

Agenda

Council Meeting

Monday 24 November 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 24 November 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 Sophaneth \(Sophie\) Tan](#)

[Cr Bob Milkovic](#)

[Deputy Mayor Phillip Danh](#)

[Cr Sean O'Reilly](#)

[Cr Isabella Do](#)

[Cr Loi Truong](#)

[Cr Lana Formoso](#)

[Cr Melinda Yim](#)

[Cr Rhonda Garad](#)

[Cr Alice Phuong Le](#)

[Cr Jim Memeti](#)



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



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



TIS: 13 14 50



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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



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 Shamim Navidi, a member of the Greater Dandenong Interfaith Network.



1.5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Meeting of Council held 10 November 2025.

Annual Meeting of Council held 13 November 2025.

Recommendation

1. That the Minutes of the Meeting of Council held 10 November 2025 be confirmed.
2. That the Minutes of the Annual Meeting of Council held 13 November 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 24 November 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
5/11/2025	Ongoing Illegal Activities and Safety Concerns near Rawdon Hill Drive Local residents have raised concerns about ongoing unauthorised and unsafe activities near Rawdon Hill Drive, East Link Trail, and Rawdon Hill Reserve over the past several weeks. These concerns fall under the remit of a number of authorities including Greater Dandenong City Council.	20 Proponents	Completed	Responsible officer: Executive Director City Futures Outcome sent 6/11/2025 to the head petitioner.



2.2 STATUTORY PLANNING APPLICATIONS

2.2.1 Planning Delegated Decisions Issued - October 2025

Responsible Officer: Executive Director City Futures

Attachments: 1. Planning Delegated Decisions Issued - October 2025
[2.2.1.1 - 11 pages]

Officer Recommendation

That the listed items in Attachment 1 to this report be received and noted.

Executive Summary

1. This report provides Council with an update on the exercise of delegation by Council officers.
2. It provides a listing of Town Planning applications that were either decided or closed under delegation or withdrawn by applicants in October 2025.
3. It should be noted that where permits and notices of decision to grant permits have been issued, these applications have been assessed as being generally consistent with the Greater Dandenong Planning Scheme and Council's policies.
4. Application numbers with a PLA#, PLN#.01 or similar, are applications making amendments to previously approved planning permits.
5. The annotation 'SPEAR' (Streamlined Planning through Electronic Applications and Referrals) identifies where an application has been submitted electronically. SPEAR allows users to process planning permits and subdivision applications online.

Planning Delegated Decisions Issued from 1/10/2025 to 31/10/2025

City of Greater Dandenong

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA25/0036	PlnAppAmd	No	310A-312 Springvale Road SPRINGVALE VIC 3171	B Adams	AMENDMENT TO: Service Station, Buildings and Works & Signage (PLN05/0403)	Amend permit to allow a new cafe	Delegate	AmendPerm	21/10/2025	Springvale Central
PLA25/0040	PlnAppAmd	No	12 Popes Road KEYSBOROUGH VIC 3173	EJ Hart	AMENDMENT TO: Development of the land for one (1) double storey dwelling to the side of an existing double storey dwelling (PLN21/0722)	Amend endorsed plans	Delegate	AmendPerm	20/10/2025	Noble Park
PLA25/0209	PlnAppAmd	No	37 Ellendale Road NOBLE PARK VIC 3174	P Libert	AMENDMENT TO: Development of the land for four (4) double storey dwellings (PLN23/0261)	Amend endorsed plans	Delegate	AmendPerm	29/10/2025	Yarraman
PLA25/0214	PlnAppAmd	No	2-106 Bayliss Road DANDENONG SOUTH VIC 3175	Salta Properties (Lyndhurst) Pty Ltd	AMENDMENT TO: Use and development of the land for a Food and Drink Premise (Excluding Bar and Hotel) and Office and the sale and consumption of liquor (PLN24/0003)	Amend permit conditions and endorsed plans	Delegate	AmendPerm	31/10/2025	Dandenong
PLA25/0216	PlnAppAmd	No	337-343 Greens Road KEYSBOROUGH VIC 3173	The Society Of Christ	AMENDMENT TO: The use & development of the land for a place of worship and associated social and cultural activities and meetings and a reduction in the requirement for car parking (PLN02/0257)	Delete permit Condition 1.7 and amend Condition 6	Delegate	AmendPerm	29/10/2025	Keysborough South

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA25/0217	PlnAppAmd	No	212 Railway Parade NOBLE PARK VIC 3174	Ogee Architects Pty Ltd	AMENDMENT TO: Use and development of the land for one (1) single storey residential building (community care accommodation), and to construct a fence which is more than 1.2m above ground level (PLN21/0600)	Amend endorsed plans	Delegate	AmendPerm	31/10/2025	Yarraman
PLA25/0219	PlnAppAmd	No	4 Bakers Road DANDENONG NORTH VIC 3175	Jova Drafting Consultants	AMENDMENT TO: Development of the land for three (3) dwellings comprising two (2) double storey dwellings and one (1) single storey dwelling to the rear (PLN22/0225)	Amend endorsed plans	Delegate	AmendPerm	23/10/2025	Noble Park North
PLA25/0221	PlnAppAmd	No	48 Assembly Drive DANDENONG SOUTH VIC 3175	The Trustee for 48 Assembly Drive Trust	AMENDMENT TO: Demolition of buildings in the Heritage Overlay 58, staged development of the land for warehouses, display of signage, reduction in car parking requirements and removal of native vegetation (PLN23/0405)	Amend permit preamble, conditions and endorsed plans	Delegate	AmendPerm	27/10/2025	Dandenong
PLA25/0225	PlnAppAmd	No	109-133 Ordish Road DANDENONG SOUTH VIC 3175	Renex Op Co Pty Ltd	AMENDMENT TO: To develop and use part of the land known as 109-133 Ordish Road, Dandenong South, being that part of the land more particularly described as Lot 1 on Plan of Subdivision PS 630152M, for the purpose of an integrated waste treatment and resource recovery facility (materials recycling), together with the display of business identification signage (PLA24/0082).	Amend permit conditions	Delegate	AmendPerm	21/10/2025	Dandenong
PLA25/0246	PlnAppAmd	No	11B Ross Street DANDENONG VIC 3175	VS Burton	AMENDMENT TO: Development of the land for three (3) double storey dwellings on a lot and a front fence greater than 1.2 metres (PLN20/0569)	Amend endorsed plans	Delegate	AmendPerm	10/10/2025	Cleeland

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLA25/0249	PlnAppAmd	No	72-78 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	Sambeck Pty Ltd	AMENDMENT TO Construct buildings and works, a reduction in the car parking requirement under Clause 52.06 of the Greater Dandenong Planning Scheme, alteration to a Transport Zone 2 and remove easement E-10, partial removal of E-11 and creation of E-12 (PLA24/0134)	Delete permit Condition 33	Delegate	AmendPerm	24/10/2025	Dandenong
PLN21/0527	PlnApp	No	113 Greens Road DANDENONG SOUTH VIC 3175	R Third	Use and development of the site for a Materials Recycling (self-serve motor vehicle wrecking yard), a reduction in the car parking requirements and to alter access to a Transport Zone 2	Industrial 1 Zone	Delegate	NOD	30/10/2025	Dandenong
PLN24/0257	PlnApp	No	13 Adelaide Street DANDENONG VIC 3175	Universal Planning	Development of the land for four (4) double storey dwellings	No response to further information request	Delegate	Lapsed	09/10/2025	Dandenong
PLN24/0332	PlnApp	No	206 Corrigan Road NOBLE PARK VIC 3174	Squareback Planning Pty Ltd	Development of the land for four (4) double storey dwellings	General Residential 1 Zone, 681sqm	Delegate	PlanPermit	30/10/2025	Springvale South
PLN24/0339	PlnApp	No	110 Herbert Street DANDENONG VIC 3175	NCT Architects & Interior Designers	Development of the land for three (3) double storey dwellings	General Residential 1 Zone, 725sqm	Applicant	Withdrawn	03/10/2025	Cleeland

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN24/0348	PlnApp	No	14 Virginia Street SPRINGVALE VIC 3171	HQ Nguyen	Development of the land for five (5) triple-storey dwellings	Residential Growth 2 Zone, 670sqm	Delegate	PlanPermit	22/10/2025	Springvale North
PLN24/0353	PlnApp	No	58-62 Edison Road DANDENONG SOUTH VIC 3175	Carron Concrete Services Pty Ltd	Development of the land for a mezzanine and to reduce the car parking requirement	Industrial 1 Zone	Delegate	PlanPermit	31/10/2025	Dandenong
PLN24/0404	PlnApp	No	8 Alma Crescent NOBLE PARK VIC 3174	M Belden	Development of the land for three (3) double storey dwellings	General Residential 1 Zone, 750sqm	Applicant	Withdrawn	03/10/2025	Yarraman
PLN24/0431	PlnApp	No	27 Agnes Street NOBLE PARK VIC 3174	Architekton Ltd	Development of the land for three (3) double storey dwellings	General Residential 1 Zone, 676sqm	Applicant	Withdrawn	13/10/2025	Noble Park
PLN24/0440	PlnApp	No	8-12 Mary Street SPRINGVALE VIC 3171	Stephen D'Andrea Pty Ltd	Use and development of the land for seven (7) warehouse buildings	Industrial 1 Zone	Delegate	NOD	16/10/2025	Springvale North
PLN24/0480	PlnApp	No	10 Webb Avenue SPRINGVALE VIC 3171	RD Design and Drafting Pty Ltd	Development of the land for one (1) double storey dwelling to the rear of an existing double storey dwelling	General Residential 1 Zone, 630sqm	Delegate	PlanPermit	24/10/2025	Springvale North

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN24/0491	PlnApp	No	55 Royal Avenue SPRINGVALE VIC 3171	Jova Drafting Consultants	Use and development of the land for two (2) double storey rooming houses	General Residential 3 Zone, 1104sqm	Delegate	NOD	09/10/2025	Springvale Central
PLN25/0004	PlnApp	No	National Water Sports Centre 1-3 Riverend Road BANGHOLME VIC 3175	National Water Sports Centre Ski Club Inc.	Buildings and Works (Shade Structure)	No Response to further information request	Delegate	Lapsed	30/10/2025	Keysborough South
PLN25/0022	PlnApp	No	1/129 Greens Road DANDENONG SOUTH VIC 3175	Stephen D'Andrea Pty Ltd	Use and development of the land for a transfer station, reduce the car parking requirement and alter access to a road in a Transport Zone 2	Industrial 1 Zone	Delegate	PlanPermit	16/10/2025	Dandenong
PLN25/0041	PlnApp	No	3 Swift Way DANDENONG SOUTH VIC 3175	Walaby Australia Pty Ltd	Use and development of the land for a Transfer Station (metals and plastics)	Industrial 1 Zone	Delegate	NOD	10/10/2025	Dandenong
PLN25/0047	PlnApp	No	Lease Area 26 5 Queens Avenue SPRINGVALE VIC 3171	H Wang	Use of the land for food and drinks premise and the display of internally illuminated and non-illuminated business identification signage	Transport 1 Zone	Delegate	PlanPermit	24/10/2025	Springvale North
PLN25/0054	PlnApp	No	226 Pillars Road BANGHOLME VIC 3175	Intrapac Property Pty Ltd	Use and Development of the land for a Minor Sports and Recreation facility, associated earthworks and removal of Native Vegetation	Green Wedge 1 Zone	Applicant	Withdrawn	13/10/2025	Keysborough South

ADARK

5

3/11/2025

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0095	PlnApp	No	126 Kelvinside Road NOBLE PARK VIC 3174	Chris Mackenzie Planning Solutions	Use and development of the land for a Medical Centre	Proposal fails to comply with Clause 11.02-1S (Supply of Urban Land), Clause 13.07-1A (Land Use Compatibility), Clause 17.02-2S (Out of Centre Development), Clause 15.01-1S (Urban Design), Clause 15.01-2S (Building Design), Clause 15.01-5S (Neighbourhood Character), Clause 21.05 (Built Form), Clause 21.04 (Land Use)	Delegate	Refusal	24/10/2025	Yarraman
PLN25/0142	PlnApp	No	58 Noble Street NOBLE PARK VIC 3174	J Tissera	Development of the land into four (4) double storey dwellings	General Residential 3 Zone, 810sqm	Delegate	PlanPermit	17/10/2025	Noble Park
PLN25/0175	PlnApp	No	60 Ross Street DANDENONG VIC 3175	Innova Developments Pty Ltd	Development of the land for two (2) double storey dwellings	General Residential 1 Zone, 707sqm	Delegate	PlanPermit	16/10/2025	Cleeland
PLN25/0183	PlnApp	No	365 Lonsdale Street DANDENONG VIC 3175	Shah Kazemi	Signage (Internally illuminated) DECLARED AREA	No response to further information request	Delegate	Lapsed	06/10/2025	Dandenong
PLN25/0187	PlnApp	No	1/800-808 Princes Highway SPRINGVALE VIC 3171	Bowne Interior Pty Ltd	Development of the land for an internal mezzanine and a reduction in the car parking requirements	Commercial 2 Zone, reduction in the number of car parking spaces	Delegate	PlanPermit	22/10/2025	Springvale North

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0190	PlnApp	No	53 Douglas Street NOBLE PARK VIC 3174	Breese Pitt Dixon Pty Ltd	Subdivision of the land into two (2) lots with common property SPEAR	Commercial	Delegate	PlanPermit	01/10/2025	Noble Park
PLN25/0197	PlnApp	No	64 Keys Road KEYSBOROUGH VIC 3173	J Richard Designs	Construction of buildings and works comprising an extension to the existing dwelling together with a new garage, tennis court, swimming pool, covered outdoor kitchen and verandah	Green Wedge A Zone	Delegate	PlanPermit	31/10/2025	Keysborough South
PLN25/0205	PlnApp	No	A1 291-303 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	Spaces Design Group	To construct a building or construct or carry out works and a reduction in the car parking requirement	Industrial 1 Zone	Delegate	PlanPermit	14/10/2025	Dandenong
PLN25/0213	PlnApp	No	43-63 Princes Highway DANDENONG SOUTH VIC 3175	Alset Australian Sub TC Pty Ltd	Buildings and works (Warehouse alterations) and to display of one (1) business identification sign	Commercial 2 Zone	Delegate	PlanPermit	07/10/2025	Dandenong
PLN25/0222	PlnApp	No	25-29 Carter Way DANDENONG SOUTH VIC 3175	Novatec Design	Construction of buildings and works comprising two (2) canopies	Commercial 2 Zone, Transport 2 Zone	Delegate	PlanPermit	24/10/2025	Dandenong
PLN25/0224	PlnApp	No	2 Monterey Road DANDENONG SOUTH VIC 3175	Monteray Properties Pty Ltd	Buildings and Works (Shed)	No response to further information request	Delegate	Lapsed	23/10/2025	Cleeland

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0227	PlnApp	No	1/28 Garnsworthy Street SPRINGVALE VIC 3171	PM Kennedy Land Surveyor	Re-Subdivision of the land into two (2) lots SPEAR	No response to further information request	Delegate	Lapsed	21/10/2025	Springvale North
PLN25/0243	PlnApp	No	1157-1163 Heatherton Road NOBLE PARK VIC 3174	Con Tsourounakis	Development of the land for eight (8) double storey dwellings and alteration of access to a Transport 2 Zone	General Residential 1 Zone, 1211sqm	Delegate	NOD	17/10/2025	Yarraman
PLN25/0244	PlnApp	No	1/4 Jayne Court DANDENONG SOUTH VIC 3175	Creative Living Innovations Pty Ltd	Development of three (3) warehouses	Commercial 2 Zone	Delegate	PlanPermit	31/10/2025	Dandenong
PLN25/0256	PlnApp	No	1/102-128 Bridge Road KEYSBOROUGH VIC 3173	Resolve Image Solutions	A business identification sign	Industrial 1 Zone	Delegate	PlanPermit	28/10/2025	Noble Park
PLN25/0257	PlnApp	No	1/237-253 Outlook Drive DANDENONG NORTH VIC 3175	Kostic & Associates Pty Ltd	Constructing a cool room	Neighbourhood Residential 1 Zone	Delegate	PlanPermit	16/10/2025	Dandenong North
PLN25/0258	PlnApp	No	149 Springvale Road SPRINGVALE VIC 3171	Town Building Design	Multi Dwelling Development x 4 (Triple Storey) New	No response to further information request	Delegate	Lapsed	08/10/2025	Springvale North

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0276	PlnApp	No	7 Agnes Street NOBLE PARK VIC 3174	Carson Development Consultants Pty Ltd	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	24/10/2025	Noble Park
PLN25/0309	PlnApp	No	29 Camellia Avenue NOBLE PARK NORTH VIC 3174	P De Silva, PS Abeynayake	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	29/10/2025	Noble Park North
PLN25/0312	PlnApp	No	10 Henty Street DANDENONG VIC 3175	A Siskovic, H Siskovic	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	22/10/2025	Cleeland
PLN25/0324	PlnApp	No	1 Deakin Crescent DANDENONG NORTH VIC 3175	KP McKeogh, TE Allen	Two (2) lot subdivision SPEAR	Residential	Delegate	PlanPermit	14/10/2025	Cleeland
PLN25/0331	PlnAppVic	Yes	209-235 Frankston Dandenong Road DANDENONG SOUTH VIC 3175	Reddys General Services Pty Ltd	Construct and carry out works and reduction in the car parking requirements under Clause 52.06 for the purpose of a Store VICSMART	Industrial 1 Zone	Delegate	PlanPermit	23/10/2025	Dandenong
PLN25/0334	PlnApp	No	20 Raymond Street NOBLE PARK VIC 3174	Landset	Subdivision of the land into three (3) lots SPEAR	Residential	Delegate	PlanPermit	30/10/2025	Noble Park

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0358	PlnAppVic	Yes	960-966 Heatherton Road SPRINGVALE SOUTH VIC 3172	CJY Architecture	Construction of buildings and works comprising a verandah to the existing place of worship VICSMART	General Residential 1 Zone	Delegate	PlanPermit	20/10/2025	Cleeland
PLN25/0359	PlnApp	No	13 Marlene Court SPRINGVALE VIC 3171	PRS Fernando	Subdivision of the land into two (2) lots SPEAR	Residential	Delegate	PlanPermit	24/10/2025	Springvale North
PLN25/0360	PlnAppVic	Yes	12 Callander Road NOBLE PARK VIC 3174	G Achilleos	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	13/10/2025	Yarraman
PLN25/0364	PlnAppVic	Yes	15 Scott Street DANDENONG VIC 3175	Ilahee Enterprises Pty Ltd	Building and works (external alteration) VICSMART DECLARED AREA	Comprehensive Development 2 Zone	Delegate	PlanPermit	09/10/2025	Dandenong
PLN25/0372	PlnAppVic	Yes	131-149 National Drive DANDENONG SOUTH VIC 3175	Devcon Group Pty Ltd	Buildings and Works (Canopy) and reduction in the car parking requirements associated with an industry VICSMART	Industrial 1 Zone	Delegate	PlanPermit	30/10/2025	Dandenong
PLN25/0373	PlnAppVic	Yes	70 Hughes Crescent DANDENONG NORTH VIC 3175	NH Ranchagoda, JSDSWP Guruge	Subdivision of the land into two (2) lots SPEAR VICSMART	Residential	Delegate	PlanPermit	24/10/2025	Cleeland

ATT 2.2.1.1 Planning Delegated Decisions Issued - October 2025

Application ID	Category	VicSmart	Property Address	Applicant Name	Description	Notes	Authority	Decision	Decision Date	Ward
PLN25/0379	PlnAppVic	Yes	4/111-115 Lonsdale Street DANDENONG VIC 3175	PTID	Building and Works (Alterations to Façade) VICSMART	Commercial 2 Zone	Delegate	PlanPermit	23/10/2025	Dandenong

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2.2.2 Town Planning Application – No. 9-11 and 13-15 Patrona Street, Dandenong (Planning Application No. PLA24/0093)

Responsible Officer:	Executive Director City Futures
Attachments:	1. Council Report Attachment- Location of Objectors (A 12536717) [2.2.2.1 - 1 page] 2. Council Report Attachment- Assessed Plans (A 12536779) [2.2.2.2 - 7 pages]

Application Summary

Applicant:	Taha Humanity Association of Victoria Ltd
Proposal:	AMENDMENT TO: Use of the land for the purpose of a Place of Assembly, including the preparation (embalming) and temporary storage of deceased persons and buildings and works (PLN17/0106, PLA23/0099). The amendment seeks to amend the permit address, preamble, conditions and endorsed plans.
Zone:	Industrial 1 Zone
Overlay:	No overlays
Ward:	Dandenong

1. This application has been brought before the Council because it has received nine (9) objections during the advertising process.
2. Planning Permit PLN17/0106 was issued on 07/08/2017 for the use of the land for the purpose of a Place of Assembly and has been amended three times. The latest amendment is numbered PLA23/0099.
3. The application proposes to amend planning permit PLA23/0099. Specifically, the amendment seeks the following:
4. Amend the address of the subject site to include 13-15 Patrona Street; and
5. Amend the preamble to include a reduction in car parking and display of internally illuminated business identification signage.
6. Amend the plans to show:
 - Expansion into 13-15 Patrona Street
 - Internally Illuminated business identification signage
 - A new verandah
 - Remove the existing fence between 9-11 and 13-15 Patrons Street.
 - Reduce the size of the window on the southern elevation of the building at 13-15 Patrona Street.



