acquisition of information necessary in undertaking their official functions and duties.

5.9 Other Support

Expenses and Facilities for Councillors with Disabilities

For any Councillor with a disability or particular needs, Council will provide reasonable additional facilities and associated expenses to allow that Councillor to perform their respective official functions and duties.

Diversity and Equity

The City of Greater Dandenong is home to many different cultures and faiths. Council acknowledges and actively cultivates and promotes its cultural diversity. Council also promotes equality and equity between all people. Councillors with specific cultural or personal needs will be accommodated to the best of Council's ability and understanding under this policy.

Insurance

Section 43 of the *Local Government Act 2020* requires Council to take out insurance cover for Councillors.

Councillors are covered by the following Council Insurance Policies on a 24-hour basis while performing their official functions and duties including attendance at meetings of external bodies as Council's representatives.

- Personal accident insurance;
- Travel and Journey cover;
- Public liability insurance;
- Professional indemnity insurance; and
- Councillors and Council officers' liability insurance.

Council will pay the insurance policy excess in respect of any claim made against a Councillor arising from Council business where any claim is accepted by Council's Insurers, or admitted under Council's self-insurance program, whether defended or not.

Further details as to the extent of cover and conditions in respect to any of the above cover can be obtained from Council's Manager Governance, Legal and Risk

5.10 Community Forums and Ward Meetings

Council may hold community forums or ward meetings in different locations throughout the year if an issue of significant interest to a particular suburb would benefit from a discussion time with Council in the local area (determined by Councillors). The Guidelines for Community Forums and Guidelines for Ward Meetings are available to guide the conduct of these Forums and Meetings.

The Mayor of the Day will determine how and when they can make themselves available to meet with members of the community. As a general guide, appointments are best arranged through the Co-ordinator, Mayor and Councillors Office. The availability of the Mayor will be dependent on their respective commitments.

5.11 Additional Support and Facilities for the Mayor

The Office of the Mayor operates to facilitate and enable the Mayor to represent the views and directions of Council in performing various roles and duties carried out by the Mayor, under legislation, Council resolution or custom and practice.

Mayoral Vehicle

Council will provide, at its expense, a fully registered, insured, maintained and fuelled vehicle for use by the Mayor for their official functions and duties and for private use. Council will also meet the cost of cleaning the vehicle.

Unless approved by Council, the mayoral vehicle shall be driven by the Mayor or by the Mayor's spouse/family member, a Councillor or a council officer on the Mayor's behalf while the Mayor is in the vehicle.

Council will also provide a parking space for the Mayor's vehicle at its municipal offices.

Office Facilities

Council will provide the following Mayoral office facilities:

- private office at Council's Civic Centre in Dandenong equipped with computer and printer; with the current Greater Dandenong City Council configuration to allow access to Council's network and the Internet, furniture and shelving, including desk and meeting table; digital telephone connected to the Council's phone system; and
- Executive Assistance and Administrative Support during normal office hours and at other times by arrangement with the Manager Governance, Legal and Risk.

5.12 Media Support

The Mayor is the principal spokesperson for Council when dealing with the media.

Media support that directly relates to the official business of Council is provided by the Communications team to the Mayor (and to Councillors who are delegated by the Mayor) to manage a particular issue.

The support provided includes responding to media enquiries, providing media advice, developing media releases and arranging media events directly related to the official business of Council.

The support provided is at a level determined by the CEO.

Speaking notes and speech support is only provided for Councillors who are required to speak at function in an official role as a representative of Council (i.e. as the Mayor's delegate or where they are the appointed delegate of the Council to an external body).

5.13 Other Facilities

The Mayor may be provided with other necessary assistance to enable them to carry out the duties of civic office. Such assistance may include, but is not limited to, the following:

- for the purpose of civic functions/ceremonies, ceremonial clothing including Mayoral robes and chains of office.
- A staff member made available to attend events & functions to provide administrative support upon request.

5.14 Reporting and Disclosure

Under the provisions of sections 57 and 58 of the *Local Government Act 2020*, Council must maintain a Public Transparency Policy and specifically follow the public transparency principles. Details of the documents and registers relating to Councillors will be made available for public access in accordance with that policy:

Councillors will be required to sign off on an annual statement, confirming that the individual Councillor expenses set out in the statement and as published on Council's website during the corresponding financial year are true and correct (Appendix 4) within 30 days following the end of each financial year.

Further, Section 40 of the *Local Government Act 2020* requires that all details of reimbursements made to Councillors be reported to the Audit and Risk Committee. A report will be made to this Committee annually.

Accounting Standard AASB 124 Related Party Disclosure requires the disclosure of material related party relationships and transactions by a Key Management Personnel (KMP). Councillors are required to adhere to this Standard. Broadly, these transactions are those that could be perceived as affecting the independence of the elected member. The disclosure required is a listing of transactions and any other beneficial interests between Council and individual Councillors and their related businesses and parties. It is each Councillors responsibility to ensure that details of such related party transactions are supplied to the Chief Financial Officer for reporting purposes.

Councillors should also note that details of any expenses which are reimbursed can be subject to public scrutiny via Freedom of Information.

All disclosures must be retained in accordance with the Public Records Act 1973 (Vic) for a period of 7 years.

5.15 Working With Children Check

Councillors are expected to maintain a current Working with Children Check (at a minimum a Volunteer Working with Children Check) throughout their term as a Councillor.

Where a Councillor is unable to obtain a Working with Children Check or the Working With Children Check is suspended/cancelled during their term they must inform the CEO immediately to ensure appropriate measures are taken.

Councillors will provide the CEO with a copy of their Working with Children Check which will be securely stored.

Councillors will ensure that Greater Dandenong City Council is included in the organisations listed on their Working Children Check and that Working with Children Victoria is notified of changes to personal details within 21 days as per the Working with Children Act 2005.

5.16 Lost or Stolen Property

Council supplied items that are lost will be replaced by Council upon receipt of a Statutory Declaration from the Councillor by the Manager Governance, Legal and Risk.

Where items are lost or destroyed more than once per year, Councillors may be required to personally fund the replacement. All decisions to replace lost or stolen property will be made at the discretion of the Manager Governance, Legal and Risk.

Stolen items should also be reported to Victoria Police and the Manager Governance, Legal and Risk provided with a copy of the incident report. Replacement of the stolen council property will be made following receipt of a copy of the police incident report.

Faulty items will be replaced as soon as practicable.

5.17 Acquisition and Return of Equipment and Facilities

The equipment remains the property of Council and is recorded on Council's Assets Register.

Upon completion of a Councillor term in office, extended leave of absence or at the cessation of civic duties, all equipment and facilities must be returned to Council within two weeks. Arrangements are to be made through the Mayor and Councillors Office Co-ordinator.

Councillors who complete their term in office will be given the opportunity to purchase equipment previously allocated to them at an agreed fair market price.

See also section 5.7 Civic Support, Equipment and Facilities

5.18 Councillors Reimbursing Council

A Councillor can only reimburse Council for personal expenses paid for by Council via:

- A written authorisation to deduct the amount from their next Councillor allowance payment (notification via e-mail is acceptable); or
- An Invoice prepared via the Mayor and Councillors Office Co-ordinator.

5.19 Councillor Recognition

To recognize the length of service of a Councillor, the following recognition will be provided. For continuous service of 10 years, 15 years, 20 years and so on in 5 year intervals, the Councillor will receive a certificate of service.

The certificate of recognition will be presented at a Council Meeting and the Councillor is able to invite up to 8 family members and guests to join them at the dinner immediately prior to the Council Meeting where the certificate of service is to be presented.

In addition to the certificate of service recognition:

- For 20 continuous years as a Councillor a small civic function for up to 50 guests will be offered.
- For 30 continuous years as a Councillor a civic function for up to 100 guests will be offered.

When a Councillor ceases to hold office through retirement or defeat at election, the Councillor will be offered a letter under the Common Seal of the City.

At the end of each Mayoral term, the outgoing Mayor will be offered a gift to a value of up to \$200 and the Mayoral photographic portrait may be retained by the Mayor.

At the end of each Mayoral term, the outgoing Deputy Mayor will be offered a gift to a value of up to up to \$100.

If the Mayor and/or Deputy Mayor are elected/re-elected for consecutive terms, the gift will be offered at the end of their final term.

5.20 Election Period

Special conditions for expenses, facilities and resources for Councillors apply during the period prior to an election.

Council has an Election Period Policy, which forms part of the Governance Rules, and this Policy sets out the arrangements that apply during the election period.

Election period applies to all Councillors whether they are seeking re-election or not.

Nothing in this policy shall preclude a Councillor from performing their official functions and duties as a Councillor during the designated election period or inhibit them from representing the interests of the city.

Councillors may not use Council offices or property for any election related purposes.

5.21 Exclusions

Any expenses arising from a breach of road, traffic, parking or other regulations or laws will not be reimbursed or funded by Council in any way.

Any expenses for a Councillor's spouse or domestic partner not expressly included within this policy or the Travel Policy will not be reimbursed or funded in any way.

Any expenses incurred by third parties cannot be claimed.

5.22 Procedure for Reimbursement of General Expenses

Councillors must provide all relevant documentation as set out in this policy, including detailed original itemised receipts and/or tax invoices, for all expense claims. In the case of any internet-online purchases, a copy of the confirmation must be attached to the claim. If a receipt cannot be produced, Councillors may be required to provide a Statutory Declaration.

If a Councillor does not claim a particular expense or use a particular facility within the specified time, they cannot be offset against a claim for another amount for some other expense or facility, unless otherwise stipulated in this policy.

Expenses must be charged to the financial year in which they occurred. Expenses cannot be carried forwarded to different years.

Councillors should not obtain private benefit from the provision of equipment and facilities, however it is acknowledged that incidental use of council equipment and facilities may occur from time to time.

Claims for facilities and expenses other than those included in this document will be subject to Council resolution.

Procedure for Reimbursement of General Expenses

All claims for reimbursement of expenditure shall be made on a monthly basis (within 30 days from end of month):

- Councillors must obtain an itemised receipt and/or tax invoice for any expenditure for which they wish to claim a reimbursement from Council;
- Complete a 'Claim for General Expenses' form (Appendix 1);
- Attach the relevant receipt/invoice to the form and forward it to the Manager Governance, Legal and Risk via the Mayor and Councillors Office Co-ordinator;
- The claim, if in accordance with this policy, will be authorised by the Manager Governance, Legal and Risk for reimbursement. It is the responsibility of Councillors to ensure that claims for reimbursement occur within the monthly time frame (30 days, from end of month);
- All payments will be processed through Council's Finance Department via the Payroll system.

5.23 Councillor Mentor and Legal Support

Legal support

As noted in *section 5.8 Insurance* of this Policy, Council is required to take out a range of insurances for Councillors and these insurances provide coverage when a Councillor is conducting official functions and duties.

It is this insurance that should be relied upon, in the first instance, if a Councillor seeks legal support for a matter. Advice on making a possible claim or to discuss insurance coverage for a matter is available from the Manager Governance, Legal and Risk.

As a rule, if the Councillor is the defendant in a matter, or is subject to investigation by an integrity agency (such as Local Government Inspectorate) then insurance coverage will likely extend to providing the Councillor with legal support. However, this is a matter for the insurer to determine, based on the specific circumstances.

Where the Councillor is a litigant, then insurance coverage will likely not extend to providing the Councillor with legal support. Again, this is a matter for the insurer to determine, based on the specific circumstances.

Where insurance coverage does not extend to the matter or where the claim is denied by the insurer, it is a matter for Council, by resolution, to determine whether the cost of legal support will be covered as a whole or in part by the City.

Mentor support

In addition to, or in lieu of any legal support that a Councillor might seek for a matter, mentoring support is available to support a Councillor undertake their official functions and duties.

A panel of practitioners is maintained by the Manager Governance, Legal and Risk, in consultation with the Mayor and Councillors, and these practitioners can provide limited hour mentor support to Councillors.

Limited hour mentor support equates to ten hourly sessions per year. If a qualified mentor considers that more support time is required for a particular Councillor's wellbeing, then this will be considered by the CEO under their broad OHS responsibilities, with up to a further ten hourly sessions made available in the year (being a total of up to 20 hourly sessions). Where it is apparent that substantial mentoring or other support is required (over the twenty hourly sessions per year), the provision of that support will be a matter for Council to consider upon and determine, in confidential session.

5.24 Councillor Dispute Mediators

The Model Councillor Code of Conduct and Council's Internal Resolution Procedure provide guidance on dispute resolution processes in the event of a dispute or conflict arising between Councillors.

6. RESPONSIBILITIES

Councillors are responsible for:

- the general care of all equipment and furniture provided by the Council or purchased with Council funds;
- complying with all aspects of this policy in conjunction with Council's Travel Policy;
- ensuring that completed party transactions are supplied to the Manager Governance, Legal and Risk for reporting purposes; providing true and correct information when completing reimbursement forms as referenced in this policy;
- seeking their own financial and taxation advice;
- Obtaining a Working With Children Check; and

- Reporting requirements under AASB 125 Related Party Disclosure as outlined in section 5.14 Reporting and Disclosure of this Policy.

Chief Executive Officer is responsible for:

- authorising reimbursement of expenses claimed outside of the monthly time frames;
- approving the use of a council vehicle for travel outside the municipality;
- consideration of requests for a variation of care reimbursement;
- accepting written appeals or complaints in relation to any reimbursement decisions;
- authorising an increase in monthly usage limits permitted for mobile phones;
- approving after hours access to general office areas.
- approving the provision of other communication tools (outside the standard issue) for individual Councillors; and
- receiving completed annual related party transaction forms from Councillors as required under Accounting Standard AAS22.

Manager Governance, Legal and Risk is responsible for:

- approving reimbursement claim forms submitted by Councillors.
- advising Councillors if any claim appears to breach this policy or is inappropriate.
- assisting Councillors in understanding their entitlements.
- ensuring a copy of this policy and Council's Travel Register are available for public inspection when requested; and
- review of this policy.

Mayor and Councillors Office Co-ordinator is responsible for:

- providing administrative support to the Mayor and Councillors in accordance with this policy and their position description.
- processing Councillor requests for reimbursement of expenses; and
- relevant bookings on behalf of Councillors i.e. meeting rooms, conferences.

7. REPORTING, MONITORING AND REVIEW

Reporting

Section 40 of the *Local Government Act 2020* requires that all details of reimbursements made to Councillors be reported to the Audit and Risk Committee. A report will be made to this Committee annually.

Monitoring

The Mayor, Chief Executive Officer and Manager Governance Legal and Risk will monitor the effectiveness of this policy and report any matters raised by the Executive Manager Team or Councillors at a Councillor Briefing Session.

Review This Policy will be reviewed within 6 months of an Election and submitted the Audit and Risk Committee prior to Council endorsement.

Key Stakeholders Audit and Risk Committee, Councillors, Executive Management Team, Chief Financial Officer, Chief Information Officer, Manager Governance Legal and Risk, Risk Management Consultant and the Mayor, Councillors Office Coordinator and the Records Management Coordinator.

8. BREACH OF THIS POLICY

A breach of this Policy will be considered a failure to comply with the Model Councillor Code of Conduct, which

Penalty 600 penalty units or imprisonment for 5 years.

9. REFERENCES AND RELATED DOCUMENTS

Legislation

[Charter of Human Rights and Responsibilities Act 2006](#)
[Gender Equality Act 2020](#)
[Climate Change Act 2017](#)
[Child Wellbeing and Safety Act 2005 \(Amended\)](#)
[Local Government Act 2020](#)
[Carers Recognition Act 2012](#)
[Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019](#)
[Victorian Local Authorities Award 2015](#)
[Public Records Act 1973](#)

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

- [Greater Dandenong Website – Sustainability, Climate and Energy](#)
- Access Control Policy
- Catering and Civic Support Policy
- Councillor Gift Policy
- Councillor Interstate and Overseas Travel Policy
- Councillor Contact with Developers Submitters and Lobbyists Policy
- Fraud Prevention and Control Policy
- Guidelines for Community Forums
- Guidelines for Ward Meetings
- Information Security Policy
- Internal Resolution Procedure
- Mobile Phone Policy
- Model Councillor Code of Conduct

- [Privacy and Personal Information Policy](#)
- [Public Transparency Policy](#)
- [Privacy and Personal Information Policy](#)
- [Staff and Councillor Interaction Protocol](#)

Related Council Forms

[Appendix 1 - General Expenses Claim Form](#)

[Appendix 2 - Travel Claim Form](#)

[Appendix 3 - Child and Family Care Claim Form](#)

[Appendix 4 - Councillor Annual Statement Sign Off](#)

Administrative Updates

It is recognised that from time to time, circumstance may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively.

Examples include a change to the name of a Council department, the change to an existing policy or document referred to in this policy and minor updates to legislation and the like which does not have a material impact. All changes or updates which materially alter this policy must be by resolution of Council.

Date	Update

APPENDICES

**Appendix 1 - Members of Council
Claim for General Expenses**


Councillor/Delegated Committee Member Name:	
All requests for reimbursement must include original itemized receipt/invoice identifying date of purchase, goods/service purchased and cost. Requests for reimbursement without support proof will be paid upon the completion of a Statutory Declaration.	
Vendor/Supplier Name & Address:	
Description of Expenses: <p style="text-align: center;">Affix receipt in this area if possible otherwise staple to back of form</p>	
Amount to be reimbursed: _____ <i>All reimbursement transactions will be processed via Payroll</i>	
Reason for Expense: _____ _____ <input type="checkbox"/> Business Meeting <input type="checkbox"/> Constituents Meeting <input type="checkbox"/> Training <input type="checkbox"/> Travel <input type="checkbox"/> Civic Function <input type="checkbox"/> Other: _____	
I declare that the expenses detailed in this document were incurred whilst discharging my duties as a Councillor/Delegated Committee Member for the Greater Dandenong City Council and that this reimbursement claim is in accordance with the Council Expenses Support & Accountability Policy as adopted by the Greater Dandenong City Council.	
Councillor/Member Signature:	Date:
Approved by the Manager Governance, Legal and Risk	
Signature:	Date:

Appendix 2 - Claim for Travelling Expenses – Councillors/Delegated Committee Member

Name: _____

Make of Vehicle

Telephone Number

Model

Claim for Month :

Date	Odometer Start	Odometer Reading Finish	Kms Travelled	Destination	Reason for Travel
		Total Kms			

Appendix 3 - Members of Council Claim for Child/Family Care



Councillor/Delegated Committee Member Name:	
All requests for reimbursement must include original invoice identifying date of service and fees payable. Request for reimbursement without supporting proof will be paid upon the completion of a Statutory Declaration.	
Service Provider Name & Address:	
Description of Expenses: <p style="text-align: center;">Affix a copy of the invoice in this area if possible otherwise staple to back of form</p>	
Amount to be reimbursed: _____ <i>All reimbursement transactions will be processed via Payroll</i>	
Type of care provided: <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Child <input type="checkbox"/> Family </div>	
I declare that the expenses detailed in this document were incurred whilst discharging my duties as a Councillor/Delegated Committee Member for the Greater Dandenong City Council and that this reimbursement claim is in accordance with the Council Expenses, Support, & Accountability Policy as adopted by the Greater Dandenong City Council.	
Councillor/Member Signature:	Date:
Acknowledged by the Manager Governance, Legal and Risk	
Signature:	Date:

Appendix 4

Annual Statement of Councillor/Delegated
Committee Member Expenses for the year ending
30 June 20**



Councillor/Member Name: _____

Type of Expense	Amount Claimed
Mobile Phone	
Training & Conferences	
Airfares	
Taxi/Train Fares	
Accommodation & Meals	
Family Care	
Vehicle Mileage	
Stationery	
Equipment	
Functions	
Other	
Total	

I declare that the above statement of expenses were incurred whilst discharging my duties as a Councillor/Delegated Committee Member for the Greater Dandenong City Council and that the information provided is true and correct and in accordance with the Greater Dandenong City Council, Council Expenses, Support & Accountability Policy.

Signature: _____ Date: _____



Council Expenses, Support and Accountability Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy:	Councillor Reimbursement, Support and Accountability Policy		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Legislative and Discretionary <i>Local Government Act 2020</i>		
File Number:	A6712267	Version No:	007
1 st Adopted by Council	29 June 2009 Minute No. 194	Last Adopted by Council:	24 August 2020 Minute No. 1561
Review Period:	Two Four years	Next Review:	July 2029

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1 PURPOSE

Note: Unless otherwise stated, this policy also applies to Members of Delegated Committees.

