

Agenda

Council Meeting

Monday 8 December 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 8 December 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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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 Father Bruce Duncan a member of the Greater Dandenong Interfaith Network.



1.5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Meeting of Council held 24 November 2025.

Recommendation

That the Minutes of the Meeting of Council held 24 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 one (1) new petition and no joint letters prior to the Council Meeting of 8 December 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
26/11/2025	<p>Urgent Request for Council Action on Vehicle Vandalism in James Street, Dandenong</p> <p>I am writing on behalf of the residents of James Street, Dandenong, to raise an urgent concern about ongoing criminal damage in our neighbourhood. Over the past few months, a man has repeatedly smashed the windscreens of vehicles parked along our street.</p> <p>We have lodged multiple complaints with Dandenong Police, and one neighbour has provided CCTV footage showing the offender. Despite these efforts, the person responsible has not been identified and no permanent solution has been put in place.</p> <p>These incidents have caused financial loss, distress, and fear in our community. Many friends, visitors, and family members no longer feel safe parking on James Street. We strongly believe that if nothing is done, these crimes will continue or escalate.</p> <p>We are asking Council to consider installing council-operated street surveillance cameras along James Street to support police, deter future incidents, and restore safety. This request is supported by neighbours directly affected by these incidents, who urgently seek intervention.</p>	10 Proponents	In progress	Responsible officer: Executive Director Community Strengthening



3 PUBLIC QUESTION TIME

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

QUESTIONS FROM THE GALLERY

Questions are limited to a maximum of three (3) questions per individual. Where time constraints deem it likely that not all questions can be answered within the time allowed for Question Time, the Mayor at his/her discretion may determine only the first question may be presented verbally with others deferred to be managed in the same manner as public questions not verbally presented.

Priority will be given to questions that relate to items on the Council Agenda for that meeting. Questions including any preamble should not exceed 300 words.

- a) All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Ordinary meetings of Council. Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be considered at the meeting.
- b) All such questions must clearly note a request to verbally present the question and must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:
 - i) the commencement time (7.00pm) of the Ordinary meeting if questions are submitted in person; or
 - ii) noon on the day of the Ordinary meeting if questions are submitted by electronic medium.
- c) A question can only be presented to the meeting if the Chairperson and/or Chief Executive Officer has determined that the question:
 - i) does not relate to a matter of the type described in section 3(1) of the *Local Government Act 2020* (confidential information);
 - ii) does not relate to a matter in respect of which Council or a Delegated Committee has no power to act;
 - iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor, Delegated Member or Council officer; and
 - iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting).
- d) If the Chairperson and/or Chief Executive Officer has determined that the question may not be presented to the Council Meeting or Delegated Committee, then the Chairperson and/or Chief Executive Officer:
 - i) must advise the Meeting accordingly; and
 - ii) will make the question available to Councillors or Members upon request.
 - iii) The Chairperson shall call on members of the gallery who have submitted an accepted question to ask their question verbally if they wish.
- e) The Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff.



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



4 OFFICERS REPORTS - PART 2

4.1 PROCUREMENT

4.1.1 2526-09 Banking and Customer Payment Services Contract

Responsible Officer: Chief Financial Officer

Attachments: Nil

Officer Recommendation

That Council:

1. **AWARDS Contract 2526-09 for the provision of Banking and Customer Payment Services to the Commonwealth Bank of Australia (CBA) by appending to the State Purchase Contract (SPC) for Banking and Financial Services, for the provision of banking, payment and collection services with a contract expiry date of 30 September 2026 (aligning with the SPC terms). Two contract extensions of 2 years per extension have been added to the SPC, taking the potential final expiry date to 30 September 2030;**
2. **NOTES that banking and bill payment services currently offered by the Commonwealth Bank of Australia will be retained for the new contract period under the SPC;**
3. **NOTES that the corporate credit card program services currently offered by the National Australia Bank will be retained for the new contract period under the SPC; and**
4. **AUTHORISES the Chief Executive Officer and Chief Financial Officer to execute the contract agreements and any associated documentation.**

Executive Summary

1. This report recommends Council awards Contract 2526-09 for Banking and Customer Payment Services to the Commonwealth Bank of Australia (CBA) by appending to the SPC for Banking and Financial Services.
2. This report outlines the tender process undertaken to select a suitably qualified and experienced provider to supply Banking and Customer Payment Services.
3. The initial contract term will be 2 years and 9 months, commencing on 1 January 2026 and concluding on 30 September 2026. The SPC contract includes a two-year extension option, which, if exercised, will extend the term to 30 September 2030. This would result in a total potential term of 4 years and 9 months.
4. The new banking contract is estimated at \$531,000 per annum (excluding GST), exceeding the current budget allocation of \$342,000, with the shortfall to be managed through future financial planning, while actual costs will depend on usage and are expected to remain below the 'Tendered Amount' estimates based on historical trends and offsetting variances. The contract is a Schedule of Rates arrangement (depends on service types used and volume/value of transactions).

Background

Tender Process



5. The panel of three banks included under the SPC were directly invited to respond to a Request for Tender: Banking and Customer Payment Services, Contract No. 2526-09.
6. The tender was posted on Vendor Panel on Monday 6 October 2025 and closed at 5.00PM Tuesday 21 October 2025.
7. The tender invitation comprised:
 - Banking transaction services (operating accounts, clearing accounts, set-off accounts, payroll, reconciliation, supplier payments).
 - Customer Payment Services (BPAY, telephone/internet transactions, credit/debit card, merchant facilities, direct debit, EFTPOS).
 - Expansion of customer payment facilities and identification of innovative solutions to support ratepayers and service users.
8. Submissions were received from:
 - Commonwealth Bank of Australia (CBA)
 - National Australia Bank Limited (NAB)
 - Westpac Banking Corporation
9. CBA is Council's current provider for banking and related services.
10. Council engaged an expert banking analyst to provide specialist advice and services in relation to this tender process.

Key Issues and Discussion

Tender Evaluation Process

11. The Tender Evaluation Panel (TEP) comprised Council's Chief Financial Officer, Manager Financial Services and Coordinator Financial Accounting with the Procurement Manager as Chair of the TEP.
12. Tenders were evaluated using Council's Weighted Attributed Value Selection Method.
13. The advertised evaluation criteria and the allocated weightings for evaluation are as follows:

Table 1 – Evaluation Criteria and Weightings

No.	Evaluation Criteria	Weighting
1	Price/Rates	20%
2	Product	25%
3	Relationship Management	15%
4	Initiative (Innovation)	15%
5	Implementation	10%
6	Social, Local & Environmental	15%
7	OH&S Systems (Pass / Fail)	Pass / Fail
8	Environmental System (Pass / Fail)	Pass / Fail

14. The criteria covered six weighted attributes along with two pass/fail items in a thorough criterion process.
15. Evaluation Criteria 1-6 were given a point score between 0 (Not Acceptable) and 5 (Excellent) as detailed in the following table. Evaluation Criteria 7 and 8 were given a Pass or Fail via Rapid Global (Council's Workforce Management Software – Health and Safety Compliance).



16. Tenders were ranked by panel members against each criterion. Points were awarded on a scale of 0 to 5 based on the score parameters listed below.

Table 2 – Evaluation Criteria Scores and Descriptions

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

17. No *Corporate Scorecard* was undertaken due to the size and reputation of the supplier that would score a 10/10 in our financial and procurement assessment. The Procurement Manager, Chair and the TEP (Tender Evaluation Panel) proposed and accepted this omission for value for money and speed to scale of the project within Council's procurement guidelines.
18. All procurement processes complied with Council's Procurement Policy.

Evaluation Discussion

19. Tenders provided multiple options for consideration. All three tenders are shown and included in this report.
20. Submissions were assessed and ranked against all evaluation criteria, to ensure that the tenderers met the standards required for Council contractors. A "Fail" in any criterion would automatically exclude a tenderer from further consideration for this contract.
21. The weighted attribute point scores resulting from the assessment are shown in the following table:

Table 3 – Summary of Evaluation

Price Points	Price Points	Non-Price Points	Total Score	OH&S	EMS	Rapid Global
COMMONWEALTH BANK OF AUSTRALIA	0.5	3.76	4.26	PASS	PASS	Registered & Compliant in Rapid Global
NATIONAL AUSTRALIA BANK	0.46	3.29	3.75	PASS	PASS	Registered & Compliant in Rapid Global
WESTPAC BANKING CORPORATION	0.5	3.21	3.71	PASS	PASS	Registered & Compliant in Rapid Global

22. Rapid Global is a third-party pre-qualification and verification system used by Council and ten (10) other Victorian Councils enabling the sharing of Occupational Health and Safety (OHS) data. It is a Risk and OHS system where contractors can upload their OHS, Risk and Environment Plans and Policies as well as up to date insurances.



23. The 'Tendered Amount' of each supplier (Table 4) was determined by collating a detailed matrix that multiplied the price for each service item by an estimated annual transaction volume. Each bank provided an extensive and detailed fees schedule for each service item, which was used as the basis for calculating the 'Tendered Amount' within the Tender Evaluation Matrix by the banking analyst. The 'Tendered Amounts' are indicative only and designed to enable an apples-to-apples comparison across all submissions. Where possible, annual transaction volumes were based on actual prior-year transaction numbers to ensure realistic assumptions.

24. *Table 4 – Tendered Amounts*

Supplier	Tendered Amount
Commonwealth Bank of Australia	\$531,379
National Australia Bank	\$555,651
Westpac Banking Corporation	\$533,100

Value Add and Recommended Contract (After Evaluation)

25. At the completion of the tender evaluation process described above, CBA achieved the highest total score in the tender evaluation matrix: 4.26 (compared to NAB: 3.75, Westpac: 3.71). This reflects superior performance across both price and non-price criteria.

26. Strengths Across Key Criteria

- *Product Offering:* CBA scored highest for product sophistication, meaning their banking and payment solutions best meet Council's needs for innovation, reliability, and breadth of services.
- *Relationship Management:* CBA was rated very highly for relationship management, indicating strong ongoing support, responsiveness, and partnership with Council.
- *Innovation:* CBA led in initiative/innovation, showing a commitment to new solutions and improvements that benefit Council and its ratepayers.
- *Implementation:* CBA's implementation plan was robust, with detailed risk mitigation and minimal disruption expected due to their incumbent status. Appointment of the incumbent supplier (CBA) will result in minimal disruption.
- *Social Procurement, Local Industry, and Environment:* CBA demonstrated strong local engagement, social procurement, and sustainability strategies, supporting local employment, diversity, and community investment.

27. Financial Considerations – The tendered amounts were closely aligned. While CBA submitted the lowest bid at \$531,379, their overall value proposition is strengthened by the quality of service and additional benefits offered. The 'Operating Budget Implications' section of this report provides further details regarding the financial implications of this contract.

28. Minimal Disruption and Continuity - As the incumbent supplier, CBA offers continuity of service, reducing transition risks and ensuring Council's banking and payment services remain stable during the new contract period.

29. Governance and Compliance - CBA's proposal aligns with Council's governance principles, legislative obligations, and strategic objectives, including responsible use of public resources and investment in the community.

30. Banking Analyst Review - The specification was created by a known and trusted banking analyst who works with other councils and is very familiar with the State Purchasing Contract for Banking and Finance services. This consultant was also a non-scoring advisor who endorsed and agreed the TEP's recommendation for value for money and strengths across the weighted criteria.

31. No consideration is needed for a bank guarantee.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

32. 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

33. The estimated resource requirement associated with this contract is \$531,000 per annum (exclusive of GST), compared to the 2025-26 Mid-Year Budget allocation of \$342,000 (exclusive of GST) for this purpose. This shortfall will be addressed through the Long-Term Financial Plan and future Budget processes and will continue to be monitored as prior year trends have not been as high as the 'Tendered Amounts' indicate.
34. Council has experienced an upward trend in bank charges over the past three years, while Australia Post costs, on the other hand, have been decreasing. It is anticipated that a favourable variance in Australia Post transaction costs will partly offset the negative budget impact. These trends were considered in the financial assessment.
35. The contract is a Schedule of rates arrangement, so actual costs will depend on usage, volumes and service types used, but CBA's pricing structure was competitive and transparent.
36. For context, Council's actual banking costs were \$370,000 in 2024-25, and the annualised year-to-date estimate for 2025-26 is approximately \$410,000, which is lower than the 'Tendered Amounts'.
37. Council has experienced an increasing trend in bank charges over the past three years, driven by changes in transaction volumes and service requirements. This trend was considered when estimating volumes for the tender evaluation.

Asset Implications

38. This item does not affect any existing assets.

Legal/Risk Implications

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

Environmental Implications

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

Gender Impact Assessment

41. A gender impact assessment is not required.

Community Consultation

42. During the tender evaluation process, Council engaged a banking analyst with nearly 30 years of experience in transaction banking within the finance sector. The banking analyst participated as a non-voting member of the Tender Evaluation Panel and provided expert assessment of each panel bank's submission. This evaluation covered both quantitative aspects (pricing) and qualitative factors (service offering), with a primary focus on improving Council's service delivery to ratepayers.
43. Other relevant Council Officers have also been consulted to seek their input and specialist advice.



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

44. 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.

45. 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

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

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



4.2 POLICY AND STRATEGY

4.2.1 Policy review- Councillor Contact with Developers, Submitters & Lobbyists

Responsible Officer: Executive Director City Futures
Attachments: **Revised Councillor Contact with Developers, Submitters and Lobbyists policy**

Officer Recommendation

That Council APPROVES the updated Councillor Contact with Developers, Submitters and Lobbyists Policy as provided in Attachment 1, to replace the previous version.

Executive Summary

1. Council first adopted the 'Councillor Contact with Developers, Submitters and Lobbyists' policy in March 2022, with the requirement for review after 2 years.
2. The principal objective of the review is to ensure the policy remains current, effective and aligned with contemporary governance standards and community expectations. The review evaluates whether the policy continues to provide guidance to Councillors in managing interactions with developers, submitters and lobbyists while maintaining transparency, integrity and public confidence in the planning process.
3. This policy has now been reviewed by Council's legal team and is presented to Council for readoption, with amendments. The review has confirmed that the policy remains relevant in supporting transparent and accountable governance. Council's legal team have made minor updates, primarily aimed at improving terminology, clarifying language, aligning the policy with contemporary legal interpretation and reinforcing Council's commitment to accountability and transparency in the planning process.

Background

4. Policies developed by Council are aimed at ensuring good governance and decision-making processes, as well as the effective and efficient management of community resources and the day-to-day business of Council. They help govern how Council operates and provide a clear set of principles that provide a definite direction for Council.
5. Each policy is developed in order to address specific matters and objectives as outlined in the Council Plan 2025 –29 or as required by legislation.
6. Existing council policies are subject to an ongoing review process to ensure they remain up-to-date and comply with current legislation. Policies are also reviewed and updated if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems are implemented.
7. Council policies should be read in conjunction with any related legislation, relevant internal policies, codes of practice or guidelines. A Council policy is considered to be automatically revoked upon readoption of the latest version of that policy.



8. Policies that are superseded or superfluous to Council's needs require formal abolition by Council.
9. The draft Councillor Contact with Developers, Submitters and Lobbyists policy was first brought before Council on 28 March 2022. The policy was based on similar models adopted by other Councils. Its purpose was to provide a consistent approach to Council's operational requirements and demonstrate accountability and transparency of Council decisions and actions. The policy was adopted by Council at its meeting on 28 March 2022.
10. The policy is voluntary and encourages all elected Councillors to record any contact they have with developers, submitters and lobbyists. The policy seeks to go beyond the current legislative requirements to establish a register of contact. The policy also seeks to provide guidance to Councillors with regard to how they should interact with developers, submitters and lobbyists.

Key Issues and Discussion

11. The policy review found that the policy continues to provide a sound framework for guiding Councillor interactions with developers. Council's legal team have suggested minor changes, primarily aimed at improving terminology, clarifying language, aligning the policy with contemporary legal interpretation and reinforcing Council's commitment to accountability and transparency in the planning process.
12. The changes are outlined in the table below:

Change	Reason for change
Throughout policy: Grammatical corrections, improving sentence structure, using plain English, correcting terminology.	To improve readability and ensure consistency with current policy writing standards.
Section 1 Purpose: Strengthen the language to emphasise the importance of voluntary compliance with this policy.	Clarifies expectations and reinforces Council's commitment to ethical governance.
Section 4 definitions: Updated to clarify the definition for 'developer', add a new definition for 'land use planning applications', and clarify that 'contact' does not include social interactions.	To reduce ambiguity and provide clearer guidance for Councillors and the community.
Section 5 policy: Updated to clarify that Councillors should not seek or accept any gifts or hospitality, and should make it clear that contact with developers, lobbyists and submitters will need to be reported and the details published on Council's website.	Strengthens ethical standards, transparency and builds community confidence in Council's planning process.
Section 10 Responsibilities and Section 11 Reporting, Monitoring and Review: Delete repetition.	Streamlines the policy and improves navigation.
Section 12 reference and related documents: Add legislative reference to <i>Privacy and Data Protection Act 2014</i> .	Maintains legislative alignment.

13. Subject to the changes outlined in the table above, it is considered that the amended policy will continue to provide guidance to Councillors in managing interactions with developers, submitters and lobbyists while maintaining transparency, integrity and public confidence in the planning process.



Governance Compliance

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

Operating Budget Implications

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

Asset Implications

15. This item does not affect any existing assets.

Legal/Risk Implications

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

Environmental Implications

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

Community and Stakeholder Consultation

18. Prior to reporting to Council the Councillor Contact with Developers, Submitters & Lobbyists policy and register was reviewed and evaluated by the relevant internal stakeholders.

19. While community consultation is not a requirement of this policy under the Local Government Act 2020, the policy once endorsed by Council, will be available on Council's website.

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:

Not Applicable

22. This report relates to Notice of Motion 481 on 28 March 2022.

Legislative and Policy Obligations

23. 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:

Not Applicable

Councillor Contact with Developers, Submitters & Lobbyists Policy November 2025

Document Control

Date Created:	28 March 2022 (<i>first adopted by Council</i>)
Objective ID:	A9058756
Date of Endorsement:	28 March 2022 (<i>Last adopted by Council</i>)
Version No:	002
Policy Superseded by this Policy:	Not applicable
Responsible Department:	City Development
Responsible Directorate:	City Futures/Corporate Services
Policy Type:	Discretionary (<i>Requested by Council through Notice of Motion</i>)
Next Review:	December 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)

The purpose of this policy is to:

- provide guidance to Councillors with regard to how they should interact with developers, submitters and lobbyists in matters relating to land use planning;
- provide ethical guidance for Councillors when dealing with developers, submitters and lobbyists who have made, or are proposing to make, a land use planning application or submission;
- promote transparency, equity, consistency and public accountability, and to assist in better decision making in the planning process;
- ensure that all decisions are lawful, ethical, impartial and in accordance with all relevant legislation;
- maintain free and open accessibility to Councillors and Council itself which is vital for efficient and effective Local Government;
- encourage and support high quality projects and facilitation of new investment in the region by way of major projects and investment facilitation; and
- provide guidance in addition to the requirements and processes imposed upon Councillors and others by the *Local Government Act 2020*.

While there is no mechanism by which Councillor compliance with this policy can be mandated, Councillors are strongly encouraged to do so. In particular, Councillors are strongly encouraged to register their contact with Developers, Submitters and Lobbyists for the reasons and benefits set out further in this document.

2. BACKGROUND

Council recognises that interactions with developers, submitters and lobbyists are a necessary and essential part of a healthy democracy and every person, organisation and interest group has a right to put a case forward to elected officials as part of the land use planning decision making process.

Council is committed to open, public accountability and transparency. Councillors are expected to uphold the highest standards of professionalism, integrity and transparency in relation to contact with developers, submitters and lobbyists and any conflict of interest or perceived conflict of interest is required to be recorded, declared and managed consistently.

The Local Government Act 2020 requires Councillors to declare general and material conflicts of interest general and material matters that come before them for consideration. Council seeks to go beyond the minimum requirements set out in legislation and commits itself to a higher standard of transparency in the highly important function of proposed and actual land use planning and development decision making.

By going beyond the minimum requirements set out in legislation and proactively registering contact between Councillors and developers, submitters or lobbyists in accordance with this policy, Councillors are afforded some protection from allegations or perceptions of inappropriate influence over, or endorsement of, matters in which they might ultimately have a role to play in seeing progressed through the land use planning decision making process.

3. SCOPE

This policy applies to any and all contact between Councillors and developers, submitters and lobbyists in the municipality of Greater Dandenong City Council (Council) with regard to land use planning related matters.

This policy does not apply to a social interaction that does not involve discussion of land use planning matters between Councillors and other persons simply because those other persons are developers, submitters or lobbyists. However, Councillors are reminded of their obligation to avoid, declare and manage conflicts of interest and potential conflicts of interest, and should carefully consider possible implications and community perceptions of social interaction with developers, submitters and lobbyists.

4. DEFINITIONS

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

Contact any communication or information exchange between a Councillor and a developer, submitter and/or lobbyist, regardless of whether it was expected, planned, solicited or reciprocated and regardless of the means of communication, but excluding interactions that are purely social and do not discuss land use planning matters.

Council Greater Dandenong City Council.

Councillor/s a Councillor or Councillors of Greater Dandenong City Council which includes the Mayor.

Developer means:

- an applicant, or potential applicant, for a land use planning application or similar; or
- a proponent, or potential proponent, of a proposed amendment to the Dandenong Planning Scheme.

This includes any consultants, advisors, agents, representatives or person closely associated with the developer who is appointed to promote or advocate for the developer's interests or proposal.

Submitter a person or entity that makes, or proposes to make, a submission to a land use planning application, amendment to the Dandenong Planning Scheme or similar. Such submissions could be either in support of, or in opposition to, a land use planning application.

Land use planning application a property or land development proposal that is underway, planned or contemplated that may become the subject of a decision to be made by a resolution of Council. These decisions may include, but are not limited to, a change to the Dandenong Planning Scheme, the issuance or amendment of a planning permit, the sale of Council property, the discontinuance of a Council road, the imposition of a development contributions plan or a public open space requirement, or any similar matters.

Lobbyist a person or entity that carries out a lobbying activity for a third-party client, such as a developer, or whose employees or contractors carry out a lobbying activity for a third party.

5. POLICY

5.1. POTENTIAL DEVELOPERS AND LOBBYISTS (WHERE NO PROPOSAL IS CURRENTLY BEFORE COUNCIL)

Councillors should encourage responsible and appropriate development in Council's area. Councillors should not feel inhibited in any general communications, with potential developers and lobbyists (for a potential development), in promoting the benefits of developing in Council's local government area.

However, in dealings with potential developers and lobbyists (for a potential development) Councillors:

- must make clear to potential developers and lobbyists that they can provide general information on the application process only and cannot give advice about, or commit to, the development's chance of success;
- should suggest the developer or lobbyist seek independent professional advice;
- should not seek or accept any gifts or hospitality;
- if applicable, must encourage potential developers and lobbyists to seek preliminary advice on their proposal by utilising the established process within the City Development Department at Council for pre-lodgement meetings with Council officers; and
- should not state any opinions or provide any advice regarding the proposal (other than that stated above). The Councillor must be aware that if they do give a personal opinion on the potential development, this may preclude them from being involved in any decisions on the development in the future.

5.2. POTENTIAL SUBMITTERS (WHERE NO PROPOSAL IS CURRENTLY BEFORE COUNCIL)

In relation to potential submitters to a development application, Councillors should not feel inhibited about discussing with potential submitters what is publicly known about a potential development application. Councillors:

- must make it clear to potential submitters that they can provide general information on the application process only and cannot give advice about the developments chance of success;
- should suggest that the submitter seeks independent professional advice; and
- should not state any opinions regarding the proposal (other than that stated above). The Councillor must be aware that if they do give a personal opinion on the potential development, this may preclude them from being involved in any decisions on the development in the future.

5.3. MEETINGS BETWEEN COUNCILLORS, DEVELOPERS, SUBMITTERS AND/OR LOBBYISTS (AFTER A DEVELOPMENT APPLICATION HAS BEEN LODGED WITH COUNCIL)

After a land use planning application has been lodged at Council, or a proposed amendment to the Dandenong Planning Scheme referred to the Minister for Planning for approval, any request for a meeting between Councillors and developers, submitters and/or lobbyists may occur only to listen to the position of the relevant person or group. To ensure a fair and transparent process, where such meetings occur, Councillors should then also make themselves available to all other parties involved in the matter to hear their views should they similarly request to be heard.

At any meeting with developers, submitters and/or lobbyists, Councillors:

- should advise the contact that the meeting will be registered and the details published in accordance with the policy, and should proceed only if the contact understands and agrees;
- must make clear that they are only in attendance to listen to the person or group, that they can provide general information on the broad process only and they cannot give advice about the development's chance of success;
- should not state any opinions or provide any advice regarding the proposal (other than that stated above). The Councillor must be aware that if they do give a personal opinion on the potential development, this may preclude them from being involved in any decisions on the development in the future; and
- should state that, in relation to Council's possible decision on the application, the Councillor's principal obligation is to serve the public interest by ensuring that their decision is:
 1. consistent with the planning legislation, the Dandenong Planning Scheme and policies; and
 2. made after having appropriate regard to any officer's (or Council appointed consultant's) advice; and
 3. not influenced by any other irrelevant or inappropriate consideration.