7. Amend permit conditions as follows:

- Delete condition 1. Condition 1 required the plans to show a fence between 9-11 and 13-15 Patrons Street, however, this application is proposing to remove the fence;
- Delete condition 2. Condition 2 required plans to be amended to show deletion of the front fence. This has already occurred. Removal of condition 2 will provide clarity as it is no longer relevant;
- Amend condition 3 to increase patron numbers from 75 to 130, and to allow up to 400 patrons during special events; and
- Amend condition 5 to allow for major events (Eid) to commence at 6.30am, major events (Ramadan and Muharram) finish at 10.30pm and recreation activities to finish at 11pm.

8. This report recommends that the amendment be approved, subject to additional conditions.

Objectors Summary

9. The application was advertised to the surrounding area through the erection of a notice on-site and the mailing of notices to adjoining and surrounding owners and occupiers.

10. Nine (9) objections were received to the application. Issues raised generally relate to matters of:

- Lack of onsite car parking causing overflow parking in the surrounding street network, making it difficult for surrounding industrial uses to operate;
- Patrons illegally parking on neighbouring property, on footpaths, in no standing zones and blocking neighbouring driveways; and
- Young patrons walking through a busy industrial area to access the site (incompatibility of land uses).

Recommendation Summary

11. As assessed, the proposal is consistent with and appropriately responds to the provisions of the Greater Dandenong Planning Scheme. The proposal appropriately responds to strategic policy for commercial/industrial type land uses with this report recommending that the application be supported, and that a Notice of Decision (which provides appeal rights to objectors) to Grant an Amended Permit be issued containing the conditions as set out in the recommendation.



Subject Site and Surrounds

Subject Site

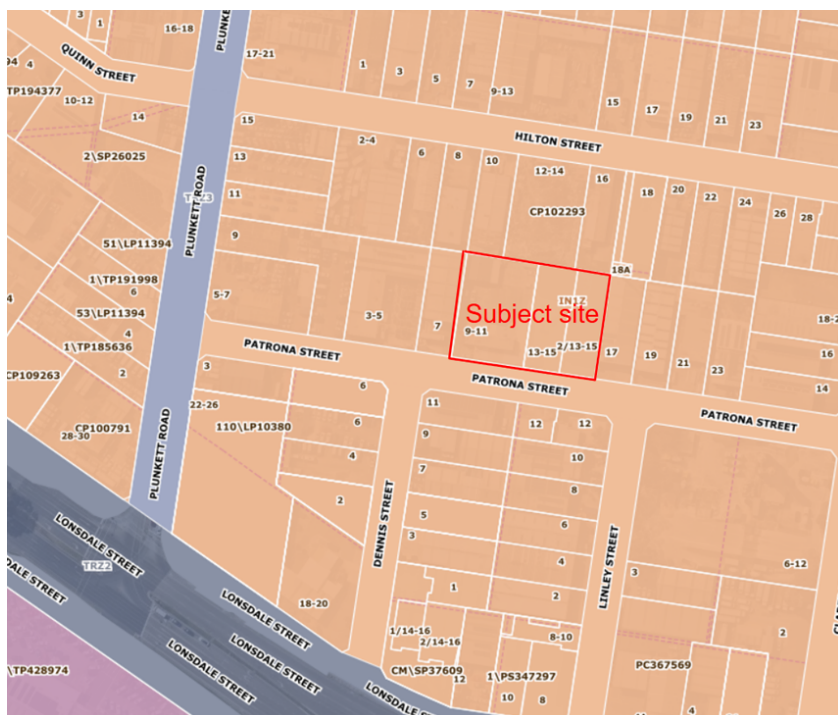
12. The subject site consists of 2 properties: 9-11 Patrona Street and 13-15 Patrona Street.
13. The existing use of the land allowed by planning permit PLA23/0099 applies to 9-11 Patrona Street. This property is rectangular in shape with a north-south orientation, and a total site area of 1,449 square metres. It contains a double storey building to the front of the site and an outbuilding to the rear (north-western corner) of the site, The outbuilding is 10m (w) x 11.2 metres (l) with a total area of 112 square metres. This property contains 24 line marked car parking spaces.
14. This application proposes to extend the use of land for a place of assembly into the property at 13-15 Patrona Street. This property is rectangular in shape with a north-south orientation, and a total site area of 1,449 square metres. It contains two (2) single storey buildings. The eastern building is setback approximately 7 metres from the southern (front) boundary and extends to the rear boundary. The western building is setback approximately 34 metres from the southern (front) boundary. The area not covered by buildings is hardstand. No car parking spaces are line marked.
15. An electrical substation is located in the south western corner of 13-15 Patrona Street
16. There is no vegetation on the site.

Surrounding Area

17. The surrounding uses are characterised by a mixture of industrial and commercial land uses.
18. Building design is as expected for an established industrial and commercial area, with a mixture of brick, cement and cladding buildings with a varied front setback along the street, and car parking located predominantly within the front setback.
19. The site is located approximately 1 kilometre to the Dandenong Central Business District.
20. The industrial estate is serviced by the Princes Highway approximately 100 metres to the south.



Locality Plan





Background

Previous Applications

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

- PLN14/0703: Issued on 23/01/2015 for the development of the land for an industrial building at 9-11 Patrona Street. Plans were endorsed to the permit on 06/02/2015.
- PLN17/0106: Issued on 07/08/2017 for the use of the land for the purpose of a Place of Assembly at 9-11 Patrona Street. Plans were endorsed to the permit on the same date. This permit has been amended three times, with the most recent amendment numbered PLA23/0099. Plans were endorsed to the amended permit on the same date.

Proposal

23. The existing place of assembly is currently operated by the Taha Humanity Association of Victoria, providing services (such as language classes, refugee services, cultural and social activities, etc.) to those in need.

24. The application proposes to Amend Planning Permit PLA23/0099 under Section 72 of the Planning and Environment Act 1987, by way of the following:

25. Amend the address of the land:

- **From:** Lot 100 and 101 LP 10380, 9-11 Patrona Street, Dandenong
- **To:** Lot 100 LP 10380, Lot 101 LP 10380, Lot 1 SP032742V, Lot 2 SP032742V, 9-11 and 13-15 Patrona Street, Dandenong

26. Amend what the Permit allows (preamble):

- **From:** “Use of the land for the purpose of a Place of Assembly, including the preparation (embalming) and temporary storage of deceased persons and buildings and works”
- **To:** “Use of the land for the purpose of a Place of Assembly, including the preparation (embalming) and temporary storage of deceased persons, buildings and works, a reduction in car parking requirements and to display internally illuminated business identification signage.”



27. Proposed car parking reduction:

- The application proposes a maximum of 130 people during normal operation, and up to 400 people during special events.
- Pursuant to Clause 52.06 of the Greater Dandenong Planning Scheme, 0.3 car parking spaces are required per patron. Therefore, 39 car parking spaces are required during normal operation hours, and 120 car parking spaces are required during special events.
- The plans show 39 car parking spaces on the subject site. Therefore, the application proposes a reduction in car parking (81 space reduction) during special events.

	Current	Proposed	
		Normal operation	Special events
Patron numbers	75	130	400
Planning Scheme car parking requirement	22	39	120
Proposed car parking	24	39	39
Proposed reduction	0	0	81

28. Amend Endorsed Plans:

- Expansion into 13-15 Patrona Street;
- New internally illuminated business identification signage. The proposed sign is 3.2 metres x 0.64 metres (2.04 square metres). It is located on the southern (front) elevation of the building at 13-15 Patrona Street. The sign is located on the building, 4 metres above ground. The sign contains the text 'Taha Humanity association of Victoria' in green and blue text on a grey background. The sign also contains a logo in blue and green colours;
- A new verandah;
- Remove the existing fence between 9-11 and 13-15 Patrons Street and
- Reduce the size of the window on the southern elevation of the building at 13-15 Patrona Street.

29. Amend permit conditions:

- Delete condition 1. Condition 1 required the plans to show a fence between 9-11 and 13-15 Patrons Street, however, this application is proposing to remove the fence.
- Delete condition 2. Condition 2 required plans to be amended to show deletion of the front fence. This has already occurred. Removal of condition 2 will provide clarity as it is no longer relevant.
- Amend condition 3 to increase patron numbers from 75 to 130, and to allow up to 400 patrons during special events.
- Amend condition 5 to allow commencement at 6.30am on Eid and closing time of 11pm.

30. A copy of the submitted plans is provided in Attachment 1 to this report.



Financial Implications

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

Planning Scheme and Policy Frameworks

32. The applicant has applied for an amendment to Planning Permit PLA23/0099 under Section 72 of the Planning and Environment Act 1987. Pursuant to Section 72(1) a person who is entitled to use or develop land in accordance with a permit may apply to the responsible authority for an amendment to the permit.

Zoning Controls

33. The subject site is located within an Industrial 1 Zone, as is the surrounding area.

34. The purpose of the Industrial 1 Zone outlined at Clause 33.01 is:

- To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.
- To provide for manufacturing industry, the storage and distribution of goods and associated uses in a manner which does not affect the safety and amenity of local communities.

Overlay Controls

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

State Planning Policy Framework

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

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

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



- 38. **Clause 13.07-1S Land use compatibility** seeks to protect community amenity, human health and safety while facilitating appropriate commercial, industrial, infrastructure or other uses with potential adverse off-site impacts.
- 39. The objective outlined at **Clause 17.01-1** for Business seeks to encourage development which meets the communities' needs for retail, entertainment, office and other commercial services and provides net community benefit in relation to accessibility, efficient infrastructure use and the aggregation and sustainability of commercial facilities.
- 40. **The objective outlined at Clause 17.02-1** for Industrial land development seeks to ensure availability of land for industry.
- 41. **Infrastructure** outlined at **Clause 19** seeks to recognise social needs by providing land for a range of accessible community resources, such as cultural and community support facilities.
- 42. The objective outlined at **Clause 19.02-4S** for Social and **Cultural facilities** seeks to provide fairer distribution of and access to, social and cultural infrastructure.
- 43. **Clause 18.01-1S (Land use and transport planning)** has a strategy to plan urban development to make jobs and community services more accessible by ensuring access is provided to developments in accordance with forecast demand, taking advantage of all available modes of transport and to minimise adverse impacts on existing transport networks and the amenity of surrounding areas.

Local Planning Policy Framework

- 44. The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies.
- 45. The MSS is contained within Clause 21 of the Scheme.
- 46. The objectives and strategies of the MSS are under four (4) main themes including: land use; built form; open space and natural environment; and, infrastructure and transportation (considered individually under Clauses 21.04 to 21.07). Of particular relevance to this application are Clauses 21.04 – Land Use and 21.05 – Built Form
- 47. **Clause 22.03 Urban Design in Commercial and Industrial areas** is relevant to this application and contains urban design requirements relating to built form, setbacks and landscaping.



Particular Provisions

48. The provisions outlined at **Clause 52.06** for **Car Parking** need to be considered. The purpose of this provision are:

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

49. Pursuant to **Clause 52.06-2** before:

- *A new use commences; or*
- *The floor area or site area of an existing use is increased; or*
- *An existing use is increased by the measure specified in Column C of Table 1 in Clause 52.06-5 for that use.*
- *The number of car parking spaces required under Clause 52.06-5 must be provided to the satisfaction of the responsible authority.*
- *Pursuant to Clause 52.06-3 a planning permit is required to reduce the number of car parking spaces required under Clause 52.06-5.*
- *Car parking design standards are set out at Clause 52.06-9.*

50. The provisions outlined at **Clause 52.05** for **Signs** need to be considered. The purpose of this provision are:

- *To regulate the development of land for signs and associated structures.*
- *To ensure signs are compatible with the amenity and visual appearance of an area, including the existing or desired future character.*
- *To ensure signs do not contribute to excessive visual clutter or visual disorder.*
- *To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.*
- *Pursuant to Clause 52.05-12, a planning permit is required to display an internally illuminated business identification sign exceeding 1.5 square metres.*

General Provisions

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



Restrictive Covenants

52. Covenant 1371829 is recorded on the title to the land. The covenant prohibits excavation or removal of earth, clay, stone, gravel or sand from the land and the use of the land for the manufacturing or wining or bricks tiles or pottery ware.
53. The amended permit sought will not result in a breach of the covenant.

Links to the Community Vision and Council Plan

54. This report is consistent with the following principles in the Community Vision 2040:
- Not Applicable
55. This report is consistent with the following strategic objectives from the Council Plan 2021-25:
- Not Applicable

Diversity, Access and Equity

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

Community Safety

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

Safe Design Guidelines

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

Referrals

59. The application was not required to be referred to any external referral authorities pursuant to section 55 of the *Planning and Environment Act 1987*.
60. The application was internally referred to the following Council departments for their consideration:

Internal Department	Response
Transport	No objection, subject to conditions.
Planning Compliance	No objection, subject to conditions.
Civil	No objection, subject to conditions.

61. The comments provided were considered in the assessment section of the application.



Advertising

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

- sending notices to the owners and occupiers of adjoining land; and
- placing One (1) sign on site facing Patrona Street.

63. The notification has been carried out correctly. Council has received nine (9) objection(s) to date.

The location of objectors/submitters is shown in Attachment 2 to this report.

Summary of Grounds of Submissions/Objections

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

- ***Lack of onsite car parking causing overflow parking in the surrounding street network, making it difficult for surrounding industrial uses to operate.***

The proposal complies with the car parking requirements of the Greater Dandenong Planning Scheme for normal operation (up to 130 patrons). The application is only seeking a reduction in car parking requirements during special events. The special events are:

Ramadan (6pm -11pm)- 400 patrons

Muharram (6pm -11pm)- 400 patrons

Eid (6.30am- 9.30am)- 400 patrons

The reduction in car parking for the special events is considered acceptable given that the Ramadan and Muharram special events are in the evening, after normal business hours when majority of the surrounding businesses are closed. The Eid event is only one day per year, in the early morning hours, finishing by 9.30am. Furthermore, the applicant has submitted a Traffic Report which includes parking surveys showing that there is adequate on street car parking available in the surrounding streets during the evening period when the special events will be held.

The application has been referred to Council's internal Transport Department, who have recommended that prior to a special event taking place, the permit holder must submit an Event Management Plan detailing how they will provide safe access between the subject site and parking areas, (traffic management, safe crossing points, etc), and how they will promote alternative modes of transport (eg, use of buses) to reduce reliance on car usage. It is considered that the limited nature of these events and the requirements from Council's Transport Department will be able to ensure that the increase in patrons for the special events outlined can be managed appropriately.



- **Patrons illegally parking on neighbouring property, on footpaths, in no standing zones and blocking neighbouring driveways.**

Illegal parking is a matter for the Victoria Police and Council's Parking Management team. The application has also been referred to Council's Transport Department, who have provided no objection, subject to conditions requiring an Event Management Plan which will require the permit holder to detail how they will provide safe access between the subject site and parking areas, (traffic management, safe crossing points, etc), and how they will promote alternative modes of transport (eg. use of buses) to reduce reliance on car usage.

- **Young patrons walking through a busy industrial area to access the site (incompatibility of land uses).**

In this instance, it is considered that the proposal will not create safety concerns for young patrons accessing the site given that the site is a standalone site and does not share any areas of common property, common access or common car parking with industrial uses. Furthermore, the surrounding road network includes footpaths on both sides of the roads.

The application has also been referred to Council's Transport Department, who have provided no objection, subject to conditions requiring an Event Management Plan which will require the permit holder to detail how they will provide safe access between the subject site and parking areas, (traffic management, safe crossing points, etc), and how they will promote alternative modes of transport (eg. use of buses) to reduce reliance on car usage.

Assessment

65. The proposed amendments have been assessed against the relevant provisions of the Greater Dandenong Planning Scheme, including the purpose and intent of the Industrial 1 Zone. Council officers find that the proposal is acceptable and would not result in any impact to the amenity of adjoining or surrounding land.

66. An assessment against each of the proposed changes is provided below.

Use

Expansion into 13-15 Patrona Street

67. The expansion of the use of land for a place of assembly into the neighbouring site at 13-15 Patrona Street is considered acceptable given the location of the site, its zoning, and the surrounding land uses. The expansion will support the ongoing use of the land as a social and cultural facility, consistent with Clause 19.02-4S of the Greater Dandenong Planning Scheme. The proposal provides adequate car parking, which is further discussed below. Furthermore, given that the proposal will utilise existing buildings, it is considered that the proposed use will not prejudice the land from being used as Industry or Warehouse again in the future. Therefore, the proposal will not have an appreciable impact on the supply of either existing or future land available to be developed for industrial uses within the municipality.

68. The current operation hours are 8am-10pm. The application is seeking to increase the closing time until 11pm (a difference of one (1) hour in the evening). The application also proposes to commence the special event on Eid at 6.30am. The additional hours of operation are considered acceptable in the context given the increase in the operation hours are in the evenings when many of the surrounding uses are not in operation, the site is in an Industrial 1 Zone and the use is located a significant distance from any residential area or sensitive uses.



69. In addition, given the industrial zoning of the land and its location a significant distance from residential land, it is not considered that the expansion of the use and increase in patron numbers would cause offsite amenity impacts by way of noise. Furthermore, the application includes an acoustic report demonstrating that the noise levels will not exceed relevant noise criteria.

Patron numbers and Car-Parking

70. The application proposes a maximum of 130 people during normal operation, and up to 400 people during special events.

71. Pursuant to Clause 52.06 of the Greater Dandenong Planning Scheme, 0.3 car parking spaces are required per patron. Therefore, 39 car parking spaces are required during normal operation, and 120 car parking spaces are required during special events.

72. The plans show 39 car parking spaces on the subject site. Therefore, the application proposes a reduction in car parking (81 space reduction) during special events only as identified in red in the table below.

	Current	Proposed	
		Normal operation	Special events
Patron numbers	75	130	400
Planning Scheme car parking requirement	22	39	120
Proposed car parking	24	39	39
Proposed reduction	0	0	81

73. The special events are:

- Ramadan (6pm -11pm);
- Muharram (6pm -11pm); and
- Eid (6.30am- 9.30am) - One day per year.

74. The reduction in car parking for the special events is considered acceptable given that the Ramadan and Muharram special events are in the evening, after normal business hours when majority of the surrounding businesses are closed. The Eid event is only one day per year, in the early morning hours, finishing by 9.30am.

75. The applicant has submitted a Traffic Report which includes parking surveys showing that there is adequate on street car parking available in the surrounding streets.

76. The application has been referred to Council's internal Transport Department, who have recommended that prior to a special event taking place, the permit holder must submit an Event Management Plan detailing how they will provide safe access between the subject site and parking areas, (traffic management, safe crossing points, etc), and how they will promote alternative modes of transport (eg, use of buses) to reduce reliance on car usage.



Development

77. The proposed buildings and works include alteration to a window, construction of a verandah and removal of a fence. All other works are internal to the buildings. The proposed buildings and works are minor in terms of the existing development on the site. The alteration of the window on the southern façade will not impact on the overall presentation of the building to Patrona Street and the proposed verandah is well setback from all property boundaries. The removal of the fence between 9-11 and 13-15 Patrona Street is considered reasonable given both sites will be utilised by the same organisation for the same use.

Signage

Internally Illuminated business identification signage.