This policy outlines the support ~~s-available to~~ Councillors ~~and Members of Delegated Committees~~ to enable them to perform their official functions and roles, as defined under the *Local Government Act 2020*, by ensuring that expenses, reasonably incurred in the performance of those functions and roles, are reimbursed.

This policy also outlines the provisions of the *Local Government Act 2020* in respect to Councillor allowances, expenses and support. It confirms the facilities and support that may be provided to Councillors ~~and Members of Delegated Committees~~ to assist them in performing or discharging their official functions and duties.

This policy is guided by the following principles:

- Councillors ~~and Members of Delegated Committees~~ should be supported in performing and discharging their council functions and duties without disadvantage.
- Any reimbursements claimed by Councillors ~~and Members of Delegated Committees~~ must be for expenses actually and necessarily incurred in performing and discharging their official ~~council~~ functions and duties; and
- The payment of Councillor allowances and the reimbursement of expenses must be accountable and transparent to the community.

2 BACKGROUND

~~There is an emphasis placed on the provision of adequate support and training to assist Councillors in the performance of their official council functions and duties.~~

Under the *Local Government Act 2020* (LGA), sections 40, 41 and 42 outline how Councillors ~~and Members of Delegated Committees~~ are entitled to resources, support, reimbursement of expenses, ~~including and child carer costs~~ which are reasonably necessary to enable them to effectively perform their ~~roles~~ official functions and duties.

~~Section 40 of the *Local Government Act 2020* states:~~

- ~~1. A Council must reimburse a Councillor or a Member of a Delegated Committee for out-of-pocket expenses which the Council is satisfied:
 - ~~(a) are bona fide expenses; and~~
 - ~~(b) have been reasonably incurred in the performance of the role of Councillor or Member of a Delegated Committee; and~~
 - ~~(c) are reasonably necessary for the Councillor or Member of a Delegated Committee to perform that role.~~~~
- ~~2. A Council must provide details of all reimbursements under this section to the Audit and Risk Committee.~~

~~Section 41 of the *Local Government Act 2020* states:~~

- ~~1. A Council must adopt and maintain an expenses policy in relation to the reimbursement of out-of-pocket expenses for Councillors and Members of Delegated Committees.~~
- ~~2. A policy adopted by a Council under this section must:
 - ~~(a) specify procedures to be followed in applying for reimbursement and in reimbursing expenses; and~~
 - ~~(b) comply with any requirements prescribed by the regulations in relation to the reimbursement of expenses; and~~
 - ~~(c) provide for the reimbursement of child care costs where the provision of child care is reasonably required for a Councillor or Member of a Delegated Committee to perform their role; and~~
 - ~~(d) have particular regard to expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.~~~~
- ~~3. A Council must adopt the first expenses policy under this section on or before 1 September 2020.~~
- ~~4. Until a Council adopts a policy under this section, the policy adopted by the Council under section 75B of the *Local Government Act 1989* applies as if it had been adopted under this Act.~~

~~Section 42 of the *Local Government Act 2020* states:~~

- ~~1. A Council must make available to the Mayor and the Councillors the resources and facilities reasonably necessary to enable them to effectively perform their role.~~
- ~~2. Without limiting the generality of subsection (1), a Council must:
 - ~~(a) consider the support that may be required by a Mayor, Deputy Mayor or Councillor because of a disability; and~~
 - ~~(b) have particular regard to the support that may be required by a Councillor who is a carer in a care relationship within the meaning of section 4 of the *Carers Recognition Act 2012*.~~~~

3 SCOPE

This policy applies to the Mayor, Deputy Mayor, Councillors and Delegated Committee Members and is made in accordance with ~~to~~ Section 41 of the *Local Government Act 2020*.

~~This policy indicates that payment of expenses and reimbursements to Councillors and Delegated Committee Members shall be limited to:~~

- ~~• traveling expenses including use of private vehicle for Council related activities;~~
- ~~• family care and child care costs where appropriate; and~~
- ~~• costs paid by and for Councillors and Delegated Committee Members pertaining to the functions of their respective roles.~~

4 DEFINITIONS

Delegated Committee	is a Delegated Committee established by Council under section 63 of the <i>Local Government Act 2020</i> , a Joint Delegated Committee established by two or more Councils under section 64 of the <i>Local Government Act 2020</i> or a Committee, other than an a Community Asset Committee, exercising any power of a Council under the <i>Local Government Act 2020</i> or any other Act delegated to the Committee under the <i>Local Government Act 2020</i> or any other Act.
Election Period	defined in the <i>Local Government Act 2020</i> as the period that starts at the time that nominations close on nomination day and ends at 6.00pm on Election Day.
Family Care	includes care provided by a carer in a care relationship within the meaning of section 4 of the <i>Carer's Recognition Act 2012</i> .
Official functions and duties	<p>includes duties performed by a Councillor that are necessary or appropriate for the purposes of achieving the objectives of a Council having regard to any relevant Act, regulations, Ministerial guidelines or Council policies.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none">• Council, Committee and Briefing session meetings and civic events.• Meetings of external groups and bodies which a Councillor has been appointed Council delegate.• Site inspections or meetings, or to participate in delegations or deputations to which a Councillor has been duly appointed as a representative of Council.• Meetings with residents, community groups, businesses and other stakeholders.• Attendance at community events, fundraisers, awards ceremonies.• Participation in sector wide forums, meetings.• Other meetings which the Councillor attends as part of undertaking their official functions and duties as a Councillor for the City.

5 REFERENCES

- ~~Originally Adopted at the Ordinary Council Meeting on 29 June 2009 — re-adopted with changes 28 June 2010, 14 May 2012, 28 October 2013, 10 August 2015 and 8 July 2019~~
- ~~Carer's Recognition Act 2012~~
- ~~Department of Planning and Community Development — Mayor and Councillors Entitlements Information Guide, November 2008~~
- ~~Allowances for Mayors, Deputy Mayors and Councillors | remunerationtribunal.vic.gov.au~~
- ~~Greater Dandenong City Council Catering and Civic Support Policy~~
- ~~Greater Dandenong City Council Code of Conduct — Councillors Model Councillor Code of Conduct~~
- ~~Greater Dandenong City Council Fraud Prevention and Control Policy~~
- ~~Greater Dandenong City Council Guidelines for Community Forums~~
- ~~Greater Dandenong City Council Guidelines for Ward Meetings~~
- ~~Greater Dandenong City Council Public Transparency Policy~~
- ~~Greater Dandenong City Council Travel Policy Councillor Interstate and Overseas Travel Policy~~
- ~~Local Government Act 1989~~
- ~~Local Government Act 2020~~
- ~~Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019~~
- ~~Victorian Local Authorities Award 2015~~

Related Documents

- Mobile Phone Account Memo (Internal)
- Appendix 1 — General Expenses Claim Form
- Appendix 2 — Travel Claim Form
- Appendix 3 — Child/Family Care Claim Form
- Appendix 4 — Councillor Annual Statement Sign Off

6 COUNCIL POLICY

Council's facilities and support services, as detailed in this policy, are available to the Mayor, Deputy Mayor, Councillors and Delegated Committee Members while performing or discharging their official functions and duties. These facilities and services are not available for use by members of a Councillor's family unless the use is directly related to the Councillor's or Member's official roles.

Recognising the special role of the Office of Mayor, this policy also provides for expenses, facilities and support services specific to that office.

Councillors are personally responsible for any expenditure that does not fall within the criteria set out in this policy. The **Manager Governance, Legal and Risk** is available to assist Councillors and ensure they understand their entitlements and responsibilities.

6.1 COUNCILLOR ALLOWANCES

Section 39 of the *Local Government Act 2020* provides for Councillor and Mayoral (including the Deputy Mayor position) allowances to be set by determination of the Victorian Independent Remuneration Tribunal. ~~Current arrangements made under the *Local Government Act 1989* will remain in place until the first determination made by the Tribunal comes into effect.~~

~~The Mayor, Deputy Mayor and Councillor allowances are noted in November each year at the Council Meeting for the Election of the Mayor.~~

Payment Procedure

Payments for Councillor Allowances will be made through Council's electronic payroll system, either on a fortnightly or monthly basis at the agreement of individual Councillors. Deductions to ~~a superannuation fund or~~ the Australian Taxation Office will only occur following a written request to the Payroll Office from individual Councillors.

Payment in Advance

~~Where a Councillor is required to undertake interstate or overseas travel as part of their civic duties, that Councillor may request payment of their allowance in advance in anticipation of expenses that will be incurred during the course of the travel.~~

Corporate Credit Card

~~Each Councillor may, on request, will be issued with a corporate credit card that can be used to support them undertake their official functions and duties in conjunction with the performance of their role at civic functions, conferences and events when other forms of payment are not available. A receipt must be signed (by the Councillor) and provided to the Mayor and Councillors Office Co-ordinator Executive Assistant, for every corporate credit card purchase. If the receipt is lost or not available, then a *Claim for General Expenses Form* must be completed and signed by the Councillor (see Appendix 1). The Mayor and Councillors Office Co-ordinator Executive Assistant, will allocate an account code to each transaction and attach the receipt in Council's transaction platform and the Chief Executive Officer will approve or refuse each transaction made under this clause.~~

6.2 TRAVEL WITHIN VICTORIA

For all travel within Victoria that is undertaken by a Councillor undertaking their official functions and duties, reimbursement of travel costs and incidental expenses shall be under the same provisions as apply under the Council's "Councillor Interstate and Overseas Travel Policy" so far as they are relevant and appropriate.

Public Transport

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Councillors ~~or Delegated Committee Members~~ are encouraged to ~~may~~ use public transport to travel to Council business related events, or to assist them to carry out their duties ~~as a first preference~~.

Reimbursement Procedure for Public Transport

For reimbursement of travel expenses incurred from use of public transport, Councillors ~~or Delegated Committee Members~~ must complete a *Claim for General Expenses Form* (Appendix 1) and submit it the Manager Governance, Legal and Risk for authorisation and processing. All payments will be made in arrears.

Private vehicle use

Reimbursement is payable for the use of a private vehicle for:

- attendance at Meetings of Council, Council Advisory, Reference Group or Delegated Committee Meetings, Ordinary, Committee or Sub-Committee Meetings of State, regional or local organisations where the Councillor has been elected as a Council's representative or liaison by Council resolution or the person has been nominated as a Delegated Committee Member;
- attendance at conferences and seminars where such attendance by a Councillor is consistent with the provisions of *section 6.7 Professional Development* of this policy, ~~or Delegated Committee Member has been approved by Council, the Mayor, the Chief Executive Officer or such other authorised Committee designated by Council;~~
- attendance at inspections, meetings and functions within or outside the City relative to the ~~official functions and duties of office as~~ a Councillor ~~or Delegated Committee Member;~~
- to and from ~~the airport, rail or bus station, or other point from where travel to~~ conferences and seminars ~~commences;~~ and
- attendance at official Council functions.

~~Where a Councillor or Delegated Committee Member uses his/her car to attend an approved interstate meeting, conference, seminar or engagement the total claim for use of a vehicle shall not exceed the cost of economy class air travel and transfers to the relevant destination.~~

Reimbursement Procedure for Private Vehicle Usage

- All claims for reimbursement of travel shall be made on a monthly basis (within 30 days from end of month).
- Details of kilometers and purpose of travel must be recorded by the relevant Councillor ~~or Delegated Committee Member.~~
- Councillors ~~and Delegated Committee Members~~ must complete a *Claim for Travelling Expenses Form* (Appendix 2) and submit it to the Manager Governance ~~Legal and Risk~~ for authorisation.
- Payments will be made through Council's Electronic Payroll System or such other electronic payment method as required.
- It is the responsibility of Councillors ~~or Delegated Committee Members~~ to ensure that claims for reimbursement occur within the monthly time frame. Claims not submitted in a timely manner may be refused reimbursement at the discretion of the ~~Mayor and/or~~ Chief Executive Officer.
- All payments will be paid in arrears.

Where travel costs are borne by Council, it is expected that, where practicable, all travel be by the most direct route, and vehicles are shared where more than one Councillor attends the same function.

Cabcharge

Each Councillor ~~or Delegated Committee Member~~ may request a "Cab-Charge" voucher from Council for the payment of taxi service for events and activities as listed above. Cabcharge vouchers are available from the Mayor and Councillors ~~Office Co-ordinator Executive Assistant.~~

Council Vehicles

Where practicable, and by prior arrangement through the Chief Executive Officer, a Council vehicle may be made available to Councillors for travel outside the City where use of private vehicles or other means of transport is not available or convenient. The use of a Council vehicle is limited to 24 hours continuous use and the vehicle must be always driven by the Councillor.

Rideshare vehicles

Where a rideshare vehicle is used, a tax invoice showing the origin and destination of the trip is required for reimbursement, using the *Claim for General Expenses Form* (Appendix 1) and submit this to the Manager Governance, Legal and Risk for authorisation and processing. All payments will be made in arrears.

6.3 ~~CHILD AND FAMILY CARE~~ EXPENSES

Council will reimburse ~~child and family~~ carer expenses when the care is necessary to allow the Councillor ~~or Delegated Committee Members~~ to attend:

- Meetings of Council, Council Advisory, Reference Group or Delegated Committee Meetings, Ordinary, Committee or Sub-Committee Meetings of State, regional or local organisations where the Councillor has been elected as ~~a~~ Council's representative or liaison ~~by Council resolution~~ or the person has been nominated as a Delegated Committee Member;
- inspections, meetings, Councillor Briefing Sessions, civic ceremonies and functions, conferences and training within or outside the City relative to the duties of office as a Councillor or Delegated Committee Member; and
- a meeting or function or other official role when deputising for, or representing, the Mayor.

~~Child care and family~~ Carer expenses may consist of hourly fees, agency booking fees and/or reasonable traveling expenses. Fees are payable per hour or part of an hour subject to any minimum period, which is part of the provider's usual terms.

A receipt from the care provider (including their ABN) is required for the direct reimbursement of any expenses claimed.

Reimbursement will not be made to a person who:

- has a familial or similar relationship with the Councillor ~~or Delegated Committee Member~~; or
- resides either permanently or temporarily with the Councillor ~~or Delegated Committee Member~~; or
- has any financial or pecuniary interest with the Councillor ~~or Delegated Committee Member~~; or
- has a relationship with the Councillor ~~or Delegated Committee Member~~ or their domestic partner such that it would be inappropriate for Council to reimburse monies paid to the care provider.

Reimbursement Procedure for Child or Family Care

- All claims for reimbursement of child or family care shall be made ~~on a monthly basis~~ monthly (within 30 days from end of month).
- Councillor ~~or Delegated Committee Member~~ must complete a *Claim for Child/Family Care Form* (Appendix 3) and submit it to the Manager Governance, Legal and Risk for authorisation and processing.
- It is the responsibility of ~~the~~ Councillor ~~or Delegated Committee Member~~ to ensure that claims for reimbursement occur within the monthly time frame.
- Payments will be made through the Finance Unit.
- All payments will be made in arrears.

Variation to care – extenuating circumstances

A Councillor ~~or Delegated Committee Member~~ may make a written request to the Mayor and Chief Executive Officer, on the basis of extenuating circumstances (including unique familial care knowledge and experience) that the basis of any care be varied and thereby reimbursed.

Appeals

A Councillor ~~or Delegated Committee Member~~ is entitled to make a complaint or appeal in writing to the Mayor and Chief Executive Officer against any decision regarding a reimbursement.

6.4 DINNERS AND OTHER NON-COUNCIL FUNCTIONS

Attendance at Dinners and Other Non-Council Functions

Council will meet the cost of a Councillor's ~~or Delegated Committee Member's~~ attendance at non-Council functions (which includes a dinner) to which they have received a written invitation ~~been invited and~~ where they are attending in their role as Councillors ~~or Delegated Committee Members~~ and where topics pertain to matters concerning local government or where local government representation is relevant to Council.

If an invitation to a relevant non-Council function was not received and a Councillor ~~or Delegated Committee Member~~ wishes to attend, it will be at the Mayor's discretion and Mayoral approval will be sought via the Mayor and Councillors ~~Office Co-ordinator Executive Assistant~~.

Invitations outside of these parameters must be paid for by individual Councillors ~~or Delegated Committee Members~~ attending and will not be reimbursed.

~~Where the written invitation includes a spouse or domestic partner, Council will meet the cost of the Mayor/Councillor's partner attending a non-Council function or dinner. Costs associated with either a Councillor's or Delegated Committee Member's spouse or domestic partner attending functions will be monitored by the Mayor and Councillors Office Co-ordinator Executive Assistant and will be reported on the Mayoral and Councillors Expenses Spreadsheet (see Expenses Reporting).~~

Local Fundraising and Charitable Events

Council will cover the cost of ticketed events for Councillors ~~or Members of Delegated Committees~~ invited by written invitation to attend Local Fundraiser/Charitable Events, where the event benefits the City of Greater Dandenong.

The Chief Executive Officer in consultation with the Mayor, will determine appropriate events for Council to purchase 'a table', if invited to do so. A table will only be purchased if 50% or more Councillors are able to attend. Councillor attendance must have a demonstrated benefit to the local community.

~~Where the written invitation includes a partner/domestic partner, Council will meet the cost of the Mayor/Councillor's spouse or domestic partner attending the local fundraising and charitable event.~~

All ticketed events must be paid for in advance of the event. Payment can be arranged by contacting the ~~Manager Governance, Legal and Risk~~.

6.5 INFORMATION TECHNOLOGY

In January 2020, Council made a declaration of a climate and ecological emergency and committed the ~~Greater Dandenong City Council~~ City of Greater Dandenong to emergency action on climate change. Council is committed to reducing its carbon emissions and the impacts of the exposure of a climate change crisis. Councillors are encouraged to avoid the generation and use of hard copy paper-based products whenever possible.

To this end, Councillors will be ~~offered provided with~~ a range of hardware and software ~~products~~ and associated infrastructure to provide them with the ~~information technology~~ tools necessary to perform their official functions

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and duties ~~role~~ without the need to ~~default to the~~ use of hard-copy paper-based products. ~~With the exception of a mobile phone and email, these products are all optional and vary according to the individual needs of each Councillor.~~ They include, but are not necessarily limited to:

Mobile Phone

Council will provide a mobile telephone, which is compatible with Council's network, to all Councillors to facilitate communication for official ~~functions and duties purposes~~. Council will pay all connections, service and rental charges. ~~and will provide a maximum call charge (usage) allowance of \$100 per month for those on the Optus Corporate Plan and \$135 per month for those on the Telstra Corporate Plan.~~

~~The maximum limit per month provided within this policy is a reasonable usage allowance that provides Councillors with the ability to fulfill their official civic duties and for an incidental level of personal use.~~

~~Any call charges that exceed this usage limit will be deemed as beyond reasonable use and the amount will need to be reimbursed to Council, unless supporting evidentiary documentation is provided that verifies the amount as being relevant to a Councillor performing their official functions and civic duties. Usage over the limit and not reimbursed to Council will be reported on the Mayoral and Councillors Expenses Spreadsheet (see Expenses Reporting).~~

~~Where unique circumstance exist that prevent a Councillor from performing their official civic duties within the \$100 or \$135 per month usage limit, the Mayor and Chief Executive Officer can authorise an increase to this limit. Authorisation of an increase to the usage limit will be made on a case-by-case basis.~~

~~Councillors attending approved overseas travel may have their coverage upgraded to include international roaming for the duration of the trip in accordance with Council's Travel Policy. In this instance, reasonable usage will be determined by the Chief Executive Officer based on the destination and duration of the trip.~~

Payment Procedures for Private Use of Mobile Phones

~~If the usage level exceeds \$100 (Optus) or \$135 (Telstra), the Councillor involved will be provided with a copy of their monthly mobile phone account attached to a Mobile Phone Account Memo. Any personal calls considered beyond reasonable usage must be highlighted and reimbursed to Council. within 30 days of receipt of the memo.~~

~~Any discrepancies found on mobile phone accounts must be brought to the attention of the Mayor and Councillors Office Co-ordinator Executive Assistant, immediately. A Councillor can request an itemised bill at any time, if they wish to reimburse any personal calls regardless of the above.~~

~~See also section 5-6.14 Councillors Reimbursing Council.~~

iCloud storage

Councillors are provided with 5GB of storage on their Council issued mobile for the purpose of storing and accessing data, including photos, files, backups, and more.