5.4. MEETINGS BETWEEN COUNCILLORS, DEVELOPERS, SUBMITTERS AND/OR LOBBYISTS (WHERE A DEVELOPMENT APPLICATION IS SUBJECT TO LEGAL PROCEEDINGS)

In the event that a land use planning application or other matter is proceeding to any type of court or tribunal proceeding, no meetings between Councillors and developers, submitters and/or lobbyists should take place unless approved by the Chief Executive Officer or the Director, City Planning Design & Amenity with such meeting being approved on a "without prejudice" basis.

5.5. OTHER COMMUNICATIONS

After a land use planning application has been lodged, or a proposed amendment to the Dandenong Planning Scheme exhibited, if a Councillor engages in a form of contact not detailed above with a developer, submitter and/or lobbyist they:

- must make clear that they are only able to listen to the person or group, that they can provide general information on the process only and they cannot give advice about the development's chance of success;
- must make clear that they are not able to accept any gifts or hospitality;
- should not state any opinions or provide any advice regarding the proposal (other than that stated above). The Councillor must be aware that if they do give a personal opinion on the potential development, this may preclude them from being involved in any decisions on the development in the future; and
- In relation to Council's possible decision on the application, that the Councillor's principal obligation is to serve the public interest by ensuring that their decision is:
 1. consistent with the planning legislation, the Dandenong Planning Scheme and policies; and
 2. made after having appropriate regard to any officer's (or Council appointed consultant's) advice; and
 3. not influenced by any other irrelevant or inappropriate consideration.

5.6. RECORD OF COMMUNICATION – REGISTER OF CONTACT WITH DEVELOPERS, SUBMITTERS AND LOBBYISTS

Councillors should keep a written record of the matters discussed at any interaction or in any contact with a developer, submitter and/or lobbyist that falls within the scope of the policy. A *Councillor Declaration of Contact with Developer, Submitter and Lobbyist Form* (see Appendix 1)

should be completed and forwarded to the Chief Executive Officer for inclusion in the *Register of Contact with Developers, Submitters and Lobbyists* within 10 business days of the interaction or contact taking place.

The Governance Unit (on behalf of the Chief Executive Officer) is responsible for maintaining the *Register of Contact with Developers, Submitters and Lobbyists*.

6. RESPONSIBILITIES

Councillors should keep a written record of the matters discussed at any interaction with a developer, submitter and/or lobbyist. A *Councillor Declaration of Contact with Developer, Submitter and Lobbyist* should be completed and forwarded to the Chief Executive Officer for inclusion in the *Register of Contact with Developer, Submitters and Lobbyists* within 10 business days of the meeting or contact taking place.

The Governance Unit (on behalf of the Chief Executive Officer) is responsible for maintaining the *Register of Contact with Developers, Submitters and Lobbyists*.

7. REPORTING, MONITORING AND REVIEW

Reporting	The Governance Unit will report to the Chief Executive Officer on the <i>Register of Contact with Developers, Submitters and Lobbyists</i> annually.
Monitoring	The Councillor Declaration of Contact with Developer, Submitter and Lobbyist will be reviewing by the Governance, Legal and Risk Department upon submission by a Councillor.
Review	This policy will be reviewed every four (4) years.
Stakeholder Engagement	Director City Futures, Manager City Development, Manager of Governance Legal and Risk, Manager of Strategic and Environmental Planning

8. REFERENCES AND RELATED DOCUMENTS

Legislation

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

[Gender Equality Act 2020](#)

[Climate Change Act 2017](#)

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

[Local Government Act 2020.](#)

Privacy and Data Protection Act 2014

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

- [Greater Dandenong Website – Sustainability, Climate and Energy](#)

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

9. APPENDIX 1 – COUNCILLOR CONTACT WITH DEVELOPER, SUBMITTER OR LOBBYIST FORM



COUNCILLOR DECLARATION OF CONTACT WITH DEVELOPER, SUBMITTER OR LOBBYIST

	Insert Details Below
Councillor Name:	
Name of developer, submitter and/or lobbyist:	
Date, place and time of contact:	
Type or method of contact:	
Property or development discussed:	
Nature of issue covered in the contact:	
Did you advise the developer, submitter or lobbyist of the Contact Register?	
How did you advise them about the Contact Register?	
Any other comments?	

Signed: _____

Date: _____



4.2.2 Review of Council Policies for Abolishment

Responsible Officer:

Executive Director Strategy & Corporate Services

Attachments:

1. Abolish - Policy - Disaster Assistance Policy 2023 06 - Current (A 5815910) [4.2.2.1 - 4 pages]
2. Abolish - Policy - Footpath Activity - 2011 02 - Overdue (A 37057) [4.2.2.2 - 2 pages]
3. Abolish - Policy - International Relations -2017 07 - Overdue (A 3863249) [4.2.2.3 - 5 pages]
4. Abolish - Policy - Parking Concessions for War Service Veterans - 2022 11 - Overdue (A 37080) [4.2.2.4 - 4 pages]
5. Abolish - Policy - School Crossing Management - 2022 11 - Overdue (A 37061) [4.2.2.5 - 3 pages]
6. Abolish - Policy - Sustainable Buildings - 2022 07 - Overdue (A 5610472) [4.2.2.6 - 25 pages]

Purpose

1. A review of the Council Policies has been conducted and six (6) policies have been identified as being superfluous to Council's needs. Those policies are now presented to Council for abolition.

Officer Recommendation

That Council ABOLISH the following policies attached to this report:

- **Disaster Assistance Policy;**
- **Footpath Activity Policy;**
- **International Relations Policy;**
- **Parking Concessions for War Service Veterans Policy;**
- **School Crossing Management Policy; and**
- **Sustainable Building Policy**

Executive Summary

2. Council policies are in place to ensure accordance with relevant legislation, regulations and best practice. Council's policies are reviewed as part of a cyclic program to ensure they remain current and meet Council's functional and operational need.
3. The attached policies have been reviewed and found to be superfluous to Council's need and are presented to Council for abolishment.



Background

4. Essentially, policies developed by Council are aimed at ensuring good governance and decision-making processes, as well as the effective and efficient management of community resources and the day-to-day business of Council. They help govern how Council operates and provide a clear set of principles that provide a definite direction for Council.
5. Each policy is developed in order to address specific matters and objectives as outlined in the Council Plan 2025-29 or as required by legislation.
6. Existing council policies are subject to an ongoing review process to ensure they remain up-to-date and comply with current legislation. Policies are also reviewed and updated if legislation requires it; or when Council's functions, structure or activities change; or when technological advances or new systems are implemented.
7. Council policies should be read in conjunction with any related legislation, relevant internal policies, codes of practice or guidelines. A Council policy is considered to be automatically revoked upon readoption of the latest version of that policy.
8. Policies that are superseded or superfluous to Council's needs require formal abolition by Council.

Proposal

9. It is proposed that the policies listed in the table below be abolished:

Policy Name	Reason for Abolishment
Disaster Assistance Policy	The policy is recommended for abolition. Guidelines have been developed to provide a structure for making donations which ensures fairness, transparency and accountability in determining eligibility for disaster relief donations approved by Council. As the matter involves budget considerations, the donation amount will require Council approval. Therefore, the existing policy is considered superfluous to Council's needs.
Footpath Activity Policy	This policy is recommended for abolition. The functions and guidance previously provided by this policy are effectively addressed in the Footpath Activity Code of Practice, which establishes a clear and consistent framework for assessing and managing permit applications. Therefore, this policy is considered superfluous to Council's needs.
International Relations Policy	This policy is recommended for abolition. This policy was originally developed to provide guidance on Sister City Relationships partnerships. It has been concluded that such partnerships currently provide limited tangible benefit to Council or the community. Therefore, this policy is considered superfluous to Council's needs.
Parking Concessions for War Service Veterans Policy	The offer of free parking for eligible war veterans has not been utilised in the past five (5) years, by the indented beneficiaries rendering the Policy's purpose redundant. Therefore, the policy is proposed for abolition.



School Crossing Management Policy	This policy is recommended for abolition. The main objectives of the policy are now addressed under the new Victorian <i>School Crossing Risk Assessment Framework</i> and embedded within standard operational procedures. Therefore, this policy is no longer required.
Sustainable Building Policy	This policy is recommended for abolition. The principles and requirements of the policy are now contained and embedded within standard operational procedures. Ensuring that all new and upgraded buildings are environmentally sustainable has become a routine part of Council's building and planning processes, making the policy redundant. Therefore, this policy is no longer required.

Governance Compliance

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

Operating Budget Implications

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

Asset Implications

11. This item does not affect any existing assets.

Legal/Risk Implications

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

Environmental Implications

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

Community and Stakeholder Consultation

14. Prior to this report, the policies attached to this report were reviewed and evaluated by the: Executive Team.

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

15. This Section is Not Applicable to the Abolition of Policies.

Legislative and Policy Obligations

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

The applicable obligations considered and applied are:

- Not Applicable



Greater Dandenong Policy

Disaster Assistance Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy:	Disaster Relief Policy		
Directorate:	Corporate Services		
Responsible Officer:	Manager Governance		
Policy Type:	Discretionary		
File Number:	A1283788	Version No:	002
1 st Adopted by Council	26 September 2011 Minute No. 973	Last Adopted by Council:	11 June 2019 Minute No.
Review Period:	Every 4 Years	Next Review:	March 2023

1. Purpose

This Policy has been developed to provide a framework to guide Council's decision to respond to humanitarian crises created by natural and other disasters by way of a financial or in-kind donation to disaster stricken areas, throughout Australia and internationally.

The policy ensures that Council's donations to affected areas are made in a timely and efficient manner and that any donations given are accountable and transparent to the Greater Dandenong community.

2. Background

Greater Dandenong City Council believes it has a strong civic duty to support other communities, throughout Australia and internationally in times of humanitarian crises created by natural and other disasters. Greater Dandenong has a diverse community and disasters across the world often affect the families and communities within this City.

In the past, Council has resolved to donate relief funding to communities affected by naturally occurring disasters such as tsunamis, earthquakes, flooding, drought, storms and bushfires be they here or overseas.

The Greater Dandenong community has, throughout each disaster, expressed its significant compassion and support for the victims of disaster stricken areas, and has supported Council's decision to provide financial aid.

Based on advice from government departments, financial support is often the most immediate and effective way of offering assistance to those affected by disaster. In some instances in-kind aid may also be beneficial to the recovery efforts where skilled staff are able to volunteer their time and knowledge to the affected community.

It is not generally recommended that material aid such as non-perishable food items, clothing, medical supplies, etc. are donated as they are often found impractical or inappropriate for the climate and culture and do not meet the priority needs of those affected.



Greater Dandenong Policy

Research shows that material aid, unless specifically requested, has proven costly in time, money and labour as it requires sorting, storing and transporting.

Scope

This policy is only applicable to Council's response to natural and humanitarian crises and excludes events that are covered by Council's Municipal Emergency Management Plan.

Donations will be limited to financial and in-kind aid. Other fundraising events and activities will be dealt with outside of this policy.

In most instances donations will only be made to government or accredited agencies.

Council will generally resolve to apply this policy at a Council Meeting, however in times of urgency, Council may direct officers to arrange for disaster assistance donations to be made outside of the Council Meeting process.

3. Human Rights and Responsibilities Charter – Compatibility Statement

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

4. References

- Originally adopted at the Ordinary Council Meeting of 26 September 2011
- Victorian Charter of Human Rights and Responsibilities 2006
- AusAID (Australian Government Aid program)
- Emergency Management Plan

5. Definitions

Natural Disaster is the effect of a natural hazard ie. flood, drought, fire, tsunami, hurricane, earthquake, or tornado, which leads to financial, environmental and/or human losses.

Humanitarian Crisis is an event or series of events which represents a critical threat to the health, safety, security or wellbeing of a community or other large group of people, usually over a wide area. Armed conflicts, epidemics, famine, natural disaster and other major emergencies may all involve or lead to a humanitarian crisis.

Event for the purpose of this policy, an event will describe a disaster that is so catastrophic that it overwhelms the normal social and material support systems of those affected.

Donation is a gift or contribution. Donations can be, in-kind or financial.



Greater Dandenong Policy

6. Council Policy

Council may wish to respond to a natural disaster or crisis by making a contribution to a charity or charities which provide humanitarian assistance throughout Australia or internationally to those communities affected.

The amount to be contributed will generally be determined by resolution of Council and will be limited to financial or in-kind aid, unless specifically requested by the relevant aid agency.

An early decision to donate either financial aid or in-kind aid is essential and most effective when made within the immediate stages following a disaster or crisis to assist with rescue efforts and minimise human loss.

Determining the Eligibility of a Natural Disaster/Humanitarian Crisis

Following the immediate occurrence of a natural disaster/humanitarian crisis the Mayor and Chief Executive Officer will make a decision as to whether the event meets the criteria of this policy. Where it is determined that the nature of the event meets the criteria, a discussion item will be brought before the next Council or Councillor Briefing Session for consideration.

Funding Resources

As disastrous events are not foreseeable, donations will be sourced from existing budget allocations in the first instance.

Financial Contribution

Financial donations will be based on the severity of the disaster and at the discretion of Council and will generally range between \$5,000 and \$20,000. The actual amount is to be decided by Council on a case-by-case basis.

In-kind Contribution

Donations of in-kind support will require the resolution of Council and for logistical purposes is best limited, but not restricted to, disasters that occur within metropolitan and regional Victoria.

In-kind support may include time, personal or organisational expertise, advice or other organisational resources.

Criteria for donation

The following is to be considered when deciding on an appropriate donation:

- the scale of the disaster;
- the capacity of other government agencies and organisations to respond to the disaster;
- the need for ongoing support ie. rebuilding disaster stricken areas once the initial crises has been dealt with;
- the impact of any such crises on our immediate region and community, and
- the affected areas connection to the cultural origin of residents of Greater Dandenong.

Donation Recipients

Financial donations will be made to government or aid agencies accredited by AusAID, and/or equivalent accrediting agency. Donations may be made to community groups but will not be made to individuals.



Greater Dandenong Policy

Financial Donation to a Community Group

In the absence of accreditation, Council will determine the legitimacy of a community group requesting assistance.

Only City of Greater Dandenong based community groups who have a majority of members who are residents or ratepayers will be eligible for donation.

If a community group is eligible for donation, a signed agreement must be made between the City of Greater Dandenong and the community group stating that the donation will be used strictly for the purpose for which it was donated.

Responsibilities

The Mayor and Chief Executive Officer are responsible for making an initial evaluation, having regard to the nature of the event and the donation criteria, and where required, submitting a discussion item to the next Councillor Briefing Session.

Council is responsible for approving all donations generally by resolution however in times of urgency, Council may direct officers to arrange for disaster relief donations to be made outside of the Council Meeting process.

Media and Communications will provide a media release to inform the community of Council's donation, ensuring that community confidence is maintained in the use of community contributions to relief aid, and the provision of regular updates to Council and the community on additional support that can be offered.

7. Related Documents

Municipal Emergency Management Plan



Greater Dandenong Policy

Footpath Activity

File Number:	04/03/03/003	Directorate:	Development Services
Authority:	Council	Responsible Officer:	Manager Regulatory Services
Policy Type:	Operational	Version Number:	001
Approval Date:	23 February 2009	Review Date:	TBA

1. Purpose

The City of Greater Dandenong supports footpath activity associated with established businesses throughout strip shopping centres and other business activity areas, where this activity adds to the vibrancy, diversity and cosmopolitan nature of our City and its streetscapes. It is also acknowledged that certain activities may only be suited to specific areas within the municipality.

Council expects that business operators will also recognise adequate controls need to be established and enforced, to ensure that public safety is not compromised and that pedestrians, including people with disabilities, can move freely and safely along footpaths/walkways and other public areas.

2. Background

This policy has been developed to ensure that Council meets its obligations under Federal Disability Discrimination legislation, whilst at the same time providing opportunities for traders to conduct commercial activities on footpaths.

3. Scope

This policy applies to any person wishing to conduct commercial activity on footpaths within the City of Greater Dandenong. It also applies to all Council Officers involved in the issuing of permits under Council's Local Laws or enforcement thereof.

4. References

- Adopted at the Ordinary Council Meeting on 23 February 2009
- Disability Discrimination Act 1992 (Federal Act)
- Road Management Act 2004
- Local Government Act 1989
- City of Greater Dandenong Local Law No. 3 of 2001 – Road Management and Protection of Physical Assets.
- City of Greater Dandenong Footpath Activity Code of Practice 2008.
- City of Greater Dandenong Footpath Activity Guide 2008



Greater Dandenong Policy

5. Definitions

In this Policy:

"Authorised Officer" means a person appointed by Council under section 224(1) of the *Local Government Act 1989*.

"Permit" means a permit issued under the Local Laws of the City of Greater Dandenong.

6. Council Policy

Before making use of footpaths, traders need to obtain a permit from Council. Council has a Code of Practice for Authorised Officers and guidelines to assist traders in determining whether their proposed activity is permissible and if so, to then to prepare a permit application.

Objectives:

1. To provide clear guidance to traders considering footpath activity and/or making application for permits;
2. To ensure that footpath activity reflects the streetscape, amenity and diversity of the specific area of the City in which it occurs;
3. To ensure that pedestrian and vehicle access to public areas is not unreasonably constrained by footpath activity; and
4. To maximise public safety;
5. To clearly define responsibilities of Authorised Officers in determining whether permits should be granted for footpath activity.

7. Related Documents

- City of Greater Dandenong Local Law No. 3 of 2001 – Road Management and Protection of Physical Assets.
- City of Greater Dandenong Footpath Activity Code of Practice 2008.
- City of Greater Dandenong Footpath Activity Guide 2008



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International Relations Policy

Policy Endorsement:	Endorsement required by Council		
Directorate:	Greater Dandenong Business		
Responsible Officer:	Group Manager Greater Dandenong Business		
Policy Type:	Discretionary		
File Id:	A3863249	Version No:	1
1 st Adopted by Council	25 July 2016 Minute No. 1458	Last Adopted by Council:	25 July 2016 Minute No. 1458
Review Period:	1 Year	Next Review:	July 2017

1. Purpose

This policy has been developed for the purpose of providing guidelines for the establishment and management of Council's international economic and civic relationships.

Our international relations policy aims to:

- build relationships in countries around economic cooperation - aligned when appropriate with civic cooperation - to promote economic activity between business; industry sectors; and, current or complementary civic acquaintances;
- develop and expand economic opportunities for business enterprises, industry and education providers;
- encourage the exchange of ideas relating to good business practices and import/export opportunities;
- foster international understanding and goodwill; and,
- maintain mutual understanding, friendship and cooperation with established cities or places where such relationships support economic opportunities.

2. Background

Council established a formal sister relationship with the City of Xuzhou in 1996. The relationship was entered into with the aim of enhancing mutual understanding, friendship and co-operation.

Recently the relationship has developed and enhanced economic opportunities with a focus on the exchange of businesses to promote investment and exporting with companies and businesses in Xuzhou and Nanjing. Both cities are located within the Jiangsu Province which is the sister state to Victoria.

Over the past two to three years Council's Greater Dandenong Business Group has hosted a number of delegations from countries including Vietnam, China (in addition to Council's Sister City Xuzhou), Malaysia, Mongolia, Afghanistan, UAE and Indonesia.

There is also significant interest in creating economic relationships with India.



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3. Strategic Context

In 2010 the Federal Government released the 'white paper' on the coming 'Asian Century' – the era during which unprecedented business, trade and consumer need will exist and can be satisfied between Australia and the Asia/Pacific.

In August 2014, the Minister for Foreign Affairs and the Minister for Trade jointly released the Commonwealth Government's Economic Diplomacy policy to advance Australia's prosperity with four key pillars to:

- promote trade;
- encourage growth;
- attract investment; and
- support Australian business.

More recently the Federal Government has signed Free Trade Agreement's (FTA's) with China, Korea, Japan and the Trans Pacific Partnership (TPP) (with Brunei, Canada, Chile, Japan, Malaysia, Mexico, Peru, New Zealand, Singapore, USA and Vietnam), which will allow for further identification of opportunities for investment and economic development.

The pillars noted above are consistent with the Council Plan Strategic Objective 5 'A Thriving and Resilient economy'.

The Victorian Government is also committed to international business engagement through its trade offices, programs to increase exports and secure inwards investment, and through their program of inbound and outbound trade delegations.

These matters are at the early stages of consideration but ultimately, the 'Asian Century' will wait for no one and it is imperative that Australia, Victoria, the southern region of Melbourne and the City of Greater Dandenong, be part of emerging opportunities.

As the world's economy moves more and more into a truly global one, it is vital that businesses located within CGD and the south east region are provided with opportunities to examine possibilities for trade and investment in a variety of countries.

While traditional trading partners such as the USA, New Zealand, the Middle East and Europe remain important to the state, Victoria's geographic proximity to Asia and the region's ongoing economic transformation presents an opportunity to increase output, trade and jobs that cannot be missed.

By 2025, the Asian region is expected to account for over half of the world's economic output. Accompanying this transformation will be rising incomes and a growing group of middle class consumers whose tastes and expenditure have shifted to quality food products, important education and health services, and modern infrastructure and facilities.



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By 2025, the number of consumers in Asia with discretionary spending is expected to reach a significant 3.2 billion people.

4. The Role for the City of Greater Dandenong (CGD)

CGD, through its longstanding city-to-city connection with key markets including Xuzhou and Nanjing, can and does facilitate these types of connections with key industry associations and city governments.

CGD is well placed to provide this opportunity to business through a range of services including advice, facilitation and using our role as a local government with other such governments overseas.

Local government provides a legitimate and well established body through which it can leverage opportunities for businesses and industries.

CGD has had a pivotal role in positioning Greater Dandenong and the south east region as a welcoming, internationally focused city, a conduit for business, and for supporting civic, cultural and community activities.

The industry sectors which are the key drivers of the Greater Dandenong region's economy in terms of exports include:

- motor vehicle and parts, transport equipment manufacturing;
- structural metal product manufacturing;
- polymer product manufacturing; and
- specialised and other machinery and equipment manufacturing.

The total annual regional export estimate for the Greater Dandenong region is \$14.5 billion, which is half of the total output for Victoria.

Greater Dandenong industries spend \$6.8billion (34 per cent of total industry expenditure) on overseas imports out of which manufacturing imports \$6.6b.

The policy will identify a number of objectives including but not limited to the following:

- increase capital investment in Greater Dandenong;
- assist and increase private investment in Greater Dandenong;
- provide opportunities for CGD and regional businesses to export; and
- participate in economic opportunities provided through the 'Asian Century'.

A number of KPI's have been identified to measure the success of the policy.

These relate to the following:

- business satisfaction with inbound and outbound trade delegations (annual survey);
- number of business opportunities undertaken and/or number of return visits to countries;
- level of inbound and/or outbound investment; and



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- support of and links with other organisations including Asia Link, Australia - China Business Council, Victorian Chamber of Commerce, Australia - Malaysia Business Council.

5. Scope

This policy applies to all Councillors and staff of the City of Greater Dandenong (CGD).

6. References

- Adopted at the Ordinary Council Meeting on
- Regulation 11(c) of the Local Government (General) Regulations 2004 in reference to the keeping and maintaining of Statutory Registers of Overseas and Interstate Travel.
- Councillor Support and Reimbursement Policy.
- Travel Policy.

7. Council Policy

The following criteria and requirements have been developed to ensure accountability and transparency:

Overseas Delegations

It is important to ensure a consistent and accountable approach to overseas delegations given the costs associated with such visits, therefore the International Economic Policy will operate as follows:

- on an annual basis for economic and business delegations;
- economic and business delegations will be limited to generally five days of official duties;
- delegation size will be limited to one staff member;
- on an "as required" basis for inbound delegations;
- on a biennial basis for civic and Mayoral delegations to Xuzhou in China;
- delegation size for civic/Mayoral visits will be limited to two people (typically one staff member and the Mayor); and
- civic/Mayoral visits will be limited to generally four days of official duties.

Travel Authorisation

International travel by councillors and staff must be approved in an ordinary meeting of the Council prior to any overseas trip being undertaken. The report seeking approval will include full details of the proposed travel, councillors and staff intending to travel and estimated costs.

All overseas travel must be approved by council resolution prior to any bookings being made and/or travel undertaken.



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Class of Travel

Air travel will be economy class for all councillors and staff unless otherwise determined by way of council resolution.

Councillors and staff may upgrade the class of travel at their own expense.

Meals

Reasonable daily meal requirements of individuals will be reimbursed by Council on presentation of receipts. No reimbursement will be made without receipts.

Reporting Requirement

A detailed written delegation report shall be submitted to Council by the head of the delegation within two (2) months upon return of the approved trip. The report shall provide comment on the value of the trip, benefits to the Council and/or local community and provide recommendations for further action if appropriate.