78. The proposed sign is considered respectful of the surrounding signage character of the area. The sign is commensurate in scale with the building it is located upon and only one sign is proposed. The sign is attached to the building façade and does not protrude above the roofline of the building. Therefore, it is considered that the proposed sign will not impact on views or vistas and will not dominate the streetscape.
79. The site is located a significant distance from any residential or sensitive uses, therefore, it is not considered that the illumination of the sign will impact on amenity of sensitive land uses. Permit conditions can ensure the sign is only illuminated during operating hours.



Conclusion

80. Overall Council officers find that the proposal complies with the relevant provisions of the Planning Scheme with the following recommendations outlined below.

81. It is recommended that the following amendments to the permit be made:

Permit detail	Recommendation
Permit address	Amend to: <i>Lot 100 LP 10380, Lot 101 LP 10380, Lot 1 SP032742V, Lot 2 SP032742V, 9-11 and 13-15 Patrona Street, Dandenong</i>
Permit preamble	Amend to: <i>Use of the land for the purpose of a Place of Assembly, including the preparation (embalming) and temporary storage of deceased persons, buildings and works, a reduction in car parking requirements and to display internally illuminated business identification signage.</i>
Amended Endorsed Plans	Amend endorsed plans to show: • Expansion into 13-15 Patrona Street • Internally Illuminated business identification signage • A new verandah • Remove the existing fence between 9-11 and 13-15 Patrons Street. • Reduce the size of the window on the southern elevation of the building at 13-15 Patrona Street.
Delete condition 1 and 2 and replace with the words 'deleted'.	Condition 1: <i>Deleted</i> Condition 2: <i>Deleted</i>
Amend condition 3 to allow an increase in patron numbers	Condition 3: <i>No more than one hundred and thirty (130) persons shall be permitted on the site at any time, except for during special events as listed below. No more than four hundred (400) persons shall be permitted on the site during the following special events;</i> - o <i>Ramadan (6pm -11pm)</i> - o <i>Muharram (6pm -11pm)</i> - o <i>Eid (6.30am- 9.30am)</i>
Amed condition 4 to correct clerical error.	Condition 4: <i>The maximum number of persons permitted to attend the use of the land for the viewing of bodies, at any one time, must comply with Condition 3 of this permit, unless with the written consent of the Responsible Authority.</i>
Amend condition 5 to allow an increase in operating hours	Condition 5: <i>The use must only operate during the following hours:</i> o <i>Monday to Sunday – 8am to 11pm, except on Eid, when the use may commence at 6.30am.</i> <i>Unless with the further written consent of the Responsible Authority.</i>
Add conditions as 7-14, and renumber	• <i>Prior to the use commencing, all parking areas and accessways must be:</i> - o <i>constructed and available for use in accordance with the plan approved by the responsible authority;</i>



subsequent conditions	- o <i>formed to such levels and drained so that they can be used in accordance with the plan; and</i> - o <i>line-marked or provided with some other adequate means of showing the car parking spaces</i> • <i>The car parking provided on the land must always be kept available for its intended purpose at all times. No measures must be taken to restrict access to the car park.</i> • <i>The car parking area must be lit if in use during the hours of darkness and all lights must be designed and fitted with suitable baffles. The lighting must be positioned to prevent any adverse effect on adjoining land and must not be considered excessive for the area, all to the satisfaction of the Responsible Authority.</i> • <i>Prior to any special events taking place, an Event Management Plan to the satisfaction of the Responsible Authority must be provided and detail:</i> - o <i>Approach to parking, including:</i> ▪ <i>Recommending appropriate places to park</i> ▪ <i>Safe access between the event site and parking areas (potentially including traffic management to provide safe crossing points on roads).</i> ▪ <i>Marketing and promotion of other modes of transport (buses etc.)</i> - o <i>Approach to security.</i> • <i>The location, type and dimensions of the sign(s), including the words, colours and supporting structure shown on the endorsed plan/s must not be altered without the consent of the Responsible Authority.</i> • <i>The approved sign(s) must not be animated in part or whole and flashing, intermittent or moving light/s must not be displayed.</i> • <i>The intensity of the light in the advertising signage permitted must be limited to the satisfaction of the Responsible Authority, so as not to cause distraction to motorists in an adjoining street or loss of amenity in the surrounding area.</i> • <i>The sign may only be illuminated during opening hours of the permitted use.</i>
Amend condition 34 (previously condition 26) to reflect the current permit	Condition 34 (previously condition 26): <i>This permit will expire if:</i> - o <i>The use does not start within two (2) years of the date of this permit, or,</i> - o <i>The use is discontinued for a period of two (2) years.</i> - o <i>The development as approved by this amended permit PLA24/0093 does not commence within two (2) years of the date of this amended permit PLA24/0093, or</i>



	o <i>The development as approved by this amended permit PLA24/0093 is not complete within four (4) years of the date of this amended permit PLA24/0093.</i> <i>Before the permit expires or within six (6) months afterwards the owner or occupier of the land may in writing request the Responsible Authority to extend the expiry date.</i> <i>Once the development has commenced the owner or occupier of the land may in writing request the Responsible Authority to extend the expiry date within twelve (12) months of the lapse date.</i>
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Officer Recommendation

That Council resolves to issue a Notice of Decision to grant an amended permit in respect of the land known and described as 9-11 and 13-15 Patrona Street, Dandenong (Lot 100 LP 10380, Lot 101 LP 10380, Lot 1 SP032742V, Lot 2 SP032742V), for the purpose of the use of the land for the purpose of a Place of Assembly, including the preparation (embalming) and temporary storage of deceased persons, buildings and works, a reduction in car parking requirements and to display internally illuminated business identification signage. in accordance with the plans submitted with the application subject to the following conditions:

Planning scheme clause	Matter for which the permit has been granted
Clause 33.01-1	Use of the land for a Place for Assembly including the preparation (embalming) and temporary storage of deceased persons
Clause 33.01-4	Buildings and Works
Clause 52.06-3	Reduction in Car Parking
Clause 52.05-12	Display internally illuminated business identification signage



Date of issue of amendment	Brief description of amendment	Name of responsible authority that approved the amendment	Section of the Act under which the permit has been amended
Application reference no. PLA24/0093			
	Amendment to permit preamble (a reduction in car parking and illuminated business identification signage) and endorsed plans	City of Greater Dandenong	Section 75 [objectors]

Conditions:

1. Deleted
2. Deleted.
3. No more than one hundred and thirty (130) persons shall be permitted on the site at any time, except for during special events as listed below. No more than four hundred (400) persons shall be permitted on the site during the following special events;
 - a. Ramadan (6pm -11pm)
 - b. Muharram (6pm -11pm)
 - c. Eid (6.30am- 9.30am)
4. The maximum number of persons permitted to attend the use of the land for the viewing of bodies, at any one time, must comply with Condition 3 of this permit, unless with the written consent of the Responsible Authority.
5. The use must only operate during the following hours:
 - Monday to Sunday – 8am to 11pm, except on Eid, when the use may commence at 6.30am.
6. Unless with the further written consent of the Responsible Authority.
7. Before the use of the land commences, areas set aside for parked vehicles and access lanes as shown on the endorsed plans must be line-marked to indicate each car space and all access lanes. Parking areas and access lanes must be kept available for these purposes at all times, to the satisfaction of the Responsible Authority.



- 8. Prior to the use commencing, all parking areas and accessways must be:**
 - **constructed and available for use in accordance with the plan approved by the responsible authority;**
 - **formed to such levels and drained so that they can be used in accordance with the plan; and**
 - **line-marked or provided with some other adequate means of showing the car parking spaces.**
- 9. The car parking provided on the land must always be kept available for its intended purpose at all times. No measures must be taken to restrict access to the car park.**
- 10. The car parking area must be lit if in use during the hours of darkness and all lights must be designed and fitted with suitable baffles. The lighting must be positioned to prevent any adverse effect on adjoining land and must not be considered excessive for the area, all to the satisfaction of the Responsible Authority.**
- 11. Prior to any special events taking place, an Event Management Plan to the satisfaction of the Responsible Authority must be provided and detail:**
- 12. Approach to parking, including:**
 - 12.1 Recommending appropriate places to park;**
 - 12.2 Safe access between the event site and parking areas (potentially including traffic management to provide safe crossing points on roads);**
 - 12.3 Marketing and promotion of other modes of transport (buses etc.); and**
 - 12.4 Approach to security.**
- 13. The location, type and dimensions of the sign(s), including the words, colours and supporting structure shown on the endorsed plan/s must not be altered without the consent of the Responsible Authority.**
- 14. The approved sign(s) must not be animated in part or whole and flashing, intermittent or moving light/s must not be displayed.**
- 15. The intensity of the light in the advertising signage permitted must be limited to the satisfaction of the Responsible Authority, so as not to cause distraction to motorists in an adjoining street or loss of amenity in the surrounding area.**
- 16. The sign may only be illuminated during opening hours of the permitted use.**
- 17. Goods, materials, equipment and the like associated with the use of the land must not be displayed or stored outside of the building in view of the public.**



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

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

18.2 Appearance of any buildings and works;

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

18.4 Activities of persons to and from the site.

All to the satisfaction of the Responsible Authority.

19. No external public address system shall be installed or otherwise operated on the site, unless with the further written consent of the Responsible Authority.

20. Bins or other receptacles for any form of rubbish or refuse must not be placed or allowed to remain in view of the public and offensive smell must not be emitted from any such receptacle.

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

22. With the exception of viewing of bodies only, no funeral services, memorials, or any other similar activity such as services/activities which include the accompaniment of the deceased person and/or the inclusion of a funeral cortege shall be conducted on or from the site.

23. There must be no more than two (2) deceased persons stored on site at any time and such deceased persons must be stored within the cool room at all times.

24. No deceased persons must be stored on the site for longer than five (5) days after embalming occurs.

25. The loading and unloading of deceased persons must be carried out entirely within the outbuilding and in a manner so as not to be seen from outside the building, all to the satisfaction of the Responsible Authority.

26. The management of waste must be in accordance with the Environmental Protection Authority Clinical and Related Waste – Operational Guidance guideline.

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

28. The operator of the facility must provide biological bins for containment of solid waste.

29. Provision must be made for the drainage for proposed development including landscaped and paved areas, all to the satisfaction of the Responsible Authority.

30. The connection of the internal drainage infrastructure to the Legal Point of Discharge (LPD) must be to the satisfaction of the Responsible Authority.



- 31. Collected stormwater must be retained onsite and discharged into the drainage system at pre development peak discharge rates as stated in the Legal Point of Discharge (LPD) approval letter. Approval of drainage plan including any retention system within the property boundary is required.**
- 32. Access to the site and any associated roadwork must be constructed, all to the satisfaction of the Responsible Authority.**
- 33. Standard concrete vehicular crossing/s must be constructed to suit the proposed driveway/s in accordance with the Council's standard specifications. Any vehicle crossing/s no longer required must be removed and the land, footpath and kerb and channel reinstated, and the nature strip sown with grass, all to the satisfaction of the Responsible Authority. The developer will need to obtain a Vehicle Crossing Permit from Council.**
- 34. The two (2) car spaces at the front of the site (Car Spaces No. 21 and 22) must be provided with a signpost stating, "Small cars only" or equivalent.**
- 35. Prior to the commencement of the development, the street trees adjacent to the site must have a Tree Protection Zone (TPZ) fence installed to the satisfaction of the Responsible Authority. All TPZ activities must meet the following requirements:**
 - 35.1 Tree Protection Zone fence must be installed prior to the commencement of any demolition, excavation, delivery of building/construction materials, temporary buildings and construction;**
 - 35.2 The TPZ fence shall not be removed until such works have been fully completed;**
 - 35.3 The TPZ fence must extend to the Tree Protection Zone as, calculated as being a radius of 12 times the Diameter at Breast Height (DBH –measured at 1.4 metres above ground level as defined by the Australian Standard AS 4970.2009) or as close as practically possible without blocking footpaths, roads or existing driveways;**
 - 35.4 If works are shown on any endorsed plans of this permit within the calculated TPZ, the Tree Protection Fencing must be taken in only the minimum amount necessary to allow the works to be completed; and**
 - 35.5 Areas within the TPZ must not be used:**
 - a. for vehicular or pedestrian access, no trenching or soil excavation is to occur.**
 - b. for storage or dumping of tools, equipment, materials or waste disposal.**
 - c. for storage of any vehicles, machinery, equipment or other materials.**



36. This permit will expire if:

36.1 The use does not start within two (2) years of the date of this permit, or

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

or

36.3 The development as approved by this amended permit PLA24/0093 does not commence within two (2) years of the date of this amended permit PLA24/0093, or

36.4 The development as approved by this amended permit PLA24/0093 is not complete within four (4) years of the date of this amended permit PLA24/0093.

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

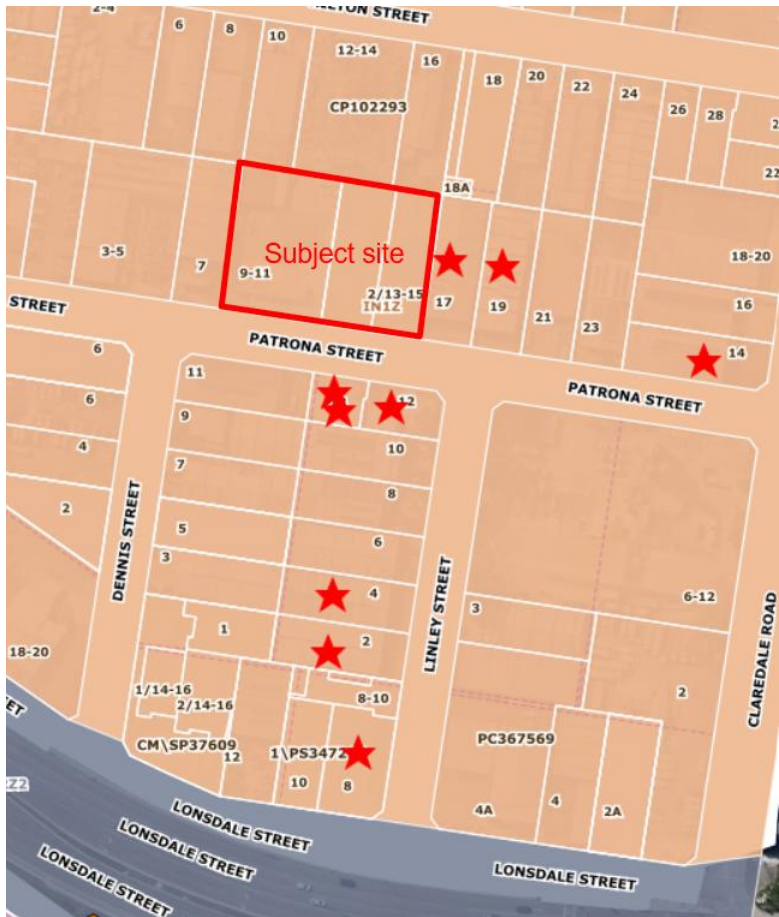
Once the development has commenced the owner or occupier of the land may in writing request the Responsible Authority to extend the expiry date within twelve (12) months of the lapse date.

End of Permit Conditions.

Permit notes:

- **Except where no permit is required under the provisions of the Planning Scheme, no sign, flashing or intermittent lights, bunting or advertising device may be erected or displayed on the land without the permission of the Responsible Authority.**
- **Prior to the erection of any advertising signs on the land, consultation should be made with officers of the Town Planning Department to determine the relevant Planning Scheme Controls.**
- **Prior to works commencing the developer will need to obtain an Asset Protection Permit from Council.**
- **The applicant is advised to contact South East Water, as a Trade Waste Agreement as required.**
- **A building approval may be required prior to the commencement of the approved works. This planning permit does not imply approval under the Building Regulations 2018 or the Building Act 1993.**
- **Any works undertaken within the road reservation and easements will require the developer to obtain a Civil Works Permit from Council.**
- **Note: An amendment does not extend the validity of this permit. The expiry of this permit is based on the original issue date shown at the bottom of this permit, not the date this permit was amended.**
- **Under Division 1A of Part 4 of the Planning and Environment Act 1987 a permit may be amended. Please check with the responsible authority that this permit is the current permit and can be acted upon.**

Location of objectors



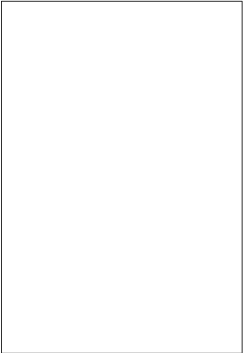
★ = location of objector

09 - 15 PATRONA STREET, DANDENONG

TOWN PLANNING SET

- TP 13 - 09 EXISTING PLAN
- TP 13 - 10 PROPOSED SITE PLAN 9 - 15 PATRONA ST COMBINED
- TP 13 - 20 PROPOSED GROUND LEVEL PLAN 13 - 15 PATRONA ST
- TP 13 - 21 PROPOSED GROUND LEVEL PLAN 9 - 15 PATRONA ST COMBINED
- TP 13 - 22 PROPOSED LEVEL 1 PLAN 9 - 15 PATRONA ST COMBINED

- TP 13 - 30 PROPOSED ELEVATIONS



Rev	Description	Date
1	ISSUE FOR INFORMATION	12.08.24
2	ISSUE FOR INFORMATION	21.08.24
3	ISSUE FOR PLANNING PERMIT	02.09.24
4	ISSUE FOR PLANNING - RFI	12.12.24
5	ISSUE FOR PLANNING PERMIT	20.01.25
6	ISSUE FOR PLANNING PERMIT	11.02.25

CODE	SUITABILITY DESCRIPTION
STATUS	PURPOSE OF ISSUE

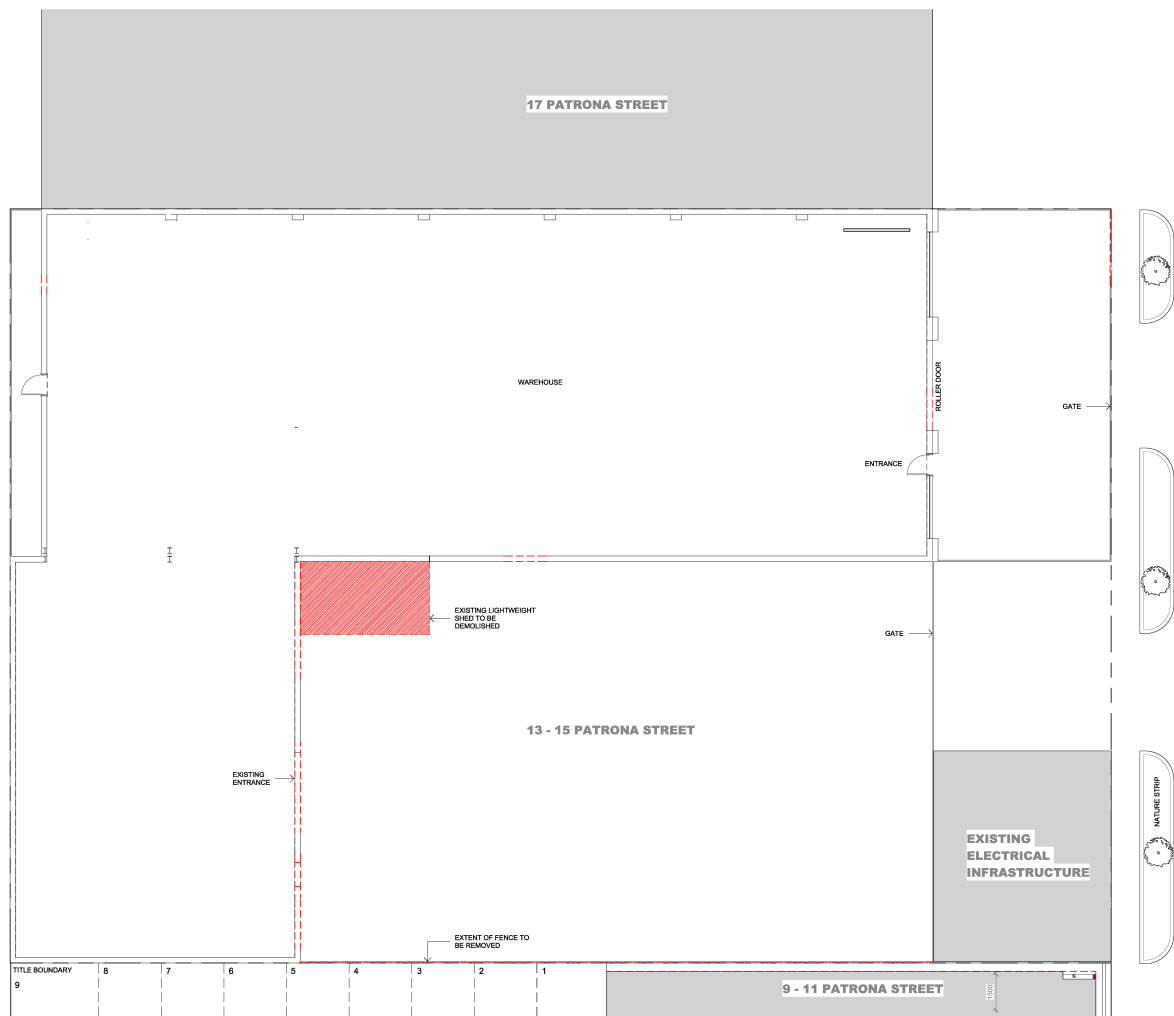
PROJECT
9 -15 PATRONA STREET

TITLE
COVER SHEET

CLIENT
TAHA ASSOCIATION

DRAWN BY Author	CHECKED BY Checker	DATE 10/12/23
SCALE (@ A1)	PROJECT NUMBER 313	
DRAWING NUMBER TP 13-01	REV 6	

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1 EXISTING GROUND FLOOR PLAN
1 : 100