Councillors who exceed the 5GB of storage may request to purchase additional storage space via the Chief Information Officer to ensure the most cost-effective solution is sort and additional storage supports the functions and duties required of a Councillors.

Computer ~~(optional)~~

Councillors will be provided with a laptop computer ~~and docking station~~ with the current ~~Greater Dandenong City Council~~ City of Greater Dandenong software configuration, plus a monitor, keyboard and mouse (if requested) to allow access to Council's network and the Internet. IT Support services to maintain functionality and access to the ~~Greater Dandenong City Council~~ City of Greater Dandenong network can be accessed during standard business hours and otherwise by prior arrangement. ~~in accordance with the following hours of operation:~~

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~~Business Hours: Phone ITSERVICEDESK on 9239 8871 5102
After Hours: 6.00pm – 10pm Monday to Friday
9.00am – 5.00pm Saturday & Sunday
Phone On Call IT Support on 8571 5137~~

~~An IT Support officer will call and discuss any issues and the various options that can remedy the situation. This may include an on-site visit if the problem is critical and prevents a Councillor from carrying out Council duties. Council will provide the necessary maintenance and consumable products required for the operation of the equipment, upon request to the Mayor and Councillors Office Co-ordinator Executive Assistant.~~

Email and Internet Usage

Use of email and internet is to be in accordance with the ~~Greater Dandenong City Council~~ City of Greater Dandenong ~~Policies Code of Conduct – Councillors and as outlined in this document.~~

The email address supplied to Councillors is owned by the ~~Greater Dandenong City Council~~ City of Greater Dandenong and will cease to exist at the end of a Councillor's term in office.

~~Facsimile/Telephone Equipment (optional) Multifunction device~~

Council will provide, on request, ~~at either the residence of a Councillor or other designated location~~ a multifunctional device for ~~landline (optional),~~ printing, scanning and copying ~~as well as sending and receiving facsimiles (optional) to facilitate the transmission of information relating to the~~ Councillor's undertaking their official functions and duties ~~of office.~~

Council will provide the necessary maintenance and consumable products required for the operation of this device upon request to the Mayor and Councillors ~~Office Co-ordinator Executive Assistant.~~

Council will also provide access to software such as Office 365 and cloud storage for use with the devices.

~~Council will arrange for the installation of the necessary telephone lines and associated equipment and meet all connection costs including, where necessary, power supply. The equipment will always remain at all times at the residence of the Councillor, or such other designated location, during their term of office.~~

~~Ipad (optional)~~

Council will provide, on request, an Ipad with ~~network Wifi and 4G access to all Councillors~~ to facilitate communication and document management for official functions and duties ~~Council purposes. Council is currently not charged for connection or usage fees for this resource however, if individual Councillor usage exceeds (1) terabyte per month (equivalent to one million megabytes per month), then usage charges will apply. Councillors will be alerted if their usage looks like exceeding this amount in any month.~~

~~Other Communication Sources~~

~~Where a councillor has chosen not to take up the offer of a Council provided mobile telephone they may choose to use a portion of the mobile phone allowance on other associated communication media ie. This could include home delivery of the Age and/or Herald Sun but must be approved by the Director Corporate Services.~~

Communication and Information Technology Expenses Reporting

All expenses relating to information and communication ~~technology and information~~ will be reported as required by the ~~Local Government Act 2020~~ and associated Regulations. ~~on the Mayoral and Councillor Expenses Spreadsheet on Council's website. This spreadsheet will detail all costs associated with mobile telephone usage over the designated amount per month. Generic costs applicable to all Councillors for the provision of services such as installation, NBN and line rental will not be listed on this spreadsheet. The spreadsheet will be updated on a monthly basis.~~

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Application for data access outside of Australia

To ensure the safety and security of Council information, Councillors may not take any Council supplied ICT equipment outside of Australia, nor access Council systems and data from outside of Australia unless prior written permission is obtained from the CEO, based on a substantive business need.

See also section ~~5-6~~.11 Reporting and Disclosure

6.6 CIVIC SUPPORT, EQUIPMENT AND FACILITIES

Council will provide the following support, equipment and facilities to assist Councillors in carrying out their ~~official functions and~~ duties ~~of office~~. All equipment provided shall remain the property of Council and shall be returned within two weeks of ~~ceasing to be a Councillor. retirement or termination of office.~~

Stationery and Office Equipment

Each Councillor will be provided with a supply of the following stationery and office equipment that can be replenished/obtained upon request by contacting the Mayor and Councillors ~~Office Co-ordinator Executive Assistant.~~

- A4 'Councillor Office' letterhead and plain A4 paper (Note: Councillors are encouraged to avoid the use and generation of hard copy paper products whenever possible)
- corporate business cards
- name badge
- filing cabinet
- shredder (small model)
- diary, planner or equivalent
- minor stationery items.

In addition, Councillors are entitled to claim reimbursement for the acquisition of a desk/chair/bookcase to the combined value of \$1000 in any one Council term. Councillors should note that these items remain the property of Council during the term(s) of the Councillor. Upon retiring or leaving Council, Councillors may opt to purchase this equipment back from Council. **See also section 6.13.**

Reimbursement/Payment of Stationery and Office Equipment

For reimbursement of expenses incurred from the direct purchase of stationery and/or equipment, Councillors must;

- complete the 'Claim for General Expenses' form (Appendix 1); or
- contact the Mayor and Councillors ~~Office Co-ordinator Executive Assistant.~~ to arrange a purchase order.

See also section ~~5~~ 6.17 Procedures for Councillor Reimbursement of Expenses.

Administrative Assistance

Administrative assistance will be made available to Councillors ~~and Members of Delegated Committees~~ for work directly related to the performance of their ~~respective roles~~ official functions and duties. All such work will be coordinated through the Mayor and Councillors ~~Office Co-ordinator Executive Assistant.~~

Mail

Each Councillor or Delegated Committee Member may leave standard mail items of Council designated business for postage through the external mail system. Such mail shall be contained within Council ~~branded~~ envelopes and coordinated through the Mayor and Councillors ~~Office Co-ordinator Executive Assistant~~.

Mail posted directly via Australia Post will require stamps to be affixed and will be at the Councillor's or Delegated Committee Member's own cost. Councillors and Delegated Committee Members will not be reimbursed for this expenditure.

~~Courier Service~~

~~Council will provide a courier service for delivery of the Council agenda and other papers to Councillors on a weekly basis or as required. Items delivered will be contained within a satchel and Councillors will be expected to return these satchels at the next Councillor Briefing Session.~~

~~Council will, upon request, provide specific mailboxes at a Councillor's place of residence, or other location nominated by Councillors, for secure delivery of such documents.~~

Councillor's Work Area

Councillors will be provided with a furnished office on a shared basis at Council's Civic Centre in Dandenong. This will incorporate access to Council's IT network, the internet, printer, furniture, photocopier and telephone and facilitate the following activities:

- letter writing;
- interviewing;
- small meetings;
- reading and research; and
- other business activities relating directly to ~~their official functions and duties civic office~~.

At times, Members of Delegated Committees may also use the Councillor area at the Civic Centre in Dandenong which will be coordinated through the Mayor and Councillors ~~Office Co-ordinator Executive Assistant~~.

Meeting Rooms

Councillors can book a meeting room at Council's offices to facilitate meetings by contacting the Mayor and Councillors ~~Office Co-ordinator Executive Assistant~~.

After business hours access to general office areas other than designated Councillors work areas is only permitted subject to the approval of the responsible Director or Chief Executive Officer.

Building Access and Car Parking

Each Councillor ~~and Delegated Committee Member~~ will receive a swipe card allowing ~~appropriate~~ access to the councillor offices and chambers at the ~~Dandenong Civic Centre Monday to Friday 7am to 11pm. The Mayor and Deputy Mayor will have access during those hours 7 days per week.~~

Limited parking spaces are available for Councillors at the ~~Dandenong~~ Civic Centre offices (car identification permits are required). Permits will be made available by contacting the Mayor and Councillors ~~Office Co-ordinator Executive Assistant~~.

Website

Each Councillor will be provided with a page on Council's web site – containing a Councillor photo, Councillor profile, contact details, and ~~reference to the~~ ward map.

Meals/Refreshments

Where Council or Committee meetings are held at times which extend through normal mealtimes, Council will provide suitable meals served on the premises in accordance with Council's Catering and Civic Support Policy

Tea/Coffee facilities and refreshments are available to Councillors ~~and Members of Delegated Committees~~ undertaking their **official functions** and duties at Council offices.

Memberships

~~Council will arrange and pay for collective Council/Councillor membership to peak Australian Local Government industry bodies as follows:~~

- ~~• Municipal Association of Victoria (MAV)~~
- ~~• Victorian Local Government Association (VLGA)~~
- ~~• Australian Local Government Association (ALGA)~~
- ~~• Australian Local Government Women's Association (ALGWA)~~

Publications

Councillors will be entitled to subscribe to relevant publications subject to the approval of the **Manager Governance, Legal and Risk**.

Councillors will also be supplied, upon request, with **appropriate** links to the *Local Government Act 2020*, *Planning and Environment Act 1987* and any other legislation as requested.

6.7 PROFESSIONAL DEVELOPMENT

Training and Education

The Mayor, Deputy Mayor, and Councillors must complete mandatory training within certain timeframes after a general election of Councillors. Regulations prescribe the matters that must be covered in the delivery of the mandatory training and the timelines for the completion of the training. The mandatory training includes:

- ~~• Mayoral training – This must be completed by all Mayors, Acting Mayors (appointed for one month or more), and Deputy Mayors within one month of being elected to the role.~~
- ~~• Councillor induction training – This must be completed by all Councillors within four months of taking the oath or affirmation of office.~~
- ~~• Professional development training – This must be completed by all Councillors annually, beginning in the first full calendar year after being elected.~~

The matters that must be covered as part of Councillor induction and professional development training are:

- ~~• working together in a Council~~
- ~~• decision making, integrity and accountability~~
- ~~• community representation~~
- ~~• strategic planning and financial management~~
- ~~• conduct~~
- ~~• land use planning.~~

The training may also include any other matters the Chief Executive Officer considers will support Councillors in the performance of their role.

Council will make provisions in the annual budget to ensure that the mandatory training requirements can be met, and time will be set aside during usual Council Business hours throughout the year to enable professional development to be undertaken. Councillors may also need to set aside time outside of usual Council Business hours to undertake professional development, as required.

~~Wherever possible Councillors will be provided with training in main competency areas such as, but not limited to:~~

- ~~• Federal, state and local government relationships;~~
- ~~• Councillors' statutory roles;~~
- ~~• Financial management;~~
- ~~• Councillor and staff relationships;~~
- ~~• Community representation;~~
- ~~• Meetings procedures for Council and committees;~~
- ~~• Councillors' performance;~~
- ~~• Media training; and~~
- ~~• Ongoing projects and major issues within the City and surrounding municipalities.~~

Upon request, Councillors will be provided with any necessary training/education/resources that will assist them in the use of equipment/software supplied by Council or the acquisition of information necessary in undertaking their ~~official functions and duties. as a Councillor.~~

Seminars and Conferences

~~Council will provide the following, or reimbursement for the following, to Councillors and Members of Delegated Committees attending conferences or seminars which have been authorised by Council, other Committees designated by Council, the Mayor or the CEO as set out in Council's Travel Policy:~~

- ~~• Registration fees for attendance at conferences and seminars;~~
- ~~• Conference dinner/meals within reasonable limits for the duration of the conferences/seminar;~~
- ~~• Accommodation where a Councillor or Delegated Committee Member requires an overnight stay for the purpose of attendance;~~
- ~~• Transportation to, from and during conferences and seminars. Councillors or Delegated Committee Members may choose the mode of transport which is most appropriate to their particular circumstances and in accordance with Council's Travel Policy;~~
- ~~• Incidentals that may occur during the duration of the conference/seminar; and~~
- ~~• Carparking fees such as airport or hotel parking.~~

~~Note that under section 6.1 of this policy, corporate credit cards are issued to Councillors for the purposes of paying for incidental costs as per the above-listed items that may occur during the attendance and duration of a conference/seminar which has been authorised by Council, the Mayor or the CEO as set out in Council's Travel Policy.~~

6.8 OTHER SUPPORT

Expenses and Facilities for Councillors or Members of a Delegated Committee with Disabilities

For any Councillor or a Delegated Committee Member with a disability or particular needs, Council will provide reasonable additional facilities and associated expenses ~~in order~~ to allow that Councillor ~~or Delegated Committee Member~~ to perform their respective ~~official functions and duties roles.~~

Diversity and Equity

The City of Greater Dandenong is home to many different cultures and faiths. Council acknowledges and actively cultivates and promotes its cultural diversity. Council also promotes equality and equity between ~~all people, men, women and those identifying as LGBTIQ+.~~ Councillors ~~or Members of Delegated Committees~~ with specific cultural or personal needs will be accommodated to the best of Council's ability and understanding under this policy.

Insurance

Section 43 of the *Local Government Act 2020* ~~requires of the states that~~ Council ~~must~~ to take out insurance cover for Councillors ~~and Members of Delegated Committees~~.

Councillors ~~and Delegated Committee Members~~ are covered by the following Council Insurance Policies on a 24-hour basis while performing their ~~official functions and respective roles duties~~ including attendance at meetings of external bodies as Council's representatives.

- Personal accident insurance;
- Travel and Journey cover;
- Public liability insurance;
- Professional indemnity insurance; and
- Councillors ~~Delegated Committee Members~~ and Council officers' liability insurance.

Council will pay the insurance policy excess in respect of any claim made against a Councillor ~~or Member of a Delegated Committee~~ arising from Council business where any claim is accepted by Council's Insurers, or admitted under Council's self-insurance program, whether defended or not.

~~The Mayor's partner will be covered under these insurance policies whilst carrying out the duties associated with the civic and ceremonial role of the Mayor.~~

Further details as to the extent of cover and conditions in respect to any of the above cover can be obtained from Council's ~~Team Leader, Risk Management and OHS. Manager Governance, Legal and Risk~~

6.9 COMMUNITY FORUMS AND WARD MEETINGS

Council may hold community forums or ward meetings in different locations throughout the year if an issue of significant interest to a particular suburb would benefit from a discussion time with Council in the local area (determined by Councillors). The Guidelines for Community Forums and ~~Guidelines for Ward Meetings~~ are available ~~to guide the conduct of these Forums and Meetings. on Council's website.~~

The Mayor of the Day will determine how and when they can make themselves available to meet with members of the community. As a general guide, appointments are best arranged through the Mayor and Councillors Executive Assistant. The availability of the Mayor will be dependent on their respective commitments.

6.10 ADDITIONAL SUPPORT AND FACILITIES FOR THE MAYOR

The Office of the Mayor operates to facilitate and enable the Mayor to represent the views and directions of Council in performing various roles and duties ~~best~~ carried out by the Mayor, ~~under legislation, Council resolution or custom and practice.~~

Mayoral Vehicle ~~(optional)~~

Council will provide, at its expense, a fully registered, insured, maintained and fueled vehicle for use by the Mayor for ~~their~~ official ~~functions and~~ duties and for private use. Council will also meet the cost of cleaning the ~~Mayoral~~ vehicle.

Unless approved by Council, the mayoral vehicle shall be driven by the Mayor or by the Mayor's spouse/family member, a Councillor or a council officer on the Mayor's behalf while the Mayor is in the vehicle.

Council will also provide ~~an allotted a~~ parking space for the Mayor's vehicle at its municipal offices.

Office Facilities

Council will provide the following Mayoral office facilities:

- private office at Council's Civic Centre in Dandenong ~~suitably~~ equipped with computer and printer; with the current ~~Greater Dandenong City Council~~ City of Greater Dandenong configuration to allow access to Council's network and the Internet, furniture and shelving, including desk and meeting table; digital telephone connected to the Council's phone system ~~with direct in-dial and direct line facilities~~; and
- Executive Assistance and Administrative Support during normal office hours and at other times by arrangement with the ~~Manager Governance, Legal and Risk~~.

Media Support

The Mayor is the principal spokesperson for Council when dealing with the media.

Media support that directly relates to the official business of Council is provided by the Communications team to the Mayor (and to Councillors who are delegated by the Mayor) to manage a particular issue.

The support provided includes responding to media enquiries, providing media advice, developing media releases and arranging media events directly related to the official business of Council.

The support provided is at a level determined by the CEO.

Speaking notes and speech support is only provided for Councillors who are required to speak at function in an official role as a representative of Council (i.e. as the Mayor's delegate or where they are the appointed delegate of the Council to an external body).

Other Facilities

The Mayor may be provided with other necessary assistance to enable them to carry out the duties of civic office. Such assistance may include, but is not limited to, the following:

- a corporate credit card made available to the Mayor for use while carrying out the duties and functions of the office;
- for the purpose of civic functions/ceremonies, ceremonial clothing including Mayoral robes and chains of office.

6.11 REPORTING AND DISCLOSURE

Under the provisions of sections 57 and 58 of the *Local Government Act 2020*, Council must maintain a Public Transparency Policy and specifically follow the public transparency principles. Details of the ~~In the interests of transparency and accountability, the following~~ documents and registers relating to Councillors ~~duties~~ will be made available for public ~~access in accordance with that policy. inspection:~~

- ~~Councillor Expenses, Support and Accountability Policy;~~
- ~~Details of current allowances fixed for the Mayor and Councillors; and~~
- ~~Council's Travel Register.~~

~~In accordance with the above, the following details of Councillor expenditure will be published on Council's website as soon as practicable after the information is available:~~

- ~~Mobile phone usage charges in excess of \$100 (Optus plan) and \$135 (Telstra plan) per month;~~
- ~~Training and conferences attended;~~
- ~~Travel expenses;~~
- ~~Accommodation and meals;~~
- ~~Child and family care reimbursements;~~
- ~~Car mileage claimed;~~
- ~~Functions and events attended; and~~
- ~~Any other associated costs reimbursed.~~

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Councillors will be required to sign off on an annual statement, confirming that the individual Councillor expenses ~~set out in the statement and~~ as published on Council's website during the corresponding financial year are true and correct (Appendix 4) within ~~90~~ 30 days following the end of each financial year.

Further, Section 40 of the *Local Government Act 2020* requires that all details of reimbursements made to Councillors ~~and Members of Delegated Committees~~ be reported to the Audit and Risk Committee. A report will be made to this Committee ~~biannually~~ annually.

~~Accounting Standard AAS22 AASB 124 Related Party Disclosure requires the disclosure of material related party relationships and transactions by a Key Management Personnel (KMP). Councillors are also considered, for the purposes of the standard to be part of the KMP. requires the disclosure of the names and remuneration paid to the directors of an entity. Councillors are required to adhere to this Standard. which also requires the disclosure of certain types of transactions.~~ Broadly, these transactions are those that could be perceived as affecting the independence of the elected member. The disclosure required is a listing of transactions and any other beneficial interests between Council and individual Councillors and their related businesses and parties. It is each Councillor's responsibility to ensure that details of such related party transactions are supplied to the Chief Financial Officer for reporting purposes.

Councillors should also note that details of any expenses which are reimbursed can be ~~further~~ subject to public scrutiny via ~~any~~ Freedom of Information ~~requests received by Council.~~

Working with Children Check

Councillors are expected to maintain a current Working with Children Check (at a minimum a Volunteer Working with Children Check) throughout their term as a Councillor.

Councillors will provide the CEO with a copy of their Working with Children Check which will be securely stored.

Councillors will ensure that Greater Dandenong City Council is included in the organisations listed on their Working Children Check and that Working with Children Victoria is notified of changes to personal details within 21 days as per the Working with Children Act 2005.

If a Councillor is unable to obtain a Working with Children Check or their Working with Children Check is suspended/cancelled during their term, they may elect to restrict their duties to activities that do not have unsupervised interactions (direct or indirect) with children or young people

6.12 LOST OR STOLEN PROPERTY

~~Council supplied items that are~~ Lost ~~items~~ will be replaced by Council upon receipt of a Statutory Declaration from the Councillor by the ~~Manager Governance, Legal and Risk~~. Where items are lost or destroyed more than once per year, Councillors may be required to personally fund the replacement. All decisions to replace lost or stolen property will be made at the discretion of the ~~Manager Governance, Legal and Risk~~.