Statutory Register for Overseas or Interstate Travel

All travel and associated costs must be submitted for inclusion in the *Travel Register*. It is the responsibility of the individual traveller to provide all supporting documentation relating to the cost of the trip.

In the case of Councillors all supporting documentation relating to cost can be submitted to the Mayor and Councillors Executive Assistant who is to ensure its inclusion on the *Travel Register*.

Officers will submit supporting documentation to the Chief Executive Officer via the Governance Unit.

Travel Expenses for Mayor and Mayor's Partner

In accordance with Council's Travel policy where a spouse, partner or another family member accompanies the Mayor or a Councillor representing the Mayor on an approved trip, the Mayor or Councillor shall meet the full cost incurred by any additional travel, meals, entertainment or accommodation by the accompanying person.

8. Related Documents

CGD Overseas and Interstate Travel Register.



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PARKING CONCESSIONS FOR WAR SERVICE VETERANS

Policy Endorsement:	Endorsement required by Council		
Directorate:	City Planning, Design and Amenity		
Responsible Officer:	Manager Regulatory Services		
Policy Type:	Discretionary		
File Number:	A37080	Version No:	04
1 st Adopted by Council	July 2002 Minute No. 1199	Last Adopted by Council:	12 November 2018 Minute No. 853
Review Period:	Every 4 years	Next Review:	November 2022

1. Purpose

To recognise the importance of the service war veterans have provided to our community, through the provision of free parking to eligible war veterans in certain areas and implement a clear procedure to facilitate this.

2. Background

In July 2002 Council determined that war veterans of a certain classes would receive concessional parking benefits with in the City of Greater Dandenong in recognition of their service to the Nation.

3. Scope

This Policy applies to all war veterans who are eligible to receive a Gold Card, TPI or EDA entitlement from the Department of Veterans Affairs.

The Policy also applies to all time restricted areas controlled by the City of Greater Dandenong, where a fee for parking is normally required to be paid, and will be applied by all council staff having responsibility for issuing such permits



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4. References

- Road Safety Act 1986
- Local Government Act 1989
- Veterans Affairs Legislation Amendment Act (Federal)
- Military Rehabilitation and Compensation Act 2004(Federal)
- Adopted at an Ordinary Council Meeting in July 2002

5. Definitions

The terms TPI, EDA and POW Gold Card used in this policy have the same meanings as set out in the Veterans Entitlements Act 1986 and guidelines created there-under.

EDA means : *Extreme Disablement Adjustment*
TPI means : *Total and Permanent Disablement*
Gold Card means : *a type of Health Care Card issued by the(Federal) Department of Social Security or Veterans Affairs*

6. Council Policy

Council will provide free parking to all war veterans who are eligible to receive a Gold Card, TPI or EDA entitlement from the Department of Veterans Affairs, in all time restricted areas controlled by the City of Greater Dandenong, where a fee for parking is normally required to be paid.

ELIGIBILITY FOR PERMITS

- 6.1 Service Personnel parking permits may only be issued to war veterans who qualify for a TPI, EDA or POW Gold Card, under the provisions of the Veterans Entitlements Act 1986 and guidelines created there-under.
- 6.2 Permits are not available to the spouses or children of these Card holders.
- 6.3 Permits are only available to Card holders who are residents of the City of Greater Dandenong.
- 6.4 Any disputes regarding eligibility shall be resolved with the assistance of the local Returned Services League branch.
- 6.5 The onus of proof of eligibility shall rest with the applicant.



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CONDITIONS OF USE

- 6.6 Permits may only be used in vehicles where a permit holder is either driver or passenger.
- 6.7 Permits only apply to Council controlled streets and car parks, including Multi-deck car parks.
- 6.8 Time restrictions shown on signage must still be complied with, as must all other relevant Road Rules.
- 6.9 Permit must be displayed on the front windscreen of the vehicle, as close as practicable to the passenger side.
- 6.10 All permit details must be readily visible from outside the vehicle, at all times.
- 6.11 Permits are not transferable and must be returned to council if permit holder ceases to live in the municipality or passes away.
- 6.12 Permits will initially be issued for a three year period, with a common expiry date of 31 October.
- 6.13 Permits are automatically cancelled after the expiry date, unless otherwise renewed.
- 6.14 Application for renewal of permits is the responsibility of the permit holder.
- 6.15 Wilful mis-use of permits may result in cancellation.

ISSUE OF PERMITS

- 6.16 Permit applications are available at local RSL sub-branches, Customer Service Centres or by mail.
- 6.17 Applications may be lodged in person at any Council Customer Service Centre or mail to:

City of Greater Dandenong
PO Box 200
DANDENONG 3175

Customer Service Centres are located at:

- 1. 397 – 405 Springvale Road, Springvale
- 2. Shop A7 Parkmore Shopping Centre, Keysborough
- 3. 39 Clow Street, Dandenong

- 6.18 Properly completed applications lodged by mail will be processed within five working days.
- 6.19 Where properly completed applications are lodged in person, permits will be issued at the time.
- 6.20 Applicants must attach a photocopy of their Card, to their applications.



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7. Related Documents

- Application form – War Veterans Concessions permit
- Fact Sheet – War Veterans Concession permits



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SCHOOL CROSSING MANAGEMENT

Policy Endorsement:	Endorsement required by Council		
Directorate:	City Planning, Design and Amenity		
Responsible Officer:	Manager Regulatory Services		
Policy Type:	Discretionary		
File Number:	A37061	Version No:	04
1 st Adopted by Council	23 March 2009 Minute No. 94	Last Adopted by Council:	12 November 2008 Minute No. 853
Review Period:	Every 4 years	Next Review:	November 2022

1. Purpose

To provide clear and consistent processes for the management of school crossings within the municipality.

2. Background

This policy was developed to ensure that a consistent and balanced approach is used to assess the ongoing need for existing school crossings across the municipality. It was also developed to ensure that proper consultation takes place with local schools, with respect to the need for school crossings.

3. Scope

This policy will apply to all decisions made by Council and/or Authorised Officers of Council who are involved in the process of assessing and reviewing school crossings.

4. References

- Road Safety Act 1986 and Regulations made there-under
- Vicroads Traffic Engineering Manual Volume 1, Chapter 4 – Edition 3, 1999
- Adopted at the Ordinary Council Meeting on (TBA)



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5. Definitions

'Warrants' means:

The formula used by Vicroads to assess whether there is a sufficient number of students/vehicles passing through a crossing on a daily basis to justify funding grants from Vicroads.

'Special Circumstances' means:

Special needs at an individual crossing that warrant its retention. This includes but is not limited to use by children with disabilities, safety factors such as excessive vehicle speed, road geometry, limited sight distance, volume of heavy vehicles or road width.

6. Council Policy

Each school crossing in the municipality shall be audited annually, to assess whether it continues to meet the applicable warrants.

Where a crossing does not meet the warrant, consultation will be commenced with the affected school community/s via their school councils, to determine if any special circumstances exist that justify retention of the crossing. At that same time Council will also be notified of any crossings that have not met the warrants.

Council officers will also conduct a risk assessment of the crossing environment, to determine if any particular safety factors are present that justify retention.

To allow consultation and further assessment to occur, such crossings shall be retained until the commencement of the following school year, where they shall again be audited for sufficient usage, during the first term of that school year. At that time, a decision shall be made as to whether the crossing shall be retained.

For a crossing to be closed, the following conditions must be satisfied:

1. Crossing has not met relevant warrants in two consecutive school years.
2. Consultation with the local school community has not identified any special circumstances that justify retention.
3. There are no safety factors present at the crossing and its environment that justify retention.

Upon receipt of a report indicating that these conditions have been met, the Chief Executive Officer or his delegate may authorise the closure of the subject crossing. Closures may only take effect at the mid year term break or the end of the school year.



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7. Related Documents

Nil.



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Sustainable Buildings Policy

Objective ID:	A6704055	Directorate:	Engineering Services
Authority:	Council	Responsible Officer:	Manager City Projects and Capital Improvement
Policy Type:	Discretionary	Version Number:	02
1 st Adopted by Council:	09 October 2017 Minute No. 409	Last Adopted by Council:	24 September 2020 Minute No. 1552
Review Period	Every 2 Years	Next Review	July 2022

1. Purpose

The purpose of the Sustainable Buildings Policy ("the Policy") is to incorporate environmentally sustainable design principles into the design, construction, operation, management and disposal of buildings owned and managed by Council.

2. Background

On the 28th of January 2020, Council adopted Notice of Motion No. 75, declaring a Climate and Ecological Emergency. This motion recognises the pressing nature of the global climate emergency and Council's duty of care to provide a comprehensive, strategic response for the protection of the broader community. It also validates Australia's commitment to the Paris Agreement of 2016, which aims to limit increasing global average temperatures to 1.5°C above pre-industrial levels through accelerated climate action.

The Greater Dandenong Climate Emergency Strategy 2020-30 will provide a further strategic framework of actions for mitigation and adaption to the impacts of climate change. The strategy provides a clear vision for Council to respond to climate change, supported by a series of headline targets.

Vision: *The City of Greater Dandenong a resilient, net zero carbon city.*

Headline targets: *Net zero carbon emissions for Council by 2025 and 100% renewable energy for Council by 2025.*

High-level key priorities and objectives supporting the Sustainable Buildings Policy are outlined in the Council Plan 2017-21 – they include:

- A healthy, liveable and sustainable city;
- A city planned for the future;
- A diverse and growing economy; and
- An open and effective Council.



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In conjunction with the Greater Dandenong Climate Emergency Strategy 2020-30, the Sustainability Strategy 2016-30 sets out the City of Greater Dandenong's vision for a sustainable future and provides the strategic framework to implement it.

Vision: By 2030, the City of Greater Dandenong is one of the most sustainable cities in Australia.

3. Scope

Council is committed to creating and maintaining a sustainable built environment through the full lifecycle, from conception to disposal, to support the achievement of its climate change targets. Council owns nearly 300 buildings – valued at over \$333 Million. This policy recognises the significant role the built environment plays in the City of Greater Dandenong's emissions profile.

This Policy applies to all City Improvement Program (CIP) projects including the maintenance, renewal (including refurbishments, retrofits, and specific sustainability activities), replacement, upgrade, expansions, disposals and the construction of buildings as defined in the Asset Management Strategy.

The Sustainable Building Policy applies to all types of Councils buildings including: administrative offices; leisure and aquatic facilities; libraries; community buildings; sports ground pavilions; town halls; child care and health centres; works depots; and other Council buildings.

The Policy covers all buildings where Council has an ownership or management responsibility.

4. Human Rights and Responsibilities Charter – Compatibility Statement

All matters relevant to the Victorian Human Rights and Responsibilities Charter have been considered in the preparation of this Policy and are consistent with the standards set by the Charter. The Community Engagement Policy and Planning Framework will ensure that stakeholders across the City of Greater Dandenong have an opportunity to participate in public life and inform decision making, consistent with Section 18 of the Charter.

5. References

5.1. Plans, Strategies and Policies

- *Climate Change Emergency Strategy 2020-30*
- *Imagine 2030 Community Plan*
- *Council Plan 2017-21*
- *Community Safety Plan 2015-22*
- *Community Wellbeing Plan 2017-21*
- *Sustainability Strategy 2016-30*
- *Asset Management Policy 2015*
- *Asset Management Strategy 2015-22*
- *Procurement Policy 2017*
- *Risk Management Policy 2015*



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- *Community Hubs Framework 2015*
- *Community Facilities Management Policy 2013*
- *Sports Facilities Plan 2015*
- *Cycling Strategy 2017*
- *Public Car Share Policy 2019*
- *Public Electric Vehicle Charging Infrastructure Policy 2019*
- *Waste and Litter Strategy 2015-20*
- *Reconciliation Action Plan 2017-19*
- *Urban Tree Strategy 2018-28*
- *Greater Dandenong Planning Scheme (Clause 22.06 – Environmentally Sustainable Development)*

5.2. Programs

- *City Improvement Program (CIP)*

5.3. Legislation

State Legislation

- The *Local Government Act 2020* provides the framework for the establishment and operation of Councils, the responsibility of Councils to promote climate change awareness, adaptation, and mitigation, and the requirement to consider social, economic and environmental sustainability in all processes and procedures;
- The *Climate Change Act 2017* provides the framework that outlines the role and responsibility of Councils in response to climate change and sets overall targets for the state; And
- The *Planning and Environment Act 1987* provides the framework for planning the use, development and protection of land in the interest of the community both now and in the long-term.

Federal Legislation

- The *National Construction Code (2019)* identifies the minimum requirements (including energy and water measures) for the design, construction and performance of buildings.

5.4. Other Guidance

- *Sustainable Design Assessment in the Planning Process (SDAPP)*
- *Built Environment Sustainability Scorecard (BESS)*
- *Green Star – Design and As-Built Rating Tool*
- *Green Star – Performance Rating Tool*
- *National Australian Built Environment Rating System (NABERS)*
- *Green Building Council of Australia (GBCA) – A Carbon Positive Roadmap (2018)*
- *United Nations General Assembly – Sustainable Development Goals (2015)*



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6. Definitions

Asset: A physical component of a facility which has value, it enables services to be provided and has an economic life of greater than 12 months.

Asset Management: The systematic and coordinated activities and practices of an organisation to optimally and sustainably deliver on its objectives through the cost-effective lifecycle management of assets.

Budget: The budget is the total design and construction value of a project, determined by a project's category and the ESD standard outlined in **Table 1 – Project Categories**

Buildings: A building is a construction with walls, a roof and stands permanently in one place, whereas a structure is defined as a construction without a solid roof or walls. For entry into the building asset register, the minimum floor space of a building is two m², and the minimum dollar value of a building is \$5,000. For the purpose of this policy, the definition of a building includes the property and the land that the building is located on.

Building Operations and Maintenance Guide (O&M Guide): This is a source of up-to-date, relevant information for the facilities manager to ensure smooth operation of the building.

Building Management System (BMS): A computer-based software and hardware system capable of remotely monitoring and controlling the building's mechanical and electrical systems. This includes *Internet of Things (IoT)* based monitoring equipment capable of remotely monitoring, controlling and reporting a buildings performance to ensure equipment is operating to its calibrated performance requirements. A BMS system can also be applied to control lighting, access and *Closed-Circuit Television (CCTV)*.

Building User Guide (BUG): This is a source of up-to-date, relevant information for the building user to ensure smooth operation of the building.

Built Environment Sustainability Scorecard (BESS): Is an assessment tool created by local governments in Victoria, managed by CASBE. It assesses the sustainability of a building's design at the planning stage.

Business Case (Pre-Bid): Involves the elicitation of information from the community identifying need, research, scoping, preparation and development of a project including investigations, stakeholder consultations, obtaining permits, conceptual design, high-level scheduling and lifecycle funding estimates.

Business Case (Detailed): Involves a detailed analysis of the project capital and operational costs versus the resulting benefits, both tangible and intangible. Development of an effective Business Case including introduction, analysis of the project, recommended option and justification. Approval is sought from Council before proceeding with detailed preliminary budgeting. A business case is intended to demonstrate that the advantages delivered by the project exceed the value of the financial cost to implement.



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Construction: Relates to the building delivery of Minor Capital Works, Medium Capital Works or Major Projects, and may be staged over a few years to deliver the project.

Council Alliance for a Sustainable Built Environment (CASBE): Is an Association of Victorian Councils committed to the creation of a sustainable built environment.

Disposal: Is any of the activities associated with the disposal of a decommissioned asset. At the end of an asset's serviceable life, an asset may become surplus to requirement for a number of reasons including under-utilisation, obsolescence, provision exceeds required level of service, policy change, or service provided.

Facilities: Are ancillary assets other than buildings within the property boundary such as carparks, off street access roads, off street lighting, bollards, signage, pathways, street furniture and garbage bins, garden beds, trees and vegetation. All items that service the building, above and below ground.

Green Star: Is a voluntary sustainability rating system for buildings in Australia, managed by the Green Building Council of Australia. It assesses the sustainability of buildings at the design, construction and operational stages.

Lifecycle: The time interval that commences with the identification of the need for an asset and terminates with the decommissioning of the asset or any liabilities thereafter.

Maintenance: Is the on-going, day-to-day work activity required to keep the assets (including buildings and facilities) serviceable and to perform as intended.

NABERS: Is an environmental rating tool that measures the energy, water, waste and indoor environmental performance of existing buildings during operation. It is managed by the NSW Department of Environment & Heritage on behalf of the Federal, State and Territory Governments.

Net Zero Emissions: Refers to achieving net zero carbon emissions by balancing a measured amount of carbon released with an equivalent amount sequestered, generated or offset, by the asset's operation.

Operations: This is the active process of utilising an asset that consumes resources such as manpower, energy and materials.

Refurbishment: Includes works to upgrade or enhance existing buildings and facilities.

Renewal / Replacement: Includes the restoration, or like-for-like replacement of existing assets to their original condition and capacity

Sustainable Development: Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable Development Goals: Developed by the United Nations General Assembly in 2015, these 17 goals expand upon the key areas of Sustainable Development and set targets for completion by 2030.



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Sustainable Design Assessment in the Planning Process (SDAPP) Factsheets: The SDAPP factsheets provide detailed advice on sustainable building design at the planning stage.

Upgrade: Includes work related to the extension or augmentation of an asset in response to growth or an increase in the defined levels of service.

Waste: Any energy outcome resulting from an action that is unnecessary or can otherwise be achieved by simpler means requiring less energy.



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7. Council Policy

7.1. Policy Vision

The Policy ensures that all capital works, including construction and refurbishment, renewals and disposals, of Council buildings minimises adverse environmental impacts, such as excessive energy consumption, greenhouse gas emissions, water use, and generation of waste, during the construction and operational phases of a building's life. The Policy will also guide and influence organisational practices to manage the social, environmental and financial aspects of Council Buildings.

7.2. Policy Objectives

The Policy will aim to deliver a range of improved sustainability outcomes and benefits to Council, the community and the environment including:

Environmental benefits

- Reduced demand for limited and non-renewable resources such as water, materials and energy derived from fossil fuels
- Reduced greenhouse gas emissions
- Reduced pollution, toxic by-products and waste production
- Demonstrate environmental leadership to the community
- By identifying and eliminating waste

Economic benefits

- Resilient, futureproofed assets prepared to adequately deal with the impacts of climate change
- Lower operational costs through increased energy, water and waste efficiencies and use of automated / intelligent systems.
- Offsetting rising utility prices
- Better financial performance through consideration of building lifecycle when designing, operating, and upgrading Council buildings
- Advantage when applying for funding or grants related to ESD considerations
- Increased attractiveness of Council buildings available for rent, due to lower utility cost

Social benefits

- Improved health and wellbeing outcomes for staff, tenants and other building users
- Tangible display of environmental leadership and corporate responsibility to the community
- Increased staff, community and stakeholder pride
- Improved comfort, resilience, safety and amenity of Council buildings



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7.3. Financial Responsibility

Council is obligated to deliver buildings that are environmentally, socially, and economically sustainable. The cost of construction, maintenance, refurbishment, upgrade, and disposal works will be considered based on benefits and financial costs. The ESD features of any given undertaking will be considered holistically and with respect to payback periods. Council will ensure that value for money, social, environmental and economic factors are all carefully considered as an integral component of the procurement process.

7.4. Policy Standards

Council sets the following standards for building and facility projects delivered through the City Improvement Program:

Table 1 – Project Categories and ESD Performance Standards

Category	Council Building Type	New Buildings	Existing Buildings
Major Projects ≥\$10M	Civic Offices /Town Halls, Libraries, Aquatic Recreation Centres, Sports Stadiums, Larger Community Centres, Arts & Entertainment Centres	<p>Minimum 5 Stars Green Star Design and As Built (or equivalent). The design specifications must be certified or peer reviewed by an independent third party.</p> <p>For office buildings: Minimum 5.5 Stars NABERS Energy (without Green Power).</p> <p>Minimum 5 Stars NABERS Water (without bulk-purchased recycled water).</p> <p>The NABERS Ratings will be validated through certification within 2 years of project completion.</p> <p>All buildings must be designed to achieve net zero carbon emissions through a combination of ESD principles, on-site renewable energy generation, and Power Purchasing Agreements (PPAs) or carbon offsets.</p> <p>On-site solar photovoltaic arrays generating at least 25% of the building's predicted peak electricity usage (adjusted for</p>	<p>Minimum 4 Stars – Green Star Design and As Built (or equivalent). The design specifications must be certified peer reviewed by an independent third party.</p> <p>For office buildings: Minimum 4.5 Stars NABERS Energy (without Green Power).</p> <p>Minimum 4 Stars NABERS Water (without bulk-purchased recycled water).</p> <p>The NABERS Ratings will be validated through certification within 18 months of project completion.</p> <p>Building design and operation aimed at achieving net zero carbon emissions.</p> <p>On-site solar photovoltaic arrays generating at least 15% of the building's predicted peak electricity usage (adjusted for seasonality) must be installed.</p> <p>If existing natural gas systems are present, a feasibility review</p>



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		<p>seasonality) must be installed.</p> <p>Natural gas is not permitted under any circumstance.</p> <p>An intelligent IoT-based BMS must be installed for the purposes of monitoring and control. This must be of open architecture and non-proprietary.</p>	<p>detailing the possibility and cost associated with a transition to a comparable electric equivalent must be completed.</p> <p>An intelligent IoT-based BMS must be installed for the purposes of monitoring and control. This must be of open architecture and non-proprietary.</p>
Moderate Projects ≥\$1M – \$10M	<p>Pavilions, Childcare and Maternal and Child Health Centres, Aged Care/ Senior Citizens Centres, Neighbourhood Houses, Community Centres/Halls</p>	<p>Minimum 5 Stars Green Star Design and As Built (or equivalent). The design specifications must be peer reviewed by an independent third party.</p> <p>For office buildings: Minimum 5.5 Stars NABERS Energy (without Green Power).</p> <p>Minimum 5 Stars NABERS Water (without bulk-purchased recycled water).</p> <p>The NABERS Ratings will be validated through certification within 2 years of project completion.</p> <p>All buildings must be designed to achieve net zero carbon emissions through a combination of ESD principles, on-site renewable energy generation, and Power Purchasing Agreements (PPAs) or carbon offsets.</p> <p>Natural gas in not permitted under any circumstance.</p>	<p>Minimum 4 Stars Green Star Design and As Built (or equivalent). The design specifications must be certified or peer reviewed by an independent third party.</p> <p>For office buildings: Minimum 4.5 Stars NABERS Energy (without Green Power).</p> <p>Minimum 4 Stars NABERS Water (without bulk-purchased recycled water).</p> <p>The NABERS Ratings will be validated through certification within 18 months of project completion.</p> <p>Building design and operation aimed at achieving net zero carbon emissions.</p> <p>If existing natural gas systems are present, a feasibility review detailing the possibility and cost associated with a transition to a comparable electric equivalent must be completed.</p>
Moderate Projects – 2	<\$1M ≥\$250K	<p>Minimum score of 60% or higher (Excellent) – Built Environment Sustainability Scorecard (BESS) or equivalent</p> <p>+ Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets.</p> <p>+ Best practice standards under Disposals where applicable</p>	<p>Minimum score of 50% (Best Practice) – Built Environment Sustainability Scorecard (BESS) or equivalent</p> <p>+ Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets.</p> <p>+ Best practice standards under Disposals where applicable</p>



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Moderate Projects – 3	<\$250K ≥\$50K	<p>Minimum score of 50% (Best Practice) – Built Environment Sustainability Scorecard (BESS) or equivalent</p> <p>+ Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets.</p> <p>+ Best practice standards under Disposals where applicable</p>	<p>Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets.</p> <p>+ Best practice standards under Disposals where applicable</p>
Minor Projects	<\$50K	<p>Minimum best practice standards in the relevant Sustainable Building Categories as identified in the SDAPP Factsheets.</p> <p>Best practice should be used to eliminate inefficiencies and increase environmental value in installation of fit out appliances. All installations should be within one star of the highest energy/water rating currently available for the particular appliance at the time of design.</p>	<p>Minimum best practice standards in the Sustainable Buildings Categories as identified in the SDAPP Factsheets.</p> <p>Where applicable to end-of-life replacements of fit out appliances, best practice should be used to eliminate inefficiencies and increase environmental value. All end-of-life substitutions should be within one star of the highest energy/water rating currently available for the particular appliance at the time of refurbishment.</p>
Disposal		<p>Demolition – demonstrate that a minimum of 90% of the waste generated during construction and demolition has been diverted from landfill (noting that this may not be possible for buildings of a certain age due to the presence of hazardous materials).</p> <p>Landscape – achieve a minimum 1 point using Green Star Ecological Value Calculator for the site.</p>	
ALL		<ul style="list-style-type: none"> ▪ Ongoing maintenance and performance costs will be considered in the design and delivery of all building projects. Conduct life-cycle cost and payback calculation on specific building features with two or more product options. ▪ Meeting standards to be part of the City Improvement Program – Project Reporting Process. ▪ For all projects ≥\$5M that affect building services, a third party Independent Commissioning Agent must be engaged. 	