Rev	Description	Date
1	ISSUE FOR INFORMATION	29.07.24
2	ISSUE FOR INFORMATION	12.08.24
3	ISSUE FOR INFORMATION	21.08.24
4	ISSUE FOR PLANNING PERMIT	02.09.24
5	ISSUE FOR PLANNING - RF	12.12.24
6	ISSUE FOR PLANNING PERMIT	20.01.25
7	ISSUE FOR PLANNING PERMIT	11.02.25

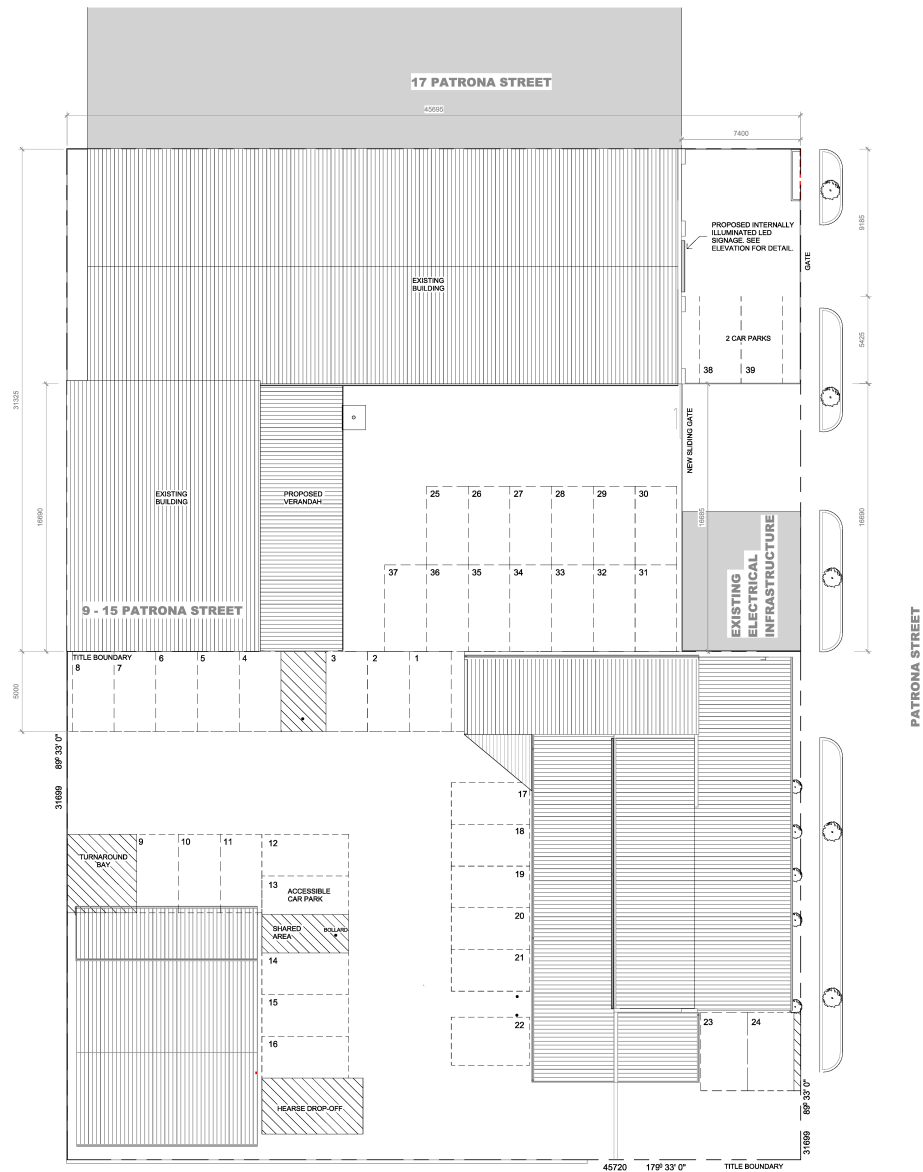
CODE	SUITABILITY DESCRIPTION
STATUS	PURPOSE OF ISSUE

PROJECT
9-15 PATRONA STREET

TITLE
EXISTING PLAN

CLIENT
TAHA ASSOCIATION

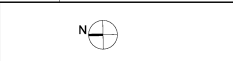
DRAWN BY FD	CHECKED BY FD	DATE 31/01/23
SCALE (@ A1) 1 : 100	PROJECT NUMBER 313	
DRAWING NUMBER TP 13-09	REV 7	



1 PROPOSED SITE PLAN
1:150

Rev	Description	Date
1	ISSUE FOR INFORMATION	06.05.24
2	ISSUE FOR INFORMATION	12.08.24
3	ISSUE FOR INFORMATION	21.08.24
4	ISSUE FOR PLANNING PERMIT	02.09.24
5	ISSUE FOR PLANNING - RFI	12.12.24
6	ISSUE FOR PLANNING PERMIT	20.01.25
7	ISSUE FOR PLANNING PERMIT	11.02.25

CODE	SUITABILITY DESCRIPTION
STATUS	PURPOSE OF ISSUE



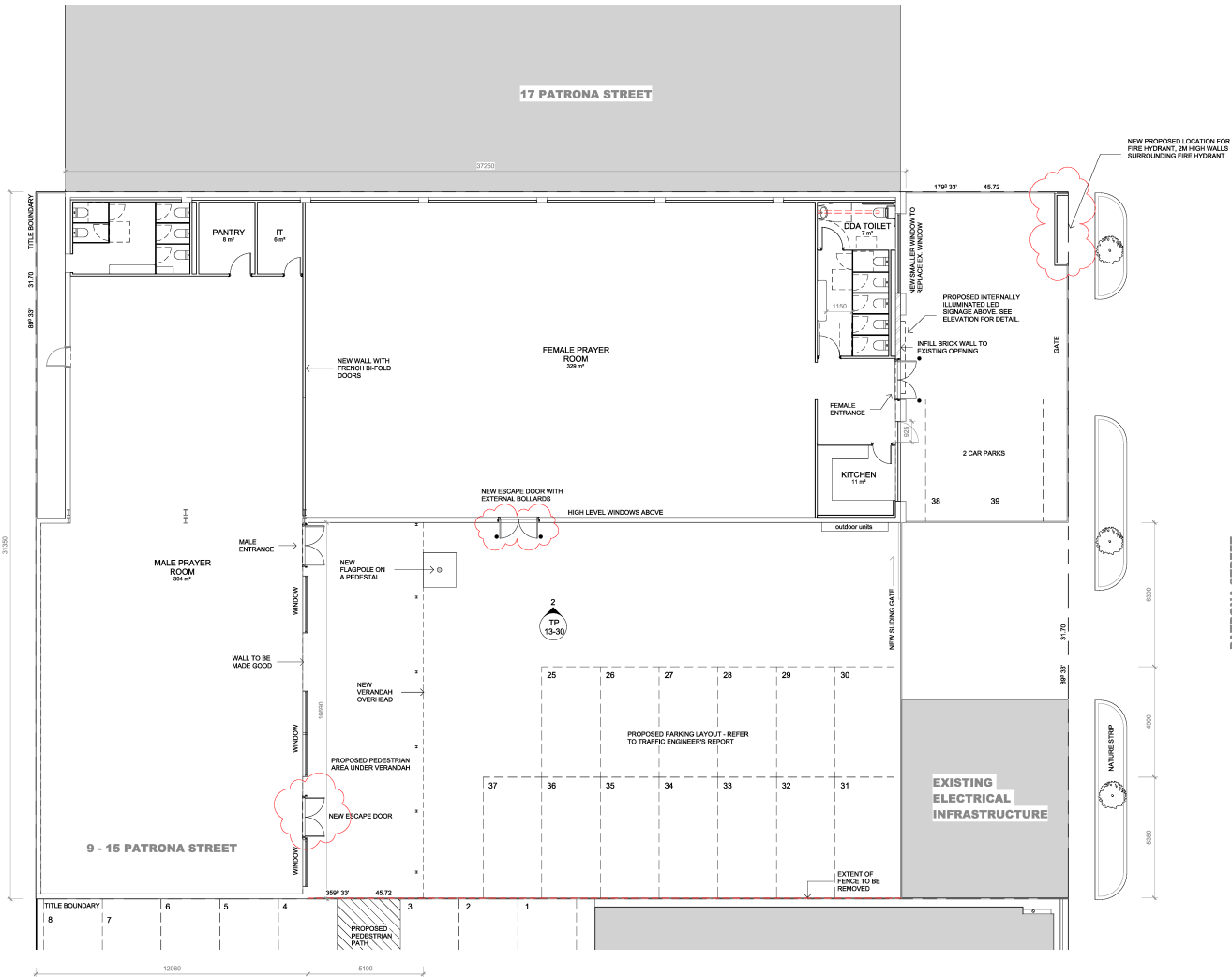
PROJECT
9 -15 PATRONA STREET

TITLE
PROPOSED SITE PLAN COMBINED

CLIENT
TAHA ASSOCIATION

DRAWN BY FD	CHECKED BY Checker	DATE 31/01/23
SCALE (@ A1) 1:150	PROJECT NUMBER 313	DRAWING NUMBER TP 13-10
		REV 7

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1 PROPOSED GROUND FLOOR PLAN
1 : 100

Rev	Description	Date
1	ISSUE FOR INFORMATION	06.05.24
2	ISSUE FOR INFORMATION	12.08.24
3	ISSUE FOR INFORMATION	21.08.24
4	ISSUE FOR PLANNING PERMIT	02.09.24
5	ISSUE FOR PLANNING - RFI	12.12.24
6	ISSUE FOR PLANNING PERMIT	20.01.25
7	ISSUE FOR PLANNING PERMIT	11.02.25

CODE	SUITABILITY DESCRIPTION
STATUS	PURPOSE OF ISSUE

N

PROJECT

9 -15 PATRONA STREET

TITLE

PROPOSED GROUND FLOOR PLAN

CLIENT

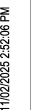
TAHA ASSOCIATION

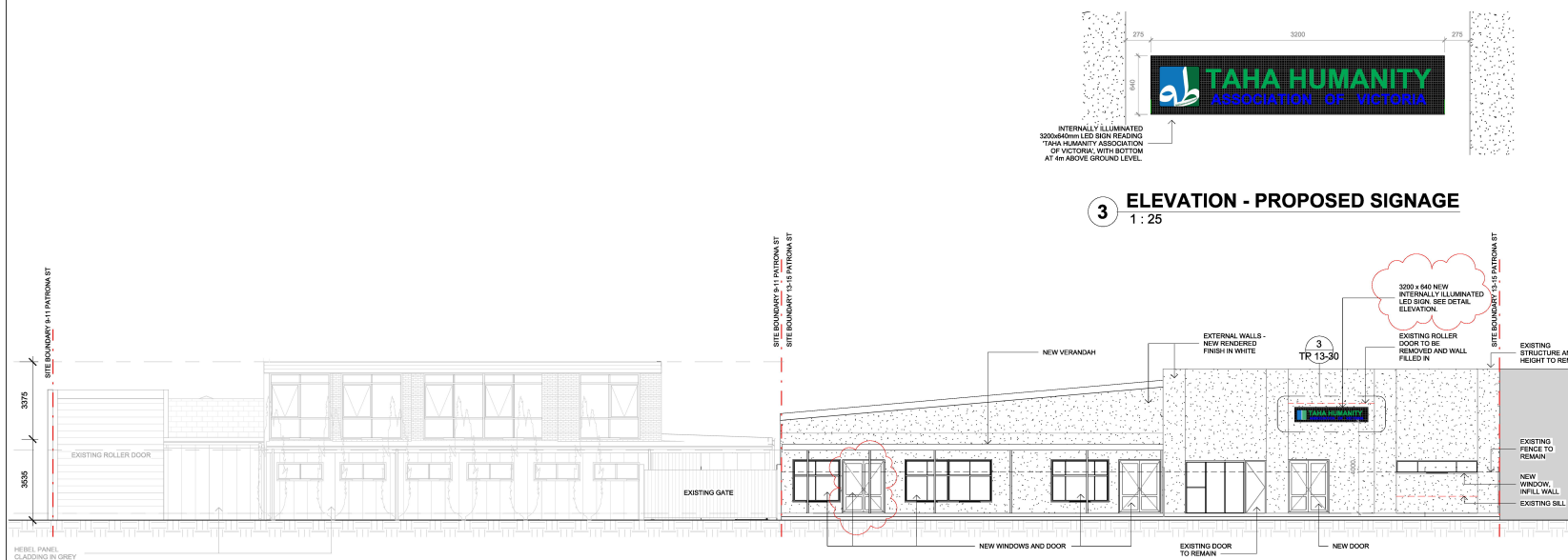
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FD	Checker	31/01/23
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1 : 100	313	
DRAWING NUMBER	REV	
TP 13-20	7	

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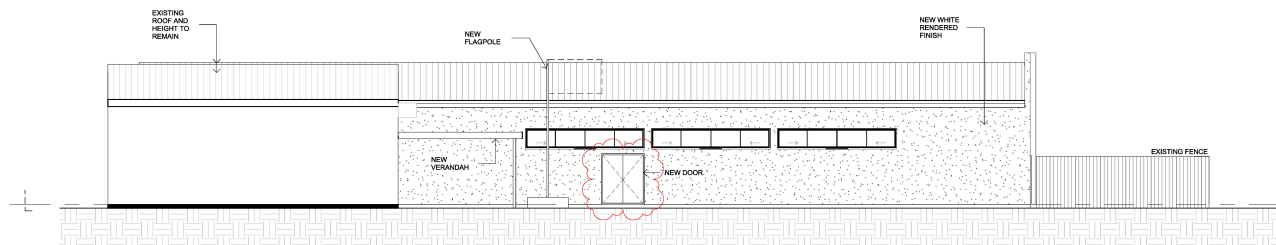


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SCALE (@ A1) As indicated	PROJECT NUMBER 313	
DRAWING NUMBER TP 13-21		REV 9





1 SOUTH / STREET ELEVATION 9-15
1 : 100



2 EAST ELEVATION 13-15
1 : 100



3 ELEVATION - PROPOSED SIGNAGE

Rev	Description	Date
1	ISSUE FOR INFORMATION	06.05.2012
2	ISSUE FOR INFORMATION	12.08.2012
3	ISSUE FOR INFORMATION	21.08.2012
4	ISSUE FOR PLANNING PERMIT	02.09.2012
5	ISSUE FOR PLANNING - RFI	12.12.2012
6	ISSUE FOR PLANNING PERMIT	20.01.2013
7	ISSUE FOR PLANNING PERMIT	11.02.2013

CODE	SUITABILITY DESCRIPTION
STATUS	PURPOSE OF ISSUE

PROJECT 9 -15 PATRONA STREET

TITLE

PROPOSED
ELEVATIONS

CLIENT
TAHA ASSOCIATION

DRAWN BY FD	CHECKED BY Checker	DATE 31/01/23
SCALE (@ A1) As indicated	PROJECT NUMBER 313	
DRAWING NUMBER TP 13-30		REVISION



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 POLICY AND STRATEGY

4.1.1 Councillor Conflict of Interest Policy

This item was previously presented at the Council Meeting held on 10 November 2025 so that further clarification could be sought. Further information has been added and it is now tabled again for Council's consideration.

Responsible Officer:	Manager Governance, Legal & Risk Executive Manager Strategy Growth & Advocacy
Attachments:	1. Draft Councillor Conflict of Interest Policy November 2025 Final [4.1.1.1 - 13 pages]

Officer Recommendation

That Council **APPROVES** the Councillor Conflict of Interest Policy (attached).

Executive Summary

1. Recognising and disclosing conflicts of interest are vital to ensure transparency and accountability in Local Government.
2. Sections 127-136 of the *Local Government Act 2020 (the Act)* addresses conflicts of interest. The Local Government Inspectorate considers it industry best practice for Councils to adopt a Conflict of Interest Policy.
3. The Conflict of Interest Policy has been developed to assist Councillors to identify and manage actual or perceived conflicts of interests and follow the processes Council has in place to meet the legislative reporting requirements under *the Act* and Council's Governance Rules.
4. The policy provides clear objectives for Councillors to demonstrate ethical behaviour, good governance, transparency and supports compliance under *the Act* and relevant Regulations.
5. The Policy was endorsed by the Audit and Risk Committee on 12 September 2025

Background

6. *The Act* promotes transparency in Council operations, including decision-making processes and sets out the requirements for disclosing and reporting conflicts of interest, ensuring that Council fulfils its obligations to its stakeholders fairly, ethically and in the best interest of the community.
7. It is a personal judgement and decision of each Councillor to assess their own circumstances and determine if a conflict of interest exists and to disclose a potential and perceived conflict of interest.
8. The Local Government Inspectorate deems it best practice for all Victorian Council's to implement a Conflict of Interest Policy.



Key Issues and Discussion

9. The Councillor Conflict of Interest Policy provides a framework for identifying, managing and disclosing potential and perceived conflicts of interest ensuring that Councillors private interests do not compromise their public duties.
10. This Policy has been developed to assist Councillors to declare and manage potential and perceived conflicts appropriately and in accordance with the Act and Council's Governance Rules.
11. This policy supports the Councillor Gift Policy adopted at the Council meeting held 28 July 2025 as well as the overarching Model Councillor Code of Conduct.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

12. 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

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

Asset Implications

14. This item does not affect any existing assets.

Legal/Risk Implications

15. The Local Government Inspectorate strongly recommends the adoption of a Councillor Conflict of Interest Policy.
16. Non-compliance with the attached policies may be considered a breach of the *Local Government Act 2020* and Model Councillor Code of Conduct.

Environmental Implications

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

Gender Impact Assessment

18. A gender impact assessment is not required.

Community Consultation

19. There was no requirement for community consultation.



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

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

- Not Applicable

21. 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

22. 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.
- Related Council Policies, Strategies or Frameworks.

Councillor - Conflict of Interest Policy September 2025



Document Control

Date Created: [September 2025](#)

Objective ID:

Date of Endorsement: [TBA](#)

Version No: [1](#)

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

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

Responsible Directorate: [Corporate Development](#)

Policy Type: [Discretionary](#)

Next Review: [March 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) the *Privacy and Data Protection Act 2014* 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)

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

The purpose of this Policy is to provide information and guidance to all Councillors regarding identifying and managing potential and perceived conflicts of interest in accordance with their obligations under sections 126 – 131 of the Local Government Act 2020 (the Act).

This Policy:

- outlines the categories of conflict of interest covered in the Act and how these can be identified;
- sets out Council's procedures for declaring and managing conflicts of interest;
- promotes understanding of and compliance with the conflict-of-interest provisions in the Act;
- promotes Council's commitment to maintaining high standards of good governance and minimising public perceptions of impartiality and bias; and
- outlines Council's record-keeping requirements in respect of any declared conflicts of interest.

2. BACKGROUND

The *Act* outlines provisions for managing conflicts of interest for Councillors. It distinguishes between general and material conflicts of interest, with penalties for non-compliance. The Act emphasizes transparency and accountability in decision-making processes to maintain public trust.