Stolen items should also be reported to the police and the ~~Manager Governance, Legal and Risk~~ provided with a copy of the Victorian Police incident report. Replacement of the stolen council property will be made following receipt of a copy of the ~~official~~ police report.

Faulty items will be replaced as soon as practicable.

6.13 ACQUISITION AND RETURN OF EQUIPMENT AND FACILITIES

The equipment remains the property of Council and is recorded on Council's Assets Register.

Upon completion of a Councillor term in office, extended leave of absence or at the cessation of civic duties, all equipment and facilities must be returned to Council within two weeks. Arrangements are to be made through the Mayor and Councillors ~~Office Co-ordinator~~ ~~Executive Assistant~~.

Councillors who complete their term in office will be given the opportunity to purchase equipment previously allocated to them at an agreed fair market price.

See also section 6.6.

6.14 COUNCILLORS REIMBURSING COUNCIL

A Councillor can only reimburse Council for personal expenses paid for by Council via:

- A written authorisation to deduct the amount from their next Councillor allowance payment (notification via e-mail is acceptable); or
- An Invoice prepared via the Mayor and Councillors Office Co-ordinator.

~~Councillors reimbursing Council for personal telephone calls must complete the 'Mobile Phone Account Memo' which is forwarded to them with a copy of their account and sign off on its accuracy.~~

6.15 COUNCILLOR RECOGNITION

To recognize the length of service of a Councillor, the following recognition will be provided. For continuous service of 10 years, 15 years, 20 years and so on in 5 year intervals, the Councillor will receive a certificate of service.

The certificate of recognition will be presented at a Council Meeting and the Councillor is able to invite up to 8 family members and guests to join them at the dinner immediately prior to the Council Meeting where the certificate of service is to be presented.

In addition to the certificate of service recognition:

- For 20 continuous years as a Councillor a small civic function for up to 50 guests will be offered.
- For 30 continuous years as a Councillor a civic function for up to 100 guests will be offered.

When a Councillor ceases to hold office through retirement or defeat at election, the Councillor will be offered a letter under the Common Seal of the City.

At the end of each Mayoral term, the outgoing Mayor will be offered a gift to a value of up to \$200 and the Mayoral photographic portrait may be retained by the Mayor.

At the end of each Mayoral term, the outgoing Deputy Mayor will be offered a gift to a value of up to up to \$100.

If the Mayor and/or Deputy Mayor are elected/re-elected for consecutive terms, the gift will be offered at the end of their final term.

6.16 ~~CARETAKER ELECTION PERIOD~~

Special conditions for expenses, facilities and resources for Councillors apply during the ~~caretaker election~~ period prior to an election. ~~The caretaker period is defined in the Local Government Act 2020 as the period that starts at the time that nominations close on nomination day and ends at 6.00pm on Election Day.~~

Council has an Election Period Policy, which forms part of the Governance Rules, and this Policy sets out the arrangements that apply during the ~~Caretaker election~~ period.

~~It is an established democratic principle that public resources must not be used in a way that would influence the way people vote in elections, except to support the actual election process. Council therefore commits to the principle that it will ensure that resources are not used inappropriately during a Council election as outlined in the Greater Dandenong City Council Code of Conduct—Councillors, Council's Election Period (Caretaker) Policy, Council's Governance Rules and Section 304 of the Local Government Act 2020.~~

~~Caretaker election~~ period applies to all Councillors whether they are seeking re-election or not.

Nothing in this policy shall preclude a Councillor from performing their **official functions and duties** as a Councillor during the designated ~~caretaker election~~ period or inhibit them from representing the interests of the city.

Councillors may not use Council offices or property for any election related purposes.

6.17 EXCLUSIONS

Any expenses arising from a breach of road, traffic, parking or other regulations or laws will not be reimbursed or funded by Council in any way.

Any expenses for a Councillor's spouse or **domestic** partner not expressly included within this policy or the Travel Policy will not be reimbursed or funded in any way.

Any expenses incurred by third parties cannot be claimed.

6.18 PROCEDURE FOR REIMBURSEMENT OF GENERAL EXPENSES

Councillors ~~and Members of Delegated Committees~~ must provide all relevant documentation as set out in this policy, including detailed original receipts and/or tax invoices, for all expense claims. Corporate credit card receipts or statements alone are not sufficient. In the case of any internet-online purchases, a copy of the confirmation must be attached to the claim. If a receipt cannot be produced, Councillors ~~or Delegated Committee Members~~ may be required to provide a Statutory Declaration.

If a Councillor ~~or Delegated Committee Member~~ does not claim a particular expense or use a particular facility within the specified time, they cannot be offset against a claim for another amount for some other expense or facility, unless otherwise stipulated in this policy.

Expenses must be charged to the financial year in which they occurred. Expenses cannot be carried forwarded to different years.

Councillors should not obtain private benefit from the provision of equipment and facilities, however it is acknowledged that incidental use of council equipment and facilities may occur from time to time.

Claims for facilities and expenses other than those included in this document will be subject to Council resolution.

~~Councillors must sign off all receipts with original signatures. Stamps or electronic signatures will not be accepted.~~

Procedure for Reimbursement of General Expenses

All claims for reimbursement of expenditure shall be made on a monthly basis (within 30 days from end of month):

- Councillors and Members of a Delegated Committee must obtain a receipt **and/or tax invoice** for any expenditure for which they wish to claim a reimbursement from Council;
- Complete a 'Claim for General Expenses' form (Appendix 1);
- Attach the relevant receipt/invoice to the form and forward it to the **Manager Governance, Legal and Risk** via the Mayor and Councillors ~~Office Co-ordinator Executive Assistant~~;

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- The claim, if in accordance with this policy, will be authorised by the **Manager Governance, Legal and Risk** for reimbursement. It is the responsibility of Councillors to ensure that claims for reimbursement occur within the monthly time frame (30 days, from end of month);
- ~~Payments under \$50 may be reimbursed through Petty Cash. All payments over \$50 will be processed through Council's Finance Department and a cheque forwarded to the relevant Councillor or via the Payroll system.~~

6.19 COUNCILLOR MENTOR AND LEGAL SUPPORT

Legal support

As noted in *section 6.8 Insurance* of this Policy, Council is required to take out a range of insurances for Councillors and these insurances provide coverage when a Councilor is conducting official functions and duties.

It is this insurance that should be relied upon, in the first instance, if a Councillor seeks legal support for a matter. Advice on making a possible claim or to discuss insurance coverage for a matter is available from the Manager Governance, Legal and Risk.

As a rule, if the Councillor is the defendant in a matter, or is subject to investigation by an integrity agency (such as Local Government Inspectorate) then insurance coverage will likely extend to providing the Councillor with legal support. However, this is a matter for the insurer to determine, based on the specific circumstances.

Where the Councillor is a litigant, then insurance coverage will likely not extend to providing the Councillor with legal support. Again, this is a matter for the insurer to determine, based on the specific circumstances.

Where insurance coverage does not extend to the matter or where the claim is denied by the insurer, it is a matter for Council, by resolution, to determine whether the cost of legal support will be covered as a whole or in part by the City.

Mentor support

In addition to, or in lieu of any legal support that a Councillor might seek for a matter, mentoring support is available to support a Councillor undertake their official functions and duties.

A panel of practitioners is maintained by the Manager Governance, Legal and Risk, in consultation with the Mayor and Councillors, and these practitioners can provide limited hour mentor support to Councillors.

Limited hour mentor support equates to ten hourly sessions per year. If a qualified mentor considers that more support time is required for a particular Councillor's wellbeing, then this will be considered by the CEO under their broad OHS responsibilities, with up to a further ten hourly sessions made available in the year (being a total of up to 20 hourly sessions). Where it is apparent that substantial mentoring or other support is required (over the twenty hourly sessions per year), the provision of that support will be a matter for Council to consider upon and determine, in confidential session.

~~Support will be provided for Councillors or Delegated Committee Members which encompasses both mentoring and legal support if their conduct as a Councillor or Delegated Committee Member is called into question. It is important to note that Councillors, Delegated Committee Members and staff are treated equally in this respect. (There are policies and provisions for staff that are already in place which reflect the support they would be given in different situations that occur within the workplace.) This policy aims to reflect the different levels of support afforded to Councillors and Delegated Committee Members in different situations and while general principles will apply, each situation will be considered on its own merits. The general principles applying to Councillor and Delegated Committee Member mentor and legal support are as follows:~~

- ~~1. Where a Councillor or Member of a Delegated Committee is prosecuted by an **external** individual in respect of matters/actions/behaviours that were undertaken in the course of performing their role, then they will be afforded legal and mentor support from Council unless or until it is clearly evident that the Councillor or~~

Delegated Committee Member has acted in breach of the *Local Government Act 1989* or *Local Government Act 2020*.

2. Where the **Councillor or Delegated Committee Member is the litigant** and not the defendant then no legal or mentor support would be provided—unless by resolution of Council, where it is determined that such support is in Council's interest.
3. Where the matter relates to **action undertaken by Council** (as the organisation as distinct to an individual Councillor or Delegated Committee Member) against a Councillor or Delegated Committee Member, then support is provided to the Councillor or Delegated Committee Member in the form of limited hour mentor support.
4. Where the action is undertaken by LGI Local Government Victoria??, Ombudsman Victoria or the Independent Broad-Based Anti-Corruption Commission (IBAC), mentor support is provided during the investigation period only. No legal support is provided unless Council resolves to do so.

Some examples are provided below which indicate a base line response as to whether a Councillor or Delegated Committee Member is entitled to legal or mentoring support that is paid for by Council. As stated, it is not always clear when a Councillor or Delegated Committee Member is entitled to paid legal support and each case that arises should be considered on its merits. In any instance of uncertainty or sustained required support, Council would resolve on whether to use public funds to support the actions of a Councillor or Delegated Committee Member. Councillors also have the right to submit Notices of Motions to Council Meeting Agendas for consideration by Council provided they meet the requirements of Council's current Meeting Procedure Local Law.

Example Scenario	Responsible for Investigation	Mechanism/Support
A Councillor or Delegated Committee Member is civilly (independently) sued by any person for defamation i.e. the plaintiff is using their own resources to sue the Councillor (it is understood that the Councillor was not negligent in their actions).	External sources	Under this policy, legal support would be provided to the Councillor or Delegated Committee Member. Councillor or Delegated Committee Member has access to limited hour mentor support.
A Councillor or Delegated Committee Member physically abuses another Councillor or Delegated Committee Member in a public meeting.	Mayor	Under this Policy, no legal support would be provided to the Councillor/Delegated Committee Member as litigant during investigation. Legal support provided to Councillor or Delegated Committee Member as defendant. Councillor or Delegated Committee Member as litigant is in breach of Code of Conduct. Legal support provided to Council as organisation if required. Both Councillors and Delegated Committee Members have access to limited hour mentor support.
A staff member makes a complaint to their Manager about a Councillor's or Delegated Committee Member's behaviour towards them. The Manager must advise their Director who must advise the CEO immediately.	CEO will investigate allegation internally and discuss with the Mayor as to what action to be taken if allegation is found to be true.	Mayor to handle internally. Under this policy, no legal support would be provided to Councillor or Delegated Committee Member, however they would have access to limited hour mentor support.
A Councillor or Delegated Committee Member sues Council (as an organisation) or takes Council to VCAT or another authority, where Council, or the CEO, acting on Council's behalf, is the defendant.		Under this policy, legal support would be provided to Council as an organisation. No legal support would be provided to the Councillor or Delegated Committee Member, however they would have access to limited hour mentor support.
An investigation is initiated by the Mayor, acting on Council's behalf, into the behaviour and conduct of a particular Councillor(s) Delegated Committee Member(s).	Mayor	Code of Conduct – Conflict/Dispute resolution process as provided. Councillor/s Delegated Committee Member(s) have access to limited hour mentor support.

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Example Scenario	Responsible for Investigation	Mechanism/Support
Councillor or Delegated Committee Member has initiated a complaint regarding a staff member. (That complaint must be made to the CEO.)	CEO investigates and takes action as appropriate and within boundaries permitted under EBA and legislation. CEO will report back to Mayor and Councillor or Delegated Committee Member.	Any staff related matter will be handled by the CEO as legislated by the Local Government Act 2020. Staff will be afforded the right to representation from a support person. If Councillor(s) or Delegated Committee Member(s) are not happy with the outcome, then they are able to raise those matters with the CEO directly through ongoing performance management processes.

6.20 COUNCILLOR DISPUTE MEDIATORS

The ~~Model Councillor Code of Conduct~~ ~~Code of Conduct – Councillors~~ and Council's Internal Resolution Procedure provide guidance on dispute resolution processes in the event of a dispute or conflict arising between Councillors, two individual Councillors, between one Councillor and a group of Councillors, between two or more different groups of Councillors or between a Councillor and a staff member.

7 RESPONSIBILITIES

Councillors ~~and Members of Delegated Committees~~ are responsible for:

- the general care of all equipment and furniture provided by the Council or purchased with Council funds;
- complying with all aspects of this policy in conjunction with Council's Travel Policy;
- ensuring that completed party transactions are supplied to the **Manager Governance, Legal and Risk** ~~Director Corporate Services~~ for reporting purposes;
- providing true and correct information when completing reimbursement forms as referenced in this policy; and
- seeking their own financial and taxation advice.
- Reporting requirements under AASB 125 Related Party Disclosure as outlined in section 5.14 Reporting and Disclosure of this Policy.

Chief Executive Officer is responsible for:

- authorising expenditure on Councillors' corporate credit cards;
- authorising reimbursement of expenses claimed outside of the monthly time frames;
- approving the use of a council vehicle for travel outside the municipality;
- consideration of requests for a variation of care reimbursement;
- accepting written appeals or complaints in relation to any reimbursement decisions;
- authorising an increase in monthly usage limits permitted for mobile phones; ~~and~~
- approving after hours access to general office areas.
- approving the provision of other communication tools (outside the standard issue) for individual Councillors; and
- receiving completed annual related party transaction forms from Councillors as required under Accounting Standard AAS22.

• **Director Corporate Services** ~~??~~ is responsible for:

Manager Governance, Legal and Risk is responsible for:

- approving reimbursement claim forms submitted by Councillors.
- advising Councillors if any claim appears to breach this policy or is inappropriate.
- assisting Councillors in understanding their entitlements.

- ensuring a copy of this policy and Council's Travel Register are available for public inspection when requested; and
- review of this policy.

Mayor and Councillors ~~Office Co-ordinator Executive Assistant~~ is responsible for:

- providing administrative support to the Mayor and Councillors in accordance with this policy.
- processing Councillor requests for reimbursement of expenses; and
- relevant bookings on behalf of Councillors i.e.. meeting rooms, conferences.

8 REFERENCES

- Originally Adopted at the Ordinary Council Meeting on 29 June 2009 – re-adopted with changes 28 June 2010, 14 May 2012, 28 October 2013, 10 August 2015 and 8 July 2019
- *Carer's Recognition Act 2012*
- ~~Department of Planning and Community Development – *Mayor and Councillors Entitlements Information Guide*, November 2008~~
- [Allowances for Mayors, Deputy Mayors and Councillors | remunerationtribunal.vic.gov.au](https://remunerationtribunal.vic.gov.au)
- Greater Dandenong City Council Catering and Civic Support Policy
- Greater Dandenong City Council ~~Code of Conduct~~ – *Councillors Model Councillor Code of Conduct*
- Greater Dandenong City Council Fraud Prevention and Control Policy
- Greater Dandenong City Council Guidelines for Community Forums
- Greater Dandenong City Council Guidelines for Ward Meetings
- Greater Dandenong City Council Public Transparency Policy
- Greater Dandenong City Council ~~Travel Policy~~ – *Councillor Interstate and Overseas Travel Policy*
- ~~Local Government Act 1989~~
- *Local Government Act 2020*
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*
- *Victorian Local Authorities Award 2015*

Related Documents

- Mobile Phone Account Memo (Internal)
- Appendix 1 - General Expenses Claim Form
- Appendix 2 - Travel Claim Form
- Appendix 3 - Child/Family Care Claim Form
- Appendix 4 – Councillor Annual Statement Sign Off

Administrative Updates

It is recognised that from time to time, circumstance may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, the change to an existing policy or document referred to in this policy and minor updates to legislation and the like which does not have a material impact. All changes or updates which materially alter this policy must be by resolution of Council.

Date	Update

Make of Vehicle

Model

Appendix 3 - Members of Council Claim for Child/Family Care



Councillor/Delegated Committee Member Name:	
All requests for reimbursement must include original invoice identifying date of service and fees payable. Request for reimbursement without supporting proof will be paid upon the completion of a Statutory Declaration.	
Service Provider Name & Address:	
Description of Expenses: <p style="text-align: center;">Affix a copy of the invoice in this area if possible otherwise staple to back of form</p>	
Amount to be reimbursed: _____ <i>All Reimbursement transactions will be processed via payroll</i> Reimbursement Instructions: <input type="checkbox"/> Petty Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Via Payroll	
Type of care provided: <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Child <input type="checkbox"/> Family </div>	
I declare that the expenses detailed in this document were incurred whilst discharging my duties as a Councillor/Delegated Committee Member for the Greater Dandenong City Council City of Greater Dandenong and that this reimbursement claim is in accordance with the Council Expenses, Support, & Accountability Policy as adopted by the Greater Dandenong City Council City of Greater Dandenong.	
Councillor/Member Signature:	Date:
Acknowledged by the Manager Governance, Legal and Risk	
Signature:	Date:

Appendix 4

Annual Statement of Councillor/Delegated Committee Member Expenses for the year ending 30 June 20**



Councillor/Member Name: _____

Type of Expense	Amount Claimed
Mobile Phone	
Training & Conferences	
Airfares	
Taxi/Train Fares	
Accommodation & Meals	
Family Care	
Vehicle Mileage	
Stationery	
Equipment	
Functions	
Other	
Total	

I declare that the above statement of expenses were incurred whilst discharging my duties as a Councillor/Delegated Committee Member for the ~~Greater Dandenong City Council~~ and that the information provided is true and correct and in accordance with the ~~Greater Dandenong City Council~~ ~~City of Greater Dandenong's~~ Council Expenses, Support & Accountability Policy.

Signature: _____ Date: _____

Council Expenses, Support and Accountability Policy - Table of changes - June 2025

Policy section	Change proposed	Reason for proposed change
	Review cycle changed from 2 years to 4 years	A 4 year review cycle is adequate for a policy. Changes can be made earlier as required.
Throughout	Standardised language to “official functions and duties”	
Throughout	Corrected Officer titles to reflect current arrangements	
Throughout	Standardised name of the municipality to “City of Greater Dandenong”	
Section 2 Background	Simplified text and removed the quoting of large sections of the <i>Local Government Act 2020</i>	There is no need to repeat large sections of the legislation – a reference to relevant sections is adequate. A reference to ‘carer’ has been simplified.
Section 3 – Scope	Simplified text.	Section 41 of the <i>Local Government Act 2020</i> outlines in general terms what is to be included in the Policy.
Section 4 – Definitions	Added and amended several terms.	Added a definition of ‘official functions and duties.’ Added a definition of ‘election period’.
Section 5 – References	Moved to later in the document. Updated section to ensure it reflects current arrangements	Update for relevance Now section 9
Section 6 – Council Policy Clause 6.1	Remove references to <i>Local Government Act 1989</i> and transitional provisions. Remove reference to ‘payment in advance’ as a special request. Remove text relating to corporate credit cards	Now Section 5 The 1989 legislative reference and transitional provisions is no longer relevant. Best practice and mitigation of corruption risk the use of corporate credit cards by Councillors has been removed. Option to be paid Councillor allowance monthly removed. Fortnightly payments will be made inline with Council’s current payroll operating requirements.
Clause 6.2	Travel section deleted.	Two new sections added <i>5.2 Travel within Victoria</i> Now includes ride share <i>5.3 Travel outside of Victoria</i> A new for Interstate and Overseas Travel Policy was adopted by Council on 24 March 2025. Provisions relating to travel have been retained to mirror the provisions of the Travel Policy. The provisions of the Travel Policy would also apply, unless specifically covered in this policy.
Clause 6.3	Minor edits to fix typos and clarify language.	Now section 5.4 Consistent language to “Carer”
Clause 6.4	Minor edits to fix typos and clarify language.	Now section 5.5 Attendance at Dinner and Other non-council functions
Clause 6.5	Updates to most sections.	Now Section 5.6 Changes to most provisions to reflect current arrangements regarding issue and use of ICT equipment and reflecting current policy.