Note: If the scope of the project expands and its budget changes, then the project's minimum ESD requirements must be reviewed and updated to meet the Minimum ESD Standards as defined in **Table 1 – Project Categories and ESD Performance Standards and Appendix 1 – Minimum ESD Standards.**



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7.5. Business Cases

While Council strongly believes in value for money under the terms stipulated in point 7.3. – Financial Responsibility, Council also has an obligation to invest in infrastructure and design processes that will make a positive contribution to the Greater Dandenong region's resilience to climate change processes.

Measures that contribute in a meaningful way to Council's net zero carbon emissions and renewable energy targets, or significantly reduce consumption of energy, water and other resources, will be prioritised in the first instance.

In order to ensure financial obligations and ESD considerations are adequately disseminated and reviewed as per the intent of Section 7.3, Council requires the following Business Case procedures to be adhered to:

Projects ≥ \$5 million

For projects ≥ \$5M a Detailed Business Case, should include a cost-benefit analysis on the minimum ESD standard, to support the project budget, must be:

- Peer reviewed at the concept design stage by an internal member of the relevant team
- Reviewed and approved by an appropriate member of the Sustainability Planning Unit to ensure the ESD specifications are appropriate
- Presented by the Project Manager to Council during the Detailed Design Phase.

Projects ≤ \$5 million:

For projects ≤ \$5M a Detailed Business Case, AS ABOVE:

- Peer reviewed at the concept design stage by an internal member of the relevant team
- Reviewed and approved by an appointed member of the Sustainability Planning Unit to ensure the ESD specifications are appropriate
- Presented by the Project Manager to the Executive Management Team during the Detailed Design Phase.

7.6. Roles and Responsibilities

Council

- Councillors – Leadership group of elected community representatives, that:
 - Act as custodians and stewards for the sustainability resilience of Council's buildings and facilities and make final budget decisions via the Capital Improvement Program in each Annual budget.

CEO and Executive Management Team (EMT)

- Leadership group comprising of the CEO and Directors, that:
 - Promotes the sustainability and futureproofing of Council's buildings and facilities to staff, Councillors and the broader community.



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- Directs the design and construction of sustainable buildings that meet the objectives and standards in the Policy.
- Guides the periodic review and update of the Policy.

Capital Works Committee (CWC)

- Committee of staff from across Council, chaired by Director of Business, Engineering and Major Projects, and governed by a Terms of Reference, that:
 - Oversees the strategic direction and monitoring of the City Improvement Program, and application of the Policy objectives and standards.
 - Oversees the implementation of the City Improvement Program and the delivery of the Policy objectives and standards.

Project Advocate

- Department Manager who acts as the 'Client' for the project, that:
 - Is responsible for providing oversight and support to Project Managers, to ensure that each project complies with the Policy, throughout the planning, coordination and delivery phases.

Project Management

- Specialist Unit within Council, that:
 - Ensures the coordination and delivery of individual projects in compliance with the Policy.

Design and Sustainability

- Specialist Unit within Council, that:
 - Provides advice, guidance and support on City Improvement Program projects to ensure that they comply with the Policy, especially during design phase of the project.
 - Reports on Council's performance against the Policy objectives and targets defined in relevant Sustainability Strategies and Plans.

Building Maintenance

- Specialist Unit within Council, that:
 - Provides support on City Improvement Program projects ensuring compliance with the Policy, from an operational and maintenance perspective.
 - Manages the building's facilities efficiently, once occupied, to reduce the operational impacts on the Council's emissions profile, resource consumption, and rising costs of utility bills in collaboration with the Design and Sustainability Unit.

Project Working Group

- Advisory group for the project that:
 - Is established to provide subject matter expertise about the project and its deliverables.

8. Implementation

This stage in the City Improvement Program involves the continuous monitoring and reporting of the project against budget forecasts and baseline schedules, as well as the objectives and standards in the Policy.



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8.1. Process

Process	Role	Responsibility
Capital Planning		
Pre-Bid Business Case and Bid Submission	Project Advocate	<ul style="list-style-type: none"> Elicits project specific information and negotiates with the community or users Prepares Business Case in accordance with Section 7.5. and submits for internal review and approval to EMT. Seeks advice and approval of Business Case from Design and Sustainability. Seeks advice from Building Projects. Includes feedback and Sustainable Buildings Policy requirements in project brief.
	Design and Sustainability	<ul style="list-style-type: none"> Reviews proposed City Improvement Program project, reviews Business Case and ESD Specifications, and provides feedback to Project Advocate regarding the Sustainable Buildings Policy and its wider implications.
	Building Maintenance	<ul style="list-style-type: none"> Review project and provide feedback to Project Advocate.
Bid Shortlisting	Design and Sustainability	<ul style="list-style-type: none"> Check that bids meet the objectives and requirements in the Sustainable Buildings Policy.
Bid Assessment	Capital Works Committee	<ul style="list-style-type: none"> Assesses the project against selection criteria including the objectives and requirements in the Sustainable Buildings Policy.
Capital Delivery		
Detailed Planning Phase	Project Manager	<ul style="list-style-type: none"> For projects ≥ \$5M appoint representatives from Design and Sustainability to the Project Working Group (where established). For projects >\$4M; An opportunity for the Sustainability Team to define preference about the ESD consultant appointment for the project. The ESD Consultant is required to be adequately briefed by the Project Manager. The Consultant is required to provide a return brief about the project ESD specifics to the Project Manager for review, discussion and approval at the Conceptual stage of the project. For projects ≥ \$5M; appoint representatives from Building Maintenance to the Project Working Group (where established). For projects ≤ \$5M; consult with Design and Sustainability. Project Report to include how Sustainable Buildings Policy objectives and standards will be achieved.



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Process	Role	Responsibility
		<ul style="list-style-type: none"> For projects \geq \$5M; present a detailed Business Case to Council that includes a cost benefit analysis confirming the minimum ESD standards For projects, \leq \$5M; present a Business Case to the Executive Team that includes a cost benefit analysis on the minimum ESD standards, as identified in the Sustainable Buildings Policy.
	Design and Sustainability	<ul style="list-style-type: none"> For projects \geq \$5M; attend Project Working Group meetings (where established) and assist Project Manager in reporting on how project is meeting the minimum ESD requirements and actionable items prescribed in the Sustainable Buildings Policy. This includes ensuring building, services and civil designs are appropriate and in accordance with this Policy For projects \leq \$5M; provide advice and support to the Project Manager on minimum ESD and Sustainable Buildings Policy requirements. This includes ensuring building, services and civil designs are appropriate and in accordance with this Policy For all projects, check and approve Business Cases to ensure that Documentation and Specifications meet Sustainable Buildings Policy requirements.
	Building Maintenance	<ul style="list-style-type: none"> For projects \geq \$5M; attend Project Working Group meetings (where established) and provide requested feedback. For projects \leq \$5M; provide advice and requested feedback.
Detailed Design and Final Approvals Phase	Project Manager	<ul style="list-style-type: none"> To specify the methodology of how the project will achieve the Sustainable Buildings Policy objectives and requirements in the Project Management Plan (PMP).
	Design and Sustainability	<ul style="list-style-type: none"> For projects \geq \$5M; attend Project Working Group meetings (where established) and assist Project Manager in reporting on how project is meeting Sustainable Buildings Policy. For projects \leq \$5M; provide advice and support to the Project Manager on Sustainable Buildings Policy requirements. Check that Documentation and Specifications meet Sustainable Buildings Policy and minimum ESD requirements.
	Building Maintenance	<ul style="list-style-type: none"> For projects \geq \$5M; attend Project Working Group meetings (where established) and provide requested feedback. For projects \leq \$5M; provide advice and requested feedback.
Cost Refinement	Project Manager	<ul style="list-style-type: none"> Include life-cycle cost and payback calculations in Business Cases for all building features that are being considered for cost refinement.



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Process	Role	Responsibility
and Procurement		<ul style="list-style-type: none"> Project Report to include how project is achieving Sustainable Buildings Policy standards and minimum ESD requirements.
	Design and Sustainability	<ul style="list-style-type: none"> For projects \geq \$5M; attend Project Working Group meetings (where established) and check that any suggested changes do not impact the project's ability to adhere to the specific ESD requirements stipulated in the Sustainable Buildings Policy or agreed sustainable design outcomes. For projects \leq \$5M; provide advice and check that changes do not impact how the project is meeting Sustainable Buildings Policy.
	Building Maintenance	<ul style="list-style-type: none"> For projects \geq \$5M; attend Project Working Group meetings (where established) and provide requested feedback. For projects \leq \$5M; provide advice and requested feedback.
Construction / Implementation (including Monitoring and Reporting)	Project Manager	<ul style="list-style-type: none"> Project review to demonstrate practicalities about how project is achieving Sustainable Buildings Policy objectives and requirements. Check that any changes do not adversely impact the meeting of Sustainable Buildings Policy objectives and requirements. For projects \geq \$5M; engage Independent Commissioning Agent.
	Design and Sustainability	<ul style="list-style-type: none"> Ensure that changes do not adversely impact the meeting of Sustainable Buildings Policy objectives and requirements.
Completion / Handover	Project Manager	<ul style="list-style-type: none"> Project review to include how project has achieved Sustainable Buildings Policy standards.
	Design and Sustainability	<ul style="list-style-type: none"> Assist Project Manager in Handover process.
	Building Maintenance	<ul style="list-style-type: none"> Review As Built drawings and functional documentation provided by the Project Delivery Team.
Evaluation / Close	Project Manager	<ul style="list-style-type: none"> Project review to include report on implementation costs and expected benefits of Sustainable Building Policy on project.
Operations		
On-going Operations and Maintenance	Facilities Manager / Project Manager	<ul style="list-style-type: none"> Check that Buildings are managed in accordance with the Operations and Maintenance Guide, and provided functional documents relating to the building or facility. Ensure that any repairs/replacements are done in accordance with Operations and Maintenance Guide and ESD requirements.



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Process	Role	Responsibility
		<ul style="list-style-type: none"> Ensure Buildings and Facilities are run in accordance with best practice principles of energy, water and resource efficiency. Regularly monitor energy and water consumption and generation of waste using a combination of inhouse BMS information and remote 3rd party analytical data, utility bills, or manual meter readings, dependent on facility. Develop and circulate quarterly summary reporting on the Energy Use, Water Use and Waste Generation in each building or facility.

8.2. Special Considerations

There are some cases where the sustainability standards or certain ESD items may not be achievable or practical.

Where compliance with sustainability standards or components of them have been assessed to provide inadequate environmental, social or economic benefit to warrant the investment required. This assessment will be made by relevant officers with representation from Council's Sustainability Planning unit and, where appropriate, with input from a suitably qualified person in sustainable building design. The decision to apply special considerations in this regard will be made by the relevant Director or Manager.

9. Monitoring and Reporting

The City Improvement Program will be monitored and reported on, to ensure projects comply with the endorsed Sustainable Buildings Policy objectives and standards, as well as relevance to Council goals, targets, performance indicators and statutory requirements.

Key performance indicators include:

- Percentage of projects meeting specific Sustainability Performance Targets as identified in the Sustainability Strategy 2016-30.
- Percentage of projects meeting specific Performance Targets as identified in the Climate Change Emergency Strategy 2020-30.
- Performance of Council buildings against specified Sustainability Performance Targets as identified in the Sustainability Strategy 2016-30.

This information will be reported on as part of Council's annual sustainability reporting methods, which is presented back to Council.

Quarterly summary reporting on the Energy and Water Use and Waste Generation in each building or facility will be completed and circulated internally. This may be based on BMS or 3rd party remote analytical monitoring data, utility/contractor invoices or manual meter readings, in order or preference and dependent on the highest level of data available at each facility.



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The effectiveness of the Policy will be reviewed every two years (to account for changes in ESD and technical standards) and reported back to Council.

Appendix 1: Minimum ESD Standards

The ESD minimum requirements outlined below apply (as relevant to the mandated scope of works) to all capital works and building maintenance project works. The requirements are deliberately specific; they are written for direct insertion into tender specification documents or for individual product selection.

These should be discussed with Council's Sustainability Planning Unit to check which items are feasible for the scope of works. All internal projects will apply this policy from project conception to ensure that initial project scope and budget preparation includes these minimum requirements.

Building Item	Specification Requirement																				
1. Building Envelope																					
1.1 - Building Fabric Insulation	<p>Roof and ceiling, walls, and flooring construction achieves a 20% increase on the minimum required R-values specified in NCC Section J1.3, J1.5 and J1.6. Below is a table Total R-values for building fabric in Climate Zone 6 with a 20% increase.</p> <table> <tr> <th>Building Fabric Component</th><th>Total R-value</th></tr> <tr> <td>Roof/Ceiling</td><td>3.84</td></tr> <tr> <td>Wall components of a wall-glazing construction where the wall is less than 80% of the area of the wall-glazing construction where the wall is 80% or more of the area of the wall-glazing construction as per NCC Section J Part J1.5</td><td>1.20</td></tr> <tr> <td>Wall components of a wall-glazing construction where the wall is 80% or more of the area of the wall-glazing construction as per NCC Section J Part J1.5</td><td>1.68</td></tr> <tr> <td>Walls with surface density $\geq 220 \text{ kg/m}^2$ or South orientation or shaded according to NCC Section J Figure J1.5</td><td>2.76</td></tr> <tr> <td>All other walls</td><td>1.20</td></tr> <tr> <td>Internal walls between conditioned and non-conditioned areas</td><td>1.20</td></tr> <tr> <td>Floor above non-conditioned area</td><td>1.20</td></tr> <tr> <td>Floor with in-floor heating</td><td>3.90</td></tr> <tr> <td>All other floors</td><td>2.20</td></tr> </table> <p>If using the Section JV3 method using a reference building, demonstrate a 20% improvement on the Reference Building. The Reference Building is a building which achieves minimal compliance with the NCC Section J DTS provisions. Retrofit insulation wherever possible into renovations and extensions and where any new air conditioning or heating systems are added. For large projects with an expected high use and ongoing frequency of artificial heating and cooling, thermal scanning is to be undertaken to the façade once the insulation has been installed and the internal plastering complete.</p>	Building Fabric Component	Total R-value	Roof/Ceiling	3.84	Wall components of a wall-glazing construction where the wall is less than 80% of the area of the wall-glazing construction where the wall is 80% or more of the area of the wall-glazing construction as per NCC Section J Part J1.5	1.20	Wall components of a wall-glazing construction where the wall is 80% or more of the area of the wall-glazing construction as per NCC Section J Part J1.5	1.68	Walls with surface density $\geq 220 \text{ kg/m}^2$ or South orientation or shaded according to NCC Section J Figure J1.5	2.76	All other walls	1.20	Internal walls between conditioned and non-conditioned areas	1.20	Floor above non-conditioned area	1.20	Floor with in-floor heating	3.90	All other floors	2.20
Building Fabric Component	Total R-value																				
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Internal walls between conditioned and non-conditioned areas	1.20																				
Floor above non-conditioned area	1.20																				
Floor with in-floor heating	3.90																				
All other floors	2.20																				
1.2 - Building Sealing	<p>All new buildings (including extensions and other works) must be designed to prevent unwanted air infiltration through building sealing. This includes:</p> <ul style="list-style-type: none"> Thermal bridging to be avoided. <p>For works to existing buildings:</p>																				



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Building Item	Specification Requirement
	<ul style="list-style-type: none"> All existing windows and doors to be sealed and weather-stripped. All existing exhaust fans to be fitted with self-sealing dampers. Any disused ventilation openings (e.g. kerosene vents) should be sealed, <p>For large projects with an expected high use and ongoing frequency of artificial heating and cooling, air pressure testing is to be undertaken to the conditioned spaces of the building.</p>
1.3 - Glazing	<p>For vertical glazing, the total energy used for each orientation and each story is not greater than 90% of the total allowance according to the Australian Building Codes Board glazing calculator or the calculated aggregated air-conditioning energy value as defined in part J1.5 of the NCC.</p> <p>If using the Section JV3 method using a reference building, demonstrate a 20% improvement on the Reference Building. The Reference Building is a building which achieves minimal compliance with the NCC Section J DTS provisions.</p> <p>Where there are roof lights, the SHGC and total U-Value of these roof lights exceed the requirements of NCC section J1.4 by 15%.</p>
1.4 - Thermal Mass	<p>All development should apply design principles to help enhance thermal mass and temperature regulation to the building and immediate surrounds. Design principles include the following:</p> <ul style="list-style-type: none"> Material selection and positioning to facilitate thermal mass Incorporation of architectural features that minimise or exploit heat gain Landscape design to maximise site perviousness and provision of vegetation that provides shade and weather protection.
2. Lighting Design and Lighting Control	
2.1 - Lighting	<p>Light Emitting Diode (LED) technology exclusively for all lighting.</p> <p>The following minimum specifications are required for all LED lighting:</p> <ul style="list-style-type: none"> Flicker free electronic drivers that feature 12-bit or greater resolution. To address the perception of colour, light sources must have a minimum Colour Rendering Index (CRI) of 80. Efficacy should be 70 lumens per watt or better. Warm white is preferred by default, however the architect or lighting designer may choose other colours to enhance the design's function or ambiance. <p>Lighting design should consider for the following:</p> <ul style="list-style-type: none"> Design for easy access to change lights. Factor in cost of changing light bulbs and maintenance when costing. Controller by the building BMS To include motion sensors and dimming
2.2 - Illumination	<p>Best practice lighting levels for each task within each space type is defined as lighting with a maintained illuminance that meets the levels recommended in the relevant Standard. Guidance for different space types and activity types:</p> <p>Lighting designs are to be checked using a lighting model (such as a Dialux model or equivalent) to ensure that spaces are not over or under illuminated. As-installed illumination levels should also be checked as part of the commissioning process.</p> <p>Lighting levels for different space types and activity types should comply with AS/NZS 1680.</p>
2.3 - Outdoor Lighting	<p>No external luminaire has an Upward Light Output Ratio that exceeds 5%. Lighting designs should avoid light spill over property boundaries as described in AS 4282:1997</p>



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Building Item	Specification Requirement
	<i>Control of the obtrusive effects of outdoor lighting.</i>
2.4 - Control Systems	<p>Photoelectric (PE) daylight dimming, turndown modes, timers and proximity sensors are to be specified by the lighting designer, optimised to minimise running time and operational energy of lighting systems.</p> <p>Lighting control to be linked to building management systems and/or security system.</p> <p>Occupancy Passive Infrared sensors (PIR) in all areas with adhoc usage patterns (i.e. Change Rooms, toilets, meeting rooms, storerooms, medical rooms, individual offices, plant rooms, etc.)</p> <p>Sensors to be installed above entries into rooms facing the activity area of the room unless otherwise specified. Sensors not to be positioned to face doorways.</p>
3. Heating, Ventilation and Cooling Systems	
3.1 - Heating Ventilation and Air Conditioning (HVAC) Design	<p>To reduce reliance on mechanical ventilation, the following design principles should be considered:</p> <ul style="list-style-type: none"> • Use passive design principles to avoid excessive heat gain. • Minimise west facing glazing, maximise operable windows and cross ventilation. Use natural ventilation or a mix of natural and mechanical ventilation. • Install fixed external shading to north glazing, adjustable external shading to east and west windows and glazed doors. • Zone spaces to shut off rooms not in use, cool rooms only being used and locate non-habitable rooms on the west as a buffer from heat gain. • Ceiling heights to be a minimum of 2.7 metres so that ceiling fans can be installed safely. • In small buildings, plan to have effective natural ventilation based on BESS guidelines. • Use reed switches on outside doors to temporarily shut down HVAC in spaces where outside doors are regularly left open, including childcare centres, gymnasiums and pools. • Intelligent use of best practice site greening principles for both shading and carbon capture.
3.2 - Heating Ventilation and Air Conditioning (HVAC) Technology	<p>In new builds, heat pump technology for heating and/or cooling must be used in place of natural gas. Equipment to have Coefficient of Performance (CoP) and Energy Efficiency Ratios (EER) within 15% of the most efficient equivalent capacity unit available (i.e. If most efficient equivalent capacity unit has a COP of 3.5, then an acceptable equivalent capacity unit would be no lower than COP 3 – calculated as $3.5 \times .85$) Refer to www.energyrating.gov.au.</p> <p>Preference waterless heat-rejection cooling systems – but use evaporative systems to support air flow in kitchen canopies</p> <p>Council now prohibits natural gas boilers in new buildings due to the associated emissions profile and inability to achieve Council's zero carbon emissions goals.</p> <p>For offices and childcare centres, heat recovery ventilation is encouraged. This includes specifying the inclusion of air-to-air heat exchangers as part of the building HVAC.</p> <p>Where continuous 100% fresh air is required (i.e. Gymnasiums), Heat Ventilation and Air Conditioning systems will employ closed-loop heat exchange technology with conversion efficiency greater than 75%.</p> <p>Where there is no ventilation systems and natural ventilation is relied on, include ceiling fans or air turbines to all habitable spaces. Allow for a minimum 2700mm ceiling height</p>



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Building Item	Specification Requirement
	<p>for rooms with ceiling fans.</p> <p>Consultants to provide HVAC selection matrix to justify strategy in relation to project specific requirements.</p> <p>In mixed-use buildings incorporating an office component ratable under NABERS, any non-office space must be serviced by an entirely separate HVAC system (including plant equipment, fans, pumps etc.). This is to avoid the inclusion of any unnecessary thermal energy which will have a negative impact on the rating result. If this is not feasible, NABERS-compliant thermal metering must be installed to enable the manual exclusion of the thermal energy associated with provision of servicing to the non-office space.</p>
3.3 - Economy features	<p>Motorised and fully modulating economy dampers to be fitted to all integrated Heat Ventilation and Air Conditioning (HVAC) systems (packaged or split ducted) with 100% outside air capability.</p> <p>All air handling unit (AHU) fans to include Variable Speed Drive (VSD) technology capable of being controlled by non-original equipment manufacturing (OEM) external direct digital controllers (DDC). Fan or pump motors to be direct drive. Belts and pulleys are not to be used, unless absolutely required.</p>
3.4 - HVAC Control Systems	<p>All changes to HVAC systems to include control strategies that demonstrate and follow the load of the building in conjunction with ambient conditions. To be included but not limited to;</p> <ul style="list-style-type: none"> • pump speeds, • CO₂ sensor limits and thresholds, • Staging according to conditions. <p>All systems to utilise variable supply based on occupancy using CO₂ monitoring and/or occupancy detection for zone ventilation control. This includes PIR for splits, fan coils, AHUs or VAVs.</p> <p>Unitary controls – where systems employ unitary controls only, supplementary control shall be available for high level interface (HLI) to BMS or other systems as required.</p> <p>Building Management Systems (BMS) – Any BMS shall be capable of HLI to existing BMS used by council for supervisory control and data acquisition. BMS equipment and software must be open-architecture and non-proprietary, based on IOT sensor technology and information transmission platforms that automatically encrypt data sent.</p> <p>HVAC systems that provide multi-mode control, regulating each area to specific temperature and master control held remotely are encouraged.</p>
Refrigerants	<p>The current refrigerants family of R410a is to be discontinued in 2 to 3 years' time, allowing only for top ups. The new R32 therefore should be considered as a replacement when available. Note, R32 is slightly combustible. Preference is therefore given to natural refrigerants that also provide comparatively higher efficiency, such as CO₂ (R744), Ammonia (R717), Propane (R290).</p>
4. Hot Water Systems	
4.1 - Hot Water Technology	<p>Preference hot water system as follows:</p> <ol style="list-style-type: none"> 1. Electric heat pump (minimum COP 3.5 under design conditions, depending on size) 2. Electric heating element, coupled with 100% powered by renewable energy or on-site solar photovoltaic device 3. Where gas hot water systems are absolutely required, units must be of condensing technology with high efficiency. <p>Option 3 may only be used through preparation of a justification report which must be approved by both the responsible Project Manager and a representative of the Design and Sustainability team.</p>