Section 126	provides definitions for key terms related to conflicts of interest, such as "material conflict of interest".
Section 127	deals with general conflicts of interest.
Section 128	specifies when a conflict of interest is considered "material".
Section 129	exempts certain situations from the conflict-of-interest provisions.
Section 130	addresses the disclosure of conflicts of interest by councillors and other relevant persons, requiring them to declare any conflicts in a timely manner.
Section 131	deals with the disclosure of conflicts of interest at meetings other than the one where the conflict arises.

3. SCOPE

This Policy applies to all Greater Dandenong City Council, Councillors and Members of Delegated Committees.

4. DEFINITIONS

Councillor is an elected member of the Greater Dandenong City Council and a relevant person to whom the conflict-of-interest provisions in the *Local Government Act 2020* apply.

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.

Relevant Person A person to whom the conflict-of-interest provisions in the *Local Government Act 2020* apply. A Councillor is considered a Relevant Person.

Public Duty means the responsibility and obligations that a Councillor has to members of the public in their official role.

Private Interest means any direct or indirect interest (financial or otherwise) that a Councillor could receive that is not directly related to their public duty but may influence or be perceived to influence their decisions or actions in their official capacity.

5. POLICY

Councillors hold positions of public trust. They must perform their public duties impartially, without bias and in the best interest of the public.

Council acknowledges that conflicts of interest will arise for Councillors and that they cannot always be avoided. They must, however, be identified and appropriately disclosed to ensure that Council maintains high standards of transparency, accountability and public trust.

5.1 Conflict of Interest Categories

General Conflict of Interest

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

Material Conflict of Interest

A Councillor has a material conflict of interest in a matter where an 'affected person' would gain a benefit or suffer a loss depending on the outcome of the matter. The benefit may arise, or the loss may be incurred directly or indirectly and in a pecuniary or non-pecuniary form.

An affected person for the purpose of a material conflict of interest includes:

- a Councillor;
- a Family member of the Councillor;
- a body corporate, including incorporated associates, of which the Councillor or their spouse or domestic partner is a director or a member of the governing body;
- an employer of the Councillor unless the employer is a public body;
- a business partner of the Councillor;
- a person for whom the Councillor is a consultant, contractor or agent;
- a beneficiary under a trust or an object of a discretionary trust of which the Councillor is a trustee; and
- a person from whom the Councillor has received a disclosable gift (as defined in the Act – currently a gift or cumulative gifts with a total value equal to or exceeding \$500).

Exemptions

A conflict of interest will not arise in the following circumstances:

- the interest is so remote or insignificant it could not be reasonably regarded as capable of influencing the actions or decisions of a Councillor;
- the interest is held in common with a substantial portion or residents, ratepayers or electors in the Municipality and does not exceed the interest held by them;
- the Councillor has no knowledge of the interest;
- the interest only arises because the Councillor is the representative of Council on a not-for-profit organisation that has an interest in the matter and the Councillor receives no personal advantage from the not-for-profit organisation;
- the interest only arises because a family member of the Councillor is a member, but not an officeholder, of a not-for-profit organisation;
- the interest only arises because the Councillor is a member of the not-for-profit organisation that has expressed an opinion or advocated for an outcome in regard to the matter;
- the interest arises in relation to a matter or in a circumstance that is prescribed to be exempt by regulations made under the Act.

5.2 Disclosing Conflicts of Interest

Where a Councillor has a conflict of interest in respect to any matter they must:

- declare the conflict of interest as soon as practicable after a conflict of interest is identified and prior to any action or decision being made that could be influenced by the conflict;
- complete a Conflict-of-Interest form available either electronically on the Councillor Intranet (MACCS) or a hard copy requested from the Governance, Legal and Risk Department;
- ensure they comply with the procedures set out in Council's Governance Rules in respect of disclosing a general or material conflict of interest; and
- comply with this policy, the relevant provisions set out in *the Act*, and the standards set out in the Model Councillor Code of Conduct.

Chapter 3 of Council's Governance Rules sets out the procedures for the disclosure of a conflict of interest by a Councillor under s130 of the Act. Those procedures govern circumstances where:

- a Councillor has a conflict of interest in a matter being considered at a Council Meeting or Delegated Committee Meeting at which they are present or intend to be present.
- a Councillor has conflict of interest in a matter being considered by a meeting held under the auspices of Council at which they are present.

5.3 Managing Conflicts of Interest

If a Councillor suspect that themselves or another Councillor may have a potential or perceived conflict of interest, it is important that it is managed in accordance with this policy to ensure that Council's decision-making processes are not compromised.

A Councillor who suspects they have a potential or perceived conflict of interest should:

- disclose the conflict of interest in accordance with the Governance Rules;
- discuss the implications of the conflict of interest with the Governance, Legal and Risk department and seek additional legal advice if required; and
- in consultation with the Governance Legal and Risk Department prepare and implement a management plan that will outline how the conflict of interest will be managed.

Appendix 1 of this policy provides a table of real or perceived conflicts of interest, contrasted with interests which will not be in breach of the *Act* as guidance for Councillors in identifying and managing their own conflicts of interest.

5.4 Policy not Exhaustive

Appendix 1 of this Policy does not provide an exhaustive set of circumstances in which conflicts of interest might arise.

Councillors are required to use their own judgement on 'case by case' basis. If further advice or guidance is needed, a Councillor should contact the Governance Legal and Risk Department or seek their own legal advice.

5.5 Recording and Retention of Conflicts of Interest

Where a Councillor has disclosed a conflict of interest that interest must be recorded in the Conflicts of Interest Register maintained by the Governance Legal and Risk Department and made available for public inspection upon request, in accordance with Council's Public Transparency Policy.

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

5.6 Privacy Considerations

While the Conflict-of-Interest Register is available for public inspection, sensitive or personal information maybe redacted or withheld to protect individual's privacy in accordance with the *Privacy and Data Protection Act 2014*.

5.7 Provision of Information and Legal Advice

Council may provide general information or support to Councillors on matter relating to conflicts of interest through the Chief Executive Officer (CEO), Executive Director Strategy and Corporate Services or Manager Governance, Integrity, Legal and Risk.

Where a Councillor requires legal advice in relation to a specific conflict of interest, this advice must be obtained and funded by the individual Councillor.

Council funds may only be used to obtain legal advice for Councillors where:

- there is clear and demonstrable public policy justification showing that the expenditure is an appropriate use of Council powers;
- pre-approval has been obtained by the CEO; and
- in accordance with the Council Expenses Policy

Potential sources of assistance (not legal advice):

- **Chief Executive Officer (CEO):** The CEO or an authorised officer may assist in explaining the requirements of the Act. They cannot make decisions on behalf of the councillor and cannot provide legal advice.
- **Local Government Victoria:** May provide general information and guidance materials, but not specific legal advice.

- **Municipal Association of Victoria (MAV) or Victorian Local Governance Association (VLGA):** Can offer general guidance to support councillors' understanding of relevant laws, but cannot provide legal advice on an individual councillor's specific conflict.

Regardless of any advice or support received, the councillor remains solely responsible for ensuring their own compliance with the Act and for their personal conduct.

6. RESPONSIBILITIES

It is a personal judgement and decision to disclose a conflict of interest and Councillors must identify their own conflicts of interest and exclude themselves from the decisions-making process.

Councillors	in accordance with the Act are personally responsible for ensuring they: • understand their statutory obligations and disclose all conflicts of interest in accordance with the Governance Rules and this policy as soon as practicable after a conflict of interest is identified. Such disclosures must be submitted to the CEO through the Governance Legal and Risk Department by completing a Conflict-of-Interest form. • declare all disclosable gifts on their biannual Personal Interest Returns.
Chief Executive Officer	is responsible for reporting any breaches of this policy to the appropriate authority and support any subsequent investigation.
Governance Legal and Risk	are responsible for the administration of Councillor related conflicts of interest on behalf of the CEO, including: • maintaining a Conflict of Interest register; • notifying the CEO of every conflict of interest disclosure made by a Councillor • ensure the Conflict of Interest register is made available in accordance with Council's Public Transparency Policy • issuing regular reminders to Councillors of their obligations to disclose conflicts of interest. • regular review of this policy for legislative compliance and current operational practices

7. REPORTING, MONITORING AND REVIEW

Reporting	A copy of the Councillor Conflict of Interest register will be submitted to the Audit and Risk Committee every 6 months for noting. Breaches of non-disclosure will be reported to the Local Government Inspectoral by the Chief Executive Officer.
Monitoring	The Conflict-of-Interest Register will be monitored by the Governance Legal and Risk Department for any systemic lack of reporting. The Councillor Gift Register will be monitored by the Governance Legal and Risk Department for any disclosable gifts and advised Councillors where receipt of cumulative gifts over a 5 year period reach the \$500 disclosure threshold.
Review	This policy will be reviewed every 4 years within 4 months of a general election or where required by legislative changes.
Stakeholder Engagement	Chief Executive Officer, Manager Governance Legal and Risk, Audit Committee, Councillors.

8. BREACH OF THIS POLICY

Where a Councillor fails to disclose any conflict of Interest, material or general an application may be made to the Councillor Conduct Panel alleging serious misconduct.

Convictions of serious misconduct are subject to fines of up to 120 penalty units (approximately \$22,000) and/or disqualification from office.

A Councillor Conduct Panel (CCP) hearing process is provided for under Division 7 of Part 6 the Local Government Act 2020 (LG Act) in which a CCP is formed by the Principal Councillor Conduct Registrar (PCCR) to hear an allegation of serious misconduct by a councillor

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 \(Amended\)](#)
[Crimes Act 1958](#)
[Freedom of Information Act 1982](#)
[Local Government Act 2020](#)
[Local Government \(Governance & Integrity\) Regulations 2020](#)
[Privacy and Data Protection Act 2014](#)
[Public Records Act 1973](#)
[Public Interest Disclosures Act 2012](#)

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

- Councillor Gift Policy
- Council Expenses Policy
- Fraud Corruption Prevention and Control Policy and Procedures
- Legislative Compliance Policy
- Public Transparency Policy
- Public Interest Disclosure Policy and Procedures
- Records Management Policy
- Privacy and Personal Information Policy
- Governance Rules
- Model Councillor Code of Conduct

Other Related Council Documents

- Conflict of Interest Register
- [In the Public Interest - Local Government Victoria Conflict of Interest Guidelines](#)

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

Appendix 1

The following examples provide some guidance on real or perceived conflicts of interest, contrasted with interests which will not be in breach of the Act. However, conflicts of interest should be judged by the specific circumstances on a case-by-case basis.

Potential conflicts of interest	Interests that are not in breach
An Officer assists in the preparation of a Council Report regarding a decision on a planning permit for their daughter's property.	A Governance Manager must engage a mediator for a Councillor Code of Conduct complaint and his former employer is a mediator.
A Councillor is a part owner of a development company which submits a planning application to Council.	A Councillor is a member (and not a board member) of a local surf lifesaving club. The Councillor took part in a planning decision in relation to the club's property. Her interests do not exceed others as a substantial proportion of the local community are members of surf lifesaving clubs.
An Officer makes a decision on a proposal to vary parking signs in the street where they live.	A Delegated Committee member works in gambling research for a university and voted on Council's strategic plan, which includes an objective to reduce harm associated with gambling.
A Contract Manager is issuing a purchase order under a panel contract where his wife's business is a panel member.	A Councillor's brother is a member (but not an office holder) of a community hockey club and the Councillor is involved in the consideration of an application for funding made by the club.
A Delegated Committee member takes part in a decision about a liquor licensing permit for a business next door to their property.	An Officer is deciding on a Local Law permit being sought by a couple whose café she frequents at lunchtime.
A Planning Officer's extremely close friend (note – the friendship must be akin to a familial relationship to give rise to a conflict of interest) is an applicant for a planning permit for which she is writing the Officer Report to Council.	A Planning Officer's friend is an applicant for a planning permit for a planning permit for which she is writing the Officer Report to Council.



4.2 OTHER

4.2.1 Medium Grants Program 2025 Round 2

Responsible Officer:	Executive Director Community Strengthening
Attachments:	1. Attachment 1 Recommended Applications Community Development Grants (1) [4.2.1.1 - 1 page] 2. Attachment 2 Recommended Applications Arts Festivals and Events Grants 1 [4.2.1.2 - 1 page] 3. Attachment 3 Recommended Application Individual Artist Grants (1) [4.2.1.3 - 1 page]

Officer Recommendation

That Council:

1. **APPROVES** the awarding of Community Development Grants to recommended recipients as outlined in Attachment 1 of this report;
2. **APPROVES** the awarding of Arts, Festivals and Events Grants to recommended recipients as outlined in Attachment 2 of this report; and
3. **APPROVES** the awarding of Individual Artist Grants to recommended recipients as outlined in Attachment 3 of this report.

Executive Summary

1. Through the Medium Grants Program Council offers not-for-profit community groups, organisations and individual artists the opportunity to apply for one-off grants to support delivery of projects, programs and events that benefit the Greater Dandenong community.
2. This report outlines the assessment of applications submitted to four (4) grant categories under the Medium Grants Program 2025 Round 1:
 - Community Development.
 - Climate Change Action.
 - Arts, Festivals and Events.
 - Individual Artist.
3. All applications have been checked for eligibility by Council officers and assessed by an independent Community Grants Assessment Panel. The Panel recommendations are presented in this report.

Background

4. The Community Funding Program and Policy Review was conducted from April to December 2023. The outcome of the Review resulted in a new consolidated Community Grants Program Policy that incorporates strategic, governance, and operational improvements and responds to emerging community needs.
5. Under the Medium Grants Program there are two (2) funding rounds per annum. This report considers Round Two applications for 2025.



Key Issues and Discussion

Eligibility Check

6. Applications made to the Medium Grants Program undergo an eligibility check by Council officers to ensure that applicants are:
 - Incorporated non-profit organisations (unless auspiced);
 - Meeting key compliance requirements of Consumer Affairs Victoria; and
 - Have met past grants acquittal reporting requirements of Council.
7. Applications deemed eligible are progressed for assessment. Ineligible applications do not progress, and officers will advise applicants of this outcome upon endorsement of this Report.

Community Grants Assessment Panels

8. Community Grants Assessment Panels include community representatives and Council officers with broad experience and diverse knowledge.
9. Panel members are governed by a Terms of Reference and a signed Code of Conduct. Each member completed an induction process and throughout the training and assessment process were supported by Council officers.
10. For each grant category individual panel members were tasked to complete an initial online assessment. These assessment scores were then consolidated and presented to a scheduled panel meeting for qualitative discussion and final recommendations.

Round 2 of the 2025 Medium Grants Program

11. Round Two of the 2025 Medium Grants Program was opened online on 14 July 2025 and closed on 11 August 2025.
12. This round was highly promoted via electronic and printed material, through Council networks and social media.
13. Grant information and writing workshops were offered in person and via online platforms. Applicants also had opportunity to access face-to-face and remote support from Council officers to assist them develop grant applications.

Category 1 – Community Development Grants

14. This grant category offers single year grants of up to \$10,000 for projects that build community capacity, foster social inclusion, create healthy partnerships, prevent family violence, advance gender equity, and promote community harmony and participation.
15. A total of 52 applications were submitted to the Community Development Grants category. Two (2) applications were withdrawn, and eight (8) applications were ruled ineligible.
16. This left a total of 42 applications to be assessed seeking total funding of \$348,410.55.
17. The Community Grants Assessment Panel members individually assessed applications online from 22 September to the 13 October 2025. The Panel convened on the 15 October 2025 to qualitatively discuss the consolidated applications and make final recommendations. Following this it is recommended that 17 applications be funded a total of \$109,509.95.
18. A list of all applications recommended for funding through the Community Development Grants category is provided in Attachment 1.

Category 2 – Climate Change Action Grants

19. This grant category offers single year grants of up to \$5000 for projects that deliver climate related or other positive environmental outcome and assist Council in its commitment to tackling climate change.



20. A total of four (4) applications were submitted to the Climate Change Action Grants category. One (1) application was withdrawn, and one (1) application was ruled ineligible.
21. This left a total of two (2) application to be assessed seeking total funding of \$10,300.
22. The Community Grants Assessment Panel members individually assessed applications online from 22 September to the 13 October 2025. The Panel convened on the 15 October 2025 to qualitatively discuss the consolidated applications and make final recommendations. Following this it is recommended that **no** applications be funded.

Category 3 – Arts, Festivals and Events Grants

23. This grant category offers single year grants of up to \$10,000 for projects that promote community connection, cross cultural exchange, and appreciation of cultural diversity. Arts, festivals, and events play an integral part in building and supporting broad community involvement and social cohesion.
24. A total of 28 applications were submitted to the Arts, Festivals and Event Grants category. One (1) application was withdrawn and six (6) were ruled ineligible.
25. This left a total of 21 applications to be assessed seeking total funding of \$226,818.
26. The Community Grants Assessment Panel members individually assessed applications online from 22 September to the 13 October 2025. The Panel convened on the 16 October 2025 to qualitatively discuss the consolidated applications and make final recommendations. Following this it is recommended that nine (9) applications be funded a total of \$60,248.
27. A list of all applications recommended for funding through the Arts, Festivals and Events Grants category is provided in Attachment 2.

Category 4 – Individual Artist Grants

28. This grant category offers single year grants of up to \$5000 to individuals to develop community-based arts/cultural projects, develop relationships with community and create art that responds to community needs.
29. A total of one (1) application was submitted to the Individual Artist Grants category.
30. This left a total of 1 application to be assessed seeking total funding of \$4852.60
31. The Community Grants Assessment Panel member individually assessed applications online from 22 September to the 13 October 2025. The Panel convened on the 16 October 2025 to qualitatively discuss the consolidated applications and make final recommendations. Following this it is recommended that one (1) application be funded a total of \$4852.60.
32. A list of all applications recommended for funding through the Individual Artist Grants category is provided in Attachment 3.

Support for Unsuccessful Applicants

33. All unsuccessful applicants will be contacted by officers and offered feedback and assistance to support them to apply to the next round of the Medium Grants Program.

Grant Acquittal Reports

34. Progress towards achieving outcomes is monitored with grant recipients throughout the duration of the program. Grant recipients are also required to submit a grant acquittal report within one month of the project being completed. The report will include a description of the activities delivered and outcomes achieved by the grant recipients and detail on how the funds were spent.
35. Failure to submit the required acquittal and/or deliver the outcomes agreed as part of the grant allocation would lead to the recipient being ineligible for future grant allocation.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

36. 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

37. The financial implications associated with this report are a one-off cost of \$174,610.55 (= \$109,509.95 + \$60,248 + \$4852.60) with no ongoing costs in future year budgets.

38. This allocation is within the 2025-26 Medium Grants Program budget. Noting that all funding allocations are expressed exclusive of GST, and GST will be applied where relevant.

Asset Implications

39. This item does not affect any existing assets.

Legal/Risk Implications

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

Environmental Implications

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

Gender Impact Assessment

42. A gender impact assessment is not required.

Community Consultation

43. Council's Community Grants Program is extensively promoted via electronic and printed material, through Council networks and social media. Grant information and writing workshops were offered both in person and online. In addition, community groups had the opportunity to access face-to-face and remote support from Council officers to assist them develop grant applications.

44. During the assessment process Council Officers consulted with staff from across the organisations to seek information and advice regarding the merits of all funding applications.

45. Officers conducted extensive eligibility checks of applications including compliance documentation, financial report, past grants acquittal history and other matters where relevant.

46. All eligible applications were assessed by Community Grants Assessment Panels. Panels include community representatives and Council officers with broad experience and diverse knowledge.

47. Community Grants Assessment Panel's recommendations of eligible applications for funding are presented for endorsement.



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

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

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

49. 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 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.

Legislative and Policy Obligations

50. 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*.
- Related Council Policies, Strategies or Frameworks.