Policy section	Change proposed	Reason for proposed change
		Business hours defined as 8am – 5pm Monday – Friday Multifunction devices removed. Clause on iCloud storage included.
Clause 6.6	Delete reference to “Courier Service”. Delete reference to “Memberships”.	Now section 5.7 Civic Support, Equipment and Facilities The “Courier Service” no longer operates following a move to provision of Council business papers in electronic format. The issue of “Memberships” is a matter for Council to determine through the budget process and is not relevant in this policy.
Clause 6.6	Increase of \$500 for purchase of office equipment now \$1500	No section 5.7 Civic Support, Equipment and Facilities Increase based on recent purchases
Clause 6.7	Updated to reflect changes to the <i>Local Government Act 2020</i> . Delete reference to “seminars and conferences”	<i>Now 5.8 Professional Development</i> Updated to reflect recent changes to the <i>Local Government Act 2020</i> regarding the requirement for compulsory Mayoral, induction and ongoing professional development training. Seminars and conferences is dealt with in the Travel Policy was adopted by Council on 24 March 2025.
Clause 6.8	Minor edits to fix typos and clarify language. Delete reference to coverage of Mayor’s partner.	<i>Now 5.9 Other Support</i> The insurance coverage of the Mayor’s partner is not offered by any insurance underwriter.
Clause 6.9	Minor edits to correct references to Guideline documents.	<i>Now section 5.10 Community Forums and Ward Meetings</i> Corrected reference to separate Guideline documents - Guidelines for Community Forums and Guidelines for Ward Meetings.
Clause 6.10	Minor edits to fix typos and clarify language. New section on media support.	<i>Section 5.12 Media Support</i> section on ‘media support’ added to clarify to support available to the Mayor and Councillors who are delegating for the Mayor or who are Council’s delegate to an external body (i.e. MAV)
Clause 6.11	Reference is made to the Public Transparency Policy and public transparency principles but the detail relating to the policy and principles has been deleted. Timeline for signoff of expenses claimed changed to 30 days from year end. Disclosure of expenses to the Audit and Risk Committee to be made annually.	Now section 5.14 Reporting and Disclosure It is better practice to refer the reader to another Council adopted Policy document rather than replicate the content, otherwise multiple policy documents will need to be updated when a change is made to the primary policy. Timeline for signoff on expenses for the year is 30 days from year end which is a reasonable time and allows public reporting in a timely manner. Standard practice in the sector is annual disclosure of expenses to the Audit and Risk Committee.
	New Section Added	<i>5.15 Working With Children Check</i>
Clause 6.12	Minor edits to clarify language.	<i>Now Section 5.16 Lost or Stolen Property</i>

Policy section	Change proposed	Reason for proposed change
Clause 6.13	Minor edits to correct an Officer title.	<i>Now section 5.17 Acquisition and Return of Property</i>
Clause 6.14	Minor edits to reflect current practice.	<i>Now section 5.18 Councillors Reimbursing Council</i> Adding in payment via an invoice.
Clause 6.15	New section "Councillor Recognition" added.	<i>New Section 5.19 Councillor Recognition</i> A new section on "Councillor Recognition" has been added to provide clarity around how length of service could be recognised and the recognition for the outgoing Mayor and Deputy Mayor.
Clause 6.16	Edited.	<i>Now Section 5.20 Election Period</i> Exclusions Edited to standardise language as 'election period' by removing reference to 'caretaker period', reflect the Election Period Policy that forms part of the Governance Rules sets out the requirements and "election period" included the definitions in section 4.
Clause 6.17		<i>Now 5.21 Exclusions</i> Include the word domestic partner
Clause 6.18	Relevant documentation now includes itemised receipt	<i>Now Section 5.22 Procedure for Reimbursement of General Expenses</i> Word itemised added as credit card receipts do not contain relevant information to provide reimbursement.
	Delete section relating to signatures. Update section relating to payment methods for reimbursement.	5.22 The requirement for 'original' signatures does not reflect contemporary business practice. Submission by a Councillor of a scanned receipt attached to an email, for example, would be evidence of that Councillor validating the receipt. Petty cash and cheques are no longer available for reimbursement.
Clause 6.19	Rewritten to make clearer and reflect current practice and the Insurances available.	<i>Now Section 5.23 Councillor Mentor and Legal Support</i> The existing tables and examples are not accurate and do not reflect the arrangements in place with Council and its insurers. A simpler section on access to legal support and mentoring support have been drafted.
Clause 6.20	Updated reference to Model Councillor Code of Conduct.	<i>Now section 5.24 Councillor Dispute Mediators</i> It is only necessary to raise the existence of a process for dispute resolution.
Clause 7 - Responsibilities	Updates to position titles.	<i>Now section 6 - Responsibilities</i> Removed reference to the Director Corporate Services and simplified responsibilities. The CEO can delegate as required. Councillors required to obtain WWCC Councillors required to report under AASB125 Related Party Disclosure.
	New section	<i>Section 7 Reporting Monitoring and Review</i> – forms part of new policy template
	New Section	Administrative Updates – to assist with minor amendments to the policy where an

Policy section	Change proposed	Reason for proposed change
		administrative update is required but does not materially alter the policy.
Appendices	Minor updates to titles etc	Remove reference to Cheque and limit reimbursement option to via payroll only.



4.2.2 Councillor Gift Policy - Review

Responsible Officer:	Executive Manager Strategy Growth & Advocacy
Attachments:	<ol style="list-style-type: none">1. Councillor Gift Policy 2025 for readoption [4.2.2.1 - 14 pages]2. Councillor Gift Policy 2020 [4.2.2.2 - 16 pages]3. Councillor Gift Policy - Table of Changes [4.2.2.3 - 2 pages]

Officer Recommendation

That Council:

1. **APPROVES** the updated Councillor Gift Policy provided in Attachment 1;
2. **NOTES** the updated Councillor Gift Policy will be made available on Council's Website; and
3. **PRESENTS** the revised Councillor Gift Policy to the Audit and Risk Committee for noting.

Executive Summary

1. The purpose of this policy is to seek adoption of the revised Councillor Gift Policy as required under section 138 of the *Local Government Act 2020*.
2. This policy outlines the required procedures for the maintenance of a gift register and any other matters prescribed by the regulations.
3. This Policy aims to provide clear guidelines to ensure Councillors are not compromised in the performance of their duties by accepting gifts, benefits or hospitality which may result in a sense of obligation or could be interpreted as an attempt to influence.
4. This Policy helps to protect and promote public confidence in the integrity of Council.

Background

5. Council must adopt and maintain a Councillor Gift Policy pursuant to section 138 of the *Local Government Act 2020*. Under this obligation Council adopted its first Councillor Gift Policy in April 2021. As part of Council's ongoing improvement process, a review of this policy is required every 4 years.
6. A recent review of this policy provided the opportunity to update the format of the policy, include a \$50 acceptable gift threshold and better reflect on current practices whilst maintaining public transparency.



Key Issues and Discussion

7. This Policy:

- provides guidance to Councillors on the appropriate acceptance and declaration of gifts, benefits and hospitality.
- outlines the details required for recording Gifts, Benefits and Hospitality in the Councillor Gift Register.
- ensures compliance with the requirements of the *Local Government Act 2020*.

8. A copy of the revised policy is provided in **Attachment 1** of this report.

9. A copy of the Councillor Gift Policy originally adopted in April 2021 is provided in **Attachment 2** of this report.

10. A summary of changes to the Councillor Gift Policy is provided in **Attachment 3** of this report.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

11. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

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

Asset Implications

13. This item does not affect any existing assets.

Legal/Risk Implications

14. Section 138 of the *Local Government Act 2020* requires Council adopt a Councillor Gift Policy.

Environmental Implications

15. There are no environmental implications relevant to this report.

Gender Impact Assessment

16. A gender impact assessment is not required.

Community Consultation

17. There was no requirement for community consultation.



Links to Community Vision, Council Plan, Strategy, Notice of Motion

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

Not Applicable

19. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

20. 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*.

Councillor Gift Policy July 2025

Document Control

Date Created: [July 2025](#)

Objective ID:

Date of Endorsement:

Version No: [1](#)

Policy Superseded by this Policy: [Not Applicable](#)

Responsible Department: [Governance, Legal and Risk](#)

Responsible Directorate: [Corporate Development](#)

Policy Type: [Mandated](#)

Next Review: [June 2029](#)

Document Compliance

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*. The *Charter of Human Rights and Responsibilities Act 2006* is designed to protect the fundamental rights and freedoms of citizens. The Charter gives legal protection to 20 fundamental human rights under four key values that include freedom, respect, equality and dignity.

Greater Dandenong City Council Policies comply with the Victorian Charter of Human Rights and Responsibilities, the *Gender Equality Act 2020*, the *Climate Change Act 2017*, the Child Safe Standards contained in the *Child Wellbeing and Safety Act 2005* (Amended) and the Overarching Governance Principles specified in 9(2) of the *Local Government Act 2020*.

Acknowledgment of Country

Greater Dandenong City Council acknowledges the Traditional Custodians of this land, the Bunurong People and pays respect to their Elders past and present. We recognise and respect their continuing connections to climate, Culture, Country and waters.

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1. POLICY OBJECTIVE (OR PURPOSE)

The purpose of this policy is to:

- Provide guidance to Councillors on appropriate acceptance and declaration of gifts, benefits and hospitality.
- Limit the number of gifts, benefits and hospitality made to or accepted by Councillors to promote confidence in the integrity of Council.
- Outline the details required for recording Gifts, Benefits and Hospitality in the Councillor Gift Register.
- Promote transparency and integrity in Council decision-making and public services.
- Ensure compliance with the requirements of the *Local Government Act 2020*, in particular section 138.

2. BACKGROUND

This policy has been developed with the same principal-based approach as the intent of the *Local Government Act 2020 (the Act)*.

The Council recognises that Councillors on occasions will be offered gifts, benefits and hospitality when carrying out their official duties. This policy provides transparency by requiring declarations of those offers.

Councillors have a duty to place public interest above their private interests when carrying out their official duties and will not accept any offer of a gift, benefit or hospitality that may jeopardise this trust or the reputation of Council.

3. SCOPE

This policy applies to all Councillors of the Greater Dandenong City Council in relation to the acceptance and declaration of Gifts that may be offered to them in connection with official roles, and governs:

- the receipt of gifts, benefits or hospitality in connection with a Councillor's role.
- the disclosure and management of gifts and potential conflicts of interest.
- recording-keeping and public transparency requirements.

The *Local Government Act 2020 (the Act)* sets out legislative requirements in relation to conflict of interest. Nothing in this policy shall be construed to override *the Act*. In the event of any apparent inconsistency, the provisions of *the Act* will prevail.

4. DEFINITIONS

For the purpose of this policy, Council adopts the following definitions:

Ceremonial Gift	means a gift usually given from one organisation to another, marking a special occasion or at a special event.
Gift	means anything monetary or other value that is offered by an external organisation or individual to a Councillor as a result of their official role. It includes free or discounted items or services, benefits or hospitality that exceeds the reportable gift threshold of this policy being \$50.
Token Gift	means a gift that is offered in a business situation to a Councillor for a particular purpose, or as token or memento of an occasion and is typically valued at \$50 or under.
Reportable Gift	means a gift that exceeds the value of \$50.

5. POLICY

Councillors must avoid situations in which the appearance of improper influence could occur.

Acceptance of gifts must be approached with caution to maintain public confidence and comply with legislative obligations.

Where practicable, any offer of a gift, benefit or hospitality, irrespective of value, should be declined politely in the first instance by simply saying 'no thankyou - your thanks is enough'.

5.1 Acceptable Gifts

Where it is impracticable to decline a gift, Councillors may accept certain gifts, if the gift does not risk the reputation of Council or the Councillors objectivity or integrity.

Councillors may accept gifts that are:

- unsolicited and of modest value (\$50 or under).
- of a ceremonial nature or provided during Council events.
- gifts of hospitality or recognition, valued at \$50 or under and received while acting in an official capacity and carrying out official duties.
- unable to be declined due to cultural or other reasons that would offend the gift-giver.
- received in an official capacity without notice and cannot be returned.

- Corporate gifts received from Council as authorised by the CEO in recognition of significant milestones, such as service recognition (*see Council Expense, Support and Accountability Policy*).

Gifts valued at \$50 or under do not need to be recorded in the Councillor Gift Register, however repeat offers from the same individual or organisation may create a conflict of interest, even if the value is low.

Gifts exceeding \$50 remain the property of Council and not the individual Councillor and should be given to the CEO who will determine its appropriate use or disposal.

5.2 Prohibited Gifts

Councillors should avoid situations giving rise to the appearance that a person, business or organisation through the provision of a gift is attempting to secure favourable treatment.

Councillors must not accept gifts:

- that could reasonably be perceived to influence their decision making.
- any gift that is inconsistent with community values and/or the nature of the gift could bring the Councillor's integrity or Council into disrepute.
- from any individual, business or organisation that may benefit from a Council decision.
- from any individual, business or organisation that are a current or prospective supplier of goods or services for Council.
- from a person in dispute with Council.
- of money or items easily convertible to money (*such as gift cards, shares or loyalty program points and rewards*).
- that could be characterised as a bequest.
- where acceptance could be perceived as endorsement of a product or service.
- made by a person whose primary purpose is to lobby Council, Councillors or members of Council staff.
- from an anonymous gift giver, where the gift(s) equal or exceed the gift disclosure threshold of \$500, in accordance with section 137 of *the Act*.

If a Councillor has concerns about whether a particular gift is prohibited under this policy they should consult with the CEO or the Manager Governance, Legal and Risk in respect to the gift.

5.3 Soliciting Gifts

Councillors must not solicit gifts, benefits or hospitality in connection with their official duties or on behalf themselves, family or friends.

5.4 Anonymous Gifts

Under section 137 of *the Act*, it is an offence to accept an anonymous gift above the gift disclosure threshold of \$500.

Councillors must not accept any gifts that equals or exceed the gift disclosure threshold unless they know the name and address of the person or organisation making the gift and the details of the donor are recorded in the Councillor Gift Register.

If however, a Councillor receives a gift and subsequently realises that they do not know the identity of the gift-giver, they are not in breach if they dispose of the gift to the Council within 30 days of receiving it.

5.5 Attempts to Bribe

A Councillor who receives a gift offer that they believe is an attempted bribe must refuse the offer and immediately:

- lodge a gift declaration form, so their refusal can be recorded; and
- report the matter to the CEO or Council's Public Disclosure Officer who is responsible for reporting any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission.

A Councillor who believes another person within the Council may have solicited or been offered a bribe which they have not reported, must notify the CEO or report the matter as a public interest disclosure in accordance with *Public Interest Disclosures Act 2012* and Council's Public Interest Policy and Procedures.

5.6 Declaring and Disclosure of Gifts

Councillors must record the details of any gift offered to them with a value exceeding \$50, including any inconsequential gift and /or any gift which has been declined.

The recording of gifts on the Councillors' gift register is made by completing a gift declaration form (Appendix 2) available on the Councillors' Intranet and submitting the form to the Governance, Legal and Risk Department.

- Gift declaration forms for any gift offers that equal or exceed the gift disclosure threshold or \$500 must be submitted within 5 days of the initial offer of the gift to the Councillor.
- Gift declaration forms for any other gift offers must be submitted within 14 days of the initial offer of the gift to the Councillor.

A Councillor who has a conflict of interest as a result of receiving a gift or gifts from a person must disclose the conflict of interest in accordance with the procedures outlined in the Governance Rules and declare the interest on their Biannual Personal Interest Return.

Hospitality that has been provided as part of a Council event or where a registration fee has been paid by Council for a Councillor to attend an event does not need to be declared or recorded in the Councillor Gift Register.

Appendix 1 provides a flow chart to assist Councillors when considering an offered gift.

5.7 Councillor Gift Register and Record Keeping

The Councillor Gift Register will be maintained by the Governance, Legal and Risk Department in accordance with s138 (2)(a) of *the Act*. A summary of the register will be publicly available via Council's Website with quarterly updates.

A copy of the Councillor Gift Register will be presented to Council's Audit and Risk Committee for review every 6 months.

A record of all relevant gift offers must be entered into the Councillor Gift Register, and the following details must be included:

- date of any offer of a gift;
- name of the Councillor to whom the gift was offered;
- generic description of the donor offering the gift - *i.e.* resident, community group, business or developer;
- description of the gift;
- the estimated value of the gift;
- the reason the gift was offered (if known);
- Councillor decision regarding the gift (accepted/declined) and justification for the decision;
- if the gift was accepted, was it retained by the Councillor or given to the CEO; and
- signature of the relevant Councillor declaring the accuracy of the information provided on the gift form.

All disclosures must be retained in accordance with the *Public Records Act 1973* (Vic) for a period of 7 years.

5.8 Cumulative Value

Multiple gifts from a single source over a five-year period that collectively equal or exceed the \$500 threshold must be treated as a reportable gift and disclosed accordingly (see *Biannual Personal Interest Return Disclosure*).

5.9 Conflicts of Interest

Receipt of gifts may give rise to a conflict of interest. Councillors must assess whether any gift creates:

- A material conflict of interest (requiring disclosure and recusal); or
- A general conflict of interest (requiring disclosure and risk mitigation)

Even if accepted or declined, gifts may lead to conflicts of interest be that actual or perceived in accordance with sections 130 and 131 of *the Act*.

If a Councillor has concerns about whether a gift may give rise to a conflict of interest, they should consult with the Manager Governance, Legal and Risk, in respect to the gift.

Gifts valued at or exceeding \$500 will give rise to a conflict of interest, including accumulated gifts from a single source over a five-year period.

5.10 Biannual Personal Interest Return Disclosure

A Councillor must disclose any gifts with a value which is equal to or exceeds the gift threshold value of \$500 in their biannual personal interest return, unless:

- the gift was received from a family member;
- the gift constitutes reasonable hospitality received at an event or function that the councillor attended in an official capacity as a Councillor; and/or
- the gift was already disclosed by the Councillor in an election campaign donation return.

5.11 Training and Review

All Councillors will receive induction and refresher training on gifts and conflicts of interest obligations.

This policy will be reviewed every 4 years or as required by legislative changes (see *section 7 of this policy*).

6. RESPONSIBILITIES

Councillor	It is the responsibility of each Councillor to appropriately adhere to this policy, declare gifts appropriately, and determine whether to accept or decline a gift.
	Ensure personal interests do not influence and could not reasonably be perceived to influence their official role.
	Ensure gifts that are equal to or exceed the gift threshold of \$500 are disclosed on their biannual Personal Interest Return.
Mayor	It is the responsibility of the Mayor to support adherence to policy and to lead by example.

CEO	It is the legislative responsibility of the CEO to maintain a gift register in accordance with s138 of <i>the Act</i> , provide guidance to Councillors on their obligations under <i>the Act</i> and this policy and ensure transparency of gift offers made to Councillors.
Coordinator Mayor and Councillors Office	It is the Coordinator of the Mayor and Councillors Office to advise individuals, business and organisations of Council's policy on accepting gifts upon the RSVP of invitations where an offer of a gift is anticipated.
Governance, Legal and Risk Department	It is the Governance, Legal and Risk Department's responsibility to coordinate the maintenance of the Councillor Gift Register on behalf of the CEO, monitor compliance with <i>the Act</i> and this Policy, support training and education on ethical conduct in relation to the acceptance of gifts and provide an extract of the Gift Register to the Audit and Risk Committee for review every 6 months.