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Building Item	Specification Requirement
4.2 - Pipe insulation	<p>All hot water piping (flow and return) above 25mm Outside Diameter (OD) shall be insulated with pre-formed sectional glass wool or polyester insulation, having a maximum thermal conductivity of 0.036 W/m².K at 20°C mean temperature. All exposed pipe work insulation shall be sheathed with 0.5mm thick zinc anneal sheet metal or approved equivalent. All sheathing shall be installed in a manner which resists entry of water and UV light.</p> <p>All hot water pipes (flow and return) 20mm Outside Diameter (OD) or less shall be fully insulated with Armaflex FR 13mm or approved equivalent. All exposed pipe work insulation shall be sheathed in a UV protective coating, i.e. foil tape or equivalent coating. All sheathing shall be installed in a manner which resists entry of water and UV light.</p> <p>High quality, appropriate for the application, pipes (such as George Fisher GF) must be used for the delivery of water in plant rooms. Copper lines are acceptable for smaller volume applications.</p> <p>All external hot water pipe fittings such as connectors, joiners, bend pieces and valves shall also be insulated.</p> <p>Ring main hot water systems shall be fully insulated with Armaflex FR 38mm or approved equivalent.</p> <p>Note: Pre-lagged (Kemlag or Polylag) pipe not to be used.</p> <p>Long ring main runs are not recommended as energy is wasted due to idle standing in the line.</p>
4.3 - Hot Water Control Systems	<p>Ring main hot water systems will include a digital time clock control mechanism that:</p> <ul style="list-style-type: none"> Prevents hot water circulation during non-occupancy hours. Starts ring main to circulate water at least one hour prior to estimate use. <p>Preference connection to a Building Management System (BMS) or building security system.</p>
5. Building Services Operational Control	
5.1 - Metering and Monitoring	<p>Accessible metering must be provided to monitor building energy and water consumption, including all energy and water common uses and major uses, and sources.</p> <p>Non-utility meters (including sub-meters) must follow the same requirements to those described in the most current Validating Non-Utility Meters for NABERS ratings protocol, issued by the NSW Office of Environment and Heritage.</p> <p>Meters must be located in an area that allows regular monitoring and maintenance by facilities managers or connected to the BMS to be read remotely, as digital meters. A monitoring plan must be developed so Council and building managers can find, access and easily interpret metering data.</p>
BMS Systems and Remote (IoT) Based monitoring systems	<p>A building's BMS system is the eyes and ears of all equipment and devices under its control. The BMS system needs to be based on IOT sensor technology that provides high accuracy, repeatability and long battery life. It needs to be of open architecture and non-proprietary. Its software must be capable of remote transmission securely via a platform such as LoRaWan, not WiFi. Analytics of the data generated by the BMS need to be read and understood by qualified engineers who would be able to identify abnormalities in their pattern of use.</p>
5.2 - Commissioning Hand Over and Tuning	<p>A <i>building user's guide</i> must be completed by the design team (using Green Star templates). The building user's guide is to be reviewed and updated by the design team just prior to building occupation.</p>



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Building Item	Specification Requirement
	<p>An independent commissioning agent is to be appointed to ensure that all building systems are working to peak efficiency and as per design specifications before practical completion can be granted.</p> <p>The commissioning agent must be appointed directly by Council (not by the main building contractor) in a timely manner. The commissioning agent can be a member of Council's facilities team, in which case will need to report back to the project team to report highlights, issues found, or lessons learnt.</p> <p>The commissioning agent's scope is to also oversee building tuning of the main building systems and building controls over 12 months of operations (during the defects liability period).</p> <p>The design team and the commissioning agent is to train Council staff, Facilities Managers and the main building users in the efficient operation of building systems, maintenance requirements, signs of inefficient operation and the contents of the building users guide as part of building handover.</p>
5.3 - Lighting Control	Lighting control systems outlined in item 2.4 are to be commissioned and then tuned over a period of 12 months to ensure that lighting works both efficiently and in line with the building user's needs. Smart lighting is encouraged.
5.4 - HVAC Control	<p>HVAC Control systems outlined in item 4.3 are to be commissioned and then tuned over a period of 12 months to ensure that HVAC works both efficiently and in line with the building user's needs.</p> <p>Split systems other than split ducted (hi wall, cassette, under ceiling) will include Original Equipment Manufacturing (OEM) wired wall mounted controllers with administrator lock out capabilities of hi and low temperature, fan speed, run time. Infrared remote controllers (IRCs) should be avoided.</p>
6. Renewable Energy Provision	
6.1 - Renewable Energy Systems	<p>Installation of a micro-generation renewable energy system to supply an agreed level of building energy consumption is required.</p> <p>If solar PV system is deemed not immediately feasible (as approved by both the relevant Project Manager and a representative of the Design and Sustainability team), the building must be designed to accommodate the installation of solar PV, batteries and battery management system that maximises solar irradiance at a future stage.</p>
7. Energy Efficient Appliances and Equipment	
7.1 - Appliance and Equipment Efficiency standards	<p>Hand Dryers: Only high energy efficient hand dryers utilising no heat, high air speed technologies along with air filters to promote hygiene are to be installed in toilets, bathrooms and change rooms. Paper towels and paper towel dispensers are not to be used unless hand dryers are considered to be unsuitable (with supporting evidence).</p> <p>Fans and Exhaust Units: Highest available energy efficient ventilation systems, extraction fans, etc.</p> <p>Domestic Fit-out Appliances: Equipment used in fit out to be within one star rating of best available technology for energy and water efficiency. i.e. fridge / freezer / dishwasher (5 star water rating and 4 star energy rating minimum) / oven / cook top / range hood/ hot water urns.</p> <p>Energy efficiency of appliances can be confirmed on the website www.appliancesonline.com.au with performance ratings based on information provided on the website www.energyrating.gov.au</p> <p>Beverage Boilers:</p>



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Building Item	Specification Requirement
	Install timers on tea and coffee boilers so they switch off over weekends and overnight. No urns to be used.
7.2 - Peak Demand Management	For large buildings with a high anticipated electrical consumption, electrical equipment and control systems should be designed to minimise kVA demand during peak times. This includes the use of battery storage, coupled with renewable energy generation and demand management systems.
8. Water Efficiency and Stormwater Management	
8.1 - Water Fixtures, Fittings and Appliances	<p>Shower heads: 3 star WELS, ≤7.5L/min flow rate</p> <p>Use timed shower systems that allow for pre-set temperature control and flow duration.</p> <p>Shower taps: push button time delay variable temperature mixing valve (e.g. Enware TFC790925 or equivalent).</p> <p>Toilets: Within 1 star WELS of best available</p> <p>Urinals: Within 1 star WELS of best available, preference sensor operated</p> <p>Taps: Within 1 star WELS of best available, preference push button</p> <p>Washing machines / dishwashers / other appliances: Within 1 star WELS of best available</p> <p>Refer to WELS Product Database: http://www.waterrating.gov.au/</p> <p>Products with a specific "fit for purpose" use must meet the abovementioned water consumption benchmarks.</p>
8.2 - Rainwater Tanks	<p>Rainwater harvesting system to supply toilets, urinals, laundry, garden irrigation, etc. Match roof capture area and tank size to expected use.</p> <p>Tanks to have adequate filtration when connected to internal uses. Gutter guards, first flush diverters, etc. need to be considered. Tools such as www.tankulator.ata.org.au/ or www.insitewater.com.au can help size tanks appropriately.</p> <p>Tank purging/sharing systems should also be considered based on the project and site surround to maximise non-potable water use and plan for storm events.</p>
8.3 - Stormwater Quality	<p>Design the stormwater management system to achieve Best Practice stormwater management. Rainwater harvesting system (see rainwater tanks above) and/or raingardens, swales or other engineered treatment measures may be required.</p> <p>Best Practice stormwater management can be demonstrated by either achieving a 100% score in Melbourne Water STORM tool, InsiteWater or MUSIC modelling.</p>
9. Building Materials and Finishes	
9.1 - Timber	<p>All timber used to be FSC or PEFC certified or re-used/recycled. The use of tropical hardwoods such as Merbau, Mirabow, Ipil, Kwila, Vesi are not permitted under any circumstances.</p> <p>All engineered wood products, including office furniture and fit outs to comply with E0 standard for formaldehyde levels. Where no E0 Product is readily available criteria within the Green Star Formaldehyde Minimisation credit can be applied. (Refer to IEQ13.2 in the Green Star Technical Manual).</p> <p>The use of laminated timber structural members (plantation) will be given precedence over native hardwood structural members.</p>
9.2 - Structural and Reinforcing Steel	<p>95% of the building's steel (by mass) is sourced from a Responsible Steel Maker.</p> <p>For steel framed buildings, at least 60% of the fabricated structural steelwork is supplied by a steel fabricator/steel contractor accredited to the Environmental Sustainability Charter of the Australian Steel Institute (ASI).</p> <p>For concrete framed buildings, at least 60% (by mass) of all reinforcing bar and mesh is produced using energy-reducing processes in its manufacture (measured by average</p>



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Building Item	Specification Requirement
	mass by steel maker annually).
9.3 - Building Products in General	Meet transparency and sustainability requirements under one of the following initiatives: <ul style="list-style-type: none"> • Reused Products • Recycled Content Products • Environmental Product Declarations • Third-Party Certification • Stewardship Programs.
9.4 - Poly Vinyl Chloride (PVC)	To reduce environmental impacts for building users, internal fit out plastics (e.g. vinyl flooring and carpet underlays) should exclude PVC. Where PVC is used apply Best Practice Guidelines for PVC in the Built Environment by specifying eco-labels (e.g. Global-Mark Certified) that comply with the Green Star Responsible Materials credit. A Material Safety Data Sheet is a way to verify that a product does not contain PVC.
9.5 - External surface finishes	Light materials with Solar Reflectance Index (SRI) in accordance with the Green Star criteria for the heat island effect are to be used for roof and external facade to reduce urban heat island effect and reduce cooling load. (Roofing material preference: Colorbond Coolmax or approved equivalent)
10. Indoor Environmental Quality	
10.1 - Paints, Adhesives, Sealants & Carpets	Low or zero Volatile Organic Compound (VOC) office furnishings, flooring and internal coatings (i.e. paints, adhesives and sealants) in accordance with the Green Star Tool. (Refer to IEQ 13.1 in the Green Star Technical Manual). Plasterboard with recycled content.
10.2 - Daylight Access	Provide adequate daylight for all spaces and demonstrate a Daylight Factor (DF) of at least 2.0% at finished floor level (FFL) under either a CIE overcast sky or a CIE uniform sky through modelling or through Green Star Daylight and Views Hand Calculation Guide.
11. Transport Facilities	
11.1 - Low Emission Vehicle Provision	Design allowance for at least 2 single phase sub-circuits (40 Amp capacity) on switch board to allow for e - vehicle recharging. 15% of parking should be designated for fuel-efficient vehicles. Parking spaces for fuel-efficient, hybrid and electric vehicles must be clearly designated, for example through use of different coloured line markings and highly visible signage
11.2 - Bike-Parking	Bicycle parking for users and visitors to be meet at the minimum Planning Scheme Clause 52.34 requirements. Bicycle parking and end of trip facilities must be designed to meet the minimum requirements using the Built Environment Sustainability Scorecard (BESS). End of trip facilities designed in accordance with Bicycle Victoria's Bicycle Parking Handbook. Continuous and accessible travel to the bike parking area.
12. Innovation	
12.1 - Innovation Opportunities	Council encourages innovation in Council Buildings, as they help Council to demonstrate leadership and help educate the community on practical sustainability. Council buildings should continuously trial and refine new technologies as they become available. Technologies currently considered innovative but which should be considered for Council buildings include:



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Building Item	Specification Requirement
	<ul style="list-style-type: none"> Increased thermal mass in preference to light weight structures. Simulated thermal mass using light weight phase change materials. For existing buildings - investigate retrofitting phase change materials and adding additional shading, blinds and window tinting. Batteries used to reduce peak load and network demand charges, and designed to provide load shifting, peak lopping, and off-peak charging. Batteries designed to improve on-site utilisation of renewable generation. Batteries used to increase building operational resilience in the face of civic emergencies and grid failures (using renewable and battery combinations instead of back-up generators). Increased provisions for electric vehicles. Solar shading for car parks to support electric vehicle charging. Low carbon cements cement alternatives. For larger projects – a Power Purchase agreement to supply renewable energy to achieve zero carbon goals when these cannot be completely achieved by on-site measures (undertaken as per Green Star requirements). Any other innovations not otherwise considered by this document but recommended by the Project Manager or design team. All projects are to undertake a pre-occupancy and post-occupancy survey to understand building occupant comfort and needs. All new development must appropriately reflect and acknowledge and/or incorporate Aboriginal and Torres Strait culture. This is to be guided through the delivery of Councils Reconciliation Action Plan.



4.3 FINANCE AND BUDGET

4.3.1 2025-26 Mid-Year Budget

Responsible Officer: Chief Financial Officer

Attachments:

1. Attachment A - 2025-26 Mid-Year Budget Adjustments [4.3.1.1 - 13 pages]
2. Attachment B - Income Statement [4.3.1.2 - 1 page]

Officer Recommendation

That Council **ADOPTS** the 2025-26 Mid-Year Budget noting the following:

1. The proposed amendments to capital and operating budgets that have occurred since the adoption of the Annual Budget and subsequently the Amended Budget (incorporating carry overs from the previous financial year (Attachment A)); and
2. This Mid-Year Budget includes a transfer to the Major Project Reserve of \$1 million which will:
 - Partially offset the projected cash deficit in 2026–27, if it eventuates;
 - Remain available for future strategic investment decisions should the deficit not materialise; and
 - Maximise reserve capacity considering reduced discretionary capital funding and increasing reliance on internal financing for major projects.

Executive Summary

1. The 2025-26 Mid-Year Budget Review process provides Council with the opportunity to review its operations since the adoption of the 2025-26 Budget, and subsequently the Amended Budget (incorporating carry overs from 2024-25). It allows Council to make the necessary adjustments to reflect the latest forecast financial position (refer **Attachment A**).
2. This report recommends amendments to capital and operating budgets that have occurred since the adoption of the 2025-26 Annual Budget and subsequently the Amended Budget (incorporating carry overs from the previous financial year), (refer **Attachment A**).

Background

3. The financial management of City of Greater Dandenong is a complex task with Council managing operational inflows and outflows of over \$250 million (excluding depreciation), with the addition of a capital works program of \$150 million in 2025-26 (including carry overs), across hundreds of different services that are provided to the community.
4. The purpose of this Mid-Year Budget Review is to assess financial trends that have occurred during the first five months of the 2025-26 financial year and to determine a forecast outcome for 30 June 2026. The Mid-Year Budget Review further allows Council to take account of the final outcomes arising from the previous financial year given that the Original Budget is developed in April/May, some two months prior to the end of the financial year and many of Council's services and capital projects span across the financial years.
5. Since 30 June 2025, several events have arisen that need to be considered. These items are listed in **Attachment A**, summarised in *Table 1* and total an unfavourable net result of \$93,000



on capital, operating and borrowing variations combined. The proposed budget adjustments are a result of a detailed review of projected forecasts to 30 June 2026.

6. *Table 1 Mid-Year Budget Review (balanced outcome)*

Component		\$'000	\$'000
Residual surplus available			1,096
<u>Less</u>			
Capital variations (net of funding sources)	Attachment A	(635)	
Operating variations (net of reserves)	Attachment A	265	
Borrowings	Attachment A	277	
2025-26 Mid-Year Budget adjustments (unfavourable)			(93)
Residual surplus			1,003
Proposed transfer to Major Projects Reserve			(1,003)
Revised residual outcome			0

7. To assist Council in considering the proposed revisions, two Attachments are contained in this report:

- **Attachment A** - is the full listing of adjustments (both capital and operating) that have been referred for Council consideration and have been proposed to be included in the Mid-Year Budget.
- **Attachment B** – Income Statement comparing the Amended 2025-26 Budget (Annual Budget plus carry overs from the previous year) against the proposed Mid-Year Budget.

Key Issues and Discussion

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



9. Table 2 – Management Accounting Summary

Description	Original Budget 2025-26 \$'00	Amended Budget 2025-26 \$'000	Mid Year Budget 2025-26 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
Income Statement				
Income	288,267	289,596	295,026	5,430
Expenditure	262,465	271,278	278,956	(7,678)
Surplus (deficit) - operations	25,802	18,318	16,070	(2,248)
Management accounting reconciliation				
<i>Add (less) back non-cash items:</i>				
Depreciation and amortisation	49,196	49,196	53,944	(4,748)
Contributions non monetary assets	(7,500)	(7,500)	(7,500)	-
Written down value of assets sold/scrapped	60	60	60	-
Sub total	41,756	41,756	46,504	(4,748)
<i>Add (less) non operating cash items</i>				
Capital expenditure	(119,871)	(149,997)	(145,949)	4,048
Transfers from (to) reserves	21,261	22,129	14,351	(7,778)
Loan repayments	(4,770)	(4,770)	(13,361)	(8,591)
Loan proceeds	36,502	36,502	45,227	8,725
Repayment of lease liabilities	(680)	(680)	(680)	-
Sub total	(67,558)	(96,816)	(100,412)	(3,596)
Cash surplus (deficit) for year	-	(36,742)	(37,838)	(10,592)
Accumulated surplus bought forward	-	37,838	37,838	-
Forecast position surplus (deficit)	-	1,096	-	(1,096)

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

- Original Budget – Annual Budget adopted by Council 23 June 2025.
- Amended Budget – Incorporating operating and capital carry overs from 2024-25 approved by Council on 22 September 2025.

Income and Expenditure (Income Statement result)

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



12. Table 3 – High level Income Statement result summary

Description	Original Budget 2025-26 \$'00	Amended Budget 2025-26 \$'000	Mid Year Budget 2025-26 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
Income Statement				
Income	288,267	289,596	295,026	5,430
Expenditure	262,465	271,278	278,956	(7,678)
Surplus - ongoing operations	25,802	18,318	16,070	(2,248)

13. The movement in income is mainly attributable to the increase in grant funding, investment returns and interest on rates outlined in this report.

14. The movement in expenditure is due mainly to an increase in the estimated depreciation on Council's fixed assets (\$4.7 million) following significant revaluation increases in the 2024-25 financial year. This is a non-cash item but does have a significant impact on the Income Statement. Additionally, the \$2.08 million in grant funded program expenditure, \$300,000 contribution to DMPL for Bazaar upgrade capital works and Digital Technology variations (\$443,000) have contributed to this increase in operating expenditure.

Operating variations

15. Net operating adjustments total a favourable \$265,000 which primarily relate to the offset of the following variations:

16. *Favourable operating adjustments*

- Interest on rate arrears due to an unchanged legislated penalty interest rate of 10% (\$700,000).
- Interest return on investments - stronger investment returns than forecast in the budget (\$750,000), partially offset by a transfer to the DCP reserve for interest on DCP investment funds (\$250,000).
- Workcover premium savings (\$685,000) - transferred to the Insurance Reserve.
- Financial Assistance Grants funding allocation received via the Victoria Local Government Grants Commission (\$302,000).
- Insurance premiums – favourable adjustment (\$192,000).

17. *Unfavourable operating adjustments*

- A \$300,000 contribution towards the Dandenong Market Bazaar upgrade is funded via the Dandenong Activity Precinct Parking and Development Reserve. An additional \$900,000 is expected to be required in 2026–27, to be sourced from the same reserve.
- Digital Technology adjustments (x 9) totalling \$443,000. The most significant adjustment is a one-off allocation to support the development of a business case for an Enterprise Resource Planning (ERP) / Core System review. The remaining adjustments reflect increased investment in cybersecurity, annual software maintenance increases, and digital service continuity. Of the total, \$301,000 represents ongoing commitments that will have a direct impact on Council's Long-Term Financial Plan (LTFP).
- Communications resourcing (\$250,000) - adjustments have been made to support temporary staffing requirements within the Communications team, including coverage for extended leave, delivery projects, and the establishment of a new internal communications function.



- South East Leisure reactive maintenance (\$157,000) - urgent maintenance funding to avoid service disruptions.
- Legal costs (\$150,000) for employee and industrial relations matters, as well as multi-employer enterprise agreement costs.
- Placemaking Micro Grant program (\$150,000) aimed at encouraging the community to actively participate in placemaking projects in the area.
- Insurance claims (\$150,000) unfavourable trend adjustment.

Capital variations

18. Net capital adjustments total a net unfavourable \$635,000 due to:

- The offsetting of a budget surplus for the recently completed Keysborough Community Hub (\$800,000) and a high priority project – Drum Theatre Façade and Illumination Renewal that will be staged over two years (total of \$700,000 split over 2025-26 \$250,000 and 2026-27 \$450,000).
- Two capital projects have been partly deferred to 2026-27 (overall nil cash impact due to transfers to reserves):
 - i. Dandenong Wellbeing Centre - \$4.8 million in capital expenditure has been deferred to next financial year based on a review of future cash flow projections.
 - ii. Dandenong Stadium Flooring - \$1.2 million has been deferred to 2026-27 to align with revised timetable of works.
- Upgrade of pitch 3 floodlighting at Police Paddocks Sports Precinct, co-funded by a confirmed \$80,000 contribution from Dandenong City Soccer Club. The two-year project (2025-26 \$90,000 and 2026-27 \$210,000) will address substandard lighting, improve power infrastructure, and support growing participation.
- Two Council-approved capital projects at Noble Park Community Centre totalling \$520,000 are offset by reserve funding. Council Meeting resolution 13 October 2025.
- \$300,000 relating to the expansion of parking meters. Council Meeting resolution 27 October 2025.
- \$141,000 has been transferred from an operating budget allocated to Robert Booth to fund Springvale Reserve Nets behind Goals and Burden Park Bowls Club Flooring. Overall, this transfer has a nil impact.

Grant/Contribution funding

19. Capital contributions - Council will receive \$1.2 million in Level Crossing Removal Program (LXRP) funding for capital works relating to Fowler Road footpath and road reconstruction and South Gippsland Highway path.
20. Capital grants - Council has been successful in an Artificial Intelligence (AI) Chat Bot grant of \$200,000 which will be matched by associated expenditure and will require a \$50,000 Council contribution.
21. Operating grants – grant funding matched by associated expenditure (\$2.08 million in total, nil cash impact). The more notable items include:
- Child First - \$1.21 million
 - Strong and Resilient Communities - \$170,000
 - Harm Reduction Strategy - \$155,000
 - Digitisation of Building Permits - \$131,000
 - Pathway to Cladding Remediation - \$94,000
 - Pre-school Field Officer - \$74,000



Borrowings

22. Two existing variable rate loans held with the NAB and CBA have been refinanced in October 2025. These facilities were refinanced to a more favourable fixed rate structure through the Treasury Corporation of Victoria (TCV), leveraging lower long-term cost certainty. Both loans retain the same term and will be repaid in full before the maturity dates of the original loans. This refinancing has resulted in an increase of \$8.73 million in loan proceeds as well as repayments (overall nil impact). Additionally, it has led to a favourable adjustment to interest expense and standard loan repayments in 2025-26 (\$277,000).

Reserves

23. *Table 4 – Movement in Reserve funds*

Reserve	Original Budget 2025-26 \$'000s	Amended Budget 2025-26 \$'000s	Mid Year Budget 2025-26 \$'000s	Mid Year vs Amended Variance \$'000s
Transfer to reserve				
Major Projects	2,428	2,428	9,564	7,136
Open space - planning, developments and improvements	2,000	2,000	2,000	-
Open space - acquisitions	-	-	-	-
Development Contribution Plans Council funded	900	900	1,150	250
Keysborough maintenance levy	1,800	1,800	1,800	-
Springvalley landfill rehabilitation reserve	-	-	-	-
Dandenong Activity Precinct Parking and Development	1,000	1,000	1,000	-
Self insurance reserve	-	-	685	685
Future Maintenance reserve (LXRA)	-	-	-	-
Native vegetation reserves	-	-	-	-
Total transfer to reserves	8,128	8,128	16,199	8,071
Transfer from reserve				
Major Projects	18,007	18,708	18,708	-
Open space - planning, developments and improvements	316	316	316	-
Open space - acquisitions	-	77	77	-
Development Contribution Plans Council funded	5,182	5,182	5,182	-
Grants received in advance	-	-	-	-
Keysborough maintenance levy	2,031	2,031	2,031	-
Self insurance reserve	221	221	221	-
Springvalley landfill rehabilitation reserve	281	320	320	-
Springvale Activity Precinct parking and development	-	-	-	-
Dandenong Activity Precinct Parking and Development	2,824	2,874	3,174	300
General Reserve (Aged and Community Services)	50	50	50	-
Future Maintenance reserve (LXRA)	432	432	432	-
Native vegetation reserves	45	45	38	(7)
Total transfer from reserves	29,389	30,257	30,550	293
Net movement in reserves	(21,262)	(22,129)	(14,351)	7,778



24. Transfers to reserves (increase of \$8.1 million) primarily relates to \$7.1 million in transfers to the Major Project Reserve including:

- \$4.8 million deferred project expenditure to 2026-27 for Dandenong Wellbeing Centre.
- \$1.2 million deferred project expenditure to 2026-27 for Dandenong Stadium flooring.
- \$996,000 surplus from this Mid-Year Budget proposed to be quarantined to mitigate the projected cash deficit in 2026–27 if it eventuates, while preserving flexibility for future strategic investments and strengthening reserve capacity in light of reduced discretionary capital funding and increased reliance on internal financing.
- \$450,000 quarantined project expenditure for 2026-27 for the second stage of Drum Theatre Façade and Illumination project added at this Mid-Year Budget.
- \$210,000 quarantined project expenditure for 2026-27 for the second stage of Police Paddocks Pitch 3 lighting project added at this Mid-Year Budget.

Current Economic Environment

25. Council remains financially sound; however, the economic outlook remains uncertain.

26. Annual inflation rose to 3.2% in the September 2025 quarter, up from 2.1% in June, marking the strongest annual increase in over a year. Broader economic conditions remain volatile, with interest rate cuts now unlikely in the near term with easing expected in mid to late 2026 citing persistent inflation and a still-tight labour market. These conditions combined with workforce constraints continue to influence Council's operational and strategic planning.

27. The most significant long-term impact is the tightening of discretionary capital funding, shaped by strategic investment decisions, major project borrowings, and the embedded future operating costs outlined in the Long-Term Financial Plan. These factors require ongoing financial discipline and prioritisation to ensure sustainability in future years. Council's Major Project Reserve as forecast in the Long-Term Financial Plan will also mostly be consumed by outflows for the funding of the Dandenong Wellbeing Centre major capital project.