Medium Grants Program 2025 – Round 2

Community Development Grants

Applicant	Project Title	Recommended Funding
Reading Out of Poverty Incorporated	Waiting Room Reads Dandenong	\$10,000
Women's Health in the South East	Marketplace of Respect: A Community Campaign for Change 2026	\$7,000
Blind Sports & Recreation Victoria	Inclusive Wellbeing Activities for People with Vision Loss in Dandenong	\$3,500
Wellsprings For Women Incorporated	Co-designing a Support Program for Families at Dandenong West Primary	\$9,000
Creativity Australia	With One Voice Greater Dandenong	\$5,000
Australian Breastfeeding Association Victoria	Australian Breastfeeding Association Victorian Branch Conference 2026	\$7,224
Nourish DBC Ltd	Study Lounge for Disadvantaged and At-Risk Youth	\$9,150
United Community Helpers Inc.	Empowering CALD women	\$4,000
Greater Dandenong State Emergency Service	CALD Brochures	\$987.95
Epilepsy Action Australia	EarlyACT: Early support for children with epilepsy in Dandenong	\$5,900
Launch Housing Limited	Viv's Place Community Dinners	\$6,034
Planting Seeds Projects Ltd	Dandenong B&B Highway	\$9,900
St Paul's South Eastern Suburbs Maltese Seniors Association Incorporated	Springvale Maltese Seniors Association	\$5,000
Road Safety Education Limited	Road Safety Education for Vulnerable Greater Dandenong Young Drivers	\$6,614
TeamSports4All	Expansion of TeamSports4All in Greater Dandenong - 15 kids	\$10,000
Volleyball Association of Hazaras in Vic Incorporated	Volleyball Tournament and Engagement of Afghan Youth	\$7,000
Afghan Youth Association of Australia	Youth Capacity building and awareness	\$3,200
Total:		\$109,509.95



Medium Grants Program 2025 – Round 2

Arts Festivals and Events Grants

Applicant	Project Title	Recommended Funding
Noble Park Community Centre Inc.	Open Doors, Open Hearts: Celebrating Ability and Belonging	\$10,000.00
Cornerstone Contact Centre Inc.	The Power of Performance for Marginalised Communities	\$8,900.00
We Are One Club	Magic in the Moonlight	\$4,998.00
Natya Praana Inc	Natya Arpanam – A Celebration of Culture Through Classical Dance	\$5,000.00
Bengali Puja and Cultural Society of Victoria	Bengali New Year Celebration 2026	\$6,200.00
Chinese Professionals Club of Australia (CPCA)	A Grand Celebration of Multicultural Harmony	\$5,500.00
SEMVAC INC	SEMVAC TET Festival 2026	\$10,000.00
The Cambodian Association of Victoria	Conserving and Revitalizing Cambodian Culture	\$4,650.00
Nepalese Association of South East Melbourne	Bridging Cultures: Nepalese Arts and Community Festival	\$5,000.00
Total:		\$60,248.00



Medium Grants Program 2025 – Round 2

Individual Artist Grants

Applicant	Project Title	Recommended Funding
MOHAMMAD SALIM ATAEE	Colour our Stories: Creative Expression & Belonging through Art	\$4,852.60
Total:		\$4,852.60



4.2.2 Lois Twohig Reserve Master Plan

Responsible Officer:	Executive Director City Futures
Attachments:	1. CONFIDENTIAL REDACTED - Lois Twohig Reserve Master Plan (A 12295012) [4.2.2.1 - 47 pages] 2. CONFIDENTIAL REDACTED - Lois Twohig Reserve Master Plan Implementation Plan 2025-2046 (A 12433282) [4.2.2.2 - 3 pages]

Officer Recommendation

That Council:

1. **NOTES** that the Lois Twohig Reserve Master Plan has undergone a rigorous process of community and stakeholder engagement to ensure that the plan will respond to the long-term future requirements of the community and supports the established growth and development of the reserve for sport and passive recreational pursuits and environmental improvements; and
2. **ADOPTS** the draft Lois Twohig Reserve Master Plan 2025.

Executive Summary

1. Lois Twohig Reserve, located in Dandenong North, serves as an important public open space that supports sporting activities, recreational pursuits, and leisure for the community.
2. The draft Lois Twohig Reserve Master Plan 2025 provides a long-term vision to make the reserve more inclusive, accessible, and sustainable for all members of the community, whilst integrating and enhancing the reserve's stormwater management and environmental role.
3. With Dandenong North expected to grow by eight percent (8%) by 2038, and local demographics shifting, the draft master plan ensures Lois Twohig Reserve remains a high-quality, multi-functional open space that thoughtfully integrates community spaces that meets the needs of families, sports clubs, youth and residents.
4. The draft master plan reflects the community and stakeholder feedback received across two stages of consultation during July and August of both 2024 and 2025.
5. The implementation of the draft Lois Twohig Reserve Master Plan necessitates substantial investment over an extended timeframe of twenty (20) years. The implementation of the staged master plan will be dependent on the inclusion of the master plan and implementation plan in Council's Long-Term Financial Plan.
6. This report recommends that the draft Lois Twohig Reserve Master Plan 2025 and guiding Implementation Plan be adopted by Council.



Background

7. Lois Twohig Reserve, located at 80 Carlton Road, Dandenong North, encompasses 8.507 hectares of open space bordered by Carlton Road to the north and McFees Road to the south. The reserve currently offers the following facilities:
 - North oval 1 with cricket turf table
 - South oval 2 with cricket synthetic wicket
 - Two piste (lane) pétanque terrain
 - One rectangular grass field
 - Grass retarding basin
 - Practice cricket wickets
 - Central car park
 - Northern car park
 - Four tennis courts
 - Playground
 - Public toilet near the playground
 - Four pavilions
 - Three picnic shelters
 - Three fitness stations
 - Established native garden beds with trees
 - Various walking paths.
8. The draft Lois Twohig Reserve Master Plan has been developed in accordance with the Greater Dandenong Open Space Strategy 2020–2030. It provides a long-term vision to ensure the reserve is inclusive, accessible, and sustainable.
9. The reserve functions primarily as a district level sporting facility, supporting resident clubs and acting as a sporting overflow venue. Current tenants are:
 - Masala Dandenong Football Club
 - North Dandenong Cricket Club
 - Stella Clavisque Club Pétanque and Yoga
 - Lyndale United Football Club
10. The reserve is also integral to local floodwater management. Stormwater runoff from the 150-hectare urban catchment area flows into the southwestern sector of the reserve, where surplus water is temporarily contained within a retarding basin that concurrently serves as an off-leash area for dogs. After rain events this can limit the use of the oval 2 and the off-leash dog park. Refer to the Hydrology Overview in Attachment 1 – Lois Twohig Master Plan for more details.
11. The reserve offers substantial open space advantages, featuring both native and exotic plant species, well-maintained walking trails, a designated playground, an off-leash area for dogs, and various opportunities for informal recreation.



12. The formulation of the draft master plan was guided by an internal working group with representation from Civil Engineering, Traffic Engineering, Sport and Recreation, and Open Space Planning. Additional expertise was contributed by departments including Parks and Horticulture, Conservation, Waste Services, Disability and Community Care, Strategic Planning, and Sustainability Planning.
13. Officers conducted a comprehensive site analysis, evaluating Lois Twohig Reserve's facilities, buildings, recreational amenities, infrastructure, drainage systems, and environmental factors.
14. Community and stakeholder consultation and engagement formed an integral part of the draft master plan development process. Two separate stages of community consultation over four-week periods were undertaken:
 - Initial consultation: 22 July – 18 August 2024
 - Draft Master Plan: 2 July – 4 August 2025
15. The initial consultation was designed to involve the broader community, providing an opportunity for stakeholders and the community to share their perspectives and aspirations in shaping the draft master plan.
16. A total of 182 online submissions were received, in addition to direct engagement with residents during drop-in sessions and consultation with each of the tenanted sports clubs.
17. The top ideas from the initial consultation that have been included in the development of the draft master plan were:
 - Fencing around the designated off-leash dog area
 - Enhance overall lighting and pedestrian illumination throughout the area.
 - Enhance the presence of native tree species and indigenous vegetation.
 - A new multi-purpose court facility.
 - A larger playground.
 - Increase the number of barbecue facilities available for picnics.
 - Construction of new pedestrian pathways and enhancements to DDA accessibility.
 - New public restroom facilities
 - Improved safety and security in the car parks.
18. Following the first stage of consultation, the draft Lois Twohig Reserve Master Plan was developed.
19. The second stage of community and stakeholder consultation was on the draft master plan. The consultation enabled stakeholders and the broader community the opportunity to review the draft master plan and provide feedback regarding their level of support or potential omissions.
20. A total of nineteen (19) online responses were received, with twelve (12) indicating support for the draft master plan. Additionally, two hundred and twenty-one (221) individuals accessed the online consultation materials without submitting feedback.



21. A total of seven (7) further submissions were received, highlighting issues related to biodiversity and the natural environment, safety, improved access, building facilities, dog-off leash fencing and picnic amenities, removal of tennis facilities, and playground location. All concerns have been addressed except the removal of the tennis courts and the placement of the playground. The current tennis courts have low usage and converting them to a proposed multi-court and Pétanque terrain would provide enhanced opportunities for active recreation. The selected location for the playspace has been determined based on CPTED principles, ensuring reduced risk and optimal use of available space. These matters are discussed further in the Key Issues and Discussion section.
22. As an outcome from the second phase of consultation, the key change to the draft master plan was to increase the number of Pétanque pistes within the proposed terrain area of the northern recreation and pavilion precinct. Refer to Attachment 1 – Lois Twohig Master Plan Report for the overall masterplan.
23. The key elements of the proposed draft Lois Twohig Master Plan are discussed in the following section of this report.

Key Issues and Discussion

24. The Vision for the draft Lois Twohig Master Plan is: *To deliver a high-quality, accessible, and sustainable open space that enhances the unique character of Lois Twohig Reserve; strengthening its role as a hub for organised sport while thoughtfully integrating community spaces, environmental values, and inclusive design for generations to come.*
25. There are three strategies that underpin the key directions for the master plan. These are:
 - Place - *Deliver a high-quality, inclusive, and multi-functional space that supports sport, recreation, and community life.*
 - Connection - *Strengthen access, movement, and social connection through inclusive design and integrated pathways; and*
 - Sustainability and Maintenance - *Ensure the long-term functionality and resilience of the Reserve through responsible stewardship, adaptable design, and proactive care.*
26. The draft master plan has been developed with thorough consideration of all open space areas, including their relationships to adjoining properties and surrounding road infrastructure. Refer to Attachment 1 – Lois Twohig Master Plan Report for the overall masterplan.
27. Community and stakeholder consultation and engagement identified four (4) key issues and opportunities for the reserve; *drainage function, personal safety, environmental safety and access and movement.* These four items have been addressed in the master plan and are discussed below:

Drainage function

- Future upgrades to the reserve's drainage infrastructure will need to increase capacity of the drainage system as well as provide additional flood mitigation and pipe diversions to improve the functional capacity of oval 2 and the retarding basin / dog off-leash area. These improvements are outlined in the master plan, which includes the proposed construction of a new berm to the west of the retarding basin and the addition of planted swales.



Personal safety

- The consultation process identified community concerns related to safety during evening hours. In response, the draft master plan comprehensively integrates Crime Prevention Through Environmental Design (CPTED) principles.
- The draft master plan enhances accessibility and reduces the fence heights along Carlton Road and McFees Road. It prioritises pedestrian safety over vehicular movement through an improved hierarchy of interfaces.
- The design of the Northern Recreation Precinct promotes natural surveillance by incorporating youth, family, and senior activities along Carlton Road, ensuring these activities remain visible from the street. This approach further establishes the reserve as a dedicated space for families and the broader community.
- The Implementation Plan proposes conducting assessments of pedestrian safety and lighting to determine suitable options.

Environmental sustainability

- The draft master plan is guided by a strong commitment to preserving and enhancing biodiversity. All established tree canopies are retained within the master plan proposals.
- Further planting opportunities have been identified throughout the reserve, with plans to establish new garden beds that will enhance the site's already diverse flora. These efforts will strategically leverage the varying light, soil, and water conditions present across the reserve.

Access and movement

- The existing granitic walking loop paths in the southern part of the reserve experience frequent use; however, feedback from consultation has highlighted obstacles to pedestrian access and restricted accessibility for individuals with mobility challenges.
- The draft master plan introduces new pedestrian connections and access points from Carlton Road and McFees Road.
- It also emphasises the prioritisation of pedestrian movement over vehicular traffic by adhering to relevant Australian Standards for path grading requirements, enhancing existing pathways and connections, and establishing new pedestrian networks.

Key Precincts of the Master Plan

28. The draft master plan identifies ten (10) distinct focus precincts, each of which serves to demonstrate the specific design objectives for that area.
29. Refer to Attachment 1 – Lois Twohig Master Plan Report for the overall masterplan, conceptual images of the design intent and detail on the initiatives proposed for each precinct.



30. The precincts are as follows:

Oval 1

31. This precinct serves as the primary oval for AFL and a secondary field for cricket, and it is proposed that these functions be maintained. Additional pedestrian path connections are a priority to improve access between the school crossing and reserve.

Northern recreation and pavilion

32. The Northern Recreation and Pavilion precinct is a priority area of the master plan that has been established to revitalise the previously underutilised tennis courts and pavilion. This precinct is designed to serve as a social hub for individuals of all ages, providing publicly accessible amenities through the relocation of the Pétanque and Yoga clubs into the pavilion.

33. Key project initiatives are:

- New multi-purpose court with basketball and soccer goals
- New Pétanque terrain with seating and shelters
- Community picnic facilities including barbecues and shelters
- New neighbourhood level playground
- Pétanque Pavilion upgraded to current service standard requirements
- Outward-facing public toilet extension to Pétanque Pavilion

34. During consultation, many of the respondents, including the local residents, school and kindergarten requested that the playground be located close to the residential properties and generally in a similar area to its current location. There were also a number of submissions from members of the soccer club requesting the playground be centrally located so kids can play there while training or games are taking place. Officers determined that the most appropriate location for the playground was in the Northern Recreation precinct as it offers good access both internally and externally of the reserve, with a central pedestrian spine connecting it to the sporting facilities, as well as having convenient access for people coming from outside of the reserve. The location has also been chosen to mitigate any CPTED issues by increasing passive surveillance and integrating with the multi-court and pétanque facilities.

35. The existing tennis courts at Lois Twohig Reserve are heavily underutilised with only 113 bookings occurring during the 2024-25 financial year. The nearest existing tennis courts are at Barry Powell Reserve, which is an approximately 4 min drive. These courts are also underutilised. In addition, there are tennis courts at Tirhatuan Park, which located approximately 5 min drive from Lois Twohig Reserve. Given the low level of use, and availability of other courts, officers recommend that these courts are removed, and replaced with a multi-court facility that will likely attract much higher usage.

Northern carpark

36. The northern car park has been expanded to provide an additional 20 spaces, including two designated accessible bays with shared zones. To mitigate potential conflicts between pedestrians and vehicles, the playground has been relocated to the west of the proposed multi-court, and the internal road has been straightened.

Rectangular field

37. The rectangular field precinct is enhanced with improved pedestrian circulation, terraced viewing opportunities and sports and drainage infrastructure.

Central recreation

38. The Central Recreation Precinct offers a range of amenities and sports infrastructure designed for both public and sports club use.



Central pavilion

39. The proposed centralised pavilion and plaza gathering space is intended to consolidate the currently separate amenities into a single, integrated facility, replacing the existing soccer, AFL, and cricket pavilions. Strategically located and oriented to serve both the ovals and the rectangular field, it will provide sports club and community facilities.
40. The Petanque pavilion will be removed when the club is relocated to the Northern Pavilion.

Central carpark

41. The central parking area is a priority precinct to address pedestrian safety, lighting, traffic calming measures and shade.

Oval 2

42. Oval 2 has become the principal cricket venue at the reserve, and further enhancements to supporting infrastructure such as lighting and sub-surface drainage are proposed to improve its suitability for year-round utilisation.

Retarding basin and dog off-leash park

43. The retarding basin was initially developed as a component of the area's comprehensive flood mitigation strategy. Enhancements to the drainage systems and retarding basin are essential and need to be completed prior to upgrading and fencing the dog off-leash area.

McFees Road interface

44. The McFees Road interface functions as the primary access point for visitors arriving by car, as it is the location most frequently indicated by GPS devices and online mapping services. Although direct vehicle entry from the south is not available, there is ample on-street parking. Key improvements to this interface are new park identification signage and an accessible path / ramp access.

Priority over the next five years

45. Through effective advocacy during the 2025 Federal Election, Lois Twohig Reserve successfully secured grant funding to enhance pedestrian access from Carlton Road and McFees Road. Completion of this new path will occur during the 2025/2026 financial year and was informed by the draft master plan.
46. Given Council's current budget constraints as well as a portfolio of other municipal wide open space projects, the following projects in Table 1 below have been identified as priorities over the next five years (2026-2031), as per the guiding implementation plan.



47. Table 1 – Priority Projects next five years (2026-2031)

Project	Project Stage	Funding Source	Budget
Oval 1			
Precinct design and new pedestrian connection north of Oval 1, connecting central path to entrance in front of school.	Design and Construction	New	\$17,300
Northern recreation and pavilion precinct			
Open Space concept design for the precinct to inform the detailed project briefs	Concept Design	Operational	\$40,000
Multi-court with fencing and lighting	Detailed design and documentation	Renewal-upgrade	\$15,000
Multi-court with fencing	Construction	Renewal-upgrade	\$450,000
Rectangular Field			
Renewal and improvement of spoon drain	Construction	Renewal	\$60,000
McFees Road Interface			
New large signage to identify Lois Twohig Reserve for traffic travelling west to east.	Design and Construction	New	\$55,000
Ancillary			
Pedestrian and safety (CPTED) lighting review of all precincts to inform designs for each precinct	Design	Operational	\$50,000
TOTAL			\$687,300

48. No additional projects for Lois Twohig Reserve have been scheduled within the next five (5) years and will be subject to future budget bids at that time.

49. Additional funding opportunities will be pursued through the Council's advocacy programme.

Summary

50. The draft Lois Twohig Master Plan establishes the vision and an associated twenty (20) year implementation plan to enable the transformation of this highly valued and well utilised district park as a destination for active and passive recreational pursuits.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

51. Staffing resources for the implementation of each element of the draft master plan will need to be considered and assessed at the time of each project.

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

Operating Budget Implications

52. The financial implications associated with this report in the current financial year involve a grant amount of \$100,000, as an outcome of the 2025 Federal Election. Council was successful in receiving \$100,000 in grant funding as part of the 2025/26 Federal Government Budget. The capital projects being funded by this grant are minor pedestrian path access initiatives for the reserve and will be delivered in the 2025/26 financial year.

53. The redevelopment of Lois Twohig Reserve will represent a significant commitment by Council over the long term. Future year costs to implement and stage the reserve master plan will be dependent on the inclusion of the master plan and implementation plan in Council's Long-Term Financial Plan (which will be considered amongst Council's competing priorities).

54. The implementation plan outlines the sequential staging of the design and construction projects and associated cost estimates as a funding guide.

55. A headline figure of approximately \$23.304 million in capital expenditure is planned. This has been spread over an extended timeframe of twenty (20) years due to Council's budgetary constraints.

56. The costs below represent the total master plan cost breakdown:

- Parks, Open Space and Streetscapes: \$6.308 million
- Recreational, Leisure and Community Facilities: \$2.236 million
- Roads, Car Parking and Shared Path Network Infrastructure: \$3.53 million
- Building Works: \$11.230 million

57. The funding to implement the projects is subject to the support and funding of capital works bids as part of Council's annual budget process and opportunities to actively pursue external funding in the following years as part of the budget process. The building projects in the master plan are intended to be funded out of the Building Facility renewal program steered and directed by the Sports Facility Plan and Asset Renewal Program.



Asset Implications

58. This item relates to a future CIP project that this not currently incorporated in the Asset Plan. Priorities related to the need for this item still need to be determined.
59. For projects such as Lois Twohig Reserve to be eligible for many State and Federal grants, an endorsed Master Plan is typically required. In addition, a Council co-contribution is usually necessary.

Legal/Risk Implications

60. Assessment of Lois Twohig Reserve's drainage infrastructure has identified opportunities to improve the function and capacity of both the piped drainage network and the retarding basin.
61. The frequency and severity of storm events are expected to increase due to climate change. The draft master plan details major infrastructure projects aimed at reducing the risk of downstream flooding and suggests that these should be given priority for implementation in the immediate future. Nevertheless, due to current funding limitations, the relevant infrastructure department does not anticipate reviewing these projects until at least 2041–2046.
62. The drainage outlet located at the southwest corner of the retarding basin presents a potential hazard to both individuals and animals. Given current funding constraints, remediation works are unlikely to be able to be undertaken before the 2041-2046 period.
63. Pedestrian access to the reserve is currently restrictive and exclusionary to certain community groups, particularly people with disabilities. The draft master plan identifies short- to medium-term improvements to enhance accessibility, aligning with Council's obligations under the Disability Act 2006.
64. Community and stakeholder consultation also highlighted concerns about pedestrian safety. The draft master plan recommends short-term, low-cost initiatives to reduce risk and improve safety.