7. REPORTING, MONITORING AND REVIEW

Reporting	<p>The Gift Declaration Register will be presented to the Audit and Risk Committee every 6 months for review.</p> <p>The Governance, Legal and Risk Department will report to the relevant Councillor, Mayor and CEO where gifts from a single source over a 5-year period collectively is nearing the \$500 threshold.</p>
Monitoring	All declarations will be monitored by the Governance, Legal and Risk Department for compliance and accumulative value.
Review	This policy should be reviewed every four (4) years within three (3) months of a general election.
Stakeholder Engagement	CEO, Executive Management Team, Manager Governance, Legal and Risk, Audit and Risk Committee, Records Management, Co-ordinator Mayor and Councillors Office, Mayor and Councillors.

8. BREACH OF THIS POLICY

Accepting a prohibited gift may constitute misuse of a Councillor's position and a breach of this policy.

Breaches of this policy will be dealt with under the provisions of the:

- Model Councillor Code of Conduct

- Sections 132-136, 137.138 and 306-310 of *the Act*

Serious breach of the Councillor Gift Policy, especially those involving corruption or bribery could lead to disciplinary action, including potential removal of office and fines of up to 60 Penalty Units.

9. REFERENCES AND RELATED DOCUMENTS

Legislation

[Charter of Human Rights and Responsibilities Act 2006](#)

[Gender Equality Act 2020](#)

[Child Wellbeing and Safety Act 2005 \(Amended\)](#)

[Climate Change Act 2017](#)

[Local Government Act 2020.](#)

[Local Government \(Governance and Integrity\) Regulations 2020](#)

[Freedom of Information Act 1982](#)

[Privacy and Data Protection Act 2014](#)

[Public Interest Disclosures Act 2012](#)

[Public Records Act 1973](#)

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

- Conflict of Interest Policy (to be developed)
- Councillor Contact with Developers Submitters and Lobbyists Policy
- Council Expense, Support and Accountability Policy
- Governance Rules
- Fraud Prevention & Control Policy
- Model Councillor Code of Conduct
- Public Interest Disclosure Policy
- Public Interest Disclosure Procedures
- Public Transparency Policy
- Records Management Policy
- Privacy and Personal Information Policy

Other Related Documents

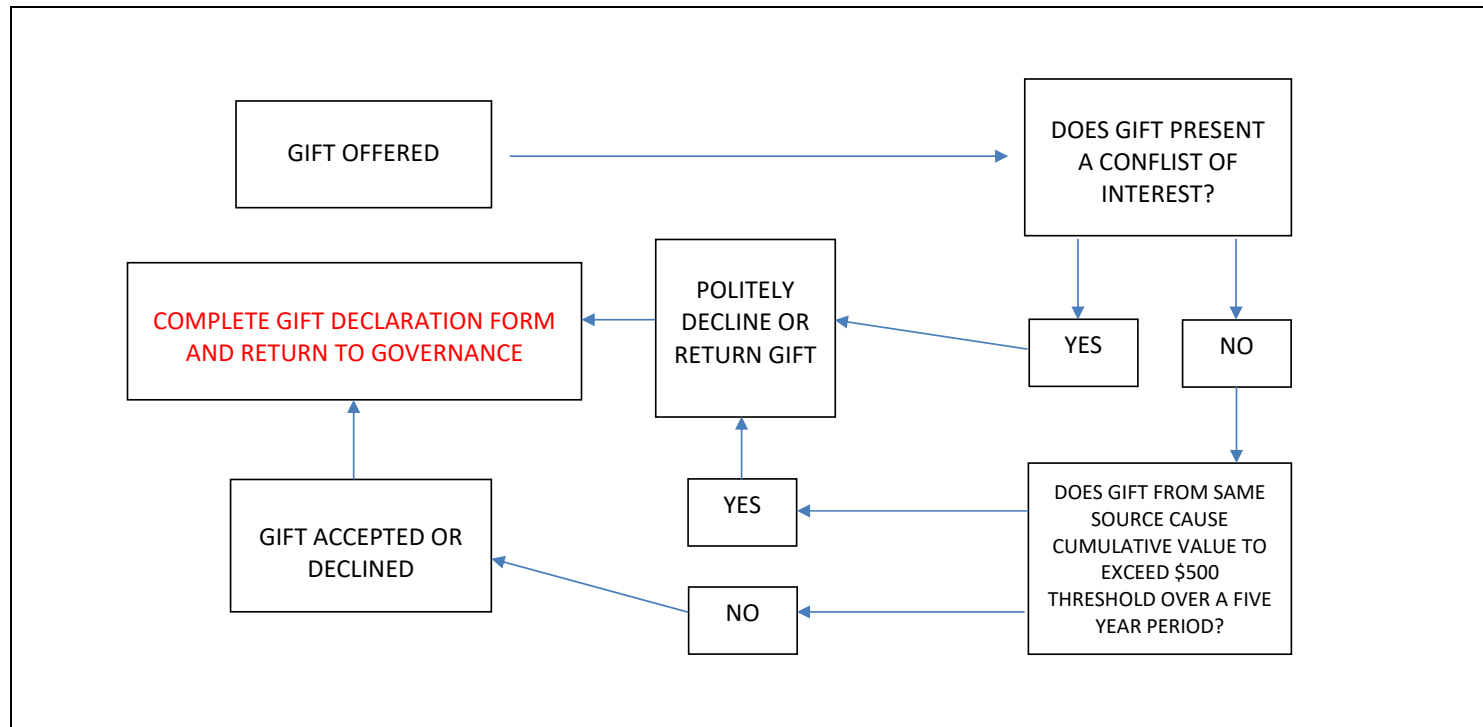
- [Victorian Public Sector Commission GIFT and HOST Test](#)

Administrative Updates

It is recognised that from time to time, circumstance may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, the change to an existing policy or document referred to in this policy and minor updates to legislation and the like which does not have a material impact. All changes or updates which materially alter this policy must be by resolution of Council.

Date	Update

APPENIX 1 – Flow Chart for Considering an offered gift



Appendix 2 – Gift Declaration Fomr



GIFT DECLARATION FORM (COUNCILLORS)

The information contained on this form will be included in the Councillor Gifts Register. The Register is available for public inspection upon request.

GIFT DETAILS

Name of receiver: _____

Date gift, benefit or hospitality (gift) offered: _____

Date gift received (if different): _____

Name of individual or organisations offering gift: _____

Nature of gift - please provide a brief description:

Approximate value of gift (best estimate): _____

DISPOSAL OF GIFT

Please advise if the gift was accepted, accepted and then returned, accepted and donated to a person or an organisation, declined or provided to Council for its archives - please be specific.

Completed by: _____

Signature: _____

Date received by Governance: _____

Councillor Gift Policy

Policy Endorsement:	Council		
Policy Superseded by this Policy:	Gifts, Benefits and Hospitality Policy (still applies to staff)		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Legislative		
File Number:	A7322052	Version No:	001
1st Adopted by Council	12 April 2021 Minute No. 129	Last Adopted by Council:	12 April 2021 Minute No. 129
Review Period:	Every four years	Next Review:	March 2025

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1. PURPOSE

This policy commits Greater Dandenong City Councillors to act with integrity, honesty and transparency when performing their civic duties and while attending any events or functions as Council representatives. It recognises that the Greater Dandenong community's confidence in the integrity of Council results from being open and accountable and acknowledges that the acceptance of gifts, in whatever form, can create perceptions that could challenge the integrity and intent of a both a giver and receiver of such gifts.

This policy:

- (a) ensures that Councillors have clear guidance as to when offers of gifts, benefits or hospitality may be accepted or when they must be declined;
- (b) provides guidance to Councillors on the ethical considerations and procedures involved in the decline, acceptance and declaration of gifts, benefits or hospitality offered to them in the performance of their duties; and
- (c) ensures Councillors have the necessary information to be accountable for their actions and make ethical decisions that can withstand audit processes and public scrutiny.

2. BACKGROUND

The *Local Government Act 2020* provides a legislative framework for councils to be accountable to their local communities in the performance of functions, in the exercise of powers and duties and in the use of resources.

Section 138 of the *Local Government Act 2020* states that Council must adopt a Councillor Gift Policy within the period of six months after 24 October 2020. The Councillor Gift Policy must include:

- (a) procedures for the maintenance of a gift register; and
- (b) any other matters prescribed by the regulations.

It is common for Councillors to be offered gifts or hospitality as a thank you for good service, a job well done or fostering new or long-standing working relationships. However, it is important that the gesture of giving gifts or providing hospitality is not perceived to be, or results in, a form of unethical behaviour or one which may lead to an actual or perceived conflict of interest in a Council matter.

3. SCOPE

This policy applies to all gifts, benefits or hospitality offered to Councillors from external sources regardless of whether the gift is accepted or declined. It also applies where the benefit has been issued in the context of a 'loan'.

This policy excludes gifts, benefits or hospitality awarded to Councillors through rewards and recognition programs both internally and from external bodies.

Council's Councillor Code of Conduct and Conflicts of Interest Policy includes detailed information relating to identifying and disclosing a conflict of interest and this policy should be read in conjunction with those documents.

4. DEFINITIONS

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

Benefit	Something which is believed to be of value to the receiver, such as preferential treatment, privileged access at an event, access to confidential information, personal services or any type of favour/advantage offered. Examples of benefits could include, but are not limited to, a promise of a new job, access to loyalty programs, gym memberships or access to discounts that others are not privy to.
Bribe	Money or other inducement given or promised made with the intention to influence the judgment or conduct of a Councillor. Bribery and/or attempted bribery of a public official is a criminal offence.
Ceremonial Gift	A gift received as part of the culture and practices of communities and government usually provided when conducting business with official delegates or representatives from another organisation or community. A Councillor receiving a ceremonial gift is doing so on behalf of Council and must provide the gift back to Council to register it.
Conflict of Interest	Division 2 of the <i>Local Government Act 2020</i> requires Councillors to declare general or material conflicts of interest.

A conflict of interest is a conflict between a Councillor's public duty to act in the best interest of the Council and their private interests (financial or non-financial). A conflict exists whether it is:

- **Real** – it currently exists;
- **Potential** – it may arise, given the circumstances.
- **Perceived** – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the person's performance of their Council duties, now or in the future.

Gift	Under section 3 of the <i>Local Government Act 2020</i> , a gift is defined as any disposition of property otherwise by will made by a person to another person without consideration in money or money's worth or with inadequate consideration, including:
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- (a) the provision of a service (other than volunteer labour); and
- (b) the payment of an amount in respect of a guarantee; and
- (c) the making of a payment or contribution at a fundraising function.

To support this definition, a gift is anything of monetary or other value that is offered by an external organisation or individual to a Councillor as a result of their role in Council. A gift is given voluntarily without payment or compensation and is meant to convey a feeling of goodwill on behalf of the giver where there is no expectation of favours or repayment in return. Examples of gifts include, but are not limited to, wine, gift vouchers, jewellery, clothing, door or raffle prizes if that individual has not paid to attend, chocolates, desk calendars, personal and other services (such as painting or repairs), commemorative objects or hampers.

Door and raffle prizes received at functions or conferences are not considered a gift if the individual has personally paid for their attendance or where the individual has personally paid for the raffle ticket.

Souvenirs received from a company when attending a seminar or conference for which a fee was paid such as pens, workbooks, ties and promotional items are not perceived as gifts under this policy.

Small gestures of kindness from members of the community such as cut flowers from a garden, homemade or home-grown goods are not considered gifts under this policy.

Gift Disclosure Threshold	Section 3 of the <i>Local Government Act 2020</i> states the gift disclosure threshold at \$500 or a higher amount or value prescribed by the regulations. If multiple gifts are received from one person or organisation, they must be treated as a single gift with an aggregate value.
Hospitality	<p>The friendly reception and entertainment of guests with the provision of food or beverages, which may range from light refreshments at a business meeting to expensive restaurant meals and sponsored travel and accommodation. Hospitality is offered to convey goodwill on behalf of the giver where there is no expectation of favours or repayment in return. Hospitality is considered a gift if it is common courtesy, reasonable and is attended in an official Council capacity.</p> <p>Hospitality that exceeds common courtesy and reasonableness would include, but is not limited to:</p> <ul style="list-style-type: none"> • a fine dining lunch or dinner at a restaurant paid for by another person or organisation or held on its premises; or • an offer to pay for a working lunch at a café; or • an offer of a free spot on a golf weekend on the Mornington Peninsula. <p>Hospitality that does not exceed common courtesy and reasonableness would include, but is not limited to:</p> <ul style="list-style-type: none"> • sandwiches and pastries over a lunchtime meeting; or • a cup of coffee and biscuits at another organisation; or • a cup of coffee at a café.
Loan	Something granted for temporary use on the condition of it being returned. A loan includes significant resources, equipment, assets or similar, which the recipient has not received in the context of it being required to perform their duties with Council. An example of a loan includes, but is not limited to, the use of a vehicle (which is not issued in accordance with Council's policies and processes). Loans of money or funds are not allowed to be accepted under any circumstances.
Personal Services	Could include any service that is provided from any person or business including, but not limited to, any trade services such as plumbing or painting, medical services, real estate services, consultancy services, legal services, building services or architectural services.

5. POLICY

5.1 ACCEPTING A GIFT, BENEFIT OR HOSPITALITY

A gift, benefit or hospitality may be accepted for cultural, protocol or business relationship purposes (subject to the restrictions noted in this policy) or where it has been offered in an honorarium form unless the value warrants it being considered a conflict of interest (see Conflict of Interest Section 5.2).

If offered a gift, benefit or hospitality, Councillors must always consider whether or not it is appropriate and reasonable to accept the offer. Issues to consider when accepting a gift, benefit or hospitality include why the offer was made and the public perception of the acceptance. Please also refer to the Gift Test below for further information to determine whether a gift could cause a conflict of interest or a perceived conflict of interest.

Councillors who are unsure about accepting a gift or hospitality should seek advice from the Manager, Governance.

5.2 DECLINING A PROHIBITED GIFT, BENEFIT OR HOSPITALITY

Any gift that could bring a Councillor's integrity or that of the Council into disrepute must be declined. Councillors must decline the following gift offers:

GIFTS OVER THE GIFT DISCLOSURE THRESHOLD AND ANONYMOUS GIFTS

Councillors must decline any gift, benefit or hospitality that is equal to or exceeds the gift disclosure threshold unless they know the name and address of the person offering the gift. Section 137 of the *Local Government Act 2020* states that:

1. Subject to subsection (2), a Councillor must not accept, directly or indirectly, a gift for the benefit of the Councillor the amount or value of which is equal to or exceeds the gift disclosure threshold unless:
 - (a) the name and address of the person making the gift are known to the Councillor; or
 - (b) at the time when the gift is made:
 - (i) the Councillor is given the name and address of the person making the gift; and
 - (ii) the Councillor reasonably believes that the name and address so given are the true name and address of the person making the gift.
2. If the name and address of the person making the gift are not known to the Councillor for whose benefit the gift is intended, the Councillor is not in breach of subsection (1) if the Councillor disposes of the gift to the Council within 30 days of the gift being received.
3. In addition to the penalty specified in subsection (1), a Councillor who is found guilty of a breach of that subsection must pay to the Council the amount or value of the gift accepted in contravention of that subsection.

GIFTS THAT CAUSE CONFLICTS OF INTEREST

Councillors must decline any gift, benefit or hospitality which warrants it being considered a conflict of interest (either real, potential or perceived).

Section 128 (4) of the *Local Government Act 2020* states that a material (financial or non-financial) conflict of interest arises in respect of a matter if a Councillor has received a disclosable gift from an affected person. This means any gift, benefit or hospitality:

- valued at \$500 or more; or
- accumulated to \$500 or more from one source, over a five year period.

This does not include the value of any reasonable hospitality received by a Councillor at an event or function attended in an official capacity and/or in performing their duties.

MONEY OR EQUIVALENT

Councillors must decline any gift of money (including gift cards) or anything easily or readily changed or converted into money (e.g., shares). Any offers of money in any form must be reported to the Manager Governance. Any bequests to Councillors resulting from their position with Council cannot be accepted and arrangements will be made to donate the bequest to a charitable institution in the name of the donor or returned to the immediate family.

REWARD PROGRAMS

Councillors must not collect rewards for personal use via rewards programs for any Council related transactions including, but not limited to, *Frequent Flyers* or *Fly Buys*. This also relates to reimbursement for any claims incurred in accordance with the Council Expenses, Support and Accountability Policy.

Where there is any doubt as to whether a gift, benefit or hospitality should be accepted, such offers should be politely declined. To reduce the possibility of causing offence, Councillors are encouraged to make reference to this policy and the importance of transparent and ethical behaviours.

5.3 REGULATORY, PROCUREMENT AND TENDER PROCESSES

When any regulatory, procurement or tender process is underway (which includes, but is not limited to, planning permit applications, infringement appeals, recruitment, nominations, tender panel evaluations or licensing), Councillors must not accept any gifts, benefits or hospitality during any such process by any external person or organisation involved in that process.

The Mayor and Chief Executive Officer must be notified of any irregular approaches by external suppliers of good or services outside of any process times. Councillors must not visit a current supplier's premises without invitation and if not on official Council business.

5.4 BRIBERY

A Councillor who receives an offer of a gift, benefit or hospitality that constitutes, or may be construed to be, an attempted bribe must refuse that offer and:

- immediately notify the Chief Executive Officer and lodge a Gift Declaration Form so that their refusal can be properly recorded and audited;
- report the matter to the Chief Executive Officer, Council's Public Interest Disclosures Coordinator or Manager Governance. (Details of Council's Protected Disclosures Coordinator are available on Council's website.) Any corrupt or criminal conduct will be reported to Victoria Police or the Independent Broad-Based Anti-Corruption Commission.

A Councillor who believes another person within Council may have solicited or been offered a bribe which has not been reported must notify the Chief Executive Officer or report the matter as a public interest disclosure in accordance with Council's Public Interest Disclosures Procedure.

5.5 CULTURAL/OFFICIAL GIFTS

On occasions, Councillors may be involved in social, cultural or community events where significant gifts of appreciation or goodwill are offered to Council. In circumstances where it would appear to be impolite or inappropriate to decline the offer, it is reasonable for Councillors acting in an official capacity to accept such gifts on behalf of Council.

All cultural/official gifts accepted on behalf of Council are to be tabled at a Council Meeting and recorded in Council's Gift Register (a Gift Declaration Form will need to be completed by whoever received the gift). The gift will be considered the property of the Greater Dandenong City Council and Council will endeavour to ensure the gift is used with the intent in which it was given.

5.6 EXEMPTIONS

Councillors may accept the following gifts and benefits that are considered exempt from this policy.

- promotional products including, but not limited to, pens, diaries, mugs, ties, show bags that are given as part of a conference, seminar, workshop considered an official function/event attended as part of the performance of their role.
- light meals or refreshments provided as part of a conference, seminar or workshop considered an official function/event attended as part of the performance of their role.
- door and raffle prizes at functions or conferences where the individual has personally paid for their attendance or respectively where the individual has paid for the raffle ticket.
- simple gestures of appreciation from residents such as cut flowers, home-made or home-grown goods.

If any doubt exists about exempt gifts, a Gift Declaration Form can be completed and submitted to the Governance Unit.

5.7 THE G.I.F.T TEST

The following table 'The Gift Test' was developed by the Victorian State Services Commission and is an example of what to think about when deciding to accept or decline a gift, benefit or hospitality.

G	Giver	Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select contractors, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?
I	Influence	Are they seeking to gain an advantage or influence my decision or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy, a token of appreciation or highly valuable? Does its timing coincide with a decision I am about to make?
F	Favour	Are they seeking a favour in return for the gift, benefit or hospitality? Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?
T	Trust	Would accepting the gift, benefit or hospitality diminish public trust? How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?

A flowchart has also been provided in Appendix 1 that provides a consideration process to follow when offered a gift, benefit or hospitality.

5.8 RECORDING GIFTS, BENEFITS AND HOSPITALITY

Any gift, benefit and hospitality, regardless of value, which is offered by an external person or organisation, whether accepted or declined, must be reported to the Governance Unit using the Gift Declaration Form (Appendix 2) which is also available on Council's Intranet or from the Governance Unit.

A Gift Declaration Form must be completed and returned to the Governance Unit within 14 days of the offering of the gift, benefit or hospitality whether it was received or declined.

In line with Council's Public Transparency Policy, a copy of the Councillor Gifts Register is available for inspection upon request.