28. The adopted Long-Term Financial Plan 2026-2035 (LTFP) for the first time forecasts annual cash deficits of approximately \$3.5 million from 2026–27. While the LTFP is reviewed annually, current projections highlight the importance of prudent financial management.

Proposal: Allocation of Mid-Year Surplus to Major Project Reserve

29. To support Council's financial sustainability and mitigate the forecast deficit in 2026–27, it is recommended that the 2025–26 Mid-Year Budget surplus of \$1 million be quarantined within the Major Project Reserve.

30. While this allocation provides short-term relief, it should be viewed as a temporary measure rather than a sustainable solution. Relying on one-off surpluses to address budget challenges is not viable in the long term. This allocation will either:

- Partially offset the projected cash deficit in 2026–27, if it eventuates.
- Remain available for future strategic investment decisions should the deficit not materialise.
- Maximise reserve capacity considering reduced discretionary capital funding and increasing reliance on internal financing for major projects.

31. To ensure financial sustainability, Council must continue to focus on the broader strategy that includes comprehensive service reviews to identify efficiencies and prioritise community value, revenue optimisation opportunities, including pricing, grants, and partnerships and strategic workforce and asset planning to align resources with long-term priorities. These are essential to address underlying pressures and maintain Council's capacity to deliver services and infrastructure into the future.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

32. Items 40, 43-44, 47-48, 53, 60-64 and 70 in **Attachment A** include temporary or ongoing staff resourcing implications, grant funded programs resourcing or relate to Workforce Planning.

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

Operating Budget Implications

33. The 2025-26 Mid-Year Budget review will ensure that Council has accommodated all known variations to the Budget that have occurred during the first five months of the financial year and results in only a minor movement in the budgetary targets established in the 2025-26 Annual Budget.

34. The financial implications associated with this report involve ongoing costs in future years of \$507,000 per annum and will need to be included in Council's Long Term Financial Plan (\$301,000 relate to Digital Technology, \$175,000 relates to Strategic Communications new position and \$31,000 for bank charges).

Asset Implications

35. This item relates to several future capital projects as outlined in **Attachment A**.

Legal/Risk Implications

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

Environmental Implications

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

Gender Impact Assessment

38. A gender impact assessment is not required.

Community Consultation

39. The 2025-26 Mid-Year Budget Review has been prepared based on budget reviews conducted by all Council staff with budgetary responsibilities and following discussion and consideration by Council. As changes to the Original Budget are not material, Council is not required to formally advertise the Mid-Year Budget.

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

40. 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.



41. 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

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

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
ADJUSTMENTS - CAPITAL (CASH)					
GRANT FUNDED PROJECT - COUNCIL CONTRIBUTION REQUIRED					
1	Artificial Intelligence (AI) Chat Bot grant - Non-recurrent grant project requiring Council contribution.	1 year	200,000	250,000	(50,000)
			200,000	250,000	(50,000)
PROJECT BUDGET SURPLUS (SAVINGS)					
2	Keysborough Community Hub (KCH) Budget surplus recognised following practical completion of the KCH building. Minor works are expected to continue through to 30 June 2026.	1 year	0	(800,000)	800,000
			0	(800,000)	800,000
CAPITAL EXPENDITURE (FUNDED FROM RESERVES)					
3	Noble Park Community Centre Disability Discrimination Act (DDA) facilities - bathroom refurbishment Funded from the Major Projects Reserve. Council Meeting resolution 13 October 2025.	1 year	0	450,000	(450,000)
4	Noble Park Community Centre Kitchen Internal refurbishment - foyer kitchenette. Funded from Major Projects Reserve. Council Meeting resolution 13 October 2025.	1 year	0	70,000	(70,000)
5	Reduce transfer to Major Projects Reserve An allocation to the Major Projects Reserve was included in the 2025-26 budget to quarantine funds for the Noble Park Community Centre projects above. Allocation reduced based on anticipated expenditure in items 3 and 4 above.	1 year	0	(520,000)	520,000
			0	0	0
CAPITAL PROJECT EXPENDITURE DEFERRED TO 2026-27 (TRANSFERRED TO RESERVES)					
6	Dandenong Wellbeing Centre This is a cash flow timing adjustment not a material change. Revised cash flow projections. It is proposed that \$4.8 million be transferred to the Major Projects reserve to match the expected expenditure timing in 2026-27.	1 year	0	(4,800,000)	4,800,000
7	Dandenong Wellbeing Centre (transfer to Major Projects Reserve) - Please refer to preceding item.	1 year	0	4,800,000	(4,800,000)

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
8	Dandenong Stadium Flooring On-site works - including substructure repairs, timber flooring installation, and line marking are now scheduled for September 2026 to minimise disruption to South East Leisure's operations. As a result, approximately 75% (\$1.2 million) of the total \$1.67 million budget will not be spent in the 2025-26 financial year. It is recommended that this amount be deferred to reserves and reallocated to the project in the 2026-27 financial year to align with the revised delivery timeline.	1 year	0	(1,200,000)	1,200,000
9	Dandenong Stadium Flooring (transfer to Major Projects Reserve) - Please refer to preceding item.	1 year	0	1,200,000	(1,200,000)
			0	0	0
UNBUDGETED CONTRIBUTION INCOME					
10	Pound Road West Upgrade Contribution Income Contribution received from Major Road Projects Victoria to support anticipated maintenance costs associated with a gifted asset transferred to Council ownership.	1 year	56,150	0	56,150
			56,150	0	56,150
NEW CAPITAL PROJECTS (PRIORITY or COUNCIL RESOLUTION)					
11	Drum Theatre Façade and Illumination Renewal (2025-26) This project prioritises the renewal of the Drum Theatre's external illumination system and installation of First Nations artwork to address significant safety concerns in the precinct, particularly around the Langhorne Street bus interchange. The current lighting is completely non-functional, creating dark zones that contribute to negative perceptions of safety and cultural exclusion. The base cost of \$500,000 covers these critical upgrades, with an additional \$200,000 proposed for extended lighting improvements along Langhorne Street and the adjacent car park - areas identified as safety hotspots. While the full package would enhance the precinct, the priority remains the Drum Theatre upgrades due to their immediate safety impact and community concern. To be staged over two years - 2025-26 and 2026-27.	2 years 26-27: \$450K	0	250,000	(250,000)
12	Drum Theatre Façade and Illumination Renewal (2026-27) Allocation to the Major Projects Reserve to support funding requirements for stage two of this capital project scheduled for 2026-27.	1 year	0	450,000	(450,000)

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

Attachment A, Page 2

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
13	Police Paddocks - pitch 3 lighting (2025-26) Upgraded sports field floodlighting for Pitch 3 at the Dandenong Police Paddocks Sports Precinct, with a confirmed co-contribution of \$80,000 from Dandenong City Soccer Club. The construction will be submitted as a budget bid for 2026-27. The current lighting infrastructure delivers only 30–40 lux, well below the minimum standard of 100 lux, making it unreliable and unsuitable for safe and effective use by sporting groups. The upgrade will include power system improvements, new floodlighting installation, and tender documentation. Dandenong City Soccer Club has experienced significant growth, with total participation increasing by 52% since 2022, including a 117% rise in female participants and 84% growth in juniors. Comparatively, other clubs in the City of Greater Dandenong (CGD) have seen stagnant or declining participation, highlighting the need to support high-performing clubs with fit-for-purpose infrastructure. The lack of adequate lighting restricts ground usage and contributes to dissatisfaction among stakeholders and the broader community. To be staged over two years - 2025-26 and 2026-27.	2 years 26-27: \$210K	0	90,000	(90,000)
14	Police Paddocks - pitch 3 lighting (2026-27) Allocation to the Major Projects Reserve to support funding requirements for stage two of this capital project scheduled for 2026-27.	1 year	0	210,000	(210,000)
15	Parking Meter Expansion Parking meters in new/expanded areas for paid parking as per Council resolution 27 October 2025.	1 year	0	300,000	(300,000)
			0	1,300,000	(1,300,000)
TRANSFER FROM OPERATING BUDGET					
16	Springvale Reserve Nets behind Goals at Netball End Transfer from operating budget originally allocated to Robert Booth. Council Meeting resolution 23 June 2025.	1 year	0	80,000	(80,000)
17	Burden Park Bowls Club Flooring Urgent works. Transfer from operating budget originally allocated to Robert Booth. After investigations, further funding did not end up being required for Springvale North Tennis Club Lighting.	1 year	0	61,500	(61,500)
			0	141,500	(141,500)

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
NEW GRANT/CONTRIBUTION FUNDING (NIL IMPACT)					
18	Level Crossing Removal Program (LXRP) - Project 1 - Fowler Road footpath Fully funded LXRP capital project.	1 year	750,000	750,000	0
19	Level Crossing Removal Program (LXRP) - Project 2 - Fowler Road reconstruction Fully funded LXRP capital project.	1 year	350,000	350,000	0
20	Level Crossing Removal Program (LXRP) - Project 3 - South Gippsland Highway path Fully funded LXRP capital project.	1 year	99,900	99,900	0
			1,199,900	1,199,900	0
TOTAL ADJUSTMENTS - CAPITAL (CASH)			1,456,050	2,091,400	(635,350)

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

Attachment A, Page 4

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
ADJUSTMENTS - OPERATING (CASH)					
NON DIRECTORATE					
21	Victorian Local Government Grants Commission (VLGGC) 2025-26 Grant Allocation Confirmed allocation partly offset by a minor overpayment adjustment for the prior year (2024-25) which is one off.	Ongoing	301,560	0	301,560
22	Workcover Premium Lower than anticipated in the budget. This saving will be transferred to the Insurance reserve.	1 year	0	(684,873)	684,873
23	Transfer to Insurance Reserve (Favourable Workcover premium) The workcover premium saving will be transferred to the Insurance reserve.	1 year	0	684,873	(684,873)
24	Interest Return on Investments The 2025-26 Budget built in earlier interest rate cuts than have occurred to date. A review of cash and investment balances, interest rate trends and forecasts estimates a favourable adjustment to this item. Partly offset by higher transfer to the Development Contributions Plan (DCP) reserve to reflect interest earned on DCP trust funds.	1 year	750,000	250,000	500,000
25	Interest on rate arrears Council continues to budget on the expectation that the Minister will review and reduce the legislated penalty interest rate. Prior year actuals and year-to-date trend indicates that the full year effect will be higher than expected.	1 year	700,000	0	700,000
26	Credit Card Surcharge Implementation is on hold until the outcomes of a Reserve Bank of Australia and Australian Competition and Consumer Commission (ACCC) investigation and proposed reforms is known later this calendar year.	1 year	(100,146)	0	(100,146)
27	Other Income - Includes legal supplier volume discount and return of funds held in legal trust.	1 year	32,504	0	32,504
28	Emergency Services Volunteer Fund (ESVF) Additional income expected to collect the ESVF on behalf of the State Government, wholly offset by additional expenditure to configure IT systems to accommodate the changes.	1 year	70,200	70,200	0
29	Council election fine income Higher than anticipated election fine income from non-voters in the 2024 Council election.	1 year	27,029	0	27,029
30	Bank charges - Trending higher due to greater online transactions (credit card).	Ongoing	0	30,000	(30,000)
SUB-TOTAL NON-DIRECTORATE			1,781,147	350,200	1,430,947

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

Attachment A, Page 5

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
CUSTOMER AND INFORMATION OFFICE PORTFOLIO					
DIGITAL TECHNOLOGY					
31	Snap Send Solve The annual subscription cost for Snap Send Solve has increased to \$90,000 due to the expiry of a discounted contract, resulting in a budget shortfall; the revised pricing reflects the standard market rate and was validated through a competitive procurement process.	Ongoing	0	41,000	(41,000)
32	Cyber Security Training - Knowbe4 - Training Videos The KnowBe4 cybersecurity training platform was procured to address rising cyber threats and support Council's strategic goal of improving organisational resilience, offering expert-developed content, automated delivery, and compliance tracking in the absence of a dedicated cybersecurity training budget.	Ongoing	0	13,425	(13,425)
33	Frontier Single Sign On and Mobile Application New expenditure but deferring implementation would delay critical payroll efficiency improvements, prolong manual processes, and undermine ongoing digital transformation initiatives, while also risking non-compliance with audit recommendations. The modules are ready for deployment, and postponement would lead to lost productivity, higher support costs, and a diminished staff experience.	Ongoing	0	32,331	(32,331)
34	Frontier - Intelligent Workflow - Annual License and Implementation Costs The Intelligent Workflow module was purchased in the previous financial year, but additional funding is required to cover implementation and ongoing licence costs because operational budgets cannot be carried forward. This platform will automate payroll workflows, reduce manual processing, and alleviate workload pressures, delivering efficiency gains and compliance with procurement and audit standards.	Ongoing	0	58,611	(58,611)
35	Property & Rating - Annual Support & Cloud Fee Annual support costs for the system have exceeded the current budget provision, while cloud agreement expenses remain aligned with the contract.	2 years	0	13,919	(13,919)
36	Rapid 7 The Rapid7 Managed Detection and Response (MDR) Essentials Subscription was approved to replace the existing Security Operations Centre (SOC) with a more advanced Managed Detection and Response solution integrated with Security Information and Event Management (SIEM), supporting Council's cybersecurity roadmap and compliance requirements. Additional funding is required to cover the expanded scope and integration costs, as these were not reflected in the current budget provision; delaying implementation would increase cyber risk and undermine audit and strategic objectives.	Ongoing	0	85,000	(85,000)

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

Attachment A, Page 6

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
37	Fresh Service Freshservice is the City of Greater Dandenong's enterprise service management platform, initially implemented for IT service desk ticketing and now used across multiple departments to manage enquiries, automate workflows, and improve service delivery. The annual cost has significantly increased due to the expiry of a discounted contract, creating a budget shortfall; a procurement review confirmed the revised pricing aligns with market rates. The platform delivers strategic benefits including cross-departmental efficiency, AI-powered ticket resolution, integration with enterprise systems, and compliance through audit-ready reporting.	Ongoing	0	47,551	(47,551)
38	Promapp - Process Mapping Software Promapp was procured under a three-year contract in the previous financial year, but a review has identified a shortfall in funds for the remaining contract term. Will ensure continuity of service and compliance with contractual obligations in future years.	Ongoing	0	15,741	(15,741)
39	Enterprise Resource Plan (ERP) / Core System Replacement Business Case This budget item supports the development of a Business Case for an Enterprise Resource Planning (ERP) / Core System Replacement system, aimed at evaluating options to modernise and streamline Council's core business systems. The business case will assess current system limitations, identify future requirements, and provide recommendations to guide investment in a fit-for-purpose solution.	1 year	0	134,950	(134,950)
			0	442,528	(442,528)
RECORDS					
40	Digitisation of Building Permits Grant Non-recurrent grant funded project.	1 year	131,000	131,000	0
			131,000	131,000	0
SUB-TOTAL CUSTOMER AND INFORMATION OFFICE PORTFOLIO			131,000	573,528	(442,528)

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

Attachment A, Page 7

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
STRATEGY AND CORPORATE SERVICES DIRECTORATE					
ORGANISATIONAL PLANNING & STRATEGY					
41	Status Resolution Support Services (SRSS) Program Contribution income and associated expenditure for the Mayoral Task Force for the SRSS program that Greater Dandenong oversees and pays for on behalf of the partner councils.	1 year	62,500	62,500	0
42	Commercial property income Anticipate lower rental income from a site proposed to be utilised for an Employment Hub grant funded project - in kind contribution.	1 year	(20,000)	0	(20,000)
			42,500	62,500	(20,000)
STRATEGIC COMMUNICATIONS AND ENGAGEMENT					
43	Communications Support for Organisational Transition Funding to enable strategic communications and engagement activities that support staff and stakeholders throughout organisational transition, ensuring clarity, transparency, and effective change management.	1 year	0	14,700	(14,700)
44	Communications Resourcing Unbudgeted temporary staff costs due to backfill of staff on sick or family leave as well as project support. New ongoing Senior Internal Communications Advisor position included.	\$170k ongoing	0	249,991	(249,991)
			0	264,691	(264,691)
PEOPLE, SAFETY AND CULTURE					
45	Recruitment costs multiple positions.	1 year	0	26,000	(26,000)
46	Legal costs relating to multi-employer enterprise agreement, general employee and industrial relation matters.	1 year	0	150,000	(150,000)
47	Organisational Capability Project Original Program extended by 3 months and delivered a focussed engagement plan for managers and people leaders, improved leader capability in understanding and managing change, provide a draft employee value proposition and lead oversight and progress reporting of actions identified via Staff Pulse Survey.	1 year	0	40,404	(40,404)
48	Workforce Planning Support the review and development of a People and Culture Workforce Plan, aimed at aligning workforce capability with strategic priorities and future service needs.	1 year	0	50,000	(50,000)
			0	266,404	(266,404)

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
GOVERNANCE, LEGAL AND RISK					
49	Insurance premium - favourable.	1 year	0	(192,121)	192,121
50	Insurance claims Historical actuals and year-to-date September 2025 trends are higher than anticipated.	1 year	0	150,000	(150,000)
			0	(42,121)	42,121
SUB-TOTAL STRATEGY AND CORPORATE SERVICES DIRECTORATE			42,500	551,474	(508,974)
CHIEF FINANCIAL OFFICE PORTFOLIO					
FINANCIAL SERVICES					
51	Banking Services Contract Tender - professional services	1 year	0	15,000	(15,000)
SUB-TOTAL CHIEF FINANCIAL OFFICE PORTFOLIO			0	15,000	(15,000)
CITY FUTURES DIRECTORATE					
CITY FUTURES EXECUTIVE					
52	Dandenong Market Bazaar upgrade contribution Contribution to capital works that the Dandenong Market will manage for the Bazaar. To be funded by a transfer from the Dandenong Activity Precinct Parking and Development reserve. An additional \$900,000 is expected to be required in 2026-27, to be sourced from the same reserve.	2 years 26-27: \$900K	300,000	300,000	0
			300,000	300,000	0
CITY DEVELOPMENT					
53	Pathway to Cladding Remediation Grant Non-recurrent grant funding from the State Government (Department of Transport and Planning) to reduce cladding risks on residential apartment buildings.	1 year	94,000	94,000	0
			94,000	94,000	0
CHIEF INFRASTRUCTURE OFFICE					
54	Robert Booth - Budget reallocation to Capital Program Budget transfers to capital program of \$80,000 for Springvale Reserve Nets Behind Goals and \$61,500 for Burden Park Bowls Club flooring. Council Meeting resolution 23 June 2025.	1 year	0	(141,500)	141,500
			0	(141,500)	141,500

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

Attachment A, Page 9

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
PARKS AND OPEN SPACES					
55	Robert Booth Liveable Communities, Liveable Waterways (LCLW) grant funded project.	1 year	15,000	15,000	0
56	Peri-urban Weed Management Partnership Bush to Bay grant funded project.	1 year	20,000	20,000	0
57	Brady Road Reserve Lower Dandenong Creek LCLW grant funded project.	1 year	17,000	17,000	0
58	LCLW Climate Future Plots grant funded project.	1 year	15,000	15,000	0
			67,000	67,000	0
BUSINESS DEVELOPMENT AND INVESTMENT					
59	Placemaking Micro Grant program - New program aimed at encouraging the community to actively participate in placemaking projects in the area.	1 year	0	150,000	(150,000)
			0	150,000	(150,000)
INFRASTRUCTURE STRATEGY					
60	Level Crossing Removal Program (LXRP) - Support Payments Funding to be received as part of the LXRP Fowler Road capital projects for resourcing to manage this program.	1 year	162,500	162,500	0
			162,500	162,500	0
SUB-TOTAL CITY FUTURES DIRECTORATE			623,500	632,000	(8,500)

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

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
COMMUNITY STRENGTHENING DIRECTORATE					
COMMUNITY WELLBEING					
61	Harm Reduction Strategy Extension in grant funded program.	2 years	155,242	155,242	0
62	Pre-school Field Officer Additional grant funding for increased targets in 2025-26 with offsetting program expenditure.	1 year	74,464	74,464	0
63	Child First - Additional funding Additional grant funding and associated expenditure for 2025-26.	1 year	1,212,481	1,212,481	0
64	Family Day Care October 2025 permanent year to date salary savings.	1 year	0	(50,000)	50,000
65	Australia Day Awards program - Strategic review Funding to engage an external consultant to conduct a strategic review of the Greater Dandenong Australia Day Awards program, as requested by Councillor Rhonda Garrad. The last review was conducted two years ago, and this new review aims to assess the program's relevance, alignment with Council's strategic priorities, and community values. The scope includes benchmarking against other local government award programs, evaluating current categories and processes, and identifying best practice recommendations. Due to a significant increase in community-led events and new strategic initiatives, the Festivals and Events team cannot absorb this work within existing resources without compromising service delivery. Commencing the review by January 2026 is essential to ensure completion by June 2026, allowing timely planning for the 2027 Awards cycle. Deferring the review risks delays that could undermine the integrity and inclusiveness of the program.	1 year	0	25,000	(25,000)
			1,442,187	1,417,187	25,000
SAFE ACTIVE & CONNECTED COMMUNITIES					
66	South East Leisure (SEL) Reactive Maintenance Funding to support reactive maintenance at South East Leisure (SEL) facilities and prevent service disruptions and ensure SEL can maintain safe and uninterrupted operations across all facilities for the remainder of the financial year.	1 year	0	157,000	(157,000)
67	Strong and Resilient Communities Grant	2 years	170,000	170,000	0

INCOME DECREASE (-) / INCREASE (+)

EXPENDITURE DECREASE (-) / INCREASE (+)

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
68	Review of Management Services Agreement between South East Leisure and Council Engage a consultant to review the Management Services Agreement (MSA) between South East Leisure (SEL) and the City of Greater Dandenong (CGD). The MSA, established in 2021 during the transition from outsourced contracts, governs the partnership between SEL and CGD in managing Council's leisure assets. With the upcoming Dandenong Wellbeing Centre (DWC)—a significantly more complex facility—scheduled to open on 1 July 2027, it is timely to assess and strengthen the collaborative framework within the MSA. Early review will allow sufficient time to negotiate necessary changes and ensure the Local Government Business Enterprise model continues to deliver optimal outcomes for CGD, SEL, and the community.	1 year	0	50,000	(50,000)
69	Emergency Management - Unbudgeted costs for an emergency incident mostly offset by recovery income.	1 year	38,000	46,600	(8,600)
			208,000	423,600	(215,600)
CREATIVE & ENGAGED CITY					
70	Libraries After Dark Grant	1 year	18,000	18,000	0
			18,000	18,000	0
SUB-TOTAL COMMUNITY STRENGTHENING DIRECTORATE			1,668,187	1,858,787	(190,600)
TOTAL ADJUSTMENTS - OPERATING (CASH)			4,246,334	3,980,989	265,345
GRAND TOTAL OF ALL ADJUSTMENTS			5,702,384	6,072,389	(370,005)

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

GREATER DANDENONG CITY COUNCIL

2025-26 MID YEAR BUDGET ADJUSTMENTS

Attachment A

ITEM NO.	ITEM DESCRIPTION	TERM	INCOME / RESERVE \$	EXPENSE \$	NET TOTAL \$
SUMMARY					
Residual surplus available at 30 June 2025					1,096,000
	Capital - net outcome		1,456,050	(4,048,600)	5,504,650
	(Increase)/decrease in transfers to reserves - capital		0	6,140,000	(6,140,000)
	Increase/(decrease) in transfers from reserves - capital		0	0	0
Subtotal - Capital variations (net of reserve transfers)			1,456,050	2,091,400	(635,350)
	Operating - net outcome		3,946,334	3,046,116	900,218
	Increase/(decrease) in transfers to reserves - operating		0	934,873	(934,873)
	Increase/(decrease) in transfers from reserves - operating		300,000	0	300,000
Subtotal - Operating variations (net of reserve transfers)			4,246,334	3,980,989	265,345
71	Loan refinancing (higher proceeds and loan repayments, overall nil impact)	1 year	8,725,000	8,725,000	0
72	Borrowing principal repayments - revised	1 year	0	(133,882)	133,882
73	Interest on borrowings - revised	1 year	0	(143,120)	143,120
Subtotal - Loans and borrowings			8,725,000	8,447,998	277,002
Residual surplus/(deficit) available					1,002,997
74	Transfer from Somerfield Native Revegetation reserve removed as \$0 reserve balance	1 year	(6,989)	0	(6,989)
75	Transfer residual 2025-26 Mid-Year Budget surplus to Major Projects Reserve	1 year	0	996,008	(996,008)
Subtotal - Reserve transfers			(6,989)	996,008	(1,002,997)
Adjusted residual surplus/(deficit)					0

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

Attachment B

Income Statement

	Original Budget 2025-26 \$'000	Amended Budget 2025-26 \$'000	Mid Year Budget 2025-26 \$'000	Mid Year vs Amended Variance Fav/(unfav) \$'000
Income				
Rates and charges	184,000	184,000	184,700	700
Statutory fees and fines	12,805	12,805	12,832	27
User fees	9,420	9,420	9,420	-
Grants - operating	36,800	30,602	32,988	2,386
Grants - capital	20,870	24,011	25,411	1,400
Contributions - monetary	3,162	7,390	7,509	119
Contributions - non-monetary	7,500	7,500	7,500	-
Net gain on disposal property, infrastructure, plant and equipment	787	787	787	-
Other income	12,923	13,081	13,879	798
Total income	288,267	289,596	295,026	5,430
Expenses				
Employee costs	105,929	111,399	114,348	(2,949)
Materials and services	96,820	99,826	99,642	184
Depreciation	48,481	48,481	53,229	(4,748)
Amortisation - intangible assets	-	-	-	-
Depreciation - right of use assets	715	715	715	-
Allowance for impairment losses	1,614	1,614	1,614	-
Borrowing costs	3,936	3,936	3,793	143
Finance costs - leases	57	57	57	-
Other expenses	4,913	5,250	5,558	(308)
Total expenses	262,465	271,278	278,956	(7,678)
Surplus for the year	25,802	18,318	16,070	(2,248)
Other comprehensive income				
Items that will not be reclassified to surplus or deficit:				
Other	-	-	-	-
Total comprehensive result	25,802	18,318	16,070	(2,248)



4.4 OTHER

4.4.1 Disability Advisory Committee Terms of Reference

Responsible Officer:	Executive Director Community Strengthening
Attachments:	1. Draft Disability Advisory Committee Terms of Reference 2025 [4.4.1.1 - 15 pages]

Officer Recommendation

That Council:

1. **APPROVES** the updated Disability Advisory Committee Terms of Reference (refer Attachment 1) effective February 2026; and
2. **NOTES** the subsequent undertaking of an Expression of Interest (EOI) process to appoint committee members in 2026.