Environmental Implications

65. The Lois Twohig Master Plan has positive environmental outcomes, including:
- protection of all existing trees,
 - establishment of new garden beds to increase biodiversity, and
 - drainage improvements to support more effective use of water on-site.

Gender Impact Assessment

66. A Gender Impact Assessment is not required. The draft master plan is expected to deliver significant improvements to gender inclusivity and diversity outcomes.



Community Consultation

Purpose	Designed to provide the community with the opportunity to share their ideas and vision for the development of a draft master plan.
Engagement period	Initial consultation – 22 July to 18 August 2024. Second Stage – 2 July to 4 August 2025.
Level of Influence:	IAP2 August 2024 - Consult
Engagement Activities:	- Online activities (survey, points activity and ideas wall) - Two community drop-in sessions at the reserve - an article in the August 2024 edition of Greater Dandenong Council News - In class workshops with 16 students
Communication reach and engagement numbers:	182 online responses, a number of residents attended the drop-in sessions, and engaged in person with 16 students and five stakeholder clubs. Stage 2 we received 19 online responses, five email submissions and engaged in-person with four stakeholder clubs.
Summary of feedback:	The initial consultation informed the development of the Draft Master Plan. Community feedback indicated that residents are passionate about Lois Twohig Reserve and enthusiastic about exploring opportunities for its future. Concerns were raised regarding perceived safety, and there was strong interest in improvements such as fencing the dog off-leash area and enhancing biodiversity. Stage 2 consultation reached 221 people, with 19 formal responses received. Of these, 12 supported the Draft Master Plan. Given the high number of views and limited submissions, it is assumed that those who did not complete the survey were generally supportive. Feedback confirmed that the Draft Master Plan achieved the right balance, with strong support for improvements to safety, biodiversity, and access. Some submissions requested retention of the existing tennis courts or their conversion to pickleball; however, these submissions were significantly fewer than the responses supporting a multi-court facility and upgraded pétanque amenities.



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

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

- Safe and peaceful community.
- Sustainable environment.
- Mind, body and spirit.

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

- A socially connected, safe and healthy city.
- A city of accessible, vibrant centres and places.
- 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

69. 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 *Gender Equality Act* 2020.
- Climate Change and Sustainability.
- Related Council Policies, Strategies or Frameworks.



4.2.3 List of Registered Correspondence to Mayor and Councillors

Responsible Officer: Manager Governance, Legal & Risk

Attachments: 1. List of Registered Correspondence to Mayor and Councillors [4.2.3.1 - 2 pages]

Officer Recommendation

That the listed items for the period 3 November 2025 to 14 November 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 3 to 14 November 2025.

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 03/11/25 & 16/11/25 - for officer action - total = 1

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
A letter from the Mayor of Mansfield Shire Council regarding the State Government's Planning Amendment (Better Decisions Made Faster) Bill 2025.	10-Nov-25	10-Nov-25	fA366068	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 03/11/25 & 16/11/25 - for information only - total = 5

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Currently Assigned
An invitation to complete the Victorian Councillor Census.	3-Nov-25	3-Nov-25	A12544935	Mayor & Councillors Office
An introduction and meeting request for the Friends of the Earth Local Government Australia Electrification Project.	5-Nov-25	5-Nov-25	A12554614	Mayor & Councillors Office
An invitation to the Mayor to attend Eagles Folk Dance training class at The Castle.	5-Nov-25	5-Nov-25	A12558857	Mayor & Councillors Office
Request for Councillor contact regarding the ALGWA Victoria mentoring program.	7-Nov-25	7-Nov-25	A12560953	Mayor & Councillors Office
An invitation from Keysborough Primary School to attend Maths Game Day.	7-Nov-25	7-Nov-25	A12562258	Mayor & Councillors Office

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



4.2.4 Audit and Risk Committee Charter Review

Responsible Officer:	Executive Director Strategy & Corporate Services
Attachments:	1. Audit and Risk Committee Charter Draft 251117 [4.2.4.1 - 13 pages]

Officer Recommendation

That Council APPROVES the updated Audit and Risk Committee Charter Review as provided in Attachment 1 to this report.

Executive Summary

1. Council is requested to adopt the updated Audit and Risk Committee Charter following a scheduled review to ensure compliance with the **Local Government Act 2020** and alignment with best practice governance standards.

Background

2. Section 53 of the *Local Government Act 2020* requires councils to establish an Audit and Risk Committee, and Section 54 mandates the development and maintenance of a charter outlining its functions. The Charter was last reviewed and approved on **24 July 2023**. A biennial review has now been completed, incorporating legislative requirements and governance improvements.

Key Issues and Discussion

3. The updated Charter strengthens Council's governance framework and ensures continued compliance with statutory obligations. Key amendments include:

- **Membership, Tenure and Appointment:**

Committee Size: Updated from *five members* to *up to six members* appointed by Council.
Independent Members: Increased requirement from *three (3) independent members* to *up to four (4) independent members*.

Composition Details:

- One (1) independent Chair (unchanged).
- Independent members updated from *two (2)* to *up to four (3)*.
- Two (2) Councillors retained, with the option of one alternate Councillor.

Council Employees: Explicitly confirmed that Council employees cannot be members of the Committee.

The revised Charter is attached for Council's consideration and adoption.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

4. 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

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

Asset Implications

6. This item does not affect any existing assets.

Legal/Risk Implications

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

Environmental Implications

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

Gender Impact Assessment

9. A gender impact assessment is not required.

Community Consultation

10. There was no requirement for community consultation.

Legislative and Policy Obligations

11. 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*.

Audit and Risk Committee Charter



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1. Purpose

Council has established an independent Audit and Risk Committee (the Committee) pursuant to section 53 of the *Local Government Act 2020* (the Act). The primary purpose of the Committee is to support Council in discharging its oversight responsibilities related to financial reporting, risk management, maintenance of sound systems of internal control, assurance activities including internal and external audit and Council's performance with regard to legislative and regulatory compliance including its Codes of Conduct and governing principles. This includes Council's consolidated separate legal entities.

The Committee acts in this capacity by monitoring, reviewing, endorsing, and advising on matters as set out in this Charter. This Charter has been developed in accordance with Section 54 of the Act.

The Committee has no executive authority and no delegated financial responsibilities and is therefore independent of management.

2. Authority

The Committee is directly responsible to Council for discharging its responsibilities as set out in this Charter. The Committee has no delegated authority from Council unless specifically provided by Council from time to time and any such authority shall be temporary and may only relate to specific matters as directed by Council.

The Committee has authority to:

- endorse key documents and reports that must be approved by Council, including annual financial reports, annual performance statements, new or revised policies and other documents that assist in maintaining a sound internal control environment;
- endorse for Council internal and external audit plans, including internal audit plans with an outlook greater than one year;
- provide advice and make recommendations to Council on matters within its areas of responsibility;
- subject to consultation with, and approval of, the CEO, retain appropriate independent specialists to advise the Committee or assist in the conduct of an investigation;
- seek any information it requires to properly discharge its responsibilities from Councillors, Council staff (including senior management, all of whom are directed to co-operate with the Committee's requests) and external parties; and
- meet with Council staff, internal and external auditors, or outside counsel, as necessary.

The Committee will, through the Chief Executive Officer, have access to appropriate management support to enable it to discharge its responsibilities effectively.

3. Membership, tenure and appointment

The Committee will comprise of five-up to six Members appointed by Council, three-up to 4 of whom must be independent members. Council employees cannot be members of the Committee.

Details of membership and tenure are set out below:

- One (1) independent Chair;
- Up to three (3) ~~Two (2)~~ independent Members; and

- Two (2) Councillors (plus option of one alternate Councillor).

All members shall have full and equal voting rights unless a member is unable to vote due to a conflict of interest.

3.1 Independent Members

- 3.1.1 Independent members must collectively have senior business audit or financial management/reporting knowledge, risk management knowledge, be conversant with the financial and other reporting requirements of the Local Government sector and have experience in public sector management.
- 3.1.2 Independent members will be appointed for a maximum three-year term at their commencement subject to the needs noted below to stagger retirement dates.
- 3.1.3 Independent members may be reappointed for two additional three-year terms subject to mutual agreement and satisfactory performance. As far as possible, terms of appointment will be staggered to ensure membership retirement dates ensure that only one member retires at a single point in time.
- 3.1.4 The maximum continuous term of an external member shall be nine years.
- 3.1.5 Appointments of independent members shall be made by Council resolution
- 3.1.6 Prior to the retirement/resignation of an independent member, Council will establish an appropriate process to appoint a new independent member. A panel comprising the Chair of the Committee, the CEO and a senior Council Executive will be convened to make a recommendation on a suitable candidate to Council.
- 3.1.7 New independent member positions will be publicly advertised in appropriate places such as state-wide newspapers, Council's website, the online 'Directors Opportunities' listing provided by the Australian Institute of Company Directors and other channels.
- 3.1.8 If Council proposes to remove a member of the Committee, it must give written notice to the member of its intention to do so and provide that member with the opportunity to be heard at a Council meeting

3.2 Councillor Members

- 3.2.1 Councillor members shall be appointed annually at the Council Meeting to elect the Mayor and also appoint Councillors to Committees.
- 3.2.2 The Mayor is automatically a member of the Audit and Risk Committee and Council shall appoint one Councillor as a member and has the option of appointing an alternate member should either the Mayor or the Councillor appointment be unable to attend the meetings.
- 3.2.3 Other Councillors may attend Audit and Risk Committee meetings in an observer capacity.

3.3 **Chair**

- 3.3.1 The Chair shall be an external independent member annually appointed by Council. The Chair shall have a casting vote on occasions where there is an equal tally of votes on a matter.
- 3.3.2 In the absence of the Chair from a meeting, the meeting will appoint an acting Chair.

4. **REMUNERATION AND INDEMNITY**

Independent members will be paid a sitting fee for each meeting with an additional amount paid to the Chair. Fees are set by Council with increases subject to annual increases in indexation in accordance with annual movements in the rate cap. Fees will be adjusted annually as at 1 July and rounded up so as to be divisible by the number of meetings each year.

Indemnity – Independent members are indemnified by the Councillors and officers' insurance liability cover.

5. **Role of the Chair**

The role of the Chair includes but is not limited to:

- 5.1 Meet with Management before and after each Committee meeting to assist with ensuring agendas and meetings are prepared and conducted effectively covering all required matters.
- 5.2 Chairing meetings of the Committee in accordance with the formal meeting agenda distributed by the Council's Governance Team.
- 5.3 Conduct meetings in a manner that promotes participation, communication, involvement, consensus, mutual respect and listening,
- 5.4 Providing time during Committee Meetings for any Committee member to raise any issue they believe relevant.
- 5.5 Review minutes of Committee meetings prior to their distribution to Committee members to ensure they accurately reflect agreed meeting outcomes.

6. **Meetings**

- 6.1 The Committee shall meet a minimum of four times per year and at least once every quarter. Additional meetings shall be convened at the discretion of the Chair, at the written request by a member of the Committee, or by the internal or external auditor. All Committee members are expected to attend each meeting.
- 6.2 A schedule of meetings will be developed and agreed to by the members annually. As an indicative guide, meetings will be arranged to coincide with relevant Council reporting deadlines.
- 6.3 Council shall provide administrative support to the Committee in the preparation of Agendas and Minutes. The Committee will frequently review matters that are confidential in nature and as such the meetings of the Committee are not open to the public.

- 6.4 The Agenda and supporting documentation will be circulated to members of the Committee at least one week in advance of each meeting.
- 6.5 The Chair will sign the minutes following confirmation of the minutes at a subsequent meeting. The unconfirmed minutes will be reported to Council within two months of the Committee meeting
- 6.6 All Committee meetings, agenda papers and discussions are to be treated as confidential.
- 6.7 The Committee will develop and maintain an annual work plan.

6.8 **Quorum**

A quorum for meetings of the Committee shall be three (3) members, comprising two (2) external independent members and (1) councillor. If necessary, Committee members can attend the meeting via dial in or video conference and will be included as part of the quorum.

6.9 **Officer in Attendance**

- 6.9.1 The Chief Executive Officer and Internal auditor should attend all meetings, except when the Committee chooses to meet in camera. The Committee has the discretion to meet in camera without any Council officers in attendance. Other members of Council or Council staff may be invited to attend at the discretion of the Committee, to advise and provide information when required.
- 6.9.2 Representatives of the external auditor will be invited to attend at the discretion of the Committee but must attend meetings at which the draft annual financial report, annual performance statement and results of the external audit are considered

7. **Conduct**

Members of the Committee are required to comply with Sections 123, 125 and Part 6, Division 2: sections 126-131 of the Act, which includes, amongst other things, the following requirements.

- Members will submit six monthly interest returns on the form specified by Council, noting this is in accordance with good governance practices (for external members) rather than a legislative requirement under the Act.
- Members will declare and manage any conflicts of interest which arise in accordance with the Act.
- Members will not misuse their position on the Committee for personal benefit or to the detriment of Council.
- Members will not disclose confidential information obtained through their role on the Committee.

- Members of the Committee must be fully aware of their responsibilities with regard to management of interests in relation to the discharge of their duties as a member of the Committee. Management of interests includes the proper management of any conflicts of interest as they may arise;
- Members of the Committee must also be fully aware of the statutory definitions of general and material conflicts of interest as set out in Part 6 Division 2 of the Act

Failure to comply with the provisions of the Act with regard to conflicts of interest may result in prosecution and the member's appointment being terminated by Council.

*Please also refer **Appendix A** – summary of Committee Member Regulatory Obligations.*

8. Reporting and performance

- 8.1 The Committee may report to Council on any matters of significance as determined by the Committee.
- 8.2 The Committee Chair must provide a bi-annual report to the Chief Executive Officer which summarises the activities of the Committee during the past six months, provide any findings and recommendations in relation to the functions of the Committee and request that the CEO table this report at the next Council meeting.
- 8.3 The Chair is entitled to attend any Councillor Briefing Session at any other time to bring any particular matters to the attention of Councillors which the Chair or Committee sees fit. Such meetings may be held with or without management present at the determination of the Chair following consultation with the Mayor.
- 8.4 The Committee Charter and details of its Members will be published on Council's website.
- 8.5 Council's Annual Report will contain information on the composition of the Committee, number of meetings held and attended by Committee members, audit processes, details of any remuneration paid to independent members during the reporting period and a summary of the work undertaken by the Committee for the year.
- 8.6 The Committee will evaluate its own performance on an annual basis and provide a report on the outcomes of the assessment.
- 8.7 A copy of the annual assessment will be provided to the Chief Executive Officer for tabling at the next Council meeting

9. Duties and Responsibilities

The duties and responsibilities of the Committee include:

9.1 Financial and Performance Reporting

The Committee will:

- 9.1.1 review Council's draft annual financial report and annual performance statement focusing on:
 - the reporting requirements of accounting policies and Approved Accounting Standards; and
 - changes to the reporting requirements due to changes in accounting policies and Approved Accounting Standards.
 - the assumptions used and processes applied in making significant accounting estimates.
 - significant adjustments to the annual financial report and the annual performance statement (if any) arising from the audit process; and
 - Compliance with accounting standards and other reporting requirements.
- 9.1.2 review and recommend adoption of the Annual Financial and Performance Statements to Council and review any significant changes and the reasons for the changes that may arise subsequent to any such recommendation but before the final report is signed; and
- 9.1.3 review the completeness of corporate governance processes as prescribed in the Governance and Management checklist of the Local Government (Planning and Reporting) Regulations.

9.2 External Audit

The Committee will:

- 9.2.1 be briefed at least annually by the External Auditor on the audit strategy prior to the commencement of each year's audit process.
- 9.2.2 discuss and review with the External Auditor the scope and planning of the audit
- 9.2.3 discuss and review with the External Auditor issues arising from the audit, including all significant Management Letter items and the potential impact of those items on Council's system of internal control.
- 9.2.4 ensure significant findings and recommendations made by the external auditor and management's proposed responses are received, discussed, and appropriately actioned by management; and
- 9.2.5 review on an annual basis the performance of the External Auditor.
- 9.2.6 Consider the findings and recommendations of any relevant performance audits undertaken by VAGO and monitor the responses provided by Council.

9.3 **Systems of Internal Control**

The Committee will:

- 9.3.1 assess the findings and maintain an awareness of local government performance audits undertaken by VAGO and any other relevant reviews undertaken by Australian and Victorian public sector integrity bodies, including Australian National Audit Office, the Independent Broad-Based Anti-Corruption Commission (IBAC), the Local Government Inspectorate and Victorian Ombudsman and consider relevant recommendations for action or implementation where appropriate,
- 9.3.2 confirm that management are aware of these external reviews and have considered the relevant recommendations for action or implementation.
- 9.3.3 review the adequacy and effectiveness of key systems and controls as a basis for providing a sound internal control framework; and
- 9.3.4 monitor the compliance of Council policies and procedures with the overarching governance principles, the *Local Government Act 2020* and regulations and Ministerial directions.

9.4 **Internal Audit**

The Committee will:

- 9.4.1 be kept informed by Council officers of any process to appoint or terminate Council's internal audit service provider.
- 9.4.2 review the level of resources allocated to internal audit and the scope of its authority
- 9.4.3 review the scope of the internal audit plan and programme and the effectiveness of the function. This review should consider whether over a period of three years the internal audit plan systematically addresses:
 - internal controls over significant areas of risk, including non-financial management control systems.
 - internal controls over revenue, expenditure, assets, and liability processes.
 - the efficiency, effectiveness, and economy of significant Council programmes; and
 - compliance with regulations, policies, best practice guidelines, instructions, and contractual arrangements.
- 9.4.4 recommend to Council the approval of the Internal Audit Plan for the coming three-year period,
- 9.4.5 review any special internal audit assignments undertaken by internal audit at the request of Council or the Chief Executive Officer,
- 9.4.6 review internal audits reports and monitor the implementation of recommendations by management.
- 9.4.7 facilitate the liaison between Internal Audit and External Auditors to promote compatibility, to the extent appropriate, between their audit programmes;

- 9.4.8 critically analyse and follow up any internal or external audit report that raises significant issues relating to risk management, internal controls, financial reporting and other accountability or governance issues and any other matters relevant under the Committee's Charter. Review management's response to, and actions undertaken because of the issues raised
- 9.4.9 Review, on an annual basis, the performance of the Internal Auditor, including adherence to appropriate professional and quality standards, and where performance is not considered satisfactory, report to Council and make recommendations, which may, in extreme cases, include a recommendation that Council terminate the Internal Audit contract and undertake the tender process for the appointment of a new Internal Auditor; and
- 9.4.10 ensure that representatives of the Committee and a member of the Council's Executive Leadership team, not directly involved in the management of the Internal Audit Contract are included on the tender evaluation panel tasked with making recommendations to Council for the appointment of a new Internal Auditor.

9.5 ***Risk Management***

The Committee will:

- 9.5.1 monitor Council's risk profile and changes therein and the plans to mitigate risk by determining if management has appropriate processes and adequate information systems in place.
- 9.5.2 monitor the implementation of recommendations arising from reports presented and review the effectiveness of Council's internal control systems; and
- 9.5.3 annually review the effectiveness of the Enterprise Risk Management Framework to enable effective risk management.
- 9.5.4 review the approach to business continuity planning arrangements, including whether business continuity and disaster recovery plans have been regularly updated and tested.
- 9.5.5 review the insurance programme annually prior to renewal.

9.6 ***Fraud Prevention and Control***

The Committee will:

- 9.6.1 review Council's fraud prevention policies and controls including fraud awareness programs including reports regarding actual or suspected instances of fraud, corruption or serious misconduct.
- 9.6.2 recommend any specific measures or investigations identified as necessary or desirable by the Committee to the Council and/or management,
- 9.6.3 monitor and provide advice on fraud prevention systems and controls; and
- 9.6.4 monitor any subsequent investigation, including the investigation of any suspected cases of fraud, corruption, serious misconduct, or breaches of conflict of interest.

9.7 *Matters Referred to the Committee by Council*

The Committee will address issues brought to its attention, including responding to requests from Council for advice.

10. Review of committee Charter

The Committee will review the Committee Charter at least every two years, or as required following changes to the Act or other related Acts and Regulations and recommend any changes to Council for approval.

The next review date will be June **2025**.