5.9 CORPORATE GIFTS

In some cases, it is appropriate for Councillors to provide corporate gifts to individuals or organisations on behalf of Council. A limited range of inexpensive corporate gifts is available through the Executive Assistant to the Mayor and Councillors who receives approval for the management of these gifts from the Manager Governance.

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

Section 9 of the *Local Government Act 2020* (the Act) states that Council must, in the performance of its role, give effect to the overarching governance principles. This policy gives effect to these principles by:

- complying with the relevant law (section 9(a) of the Act);
- giving priority to achieving the best outcomes for the municipality, including future generations (section 9b of the Act). This policy ensures that in relation to the receipt of gifts, Councillors are compliant, act with integrity and act in the best interests of Council and the community;
- considering the economic, social and environmental sustainability of the municipal district, including mitigation and planning for climate change risks (section 9(c) of the Act). While this policy has no impact on the economic and social sustainability of the municipal district, it has considered climate change and sustainability in its preparation (see section 9 of this policy);
- pursuing innovation and continuous improvement (section 9(e) of the Act). This policy has provision for evaluation, monitoring and review (see section 11 of this policy);
- collaborating with other councils, governments and statutory bodies (section 9(f) of the Act). A number of other council and best practice model policies were consulted in developing this policy along with state integrity body reviews and reports as referenced in section 12 of this policy; and
- ensuring the transparency of Council decisions, actions and information through the enactment of this policy (section 9(i) of the Act).

In giving effect to the overarching governance principles, a Council must also take into account the community engagement principles (section 56 of the Act), the public transparency principles (section 58 of the Act), the strategic planning principles (section 89 of the Act), the financial management principles (section 101 of the Act), and the service performance principles (section 106 of the Act).

While it is crucial that Council decisions are transparent and open to scrutiny, there is no specific legislative requirement for this particular internal and administrative policy to be subjected to a community engagement process. This policy operates in conjunction with Council's Public Transparency Policy and Conflicts of Interest Policy. It has no financial impact on Council and the resources required to manage and administer it are allocated from existing resource budgets.

7. VICTORIAN HUMAN RIGHTS AND RESPONSIBILITIES CHARTER 2006 – COMPATIBILITY STATEMENT

The *Victorian Charter of Human Rights and Responsibilities Act 2006* has been considered in relation to whether any human right under the Charter is restricted or interfered with in any way by enacting any part of this policy. It is considered that this policy is consistent with the rights outlined in the Charter.

8. RESPONSE TO THE GENDER EQUALITY ACT 2020

The *Gender Equality Act 2020* has been considered in the preparation of this policy. No particular groups that are based on gender are considered to be impacted either positively or negatively by this policy.

9. CONSIDERATION OF CLIMATE CHANGE AND SUSTAINABILITY

Council's Declaration on a Climate and Ecological Emergency, Council's Climate Change Emergency Strategy 2020-2030 and the requirements of the *Local Government Act 2020* in relation to the overarching governance principle on climate change and sustainability have been considered in the preparation of this policy but are not relevant to its contents. The policy is purely administrative in nature and Councillors have been provided access to electronic formats of both the policy and the Gift Declaration Form so that hard copies are not required.

10. RESPONSIBILITIES

10.1 DISCLOSURE OBLIGATIONS OF COUNCILLORS

The *Local Government Act 2020* dictates the disclosure requirements for Councillors in relation to the receipt of any gifts, benefits and/or hospitality as follows:

- a Councillor must disclose any gift valued at \$500 or more in their biannual personal interest return - regulation 9 of the *Local Government (Governance and Integrity Regulations 2020)*;
- a Councillor who has a conflict of interest as a result of receiving a gift or gifts from a person must disclose the conflict of interest in accordance with the procedures outlined in the Governance Rules – section 128 of the *Local Government Act 2020* and this policy;
- a Councillor must include any gifts above the gift disclosure threshold that are election campaign donations in an election campaign donation return (unless the gift was made in a private capacity for personal use) – section 306 of the *Local Government Act 2020*;
- a Councillor must complete a Gift Declaration Form (Appendix 2) for any gift offered, whether it was accepted or declined, for inclusion in the Councillor Gifts Register – section 138 of the *Local Government Act 2020*.

10.2 COUNCILLOR GIFTS REGISTER

The Governance Unit will maintain the Councillor Gifts Register for all gift declarations made by Councillors. Governance will alert any Councillor when any aggregate amounts become close to the gift disclosure threshold.

All gifts accepted or declined will be included in the Register. The Register will also contain:

- a description of the gift and its estimated value;
- the name of the gift giver;
- what was done with the gift (was it retained by the Councillor, provided to Council, declined);
- gift offers from suppliers (irregular approaches from suppliers) when advised.

Consideration will be given to maintaining reasonable confidentiality in situations where public disclosure will prejudice council business transactions or breach privacy considerations.

11. REPORTING, MONITORING AND REVIEW

This policy incorporates all the recommendations from the Independent Broad-Based Anti-Corruption Commission's (IBAC's) *Local Government Integrity Frameworks Review, March 2019*. The recommendations of this review were further endorsed by IBAC's *Managing Corruption Risks Associated with Conflicts of Interest in the Victorian Public Sector, October 2019*.

A self-assessment in line with these reviews (or any other further relevant reviews undertaken by integrity bodies) will be undertaken two years after policy adoption and reported to the Audit and Risk Committee.

This policy is also consistent with the Department of Environment, Land, Water and Planning *Model Policy on Gifts, Benefits and Hospitality, June 2019*.

The Councillor Gifts Register will be monitored by the Manager Governance to identify any systemic patterns of gifts offered and accepted and will ensure that Councillors are regularly made aware of their obligations under this policy through awareness activities and reporting mechanisms. The Councillor Gifts Register will be reported quarterly to the Mayor and Chief Executive Officer and annually to the Audit and Risk Committee.

12. REFERENCES AND RELATED DOCUMENTS

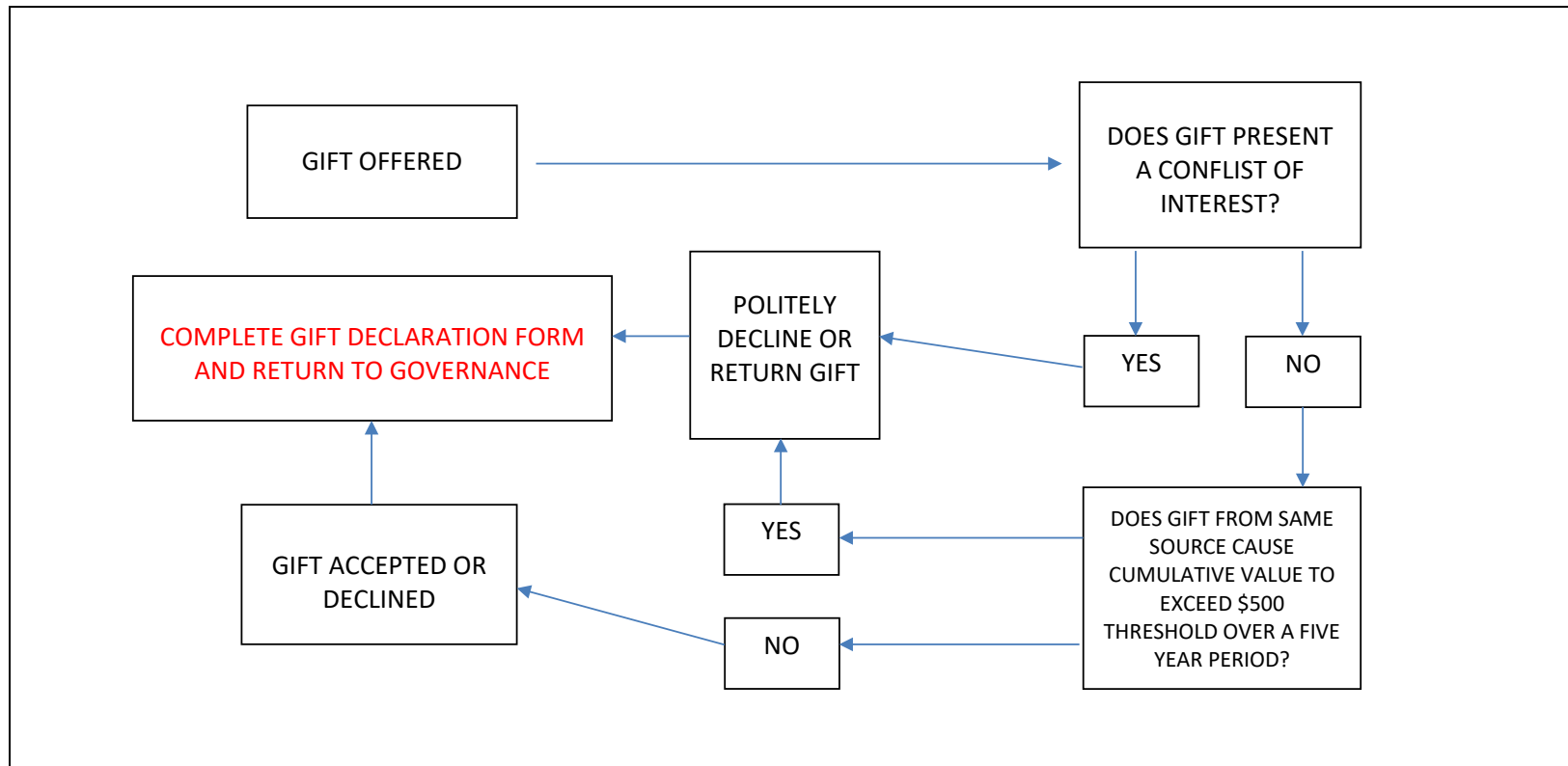
Legislation and References

- *Charter of Human Rights and Responsibilities Act 2006*
- *Crimes Act 1958*
- *Gender Equity Act 2020*
- GIFT and HOST Tests – Victorian Public Sector Commission, 2016
- *Local Government Act 2020*
- *Local Government (Governance and Integrity) Regulations 2020*
- Local Government Integrity Frameworks Review – Independent Broad-Based Anti-Corruption Commission, March 2019
- Managing Corruption Risks Associated with Conflicts of Interest in the Victorian Public Sector – Independent Broad-Based Anti-Corruption Commission, October 2019
- Model Policies for Agencies and Boards – Gifts, Benefits and Hospitality – Department of Environment, Land, Water and Planning, June 2019
- *Privacy and Data Protection Act 2014*

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

- Greater Dandenong City Council Conflicts of Interest Policy
- Greater Dandenong City Council Expenses, Support and Accountability Policy
- Greater Dandenong City Council Councillor Code of Conduct
- Greater Dandenong City Council Fraud and Corruption Prevention and Control Policy and Procedure
- Greater Dandenong City Council Privacy and Personal Information Policy
- Greater Dandenong City Council Procurement Policy
- Greater Dandenong City Council Public Interest Disclosures Procedure
- Greater Dandenong City Council Public Transparency Policy

13. APPENDIX 1 – FLOW CHART FOR CONSIDERING AN OFFERED GIFT



14. APPENDIX 2 – GIFT DECLARATION FORM



GIFT DECLARATION FORM (COUNCILLORS)

The information contained on this form will be included in the Councillor Gifts Register. The Register is available for public inspection upon request.

GIFT DETAILS

Name of receiver: _____

Date gift, benefit or hospitality (gift) offered: _____

Date gift received (if different): _____

Name of individual or organisations offering gift: _____

Nature of gift - please provide a brief description:

Approximate value of gift (best estimate): _____

DISPOSAL OF GIFT

Please advise if the gift was accepted, accepted and then returned, accepted and donated to a person or an organisation, declined or provided to Council for its archives - please be specific.

Completed by: _____

Signature: _____

Date received by Governance: _____

Policy Review - Table of Changes

POLICY NAME: Councillor Gift Policy

REVIEW DATE: July 2025

Policy section	Change proposed	Reason for proposed change
New Template	Transfer policy to new template	The corporate template was modernised in line with the new corporate logo.
Document Control	Review cycle remains at 4 years however it now stipulates that the review will take place within 3 months of a general election	To ensure Councillors can review the policy within a reasonable timeframe of being elected.
Section 1 Purpose	Rewording	For greater clarity
Section 2 Background	Rewritten	To better reflect why the policy was written.
Section 3 Scope	Rewritten	For greater clarity.
Section 4 Definitions	List of definitions refined	For relevance to policy.
Section 5 Policy	Short preamble included	Provides a summary of what is expected of Councillors.
Section 5.1 Accepting a Gift	Name changed to 'Acceptable Gifts' and content reworded. Introduces an acceptable gift threshold of \$50.	Outlines acceptable gifts in bullet point. The \$50 acceptable threshold allows for Councillors to receive inconsequential gifts when attending functions and events historically in the form hospitality and recognition.
Section 5.2 Declining a Prohibited Gift	Name changed to 'Prohibited Gifts' and content reworded	Outlines prohibited gifts in bullet point.
Section 5.3 Procurement	This section has been removed and replaced with 'Soliciting Gifts'.	Avoids misuse of position and conflicts of interest
Section 5.4 Bribery	Now 'Anonymous Gifts'	Under s137 of the Act it is an offence to accept an anonymous gift.
Section 5.5 Cultural Gifts	Is covered under acceptable gifts This section is now 'Attempts to Bribe'	No change to wording.
Section 5.6 Exemptions	Exemptions are accounted for under 'Acceptable Gifts', this section is now 'Declaring and Disclosure of Gifts'	This section explains how, what and when gifts need to be recorded.
Section 5.7 GIFT Test	The GIFT Test table was removed and is now included as a link under section 9 'Related Documents'. This section is now 'Gift Register and Record Keeping'.	This section explains the requirements of council to maintain a Gift Register under s138(2)(a) of the Act.
Section 5.8 Recording Gifts	Recording of Gifts is covered in section 5.7, this section is now 'Cumulative Value'.	This section covers reporting requirements for cumulative gifts from the one source that exceed the \$500 threshold.

Policy section	Change proposed	Reason for proposed change
Section 5.9 Corporate Gifts	Corporate Gifts are covered under 'Acceptable Gifts', this section is now 'Conflicts of Interest'.	Outlines when a gift may create a conflict of interest
Section 5.10 New Section	This section is 'Biannual and Personal Interest Returns'.	Outlines when a gift needs to be included on a Councillors Personal Interest Return.
Section 5.11 New Section	This section is 'Training and Review'.	Commits to Councillors receiving the appropriate training on gifts and conflicts of interests.
Section 6 Overarching Principles	Compliance with the overarching principles is now covered at the start of the policy under 'Document Compliance' at the start of the document. This section is now 'Responsibilities'.	Outlines who is responsible for what.
Section 7 Human Rights	Compliance with Human Rights is now covered at the start of the policy under 'Document Compliance'. This section is now 'Reporting Monitoring and Review' formally section 11	Reformatted for clarity
Section 8 Gender Equality	Compliance with Gender Equality is now covered at the start of the policy under 'Document Compliance'. This section is now 'Breach of this Policy'.	Outlines potential breaches and consequences
Section 9 Climate Change	Compliance with Climate Change is now covered at the start of the policy under 'Document Compliance'. This section is now 'References to Legislation' formally section 12	Updated list relevant legislation and documents
Section 10 Responsibilities	Section 10.1 & 10.2 are now covered in sections 5.6 & 5.7	Moved to different section in line with new template.
Section 11 Reporting Monitoring and Review	This section is now section 7.	Reformatted for clarity.
Section 12 References	This section is now section 9.	Updated for relevance.
Appendix 1 & 2	Remains unchanged	Governance is in the process of developing an online form, which will eventually supersede Appendix 2.



4.3 OTHER

4.3.1 Notice of Motions for MAV October State Council

Responsible Officer:	Executive Manager Strategy Growth & Advocacy
Attachments:	1. Notice of Motions for Municipal Association of Victoria (MAV) October State Council [4.3.1.1 - 4 pages]

Officer Recommendation

That Council **APPROVES** the proposed motions to the next State Council Meeting of the Municipal Association of Victoria (MAV) Attachment 1, with provision for Council's CEO to authorise any minor changes to improve the wording of the motion and/or to update the motion relative to any changes to the issue that may have occurred between the Council Meeting and the date of its lodgement with the MAV.

Executive Summary

1. **Notice of Motions for MAV** - MAV has called for its member Councils to submit motions to be considered for adoption at its State Council Meeting on 10 October 2025.

Background

2. **MAV State Council** - Formed in 1879, the MAV is a membership association and the legislated peak body for Victoria's 79 local councils. The type of support offered by the organisation to its members include specialist policy advice and advocacy, governance and legislative advice, sector development, insurance and procurement services.
3. The State Council Meeting provides Greater Dandenong City Council with an opportunity to draw state-wide attention across the local government sector to Council's advocacy and engagement priorities that have state-wide relevance.
4. MAV has called for its members Councils to submit motions to be considered for adoption at its State Council Meeting on 10 October 2025. Motions are due to be submitted online by midnight 11 August.
5. The proposed Notice of Motions conform to the requirements of MAV Guidance Notes.

Key Issues and Discussion

6. Proposed Notice for MAV State Council Meeting – (refer to Attachment 1 for full details)
 - a. Motion 1 – Review of municipal Electronic Gaming Machine (EGM) caps
 - b. Motion 2 – Elevating Environmentally Sustainable Development (ESD) requirements in planning policy.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

7. This item does not have an impact on existing human resources.

Financial/Asset Resource Implications (consider Service Statements, Budget, Long Term Financial Strategy and Asset Plan)

Operating Budget Implications

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

Asset Implications

9. This item does not affect any existing assets.

Legal/Risk Implications

10. Identify if there are any legal or risk implications.

Environmental Implications

11. There are no environmental implications relevant to this report.

Gender Impact Assessment

12. A gender impact assessment is not required.

Community Consultation

13. There was no requirement for community consultation.

Links to Community Vision, Council Plan, Strategy, Notice of Motion

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

- Safe and peaceful community.
- Sustainable environment.

15. This report is consistent with the following strategic objectives from the Council Plan 2025-29:

- A socially connected, safe and healthy city.
- A green city committed to a sustainable future.
- A Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.

Legislative and Policy Obligations

16. 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.

Greater Dandenong City Council – Motions for 10 October 2025 MAV State Council Meeting

1. Name of motion

Review of municipal Electronic Gaming Machine (EGM) caps

Motion: That the MAV write to the Victorian Minister for Casino, Gaming and Liquor Regulation urging a review of the Electronic Gaming Machine (EGM) caps, with consideration of the balance between EGM densities permitted under the caps, and municipal income levels. Communities with lower income levels should have lower EGM caps, so they are afforded some protection against higher EGM densities and the elevated gambling losses which result.

Strategic relevance to the MAV

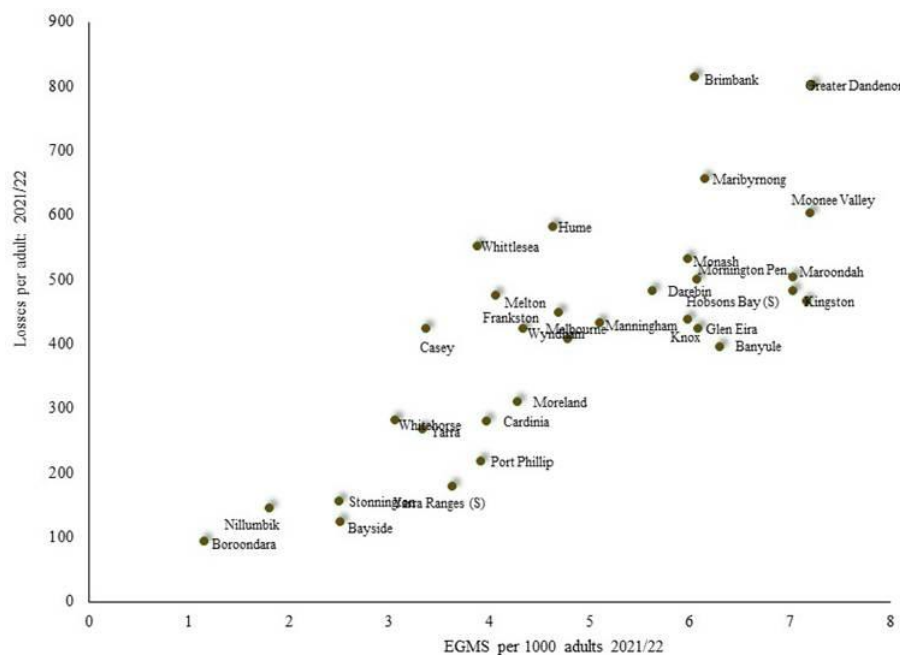
MAV Strategic Priority 1: Active local democracy

Rationale for motion

Current and recent trends show that municipalities with lower incomes tend to experience higher rates of losses to EGMs. In 2021/22, the *most* affluent five municipalities - measured by median personal income levels in the 2021 Census - experienced average EGM losses of \$191 per adult, while average losses were over three times higher in the *least* affluent five municipalities, at \$687 per adult (losses in 2021/22 are cited here, as they may be matched to 2021 Census records of municipal income).