Executive Summary

1. The Disability Advisory Committee has been established to provide advice to the City of Greater Dandenong Council in relation to access, inclusion and services in the community and on the development or implementation of the Disability Action Plan.
2. The key changes proposed are:
 - Committee members will be appointed for a two-year term (previously four-year term);
 - Meetings will be held bi-monthly (previously quarterly);
 - The Chairperson will be appointed for a 12-month term; and
 - Committee members will serve a maximum of two consecutive terms, after which a 12-month break is required before being eligible for reappointment through the recruitment process.

Background

3. The Disability Advisory Committee (DAC) supports the Greater Dandenong Council Plan 2025–29 and the goals of the Community Engagement Policy and Framework. It reflects Council's commitment to meaningful community engagement by leveraging local knowledge, expertise, and stakeholder input to inform decision-making.
4. The review of the Terms of Reference aligns with the structure and governance of Council's other advisory committees.
5. Feedback on the draft Terms of Reference was sought at the Disability Advisory Committee held on Monday 20 October.
6. The report seeks to endorse the updated Terms of Reference and subsequent undertaking of an Expression of Interest (EOI) process to appoint new Committee members.



Key Issues and Discussion

7. The membership of the Committee will comprise of:
 - Up to 2 Councillor representatives – appointed at Council's Annual Statutory Meeting;
 - Up to 2 Council Officers – from Community Strengthening Directorate appointed by the Executive Director, Community Strengthening; and
 - Up to 12 Community Representatives – appointed by resolution of Council.
8. The current Committee has 10 members with two vacant positions. The term of appointment of the current Committee varies with:
 - Six members' terms ending on 25 February 2026;
 - Two members' terms ending on 9 August 2026;
 - One member term ending on 7 February 2027; and
 - One member term ending on 27 July 2027.
9. It is proposed that all current Committee member terms will end on 25 February 2026 when the updated Terms of Reference come into effect.
10. The EOI process for members will begin in December 2025 and will involve promotion by way of social media, Council News and directly through community groups. The application review process, including interviews will take place in January 2026. The new members would then be inducted in preparation of the DAC's first meeting in early 2026.
11. If any current Committee members are reappointed through the EOI process, they will serve a two-year term under the updated Terms of Reference, consistent with the term for all new members. This clarification reflects feedback received regarding appointment duration.

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

Environmental Implications

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

Gender Impact Assessment

17. A gender impact assessment is not required.



Community Consultation

18. There was no requirement for community consultation.

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

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

- Education, training, entrepreneurship and employment opportunities.
- Embrace diversity and multiculturalism.
- Mind, body and spirit.

20. 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 city that supports business, entrepreneurship, quality education and employment outcomes.

Legislative and Policy Obligations

21. 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*.
- *Victorian Charter of Human Rights and Responsibilities 2006*.
- Related Council Policies, Strategies or Frameworks.

Disability Advisory Committee Terms of Reference

Date Adopted:
Review Date:



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1. Purpose

Establishment of the Disability Advisory Committee (DAC) aligns with the Greater Dandenong Council Plan 2025-29 and the objectives of Council's Community Engagement Policy and Framework and contributes to Council's strong commitment to engaging the community in a genuine and meaningful way by bringing together local knowledge, expertise and stakeholders to support Council's decision-making process.

The Disability Advisory Committee has been established to provide advice to the City of Greater Dandenong Council in relation to access, inclusion and services in the community and on the development or implementation of the Disability Action Plan.

2. Objectives

The objectives of the Disability Advisory Committee are to:

- Bring community perspectives to Council decision making processes
- Promote and support Council's roles through engagement and advocacy
- Assist Council to identify, articulate and respond appropriately to community needs and emerging issues
- Assist in the development and implementation of corporate policies, plans and programs that benefit the community
- Provide input, advice and specialised knowledge to support Council decision making processes in a timely and effective manner on issues relating to people with disabilities
- Current and emerging access and inclusion policy issues
- Strategic disability issues about which Council can advocate to State and Federal Government and other relevant authorities and stakeholders
- The implementation of the Disability Action Plan including relevant reviews and ways that community benefits can be maximised and the success of the Disability Action Plan can be enhanced

3. Term of Appointment

Individual members will hold office for a term of two (2) years. At the conclusion of their term members may re-apply for membership but may only be appointed for two (2) consecutive terms as part of their tenor before retiring, unless otherwise resolved by Council.

Requirements for re-appointment of Advisory Committee Members will follow the same selection process as set out in this Terms of Reference.

An individual who has held membership for two (2) consecutive terms must take a twelve (12) month break before being eligible for re-appointment.

Terms of Reference are to be endorsed at an Ordinary Meeting of Council.

4. Role of Advisory Committee

The role of the Disability Advisory Committee is to engage with the community and report to Council by providing appropriate advice and recommendations on matters relevant to the Terms of Reference in order to assist in the facilitation of informed and effective decision-making.

All recommendations made by the Advisory Committee require consideration and endorsement at an Ordinary Meeting of Council before being acted on.

5. Councillor Representatives

The nominated Councillor Representative/s to the Disability Advisory Committee will:

- Be appointed by Council at the Annual Statutory Meeting of Council
- Actively participate in Advisory Committee Meetings
- Facilitate communication between the Committee and Council
- Act in accordance with Council's Code of Conduct – Councillors

6. Chairperson

The role of the Chairperson is to ensure:

- All meetings are conducted in accordance with Council's Governance Rule
- Liaise with Council's Manager Community Care and administrative support office for the purpose of Agenda and Minute preparation.
- Obtain consensus from all advisory committee members when developing recommendations to Council.
- Foster a positive working relationship amongst all Advisory Committee members
- Ensure all members are given equal opportunity to participate in Committee discussions
- Support the Manager Community Care to keep members informed of developments and activities between meetings
- Support the Manager Community Care to present recommendations and feedback to Council as required
- Act in accordance with Council's Code of Conduct – Staff

The Chairperson shall be an external non-council member elected by the Committee.

The term of the Chair is aligned with the term of the Advisory Committee.

The term of the Chair will be a twelve (12) month period at which point in time the committee will elect and appoint another chairperson.

In the absence of the Chairperson from a meeting, the meeting will appoint an appropriate acting Chairperson.

7. Council Officer Representative

The Role of the Council Officers representative with voting rights is to:

- Liaise with the Chairperson and Council's administrative support office for the purpose of Agenda and Minute preparation.
- Foster a positive working relationship amongst Advisory Committee members and Council
- Keep members informed of developments and activities between meetings
- Present recommendations and feedback to Council as required
- Advise the committee on the progress or outcomes of matters before Council
- Actively participate in Advisory Committee Meetings
- Act in accordance with the Advisory Committee's Terms of Reference and Council Code of Conduct

8. Committee Member Responsibilities

Specific responsibilities of the Disability Advisory Committee members are to:

- Prepare for, attend, actively participate and be punctual to meetings
- Annually evaluate the performance and review the Committee's priorities for the following year
- Act in accordance with the Advisory Committee's Terms of Reference and Council Code of Conduct

Conflicts of Interest

Any matter deemed by a member to represent a Conflict of Interest shall be reported to the Chairperson either prior to a meeting or before the specific item is discussed. Disclosure must include the nature of the relevant interest.

A member who has a direct or indirect conflict of interest (ie. Interest by close association, financial interest, conflicting duty, personal gain or loss) regarding an item to be considered or discussed by the Committee, must leave the meeting and remain absent until the conclusion of the discussion.

The conflict of interest, including the nature of the interest will be recorded in the meeting minutes including the time the member left the meeting and the time they re-joined the meeting.

If a community member nominates for Local State or Federal elections, they must stand down from their position from the time they declare they have nominated until the results of the election are announced. If a member is Elected, they will be required to resign from their current position on the Committee.

Media Protocols

All Advisory Committee members must act in accordance with Council's Media Policy and refer all media enquiries to Council's Media and Communication Department for a response.

The Mayor of the day remains the spokesperson for all Council activities, Advisory Committee members are not to represent the Committee or Council to the media or on social media, unless approved by the Manager Media and Communications.

Terms and Conditions

All members of the Disability Advisory Committee will be required to accept and sign the agreed Terms and Conditions as part of their membership.

Disclosure of Personal Details

In accordance with Council's Transparency Policy, members name and current committee position will be listed on Council's website.

Code of conduct

All members of the Disability Advisory Committee will be required to abide by Council's Code of Conduct - Staff (which includes volunteers).

Authority Constraints

The Disability Advisory Committee has no authority to:

- Expend money on behalf of Council
- Commit Council to any arrangements
- Consider any matter outside its area of reference
- Direct Council Officers in the performance of their duties

9. Membership and appointment of Community Representatives

Membership

The Membership will comprise of:

- Up to 2 Councillor representatives – appointed at Council's Annual Statutory Meeting
- Up to 2 Council Officers – from Community Strengthening Directorate appointed by the Executive Director, Community Strengthening
- Up to 12 Community Representatives – appointed by resolution of Council.

Appointment of Community Representatives

All nominations will be assessed by the Selection Panel against the selection criteria. Council Officers may seek further information from nominees or their referees as part of the selection process.

Community Representatives will be appointed by Resolution of Council following recommendation by a Selection Panel.

Community Representative Memberships are voluntary roles.

Community Members will be representatives of Council's diverse and multicultural community including local groups, agencies, businesses, schools and local residents.

Resignation, Removal and Vacancies

Members of the Disability Advisory Committee may resign from their position on the committee at any time by providing written notice to the Chairperson of their intention to resign.

Council reserves the right to remove members from their Advisory Committee positions when there is a demonstrated failure to meet the obligations outlined in the Terms of Reference.

Should a vacancy arise for a community representative, during the tenure of the Committee, the vacancy shall be addressed through the formation of a Selection Panel and the Selection Process set out in the Terms of Reference.

If a vacancy arises less than six months prior to the end of committee's term, the committee may resolve to leave the vacancy unfilled for the interim.

The term for any member appointed part way through the tenure of the Disability Advisory Committee shall expire in line with the other members of the Advisory Committee.

If Council receives a request for membership in addition to the appointed members, such a request will only be considered if a vacancy exists or Council resolves otherwise.

Induction

New members will be required to undergo an induction process as soon as possible after their appointment to the Committee to ensure they are familiar with relevant Council documents, process and operating requirements, including but not limited to:

- Overview of Council
- Council Plan 2025-29

- Community Plan 2030
- Budget Process
- Reporting Requirements
- Community Engagement Policy and Framework
- Transparency Policy
- Conflicts of Interest
- Privacy and Personal Data Policy
- Victoria Charter of Human Rights and Responsibilities
- Media Policy
- Appropriate Workplace Behaviours Policy
- Diversity, Access and Equity Policy
- Code of Conduct – Staff
- Code of Conduct - Councillor
- Governance Rules
- Disability Action Plan

Co-opted Members and Non-Member Attendance

The Advisory Group may invite suitably skilled persons (either professional or community based) to join the group in an advisory capacity for a specific purpose and period of time.

Relevant senior officers from across Council Departments may be invited to attend the Advisory Committee to provide advice and input as needed to assist the Committee in their deliberations.

Co-opt members, invited community members and invited council officers do not have any voting rights.

10. Selection Criteria for Community Members

Community representatives of the Disability Advisory Committee must be able to demonstrate the following skills, competencies, interests and experience relevant to the purpose of the Advisory Committee:

- An interest in local community development, including an understanding of its social, cultural, linguistic environment and economic influences particularly related to disability
- Be aware of the activities, interests and concerns of the local community.
- Show evidence of broad community networks and linkages particularly in the area of disability service development or planning.
- An ability to cooperate with others and work as a team
- Capacity to embrace diversity and equal opportunity
- Willingness to provide advice and guidance to Council regarding trends and opportunities in community engagement, community development or programs and services within the municipality
- An understanding of the priorities as identified in the Council Plan 2025-2029

- Ability to prepare for and actively participate in scheduled meetings in a positive, fair and unbiased manner
- Capacity to act in the best interest of the community at all times and look beyond personal concerns and individual interests
- Capacity to commit to the Advisory Committee for the required duration and attend the majority of scheduled meetings
- Willingness to celebrate the success and achievements of the Committee
- Current involvement in the community in the area of disability services, policy development or planning.
- Endorsement by the relevant organisation as necessary or appropriate
- Strong networks and linkages

11. Community and Independent Professional Representation Selection Process

Community representatives will be called for by advertising in the local media and on Council's website and other suitable forums.

Suitably qualified and experienced community representatives may be invited to nominate.

A nomination form must be completed by interested representatives and all nominations must be submitted by the published due date prior to being assessed against the Criteria for Community Members.

Officers may seek further information from nominees or their referees as part of the selection process.

A recommendation regarding preferred nominees for the Disability Advisory Committee will be prepared for the consideration and endorsement at an Ordinary Meeting of Council.

Successful Nominees will be formally notified by Council in writing as soon as practical after Council endorsement.

Membership of the Disability Advisory Committee is a voluntary position.

12. Community and Independent Professional Member Selection Panel

The selection panel will comprise:

- A senior member of Council (CEO or Executive Director – or delegated Manager)
- Manager Community Care
- Coordinator Community Access

Once the Disability Advisory Committee has been appointed, the selection panel will be disbanded.

13. Voting Rights and Decision Making

It is preferable that recommendations of the Disability Advisory Committee are made by consensus however there may be circumstances where a matter is decided by a vote.

Quorum

The quorum for the Advisory Committee must be half plus one, which is the majority of the number of Committee Members with voting rights.

If a quorum is not present within 30 mins of the schedule start of the meeting the meeting must reconvene at a suitable time.

A quorum must be maintained for voting purposes.

Voting

Each member is entitled to one (1) vote. The Chairperson may exercise a casting vote should this be necessary.

Votes shall be taken by a show of hands and recorded in the minutes of the meeting.

Councillors, Council Officers and guest who are not members of the committee are not entitled to vote.

14. Scheduled Meetings and Participation

The Disability Advisory Committee will meet bi-monthly. Additional meetings may be scheduled as agreed by the Committee.

It is intended that each meeting shall not exceed two (2) hours in duration. If a meeting is to extend beyond this time a vote shall be taken by show of hands to decide if the meeting shall continue or be reconvened at another time.

Under special circumstances a meeting may be cancelled, re-scheduled or extended.

All meetings shall be held at the Council's venues or in a virtual environment as required.

It is expected that each member of the Disability Advisory Committee will attend at least 80% of scheduled meetings each year.

15. Administration and Reporting of Minutes and Recommendations to Council

Administration Support and Distribution of Agendas and Minutes

The management of the Advisory Committee will be overseen by the Manager Community Care.

Administration support will be provided by Councils' Community Care department to assist the Advisory Committee to function efficiently and effectively, including but not limited to servicing all scheduled Advisory Committee meetings and the timely preparation and distribution of Agendas and Minutes.

All Committee Members are able to submit an agenda item in accordance with the Terms of Reference.

Agenda items must be submitted to Council's Representative no less than ten (10) days prior to the finalisation and distribution of the agenda.

Agendas will be made available to Committee Members no less than five (5) working days prior to a scheduled committee meeting.

Minutes will be distributed in a timely manner to all members to ensure accuracy prior to formal endorsement by the Committee at a subsequent meeting.

Endorsed Minutes will be routinely reported to an Ordinary Meeting of Council for noting.

Attendance and Record of Meetings

All attendance, apologies, conflicts of interests, recommendations and outcomes will be recorded in the Minutes of all meetings held where a quorum is present.

In the event that a member cannot attend, an apology must be received. Future participation of a member may be reviewed for non-attendance of two consecutive meetings without an apology.

Advisory Committee members will be expected to demonstrate their commitment and due diligence by the preparation for, attendance at and active participation in Advisory Committee meetings.

16. Working Groups

Working Groups of the Advisory Committee may be established at the discretion of the Disability Advisory Committee.

Working Groups may be developed to implement particular actions or roles of the Advisory Committee. The establishment of a working group will be conducted under

specific objectives and/or expected outcomes and timelines, which will be determined by the Advisory Committee.

The Advisory Committee will determine the role, responsibility and resourcing of working groups. It will retain the ability to conclude a working group or the group's formal relationship with the Advisory Committee at its discretion and/or at the achievement of its objectives.

17. Reporting and Requirements

The minutes of meetings where a quorum is present must be routinely reported to an Ordinary Meeting of Council for noting.

Periodic progress reports on the activities and outcomes of the Advisory Committee will be reported to a Councillor Briefing Meeting or via the Councillor's weekly newsletter (Infosum).

Additional advice and/or recommendations by the committee may also be provided to Council through Infosum or a scheduled Councillor Briefing Session where appropriate.

18. Confidentiality

Information discussed, received, used or created by the Disability Advisory Committee deemed confidential, must not be disclosed to any person who is not a member of the committee.

Any member who discloses information that they know or should reasonably know to be confidential will be found in breach of the Terms of Reference.

The Disability Advisory Committee must act in accordance with Council's Transparency Policy and the Public Transparency Principles as outlined in the Local Government Act 2020.

19. Freedom of Information

All documents produced by or relating to the Advisory Committee that are not publicly available or deemed confidential are subject to the *Freedom of Information Act 1982*.

20. Breaches

The City of Greater Dandenong by resolution of Council may terminate a Committee member's appointment for breaching the Terms of Reference set out in this document and/or Council's Code of Conduct – Staff/Councillor.

All members of the Disability Advisory Committee will be required to accept and sign the Terms and Conditions statement.

21. Evaluation and Review

A review of the Disability Advisory Committee will be undertaken by Council every twelve (12) months to ensure the purpose, membership and operations of the committee remain effective and in line with Council objectives.

Appropriate changes to the purpose and outcomes of the Committee and amendments to the Terms of Reference maybe made as part of the review process.

The Disability Advisory Committee Terms of Reference will be reviewed prior to the appointment of a new committee by the Community Care Department and re-endorsed at an Ordinary Meeting of Council, unless otherwise advised by Council.

Council has the right to conclude the Advisory Committee by resolution of Council at any time if it is found that the Committee is no longer beneficial to the needs of the Community.

22. Contact

Manager Community Care
City of Greater Dandenong
225 Lonsdale Street, Dandenong
PO Box 200
Dandenong 3175
Tel: 8571 1000
council@cgd.vic.gov.au

23. Terms and Conditions

I agree to:

- ✓ Give consent for my name and email address to be made available in the public realm as a direct result of my involvement on the Disability Advisory Committee. Greater Dandenong City Council is required to comply with the Privacy and Data Protection Act 2014 (Vic) in relation to the collection, use, storage, security and disclosure of personal information. If you have any questions or concerns about how Council handles your personal information please contact Council's Privacy Officer on 8571 5100 a copy of Council's Privacy and Personal Information Policy is available on Council's website www.greaterdandenong.vic.gov.au. Modification or withdrawal of consent may be made in writing at any time to Council's Privacy Officer, however any changes to the use of your name or email will only apply from the date Council receives your withdrawal or modification of the consent, any information published prior is unable to be withdrawn from publication.
- ✓ Attend the Disability Advisory Committee meetings and provide apologies in advance where attendance is not possible.
- ✓ Act in an advisory capacity by disseminating authorised information within the community and to provide insight and advice to inform the Strategic Plan.
- ✓ Respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate.
- ✓ Contribute in a positive way to finding solutions to issues or concerns.
- ✓ At all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care.
- ✓ Notify Council of any potential conflict of interest that may arise with respect to my participation on the Disability Advisory Committee.
- ✓ Allow my comments from the meetings to be noted in the written and recorded minutes.
- ✓ Allow Council to promote my participation in the Disability Advisory Committee in order to facilitate community feedback and participation.
- ✓ Not disseminate confidential or personal information that is discussed at the Disability Advisory Committee meetings as advised by the Disability Advisory Committee chair.
- ✓ Act in accordance with Council's Media Policy and not make any media comment on behalf of Council or the Disability Advisory Committee unless approved by the Media and Communications Department.
- ✓ Adhere to the relevant Council Policies and Guidelines.

Signed: _____

Name: _____ Date: _____



4.4.2 Draft Minutes of Advisory Committee Meetings

Responsible Officer:	Executive Director Community Strengthening
Attachments:	<ol style="list-style-type: none">1. Draft Minutes of Positive Ageing Advisory Committee Meeting 16 October 2025 [4.4.2.1 - 3 pages]2. Draft Minutes of Disability Advisory Committee Meeting 20 October 2025 [4.4.2.2 - 3 pages]3. Draft Minutes of Cultural Heritage Advisory Committee Meeting 30 October 2025 [4.4.2.3 - 3 pages]

Officer Recommendation

That Council NOTES:

- 1) Draft Minutes of the meeting for Positive Ageing Advisory Committee held on 16 October 2025 (per Attachment 1);
- 2) Draft Minutes of the meeting for Disability Advisory Committee held on 20 October 2025 (per Attachment 2); and
- 3) Draft Minutes of the meeting for Cultural Heritage Advisory Committee held on 30 October 2025 (per Attachment 3).

Executive Summary

1. At the Council meeting held 23 April 2018, Council resolved in part to *invite Advisory Committees and Reference Groups to submit meeting minutes for Council endorsement*. This resolution also allowed interested Councillors (and those that attend these Committees and Reference Groups) to speak to the meeting about items discussed at these meetings.
2. This report recommends that the Draft Minutes of the following Advisory Committee meetings be noted by Council:
 - a. Draft Minutes of the meeting for Positive Ageing Advisory Committee held on 16 October 2025 (per Attachment 1);
 - b. Draft Minutes of the meeting for Disability Advisory Committee held on 20 October 2025 (per Attachment 2); and
 - c. Draft Minutes of the meeting for Cultural Heritage Advisory Committee held on 30 October 2025 (per Attachment 3).



Background

3. Greater Dandenong Council is represented on a wide range of Committees, Reference Groups and Advisory Groups which frequently reflect the interests of individual Councillors in serving the broader community in their role. A full listing of these appointments is confirmed each November at Council's Meeting to elect the Mayor and Deputy Mayor and is available via Council's website.
4. The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees or Reference Groups to be submitted to Council for information purposes and for noting. To ensure they are provided to Council in a timely manner, Minutes of these Advisory Committees or Reference Groups are submitted to Council typically in a draft form (in that they have not yet been adopted by the relevant Committee). If significant material changes occur when they are adopted by the Advisory Committee or Reference Group, then those particular Minutes would then be resubmitted to Council for noting.
5. As such, Draft Minutes are provided as attachments to this report.
6. There are no financial implications associated with the development and submission of this report.

Links to Community Vision and Council Plan

7. This report is consistent with the following principles in the Community Vision 2040:
 - Education, training, entrepreneurship and employment opportunities.
 - Embrace diversity and multiculturalism.
 - Mind, body and spirit.
 - Art and culture.
8. This report is consistent with the following strategic objectives from the Council Plan 2025-29:
 - A socially connected, safe and healthy city.
 - A city that respects and celebrates diversity, our history and the arts.
 - A city of accessible, vibrant centres and places.
 - A city that supports business, entrepreneurship, quality education and employment outcomes.