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Appendix A – COMMITTEE MEMBER REGULATORY OBLIGATIONS

LGA Section LGA Requirement - Extract for Guidance to Members

MISUSE OF POSITIONS	
123(A)	A Committee member must not intentionally misuse their position to: a) Gain or attempt to gain, directly or indirectly, an advantage for themselves or for any other person; or b) Cause, or attempt to cause, detriment to the Council or another person
123(3)	Circumstances involving misuse of a position by a member of the Committee include: a) Making improper use of information acquired as a result of being a member of the Committee; or b) Disclosing information that is confidential information; or - Directing or improperly influencing, or seeking to direct or improperly influence, a member of Council staff; or d) Exercising or performing, or purporting to exercise or perform, a power, duty or function that the person is not authorised to exercise or perform; or e) Using public funds or resources in a manner that is improper or unauthorised; or f) Participating in a decision on a matter in which the member has a conflict of interest.
CONFIDENTIAL INFORMATION	
125	A member of the Committee must not intentionally or recklessly disclose information that the member knows, or should reasonably know, is confidential information. There are some exemptions to this requirement, the key one being that if the information disclosed by the member has been determined by Council to be publicly available.
CONFLICTS OF INTEREST	
126	A member of the Committee has a conflict of interest if the member has: a) A general conflict of interest as described in Section 127; or b) A material conflict of interest as described in Section 128.
127	A member of the Committee has a general conflict of interest in a matter if an impartial, fair-minded person would consider that the members private interests could result in that member acting in a manner that is contrary to their public duty as a member of the Committee.
128	A member of the Committee has a material conflict of interest in a matter if an affected person would gain a benefit or suffer a loss depending on the outcome of the matter.



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4.2.5 Councillor Media Policy and proposed Councillor Social Media Guideline

Responsible Officer:	Executive Director Strategy & Corporate Services
Attachments:	1. FINAL Councillor Media Policy November 2025 [4.2.5.1 - 9 pages] 2. FINAL Social Media Guidelines for Councillors November 2025 [4.2.5.2 - 5 pages]

Officer Recommendation

That Council:

1. **APPROVES** the proposed updated Councillor Media Policy, per Attachment 1;
2. **NOTES** the proposed new Councillor Social Media Guidelines, at Attachment 2; and
3. **NOTES** that the Councillor Social Media Guidelines are to be accompanied by social media training sessions at least every two years, as part of the 'Effective Communication Skills' component of the program of councillor professional development.

Executive Summary

1. Council's 'Councillor Media Policy', which currently includes both media and social media components, is due for review. It is proposed that the social media content be separated from this policy and its contents are confined to mainstream media matters only.
2. Only modest changes are proposed to the policy, including the addition of references to the Deputy Mayor, removing superfluous words and making the language more contemporary.
3. It is proposed that Councillors adopt Social Media Guidelines (refer **Attachment 2**), as an informative set of prompts and reminders to manage the risks of using social media.

Background

4. It is acknowledged that there are many benefits in Councillors using social media to have conversations with our community. There are also some risks. It is proposed that regular training and the Social Media Guidelines will provide sufficient support for councillors, in managing these risks.

Key Issues and Discussion

5. It is important to have a Councillor Media Policy, to clarify that the Mayor is the spokesperson for Council in most cases. This policy also sets out when other roles (such as the Deputy Mayor or CEO) may appropriately speak on behalf of Council.
6. The proposed Councillor Social Media Guidelines clarify that while Councillors have a general right to freedom of expression, this is constrained only as far as necessary to ensure councillors do not breach the Model Councillor Code of Conduct or relevant laws.
7. The Guidelines are intended to be advisory or supporting, and not a matter of compliance.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

8. 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

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

Asset Implications

10. This item does not affect any existing assets.

Legal/Risk Implications

11. There are pieces of legislation and torts that may constrain any Victorian's use of social media. Councillors may be further constrained by the Model Code of Conduct or the Local Government Act 2020, when using social media in their capacity as councillors. However, these matters are outside the proposed Social Media Guidelines.

12. A breach of the Media Policy would be regarded as a breach of the Councillor Model Code of Conduct, as with other relevant policies applying to councillor conduct.

Environmental Implications

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

Gender Impact Assessment

14. A gender impact assessment is not required.

Community Consultation

15. There was no requirement for community consultation.

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

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

- Not Applicable

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

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

Legislative and Policy Obligations

18. 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 Media Policy November/2025



Document Control

Date Created:	28 February 2002
Objective ID:	A12593580
Date of Endorsement:	TBC
Version No:	2
Policy Superseded by this Policy:	N/A
Responsible Department:	Strategic Communications & Engagement
Responsible Executive:	Strategy and Corporate Services
Policy Type:	Discretionary
Next Review:	March 2029

Document Compliance

Council acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* <https://content.legislation.vic.gov.au/sites/default/files/2020-04/06-43aa014 authorised.pdf> 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)

This policy ensures the Mayor and Councillors have clear guidelines and direction around the use of the mass or mainstream media. The media is actively used to inform the wider community of Council's activities, decisions, strategic directions and stance on particular issues by planning, managing and delivering effective and consistent communication.

The Councillor Media Policy aims to:

- ensure that clear and consistent messages are communicated;
- minimise threats to the city's image and create positive perceptions of Greater Dandenong;
- promote trust in local government;
- create a positive image for Council as open, accountable and responsible; and
- ensure Councillors understand Council's media relations protocols and systems and have the skills to appropriately respond to the media if required.

This should be achieved by:

- working cooperatively with media outlets;
- respecting the role and purpose of the media;
- promoting key messages and responding to media enquiries; and
- Councillors undertaking media training.

2. BACKGROUND

Greater Dandenong City Council utilises media outlets to ensure the community is well informed of its services, activities, events, decisions and strategic directions by planning, managing and delivering effective, consistent communications.

In turn, the media provides a vital information source for Council's audiences.

Greater Dandenong City Council is committed to informing and influencing public opinion through building positive relationships with the media. This will ensure Council is represented in a unified and professional manner at every opportunity.

This policy previously covered Councillors' use of social media. This is now covered by the Councillor Social Media Policy, based on a model policy released by the Victorian Local Governance Association in line with local government reforms in 2024.

3. SCOPE

This policy applies to all Councillors of Greater Dandenong City Council who may have interaction with media channels in their official capacity as Councillors.

4. DEFINITIONS

- 4.1 **Mass media or mainstream media** is a means of mass communication, including radio, television, newspapers, magazines and online versions of such publications or broadcasts, which reach and influence people widely.
- 4.2 **Model Councillor Code of Conduct** has the same meaning as at section 3 of the Local Government Act 2020 (Vic)

5. POLICY

5.1 **Queries: Mayor and Councillors**

The mayor is the organisation's official spokesperson for:

- all policy matters and council decisions;
- statewide political issues affecting local government; and
- issues affecting public perception of the city.

The Mayor may ask the Chief Executive Officer, a director, Deputy Mayor or another Councillor to make an official comment on their behalf.

As the chair or delegate of a Council Delegated Committee, Councillors may provide comment on matters relating to that Delegated Committee to the media.

Councillors will not provide information that is either formally declared 'confidential' or deemed 'confidential' or which may be considered privileged to their role as a Councillor to the media under any circumstances.

5.2 Chief Executive Officer (CEO)

The CEO is the official spokesperson for all operational matters pertaining to Greater Dandenong City Council as an organisation and for corporate issues relating to strategic direction such as Council Plan priorities and the annual budget. The CEO may, by agreement, refer a matter to the Mayor or Deputy Mayor for their comments, or otherwise may delegate responsibility to a director or council officer to make an official comment.

The Manager Communications and Customer Experience is available anytime to assist with media queries or responses that Councillors receive directly.

All media queries by journalists to Council must be forwarded to Council's Media and Communications team at media@cgd.vic.gov.au for appropriate follow up and response by the relevant spokesperson under the policy.

5.3 Media Releases

The Media and Communications team is responsible for coordinating the approval and distribution of all media releases on behalf of Greater Dandenong City Council.

5.4 Quotes

The Mayor will be quoted as the official spokesperson in the majority of Council media releases and media responses. The Deputy Mayor other Councillors may be quoted where relevant and with the agreement of the Mayor. The CEO or another senior officer may be quoted on operational matters, or with the agreement of the Mayor.

5.5 Photo Opportunities

Photo opportunities regarding corporate issues will be coordinated through the Media and Communications team. The Mayor and Councillors will be advised of relevant photo opportunities and invited to attend. If the media are not available or unable to make it to a photo opportunity, Media and Communications staff may arrange to take the photograph and provide it to them. Photos taken by Council staff or Council's contract photographers remain the property of Council and are subject to normal intellectual property and contract conditions.

5.6 DISTRIBUTION

Media releases will be circulated by email to local and major metropolitan media outlets (according to recipient lists managed by the Media and Communications team.). A copy of each release will also be sent out to the Mayor, Councillors and executive team via weekly councillor communications and placed on Council's website.

The Media and Communications team may determine to restrict circulation or target specific media outlets if the matter is specific to a particular audience or is only a matter of local interest.

The Media and Communications team will distribute all media releases, unless otherwise agreed.

5.7 Media Training

Regular training is important to increase the likelihood of Council's messages being accurately carried by the media; preparing for approaches from and interviews with metropolitan media, particularly radio and television; and helping to minimise damage in a crisis situation.

Councillors will be given the opportunity to undertake media training within three months of a general election or as deemed required. The Mayor and Deputy Mayor will attend formal media training within two months of being elected. All media training will be arranged by the Media & Communications team.

6. RESPONSIBILITIES

All Councillors of the Greater Dandenong City Council are responsible for forwarding media enquiries on Council matters to the Media and Communications team for preparation and verification of a response, in support of the relevant spokesperson under this policy.

The Media and Communications team is responsible for organising media training, providing media advice to the relevant Council spokesperson, preparing media releases and

responses to media enquiries, coordinating approvals and dissemination of materials to mass media outlets, media monitoring and record keeping.

The media has a responsibility to submit queries in writing through the Media and Communications team at media@cgd.vic.gov.au

7. REPORTING, MONITORING AND REVIEW

Council commits to monitoring processes, regular information sharing and decision making to understand the overall level of success in this policy's implementation.

A formal media monitoring system is in place to capture any mentions of the organisation and individuals so that appropriate responses can be prepared and/or advice provided.

A periodic review of this policy will be undertaken to ensure any changes required to strengthen or update the policy are made in a timely manner.

8. BREACH OF THIS POLICY

A breach of this policy will constitute a breach of the Model Councillor Code of Conduct. It may also breach defamation laws. Penalties may apply.

9. REFERENCES AND RELATED DOCUMENTS

Legislation

- *Charter of Human Rights and Responsibilities Act 2006*
- *Local Government Act 2020*
- *Privacy and Data Protection Act 2014*

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

- Greater Dandenong City Council Model Councillor Code of Conduct
- Greater Dandenong City Council Information Security Policy

10. 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

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SOCIAL MEDIA GUIDELINES - COUNCILLORS

1. PURPOSE

- 1.1 The Social Media Guidelines - Councillors have been developed to guide the use of social media by the elected Councillors of Greater Dandenong City Council.
- 1.2 Social media provides engaging two-way and multilateral communication opportunities to facilitate valuable community discussion and engagement. This Guideline is intended to assist Councillors to use social media in a way that minimises exposure of Council and Councillors to legal and reputational risk, while maintaining the ability to engage with the community.
- 1.3 It should be considered in conjunction with relevant legislation, the Model Councillor Code of Conduct, the Councillor Media Policy, the Election Period Policy and other Council policies and procedures.

2. OBJECTIVES

- 2.1 The Guidelines provide advice for Councillors in relation to confidentiality, governance, legal, privacy and regulatory parameters when using social media in their capacity as Councillors, including when they are candidates for re-election to Council. It also notes risks that apply to all social media users, including councillors when they are not using social media in their councillor capacity.
- 2.2 The guidelines aim to:
 - Outline acceptable use of social media on behalf of Greater Dandenong City Council
 - Comment on risks and good practice for use of social media as a Councillor of Greater Dandenong City Council
 - Promote effective and productive community engagement through social media
 - Minimise miscommunication and manage risks to Council associated with the use of social media
 - Offer guidance and support to Councillors on the use of social media in their role

3. SCOPE

- 3.1 This Guidelines apply to use of social media by Councillors when used in their role as Councillors (including during caretaker period).

3.2 They are intended to also be useful for Councillors when using social media in their personal or professional capacities, other than as councillors. The Guidelines are intended to help differentiate between social media channels and which capacity they are used for.

4. DEFINITIONS

4.1 Social media

Social media is comprised of online applications designed to allow information to be created, shared, discussed and disseminated.

Social media includes the sites, tools, channels and engagement platforms used to publish content and promote connections and conversations.

Social media includes but is not limited to:

- Social networking sites (e.g. Facebook, LinkedIn, Instagram, TikTok, Twitter, Snapchat, Pinterest, WeChat, Weibo, Little Red Book)
- Video and photo sharing websites (e.g. YouTube, Flickr, Vimeo))Video and webinar conferencing (e.g. Zoom, Teams)
- Blogs, including those hosted by social channels or media outlets (e.g. Tumblr, 'comments' or 'your say' feature on websites)
- Wikis and online collaborations (e.g. Wikipedia)
- Forums, discussion boards and groups (e.g. Google groups, Reddit, Whirlpool)
- Podcasting
- Instant messaging (e.g. WhatsApp, Facebook Messenger)
- Chat rooms
- Task management tools (e.g. Asana, Slack, Planner)
- Community Engagement Platforms (e.g. YourSay, Social Pinpoint)
- Geo-spatial tagging (e.g. Google maps, Foursquare)
- Online gaming platforms (e.g. Gamification apps, Fortnite, Twitch)
- Any other tool or emerging technology that allows individuals to publish or communicate in a digital environment

4.2 Social Media Use in the role of Councillor

Social media use in the role of, or capacity as, a councillor is defined as use of social media in a capacity as a representative of Council, a councillor or a councillor-candidate

for re-election. Content in channels or pages that identify a person as “Cr Name Surname” would be regarded as posted ‘in the role of Councillor.’

Content posted in channels with other names, such as “Name Surname” may also be ‘in the role of Councillor’ if it relates to council business, council decision making, other councillors or matters of specific interest to this municipality.

5. PUBLIC COMMENT

5.1 Council recognises that the general rights to freedom of expression available to all Victorians are also available to Councillors.

5.2 This general freedom of expression is constrained by legislation and also by common law constraints, such as defamation law.

5.3 In the case of Councillors, their freedom of expression is also constrained by the Model Councillor Code of Conduct, when they are using social media in their Councillor role or their capacity as Councillors.

6. GUIDELINES

6.1 Social media provides dynamic and engaging two-way and multilateral communication opportunities to facilitate valuable community discussion and engagement. Social media provides accessible and inclusive opportunities for community members to participate in public discussion and provide feedback to elected officials and council officers.

6.2 Social media can also cause harm, including damage to personal and professional reputations. Councillors are community leaders and have the opportunity to set a positive example in their use of social media.

6.3 Councillors should, in their use of social media in their Councillor role or capacity:

- Adhere to the Model Councillor Code of Conduct, especially in relation to using respectful, inclusive language and avoiding conduct which is discriminatory, harassing or vilifying.
- Behave with inclusivity, honesty, respect and integrity.
- Comply with relevant laws and regulations and ensure confidentiality of Council information.

- Be mindful of promoting content that unreasonably diminishes trust in local government elections; the local government sector; the office of Councillor, Mayor or Deputy Mayor; or Greater Dandenong City Council and its councillors or officers.
- Be mindful of the risks of third-party comments on their pages or channels, noting that the owner of the channel is regarded as the publisher of this material, and therefore actively moderate their pages.
- Avoid sharing or amplifying misleading information or dis/misinformation.
- Be mindful of malicious actors, who may be deliberately using social media to promote scams, misinformation or sow social discord.

6.4 To mitigate reputational risk, Councillors should be clear when they are speaking in their individual capacity and not on behalf of Council. Councillors should consider a disclosure on their personal page or account such as 'I am an elected Councillor at Greater Dandenong City Council and comments made by me on this page and elsewhere using this account are my own views and may not represent the position of Council.'

6.5 Councillors' comments on or engagement with content on Council's corporate and satellite social media channels should be consistent with decisions of Council. Councillors should not seek to distinguish their position or voting history on a matter from their Councillor colleagues on Council's corporate social media channels.

6.6 Councillors wishing to take an individual position on an issue, distinguish their position from that of their Councillor peers or discuss their voting history should do so on their own social media channels.

6.8 Councillors should carefully consider posting photos of other people and whether they have implied or explicit consent to take or post the photos. They should be especially careful when posting photos of children.

6.9 Councillors should ensure that they have appropriate privacy settings on all social media sites moderated, managed or operated by them, bearing in mind that all social media posts are public to some degree.

6.10 When using social media to conduct Council business, Councillors should not publish content in exchange for reward of any kind.

- 6.11 Councillors should not post comments or testimonials about businesses in relation to paid services they have provided to Council.
- 6.13 Councillors should ensure their comments do not indicate that they have come to a conclusive view on a matter coming before council, prior to fully considering the proposal and related issues.

7. INTERNAL USE ONLY

7.1 REVIEW

Responsible Manager:	Manager Strategic Communications & Engagement
Date Adopted:	TBC
Obective ref:	A12435247
Review Date:	March 2029

This Guideline has been reviewed for Human Rights Charter compliance.



5 NOTICES OF MOTION

5.1 NOTICE OF MOTION NO. 15 - PROTECTING DANDENONG HOSPITAL MATERNITY AND NEWBORN SERVICES

Responsible Officer: Executive Director Community Strengthening

Author: Cr Rhonda Garad

Preamble

1. Greater Dandenong is one of Victoria's most culturally and linguistically diverse municipalities, with many families already facing financial hardship and transport disadvantage. Reducing local maternity and newborn capability will disproportionately affect vulnerable women, risk fragmenting family-centred care, and diminish the clinical capacity of our local hospital. Retaining a skilled workforce and accessible services is critical to ensuring safe, equitable and culturally competent care for mothers and babies in our city.
2. Council notes Monash Health's Change Impact Statement proposing to reduce Dandenong Hospital's Maternity capability from Level 4 to Level 3 and its Special Care Nursery (SCN) from Level 3 to Level 2, alongside capacity reductions (birth suites nine (9) to six (6) beds; maternity ward ~16-24 to 12 beds; nursery integrated into ward and staffed by midwives rather than neonatal nurses).
3. Council further notes concerns expressed by local midwives and residents that these changes will:
 - Undermine culturally safe care and continuity for a highly diverse and socio-economically vulnerable population;
 - Increase transfers to other hospitals, separating mothers and newborns and adding strain on emergency and retrieval services;
 - Erode clinical skill levels and professional development opportunities for nurses and midwives at Dandenong; and
 - Reduce access to safe, high-quality local care for hundreds of families each year.



Motion

That Council:

- 1. EXPRESSES serious concern about the proposed capability downgrade of Dandenong Hospital's Maternity and Newborn services and its likely impacts on equity, workforce sustainability and family wellbeing**
- 2. AFFIRMS Council's support for retaining at Dandenong Hospital:**
 - a) Maternity Level 4 capability; and**
 - b) Special Care Nursery Level 3 capability with appropriately qualified neonatal nursing staff and specialist support.**
- 3. CALLS for an immediate pause on implementation pending a transparent, publicly released Options and Impact Assessment that must include:**
 - A full equity and cultural-safety analysis, including the experiences of Culturally and Linguistically Diverse (CALD), refugee and Aboriginal families:**
 - Modelling of transfer rates and emergency service impacts (PIPER, Ambulance Victoria);**
 - Identification of safety and outcome KPIs to measure the effects of any change; and**
 - A workforce and training plan safeguarding neonatal and midwifery skill development at Dandenong.**
- 4. ADVOCATES for a locally accessible, culturally safe model of care that keeps mothers and babies together without diminishing service capability.**
- 5. REQUESTS that officers to write to:**
 - Hon Gabrielle Williams MP, State Member for Dandenong;**
 - Hon Julian Hill MP, Federal Member for Bruce;**
 - Hon Mary-Anne Thomas MP, Minister for Health;**
 - Hon Georgie Crozier MP, Shadow Minister for Health;**
 - Monash Health's Board and Chief Executive, conveying Council's position and requesting that the proposed downgrades be suspended pending full community consultation and impact review;**
 - Hon Lee Tarlamis MP, VLC SEMR; and**
 - Hon Ann-Marie Hermans, VLC SEMR.**
- 6. REQUESTS a report back to Council within eight weeks summarising responses received from the above parties and outlining further advocacy options.**



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