Such differences in losses per adult across metropolitan municipalities are closely associated with EGM density, as the accompanying chart illustrates. Notably, municipalities with the highest densities (depicted in the upper-right-hand side of the chart) also tend to feature the higher rates of EGM losses.

EGM Losses per adult 2021/22, by EGMs per 1,000 adults 2022: metro Melbourne



It follows that the current caps, however well intentioned, have not exerted sufficient influence upon the number and density of EGMs in the more vulnerable communities, to protect their residents from the impact of elevated densities of EGMs and resulting high rates of gambling losses.

It is desirable to establish a balance between municipal incomes and EGM caps, with the maximum number of EGMs permitted in each metropolitan municipality proportional to its share of total metropolitan incomes. Accordingly, the maximum number of EGMs in a metropolitan municipality would be determined as that percentage of the EGMs permitted in the metropolitan area, which is equal to its percentage of metropolitan income (subject to limits upon EGMs per 1,000 adults).

To illustrate its impact, the current number of EGMs Greater Dandenong is capped at 989, representing 4.5 per cent of the maximum number of EGMs which may be installed in metropolitan Melbourne. However, the 2021 Census shows that Greater Dandenong residents accrue just 2.34 per cent of metropolitan income. Under this proposal, the cap would be revised to limit upon the number of EGMs at 2.34 per cent of the maximum number permitted in Melbourne, equalling 511 machines, thereby entailing a reduction in its cap of 478 EGMs.

2. Name of motion

Elevating Environmentally Sustainable Development (ESD) requirements in planning policy.

Motion: That the MAV write to the Minister to advocate for elevated ESD targets for new buildings and encourages a move towards net zero carbon developments.

Strategic relevance to the MAV

MAV Strategic Priority 7: Climate & regenerative design

Rationale for motion

Greater Dandenong City Council has committed to emergency action on climate change. As one of Melbourne's most disadvantaged communities, Greater Dandenong residents are at a much greater risk to the impacts of a changing climate. The *Greater Dandenong Council Plan 2025-29* aims to be a green city committed to a sustainable future.

Council is advocating for better planning outcomes for our community, including creating affordable housing that is not only affordable to obtain, but is also affordable to run. Housing is a necessity and must enable our community to adapt to the effects of climate, whilst also being designed to mitigate its impact.

Council acknowledges the efforts of the State Government through the ESD Roadmap, however due to the recent changes to the planning scheme, there is an urgent need for to review the impacts of these changes and address ESD best practice throughout planning policies. Greater Dandenong continues to advocate with the Council Alliance for a Sustainable Built Environment (CASBE) and outlines four key focus areas to strengthen ESD. These are:

1. *Reinstate ESD provisions in planning schemes that have already been demonstrated as fit for purpose to strengthen sustainability standards.*
2. *Complete Stage 2 of the state government ESD Roadmap.*
3. *Embed consistent and ambitious ESD requirements in Activity Centre Structure Plans and associated ordinance.*
4. *Authorise Elevating ESD Targets Planning Scheme Amendments (C238GDAN).*

It has been three years since 24 councils lodged a planning scheme amendment (C238GDAN) to introduce planning policy that elevates sustainability requirements for new buildings, facilitates best practice ESD and supports zero carbon development outcomes. All 24 councils are awaiting authorisation to exhibit.

The ESD Objectives and Standards proposed in this amendment address:

- Operational Energy (energy efficiency, performance and greenhouse gas emission reduction)
- Embodied Carbon (greenhouse gas emission reduction and resource efficiency)
- Sustainable Transport (electric vehicles and bicycles)
- Integrated Water management (water efficiency and integration)
- Green infrastructure (lot scale vegetation and urban ecology)

- Climate resilience (climate change adaptation, urban heat mitigation)
- Waste & Resource Recovery (recycling and waste management)



4.3.2 LGBTIQ+ Advisory Committee Meeting Minutes

Responsible Officer: Executive Manager Strategy Growth & Advocacy
Attachments: 1. LGBTIQ A+ Advisory Committee Meeting Minutes 13 May 2025 [4.3.2.1 - 5 pages]

Officer Recommendation

That Council:

1. **NOTES** the Draft Minutes of the meeting for the LGBTIQ+ Advisory Committee Meeting 13 May 2025 as provided in Attachment 1 to this report; and
2. **ENDORSES** the Committee's recommendation for Julie Jones to become a member of the Advisory Committee.

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 LGBTIQ+ Advisory Committee meeting held on 13 May 2025 as provided in the Attachment to this report be noted by Council and endorse the Committee's recommendation for community member Julie Jones to become a member.

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 an Attachment to this report.
6. There are no financial implications associated with the development and submission of this report.



Links to 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.
 - Mind, body and spirit.
8. This report is consistent with the following strategic objectives from the Council Plan 2025-29:
 - A socially connected, safe and healthy city.
 - A city that respects and celebrates diversity, our history and the arts.
 - A Council that demonstrates leadership, responsible use of public resources, 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.
 - Related Council Policies, Strategies or Frameworks.



LGBTIQA+ Advisory Committee Minutes			
Date	Tuesday 13 May 2025		
Time	6:15pm-8:15pm		
Venue	Dandenong Civic Centre – Meeting 2NW - 2NE, Level 2		
Chair	Community Advocacy Officer (CAO)) - CGD		
Attendees	Vibol Hy (Community Member), Sam Kariotis (Community Member), Phillip Lamaro (Community Member), Daniel Mersin (Community Member), Fiona Vuong (South East Monash Legal Service), Brad Woodford (Community Member), Scott Gay (Community Member), Community Development Support Officer - CGD		
Apologies	Cr Rhonda Garad (Greater Dandenong Council), Kye Aziz (Many Coloured Sky)		
	AGENDA ITEM	ACTION	LEAD
1.	Welcome - Acknowledgement of Country <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i> <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>		
2.	Review of Outstanding Action Items <ul style="list-style-type: none"> - The creation of a WhatsApp group is still pending due to earlier technical issues, now resolved. The group will be set up shortly. - The invitation to Julian Hill MP (Federal Member for Bruce and part of the LGBTIQA+ community) will be sent. With the election period over, attendance is more likely. 	Create WhatsApp group	Council Officer Council Officer
3.	Introductions (new member) <ul style="list-style-type: none"> - The Chair welcomed Scott Gay, as a new member of the committee for the first time. 		
4.	Nomination of Chairperson <ul style="list-style-type: none"> - Profiles of the two nominees were circulated previously via email. There were two candidates for the Chair role: Brad Woodford and Scott Gay. - To maintain confidentiality, in-person attendees were provided paper ballots, and online attendees were asked to vote via text to Council's Support Officer, who was a non-member of the Committee. Votes were collected and counted, and Brad Woodford was announced as the new Chair of the Advisory Committee. 		



	<ul style="list-style-type: none"> - Scott Gay was appointed as Deputy Chair of the Advisory Committee. Brad and Scott to commence their responsibilities following the closure of the meeting. 		
5.	<p>Membership for LGBTIQ+ - Recommendation of new member</p> <ul style="list-style-type: none"> - Julie Jones is a local community member active with Transgender Victoria, a volunteer with Midsumma, and has attended several Council LGBTIQ+ events. Julie has also expressed interest in the participating in the future meetings of the Action Plan Working Group. The Committee has a vacancy and reached consensus to recommend to Council that her nomination for membership be endorsed. 	Recommendation to be taken to Council meeting for their endorsement	Council Officer to liaise with Julie re outcome
6.	<p>Proud 2 Play – fostering inclusive and welcoming sporting environments in Greater Dandenong</p> <p>Council's Sports & Recreation Team is considering engaging Proud 2 Play to facilitate engagement sessions with local sporting clubs to promote LGBTIQ+ inclusiveness and awareness. The following feedback and comments were the Advisory Committee:</p> <ul style="list-style-type: none"> - Committee members reflected on personal experiences in local sports, acknowledging the challenges some have faced in feeling included or welcomed in mainstream sporting environments. - The committee discussed Noble Park's diverse sports offerings, including football (juniors and seniors), cricket, golf, soccer, and tennis. Club Noble was noted as a central hub for various sports and a potential site for future inclusive initiatives. - There was support for hosting a Pride Game or Pride Round as a local initiative to promote inclusion. - Suggestion was made to conduct a survey amongst sporting clubs to identify levels of interest. - Vibol suggested engaging with well-known inclusive sporting figures to raise the profile of any local initiative. Possibly engage a sports star who is openly queer to promote and attend any engagement activities between Proud 2 Play and local sporting clubs. An example, somebody with a profile similar Josh Cavallo. - Some members suggested to first connect with women's sporting teams as they appear to be far more inclusive and receptive to an approach. - Participants suggested exploring similar initiatives run by neighbouring councils (e.g. City of Casey) to learn from their experiences. 		



	<ul style="list-style-type: none"> - Suggestion for Council to advocate to sporting codes to encourage sports clubs to participate in Proud 2 Play engagement activities. - Opportunities to promote inclusion through advertising at local sporting venues, such as Dandenong Stadium, were discussed. Existing advertising boards could be used to promote visibility and support for LGBTIQA+ communities. - Engage with Pony Club Gym. The gym is a queer friendly, inclusive gym in Preston. They may have some suggestions in breaking down barriers. - Connect with Parkfield Cricket Club. Advisory Committee members mentioned that the club is queer friendly. Could be a good support/ally. 	Provide feedback to Sport & Rec Team for their information and attention	Council Officer
7.	Flying the Pride Flag <ul style="list-style-type: none"> - Council currently raises the Pride Flag at Harmony Square due to logistics, staff availability. - Springvale's community flagpole is underused due to operational challenges and budget constraints. - Governance restrictions limit where community flags can be flown; some poles are reserved for national/state flags. - Alternative option discussed: using street banner flags (e.g. along Lonsdale Street) during significant events like Pride Month. 	Investigate options for increasing visibility of Pride messaging through street banners.	Council Officer
8.	Toilet facilities in new Council builds <ul style="list-style-type: none"> - Council is committed to ensuring inclusive facilities in new infrastructure projects. - The upcoming Dandenong Wellbeing Centre will include: <ul style="list-style-type: none"> - Gender-neutral toilets, changing rooms, and showers. - Design guided by universal design principles to promote accessibility and inclusion. - The Dandenong Community Hub is currently in the co-design consultation phase, and community input regarding inclusive facilities (e.g. accessible and gender-neutral bathrooms) is encouraged. - It was noted that inclusive features are not always standard in government builds, and advocacy is still needed to ensure they are prioritized. 	Council to note Committee's recommendations	Council
9.	Development of Action Plan		



	<ul style="list-style-type: none"> - A draft LGBTIQ+ Action Plan is being developed by Council Officers and will be informed through consultations with key sector stakeholders and the Pride Plan Working Group. - The draft will return to the full Advisory Committee for their feedback before going to public consultation (28 days). - The Working Group referenced Monash Council's approach of using main themes and sub-priorities in their Action Plan structure. - Clarification was provided around the purpose of an Action Plan: to identify clear priorities and guide Council's work on LGBTIQ+ inclusion. - Final version will incorporate community feedback and then be taken to the Advisory Committee for final input. The draft Action Plan will be presented to Council (planned for December 2025) for their endorsement. <p>Themes discussed for Greater Dandenong's Action Plan included:</p> <ol style="list-style-type: none"> 1. Multiculturalism – Reflecting the City's diverse population and intersectional LGBTIQ+ communities, including people seeking asylum. 2. Mental Health and Wellbeing – Recognising that many in the community experience intersecting challenges, including mental health issues, legal issues, and social isolation. 	Council Officer to propose two dates for the next working group meeting.	Council Officer
10.	<p>Other Business</p> <ul style="list-style-type: none"> - Chair shared that the Drag Trivia Night will be held at Springvale Library on Thursday, 22 May as part of the "After Dark" series. The event is linked to IDAHOBIT (International Day Against Homophobia, Biphobia, Interphobia and Transphobia). More details: https://libraries.greaterdandenong.vic.gov.au/events/drag-trivia-libraries-dusk - Sam Kariotis shared that they are running a collage workshop through Headspace Dandenong the day before IDAHOBIT (Friday 17 May) from 4:00–5:00 PM. - Brad Woodford shared that Victoria Police have charged a number of individuals involved in homophobic assaults, related to online dating apps. - Fiona Vuong shared that while there is sometimes community hesitation in reporting incidents to police, Victoria Police's LGBTIQ+ Liaison Officers (LLOs) have been helpful. These officers can connect individuals with local LGBTIQ+ portfolio constables/sergeants to ensure respectful and informed handling of 		



	<p>cases such as sexual assault or IVO breaches. Fiona has shared the following information since the meeting:</p> <ul style="list-style-type: none"> - There is no LLO at Springvale. - There is an LLO at Dandenong (which will cover the Springvale police service area – this is Constable Renee Cameron (they/them)). - If Renee is not available, people can contact the current acting Southern Region LLO Senior Constable Shae Hanson, although she does not take police reports but can support members of the LGBTIQA+ community. - They are currently recruiting for a full time Southern Region LLO, who could come and meet the committee if the committee would like. - Members were encouraged to explore opportunities for cross-committee collaboration, including with groups such as the Sustainability Advisory Committee and the Positive Ageing Advisory Committee. 		
11.	Close of Meeting at 8.00 pm.		



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

Responsible Officer: Manager Governance
Attachments: Nil

Officer Recommendation

That Council RECEIVES and NOTES the information contained in this report.

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 23 June – 21 July 2025.

Background

3. The Executive Team and associated staff at Greater Dandenong City Council host Councillor Briefing Sessions and Pre-Council Meetings 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.
4. 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 23 June – 21 July 2025.

**Matters Presented for Discussion**

Item		Councillor Briefing Session/Pre-Council Meeting
1	General Discussion Councillors and Council officers briefly discussed the following items: <ul style="list-style-type: none">a. Community Satisfaction Survey results;b. Opening of the HOME exhibitionc. Worldwide cyber security breach; and Agenda items for the Council meeting of 23 June 2025.	Pre-Council Meeting (PCM) – 23 June 2025
2	Dandenong Market Pty Ltd (DMPL) Bazaar Revitalisation Councillors were briefed on the ongoing Dandenong Market Bazaar revitalisation project including future planned activities.	Councillor Briefing Session (CBS) – 30 June 2025
3	Plastics Policy Review Councillors were presented with the proposed revisions and updates to the single use Plastics Policy. This Policy will be presented at a future Council Meeting.	Councillor Briefing Session (CBS) – 30 June 2025
4	General Discussion Councillors and Council officers briefly discussed the following items: <ul style="list-style-type: none">a. Recent Domestic Animal Plan community consultation;b. Updates on the Keysborough Community Hub;c. Update on planned Australia Post branch closures; and Agenda items for the Council meeting of 30 June 2025.	Councillor Briefing Session (CBS) – 30 June 2025
5	Community Satisfaction Survey 2025 Councillors were presented with the results of the most recent Community Satisfaction Survey.	Councillor Briefing Session (CBS) – 7 July 2025
6	Update Councillor Media Policy & New Social Media Policy Councillors discussed the Media and Social Media Policies which will be tabled at a future Council Meeting.	Councillor Briefing Session (CBS) – 7 July 2025
7	Dandenong Community Hub – Final Concept Design Update Councillors were provided details regarding recent engagement and consultation via a number of workshops for the development of the Dandenong Community Hub concept design. Options regarding how the concept design can proceed were discussed.	Councillor Briefing Session (CBS) – 7 July 2025



Item		Councillor Briefing Session/Pre-Council Meeting
8	Parking Fees and Charges CONFIDENTIAL under s.3(1) of the Local Government Act 2020.	Councillor Briefing Session (CBS) – 7 July 2025
9	Springvale Revitalisation Action Plan Councillors were presented with the recent significant progress as part of an annual update on the Springvale Revitalisation Action Plan (SRAP).	Councillor Briefing Session (CBS) – 7 July 2025
10	General Discussion Councillors and Council officers briefly discussed the following items: a. Recent grant funding received; b. Recent animal incident in Springvale; and Agenda items for the Council meeting of 14 July 2025	Pre-Council Meeting (PCM) – 14 July 2025
11	Business Support Service Review - SEMMA CONFIDENTIAL under s.3(1)(a) of the Local Government Act 2020.	Councillor Briefing Session (CBS) – 21 July 2025
12	Dandenong Market Precinct Plan Councillors were presented with an update on the development of the Dandenong Market Precinct Plan which is underway. This item provided an update on the proposed project methodology, timeframes and engagement approach.	Councillor Briefing Session (CBS) – 21 July 2025
13	Councillor Gift Policy and Conflict of Interest Policy Councillors were briefed on a proposed revised Gift Policy and Conflict of Interest Policy.	Councillor Briefing Session (CBS) – 21 July 2025
14	Councillor Expenses, Support and Accountability Policy Councillors further considered a proposed update to the Councillor Expenses, Support and Accountability Policy.	Councillor Briefing Session (CBS) – 21 July 2025
15	Councillor Professional Development Training Councillors were provided with details regarding Mandatory Councillor Training to be undertaken in 2025 as defined under the <i>Local Government Act 2020</i> and <i>Local Government (Governance and Integrity) Regulations 2020</i> .	Councillor Briefing Session (CBS) – 21 July 2025
16	General Discussion Councillors and Council officers briefly discussed the following items: a. Tree planting events this weekend; b. Motions for the upcoming Municipal Association of Victoria meeting; and c. Organisational Alignment. Agenda items for the Council Meeting of 28 July 2025.	Councillor Briefing Session (CBS) – 21 July 2025



Apologies

5. Councillor Loi Truong submitted an apology for the Pre-Council Meeting on 23 June 2025.
6. Councillor Isabella Do, Councillor Phillip Danh, Councillor Bob Milkovic and Councillor Loi Truong submitted apologies for the Councillor Briefing Session on 30 June 2025.
7. Councillor Lana Formoso submitted an apology for the Councillor Briefing Session on 7 July 2025.
8. Councillor Rhonda Garad submitted an apology for the Pre-Council Meeting on 14 July 2025.
9. Councillor Jim Memeti submitted an apology for the Councillor Briefing Session on 21 July 2025.

Legislative and Policy Obligations

10. Section 9 of the *Local Government Act 2020* (LGA2020) states that a Council must in the performance of its role give effect to the overarching governance principles.
11. 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.



4.3.4 List of Registered Correspondence to Mayor and Councillors

Responsible Officer: Manager Governance, Legal & Risk

Attachments: 1. List of Registered Correspondence to Mayor and Councillors [4.3.4.1 - 2 pages]

Officer Recommendation

That the listed items for the period 7 July to 18 July 2025 provided in Attachment 1 to this report be received and noted.

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 7 July to 18 July 2025.

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 07/07/25 & 18/07/25 - for officer action - total = 1

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A letter from Presbyterian Ladies College requesting for a speaker for a school trip to Dandenong Market.	11-Jul-25	11-Jul-25	fA353766	Mayor & Councillors Office

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 07/07/25 & 18/07/25 - for information only - total = 1

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
A letter from the Victorian Minister for Planning to the Mayor regarding Green Wedge Management Plans.	15-Jul-25	15-Jul-25	A12208283	Mayor & Councillors Office

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



5 NOTICES OF MOTION

A Notice of Motion is a notice setting out the text of a motion proposed to be moved at the next relevant meeting. It must be in writing, signed by a Councillor, and be lodged with the Chief Executive Officer in sufficient time for 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.



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.



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.



8 CLOSE OF BUSINESS