Legislative and Policy Obligations

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



Positive Ageing Advisory Committee Minutes			
Date	Thursday 16 October 2025		
Time	1.30pm–3pm		
Venue	Springvale Community Hub Community Room 1 and Microsoft Teams		
Chair	Jeanette Keane		
Attendees	Lauris Attard, Julie Klok, Vinh-Quang Luong, Erica Moulang, Christine Green, Acting Manager Community Care (City of Greater Dandenong [CGD]), Acting Coordinator Community Access (CGD), Positive Ageing Team Leader (CGD), Community Advocacy Officer (CGD)		
Apologies	Cr Sophie Tan (CGD), Carol Drummond, Mark Osborn		
Minutes	Business Support Officer (CGD)		
	ITEM	ACTION	ACTION BY
1.	<p>Welcome - Acknowledgement of Country <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i></p> <p><i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples, and their Elders present here today, in acknowledging their journey.</i></p>		
2.	<p>Business arising from previous minutes The Committee highlighted the success of the Monash volunteer transport model, where community volunteers provided transport services for a \$5–\$10 donation. While this model only operates within the City of Monash municipality, Community Care will investigate transport options that could be adapted locally.</p> <p>August 2025 minutes were accepted – moved Erica Moulang and seconded Vinh-Quang Luong.</p>		
3.	<p>Diversity Access and Equity Policy Council's Diversity, Access and Equity Policy ensures that services and decisions are inclusive, respectful of individual differences, and promote equal opportunities for all residents. The policy aims to empower community members to access Council programs, facilities, and services, and to actively participate in decisions that impact their lives.</p> <p>The Community Advocacy Officer sought feedback from the Committee on three key questions:</p> <ol style="list-style-type: none"> 1. How should diversity attributes be presented – a list or use a general statement that acknowledges diversity and includes a few relatable examples? 2. What communication methods should be considered? 3. What are the engagement methods are best for community consultation? <p>The Committee provided feedback including:</p> <ul style="list-style-type: none"> • A shorter, inclusive statement is preferred over a long list of attributes, as it is more accessible and easier for the community to understand 	Further feedback can be provided to Community	Committee Members



	<ul style="list-style-type: none"> Many people in the community may not fully understand the personal characteristics, such as age, gender or ability can influence their access to services and opportunities. It is important to communicate this simply to help individuals see how these differences affect their everyday experiences Social media, particularly Facebook, is an effective communication tool. Local community group pages are widely used for sharing events and updates, making them a valuable channel for reaching diverse audiences Posters and flyers should be displayed at the libraries, community centres and supermarket noticeboards Engage local organisations to help distribute information and encourage participation Pop-up consultations at local events, markets or at the community hubs Consider holding a deliberative panel made up of community members selected to reflect the municipality's diverse ethnic backgrounds. This group would come together to learn about a specific issue, discuss it in depth, and provide informed recommendations to guide Council decision-making 	Advocacy Officer.	
4.	<p>Draft Terms of Reference</p> <p>The Acting Coordinator Community Access outlined the following key updates to the draft Terms of Reference for the Positive Ageing Advisory Committee:</p> <ul style="list-style-type: none"> Alignment with the structure and governance of Council's other advisory committees Updated to reflect standard governance, operational processes, and committee structure Members will be appointed for a two-year term The Chairperson will be appointed for a 12-month term Members may serve a maximum of two consecutive terms, after which a 12-month break is required before being eligible for reappointment through the recruitment process <p>The Committee provided some feedback including:</p> <ul style="list-style-type: none"> Noted that eight members' appointments end in August 2026, and highlighted that recruitment can be challenging Suggested considering whether the Chairperson should be part of the selection panel for new members Recommended that the annual review of the Positive Ageing Strategy 2017–2025 be conducted, and that planning for the development of a new strategy should commence 	Plan diverse recruitment, complete final strategy review, and begin new strategy development.	Council Officers
5.	<p>Update and key learnings from the Seniors Festival including feedback from members</p> <p>The Positive Ageing Team Leader provided an update on the Senior Festival events held including:</p> <ul style="list-style-type: none"> Living Well Expo – Friday 10 October Featured five guest speakers, 43 stall holders, four 'come and try' events, and participation from various senior clubs. Approximately 200 people attended. Positive feedback was received, with suggestions to rotate speakers and activities in future events to ensure all attendees could experience each component. Stronger Together Forum – Tuesday 16 October Currently underway, with approximately 45 in attendance. 		



	<ul style="list-style-type: none"> • Centenarian Celebration – Tuesday 21 October A morning tea will be held to honour 10 centenarians from the Greater Dandenong community. The event will include family, friends, and carers, and will be hosted by the Deputy Mayor to recognise the contributions of the municipality's most senior residents. 		
6.	<p>New Activities for 2026 The Committee discussed potential programs and activities for next year's Seniors Festival, focusing on accessibility, education, wellbeing, and digital inclusion:</p> <ul style="list-style-type: none"> • Transport and Accessibility – targeted travel programs with Metro Trains and local bus services, including public transport education and accessibility support. • Community Education Series – topics to include stroke awareness, downsizing and lifestyle transitions, heart health and falls prevention and associated tech devices • Digital Literacy Programs – sessions on navigating MyGov to improving smartphone photography skills in partnership with the Libraries Team • Physical Activity Programs – tai chi, Pilates, chair yoga to senior exercise activities to promote mobility and wellbeing 	Provide further ideas to the Positive Ageing Team Leader.	Committee Members
7.	<p>Carers Week Update to be provided at next meeting.</p>	Add to agenda.	Council Officer
8.	<p>Other Business A Committee member shared a personal story highlighting the importance of being prepared with both medical and financial powers of attorney. The Committee agreed that running an information session on Power of Attorney would be valuable to help community members understand their options and responsibilities.</p> <p>Next meeting will be held on Thursday 11 December.</p>	Plan a Power of Attorney session covering legal, medical, and financial aspects.	Positive Ageing Team Leader
Meeting Closed at 2.56pm			



Disability Advisory Committee Meeting Minutes			
Date	Monday 20 October 2025		
Time	4pm–5.30pm		
Venue	Dandenong Civic Centre - 225 Lonsdale St, Dandenong Meeting Room 2NE/NW and Microsoft Teams		
Chair	Frank Cutuli		
Attendees	Catherine Rampant, Pradeep Hewavitharana, Norma Seip, Imran Maniar, Acting Manager Community Care (City of Greater Dandenong [CGD]), Cr Melinda Yim (CGD), Coordinator Community Access (CGD), Disability Planning Officer (CGD), Community Advocacy Officer (CGD)		
Apologies	Sharon Harris, Deborah Lee, Lisa Ashton, Kristina Drmic		
Minutes	Business Support Officer (CGD)		
	ITEM	ACTION	ACTION BY
1.	Welcome - Acknowledgement of Country <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i> <i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.</i>		
2.	Business arising from previous minutes Palm Plaza Accessibility Hazards The uneven paved surfaces at Palm Plaza are mainly due to root damage, which may create safety concerns for pedestrians. In response, Council has included \$239,800 in the 2025/26 draft budget and identified high-risk areas as a priority. Planned works could involve replacing bricks with reinforced concrete and installing root barriers. Additional funding will be considered in future years. Long-term upgrades are being reviewed as part of the Dandenong Market Precinct Plan, with community consultation anticipated in 2025. A committee member requested further clarification on when the planned works at Palm Plaza are expected to commence.	Provide an updated on the expected timeline for planned accessibility upgrade works at Palm Plaza.	Disability Planning Officer
3.	Diversity Access and Equity Policy Council's Diversity, Access and Equity Policy ensures that services and decisions are inclusive, respectful of individual differences, and promote equal opportunities for all residents. The policy aims to empower community members to access Council programs, facilities, and services, and to actively participate in decisions that impact their lives. The Community Advocacy Officer sought feedback from the Committee on two key questions: <ol style="list-style-type: none"> 1. What communication methods should be considered? 2. What are engagement methods are best for community consultation? The Committee provided feedback including: <ul style="list-style-type: none"> • Council needs to ask more targeted questions and ensure consultation reaches the right audiences, including people with disability 	Further feedback can be provided to Community Advocacy Officer.	Committee Members



	<ul style="list-style-type: none"> • There is concern that disabled voices are not adequately represented in broader Council consultations • Effective consultation should occur early in the planning process, especially during concept design, to avoid retrofitting accessibility later • Forums, surveys, and outreach to disability advocates are valuable tools, but diverse methods are needed to ensure participation • Council often meets minimum Australian standards, but community expectations go beyond compliance • Effective communication strategies should include email and online platforms such as Your Say for flexibility • Create safe, welcoming spaces where people feel appreciated for their contributions • Consider social groups and activities beyond youth-focused programs, such as all-abilities sports and community gatherings 		
4.	<p>Draft Terms of Reference (TOR)</p> <p>The Coordinator Community Access outlined the key updates to the draft Terms of Reference for the Disability Advisory Committee:</p> <ul style="list-style-type: none"> • Alignment with the structure and governance of Council's other advisory committees • Updated to reflect standard governance, operational processes, and committee structure • Members will be appointed for a two-year term (previously four year) • The Chairperson will be appointed for a 12-month term • Members may serve a maximum of two consecutive terms, after which a 12-month break is required before being eligible for reappointment through the recruitment process <p>Additional feedback raised the question of why people with disability are not actively encouraged to join other Council advisory committees, noting this would be a positive way to amplify diverse voices and ensure inclusive consultation.</p>	<p>Draft TOR to be presented at Council Meeting for formal endorsement and plan expression of interest process.</p> <p>Feedback will be shared with other advisory committees</p>	<p>Coordinator Community Access</p> <p>Coordinator Community Access</p>
5.	<p>Update on Disability Action Plan (DAP)</p> <p>The Coordinator Community Access provided an update on the community engagement and communication plans for the Disability Action Plan. The current strategy requires refinement to ensure it effectively reaches underrepresented groups in the community.</p> <p>The team is actively refining the draft Disability Action Plan, with a strong focus on improving the engagement and communication strategies. Community engagement will seek feedback on what Council does well, what could be improved, and how the new plan can better meet the needs of people with disability.</p> <p>The approach aims to connect with individuals and groups who may not have been previously consulted, using multiple communication methods to ensure inclusivity. Feedback gathered will directly inform the next iteration of the DAP, helping to shape a more responsive and inclusive plan.</p>	<p>Provide further updates on the DAP.</p>	<p>Coordinator Community Access</p>
6.	<p>International Day of People with Disability Events</p> <p>Disability at Dusk – Community Celebration</p> <p>Hosted by: Southern Region Disability Alliance in partnership with</p>		



	<p>Casey, Cardinia, and Greater Dandenong Councils</p> <p>Date and Time: Thursday 27 November, from 4pm–8pm</p> <p>Location: Myuna Farm, Doveton</p> <p>This inclusive event celebrates people with disability, their families, carers, and supporters. Enjoy food trucks, live entertainment, farm experiences, and opportunities to connect with local services in a relaxed, accessible setting.</p> <p>Noble Park celebrates International Day of People with Disability</p> <p>Hosted by: In partnership with Burke & Beyond, South East Leisure, Latrobe Community Health Services, ADEC, RecLink and Greater Dandenong Council</p> <p>Date and Time: Wednesday 3 December, from 11am–2pm</p> <p>Location: Noble Park Community Centre, Noble Park</p> <p>The event invites the community to enjoy a fun-filled day with recreation activities, entertainment, a BBQ lunch, and free entry to the aquatic centre. Highlights include a band performance, competitions, gardening-themed show and tell, and information from Dandenong TAFE about courses for people with disability.</p>		
7.	<p>Disability matters/issues identified by the community</p> <p>A committee member reiterated that stone and uneven paving, such as those used at the Princes Highway parking spaces, should not be used. These surfaces pose significant accessibility challenges, particularly for people using mobility aids, those with vision impairments, and others with physical limitations.</p>		
8.	<p>General Business</p> <p>Norma announced her impending nuptials to Patrick, with the wedding planned for the end of November. The committee congratulated Norma and extended their best wishes for the upcoming celebration.</p>		
Meeting Closed at 5.09pm			



Cultural Heritage Advisory Committee Meeting Minutes			
Date	Thursday 30 October 2025		
Time	5.30pm-7pm		
Venue	Springvale Community Hub – 5 Hillcrest Grove, Springvale Community Room 7		
Chair	Christine Keys (CK) - President Dandenong & District Historical Society, President Springvale & District Historical Society		
Attendees	Chris Keys (CK), Robyn Robie (RR), Cr Rhonda Garad (CGD), Elise Jordan (EJ), Grissel Walmaggia (GW), Jayani De Silva (JDS), Manager Creative and Engaged City [City of Greater Dandenong (CGD)], Coordinator Experiences and Partnerships (CGD), Cultural Heritage Program Lead (CGD)		
Apologies	Yin Cheng Jin (YCJ), Cr Rhonda Garad (CGD)		
Minutes	Coordinator Experiences and Partnerships (CGD), Cultural Heritage Program Lead (CGD)		
	ITEM	ACTION	ACTION BY
1.	Welcome - Acknowledgement of Country <i>We acknowledge the Traditional Custodians of this land, the Bunurong People, and pay respects to their Elders past and present.</i> <i>We recognise and respect their continuing connections to climate, Culture, Country and waters and we also pay our respects and acknowledge all Aboriginal and Torres Strait Islander peoples and their Elders present here today, in acknowledging their journey.</i>		
2.	Conflicts of Interest The Committee declared no conflicts of interest.		
3.	Roundtable Introductions Committee members all shared a brief overview of their professional background and expressed their personal interest in contributing to the Committee's goals.		
4.	Committee Objectives and Chairperson Nominations Coordinator Experience and Partnerships provided an overview of the objectives of the Cultural Heritage Advisory Committee as outlined in the Terms of Reference. Question was raised around the collection acquisition process. The nomination process for the Chairperson was outlined to the Committee. Submit nominations open for 1 month. Discussion regarding Councillor attendance at CHAC Meetings was noted, follow up to be undertaken.	Links to Induction Documents attached to Minutes. Follow up with Governance regarding Councillor acting as Chairperson as stated in section 6. Share Heritage Overlay and policy.	Council Officer
5.	Previous Meeting Minutes <ul style="list-style-type: none"> Continue seeking grants opportunities, currently applying for funding for security upgrades at Heritage Hill. Noble Park Digital map of Activity centre, additional stories welcomed. 		



	<ul style="list-style-type: none"> Muso network discussion noted. <p>May 2025 Meeting Minutes were accepted - Moved CK and seconded RR</p>		
6.	Service Updates The Cultural Heritage Program Lead provided an update on current exhibitions and programs. <ul style="list-style-type: none"> Heritage Hill Interpretation Policy and Plan – share draft. The Committee is interested to read the draft plan. Some questions were raised about the involvement of local historical societies in the process of drafting the Plan. Officers confirmed relevant groups were engaged and that the stories shared are accurate, and will reconnect with the societies as needed. The Committee requested that learnings and insights from the Policy be shared and applied to other venues where possible. <i>The Place To Be</i> is currently on display at Heritage Hill and the Drum Theatre. The exhibition includes three public programs. Committee members are encouraged to promote the exhibition and associated programs through their networks. Council's Cultural Heritage team recently presented at the City of Hume on showcasing collections. The team have received and completed heritage research requests from both the community and Council. 	Circulate draft Heritage Hill Interpretation Plan	Council Officer
7.	Historical Societies Updates <i>Heritage Hill Update</i> <ul style="list-style-type: none"> Training completed; 48-page catalogue produced showcasing collection. Springvale collection captured; digitisation options explored. Items numbered but not classified by type. Family history archive digitised and organised. Strong community engagement noted with 14 volunteers working a total of ~410 days. Ongoing tasks: scanning photos, converting DVDs/recordings, digitising negatives. Melbourne Water approached re: War Memorial Hall obligations; advice sought from Committee and Council. 		
8.	Sector Updates <ul style="list-style-type: none"> Historical Society now uses Victoria Collections—user-friendly and effective system for cataloguing and sharing. Gippsland narrative shared as an example. Black Rock House volunteers provide immersive tours in period costume—highlighted as best practice. Committee noted a possible gap in First Nations representation; interest in language stories and culturally respectful contributions. Question raised on Vanity Lane development and using site history for storytelling. 	Check with Planning Team on any opportunity for interpretation at Vanity Lane development.	Council Officer
9.	Other Business <ul style="list-style-type: none"> Tour of Heritage Hill and Archive suggested 	Follow up.	Council Officer



10.	Next Meeting Date: Thursday 26 February 2026. Time: 5.30pm-7pm Venue: TBC		Committee Members
Meeting closed at 7.16pm			



4.4.3 Dandenong Community Hub - Concept Design

Responsible Officer:	Executive Director City Futures Deputy Director Chief Engineer & Major Projects
Attachments:	1. Council Meeting 8 Dec 2025 Attachment Dandenong Community Hub Co Design Outcomes Report [4.4.3.1 - 8 pages]

Officer Recommendation

That Council:

1. **APPROVES** the Dandenong Community Hub concept be redesigned to be comparable in size and budget to the Keysborough Hub, while maintaining all the core requirements set out in the 2021 Council resolution;
2. **APPROVES** the completion of the co-design process, acknowledges the valuable contribution of the co-design participants and support the plan to use these insights as key inputs into the ongoing architect's work; and
3. **APPROVES** to implement an accelerated program to better position the project for attracting the necessary state /federal government funding advocacy.

Executive Summary

1. The Dandenong Community Hub has been a long-standing priority, with planning efforts spanning more than 15 years. Since Council first endorsed concept development in 2020, the project has progressed through multiple design stages, consultations, and four co-design workshops. These workshops provided valuable insights into community preferences around building layout, parking, open space, and the broader market precinct plan, with consistent themes including the desire for a large playground, flexible internal spaces, and strong integration with the surrounding public realm.
2. The project has grown significantly in scale and cost since its inception. The preferred single-level concept design now carries an estimated build cost of \$65 million, plus a further \$12–15 million for a basement car park, resulting in a potential \$80 million total budget, well above the original \$30 million budget. The current design also extends beyond the allocated site boundary, creating conflicts with the Dandenong Market Precinct planning process. Operational costs are also projected to be double those of other Hub facilities.
3. Benchmarking against other hubs, including the newly completed Keysborough Community Hub, highlights that the Dandenong proposal is oversized relative to community needs. Demand analysis indicates that Dandenong is already well served for community spaces, and a hub of a more modest scale is more appropriate and financially sustainable. At the same time, co-design participants have strongly articulated priorities around inclusivity, sustainability, and spaces for families and intergenerational activity, which should continue to shape the project brief going forward. Given the success of the recently opened Keysborough Hub, a comparable facility in Dandenong would be ideal.



4. To progress, Council will need to decide between continuing with the current concept, reducing the size of the facility, or revisiting multi-level design alternatives. Each path presents risks and opportunities relating to cost, funding viability, community expectations, and alignment with the Dandenong Market Precinct planning process. The officer's recommendations highlight the need to refine the project to a scale that is ambitious yet financially achievable, while utilising the co-design input as a crucial foundation for the next design phase.
5. The 2026 Victorian state election presents a significant opportunity to secure funding commitments, provided that Council can advance the project to a stage where concept designs, renders, and advocacy collateral are ready to demonstrate community support and project feasibility.

Background

6. The Dandenong Community Hub project has been a community priority for more than 15 years. Detailed planning for the development of a Dandenong Community Hub commenced with Notice of Motion No 89 – Progressing planning for a Dandenong Community Hub being endorsed at the Council Meeting on 14 September 2020. The Notice of Motion stated that:
 - In the 2020-21 financial year, concept designs for an integrated, intergenerational Dandenong Community Hub with capability for children services and formal and informal meeting and activity spaces be drawn up exhibited; and
 - In tandem there be community consultation on the location which will include a range of options including the Clow Street (ie. Market) precinct.
7. A second endorsement by Council at the Council Meeting on 13 September 2021 stipulated that Council progresses with the development of a concept plan and business case for a Dandenong Community Hub for the Southern end of the site bordered by Clow Street, Stuart Street and Sleeth Avenue Dandenong; and the draft concept plan and business case include the following:
 - Early Years, including licenced outdoor space
 - Maternal and Child Health
 - Community meeting rooms, including maker's spaces
 - Community outdoor space
 - A community lounge
 - A community kitchen
 - Multi-use flexible spaces for all ages and abilities
 - Co-working spaces and a technology hub
 - A café
8. In November 2022, public consultation was undertaken to gather feedback and preference of three different building concepts for the Hub:
 - Option #1 – Two story building, 4,850 m²
 - Option #2 – Single story building, 8,000 m²
 - Option #3 – Single story building, 6,599 m²



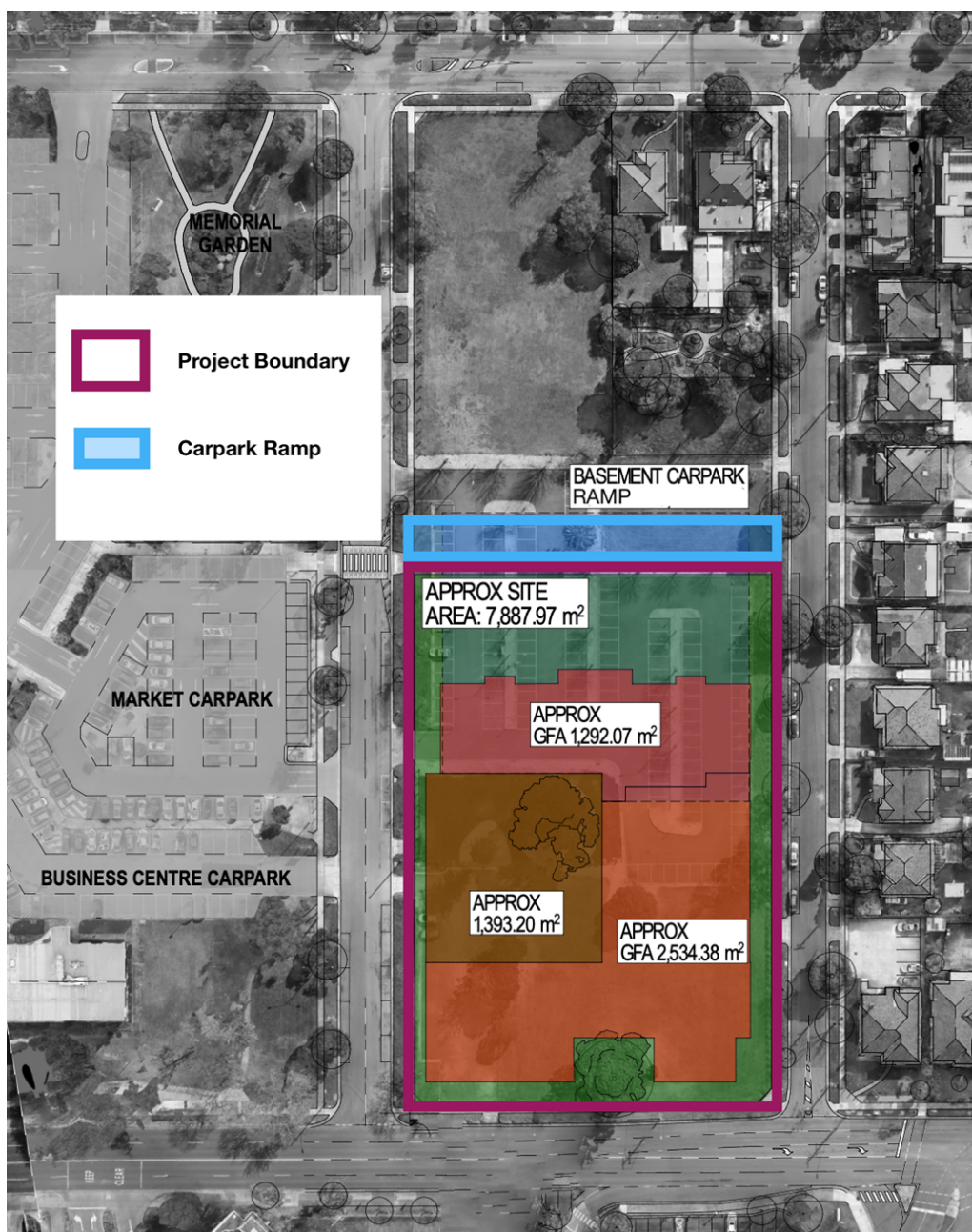
9. On 11 April 2023, Council was presented with the background, consultation results and the detailed concepts for review and discussion at the preceding briefing session. Council concluded that:
- Council endorses Option Two (2) as the preferred base option of the three options consulted on in November 2022 subject to the following: in addition to the existing CIP funding in the 2022-2023 Budget for the Dandenong Community Hub, a sum of \$680,000 is to be allocated from the major projects reserve in the Proposed 2023-2024 Budget to the detailed design and documentation stage. Any future capital project savings that materialise during the 2023-2024 year will be used to reimburse the major projects reserve;
 - Using Option 2 as the base concept design, that a co-design approach be used to finalise the concept design prior to 30 October 2023, using feedback from the November 2022 consultation; that following finalisation of the concept design (as per item 2 above), Council proceeds to detailed design in 2023-2024; Council participates in the State Government of Victoria's Four-Year-Old Kindergarten/Pre-Prep initiative to determine future early years requirements within the City of Greater Dandenong; and
 - Utilising the preferred concept design and the detailed design plans, Council advocates to the State Government for partnered funding to support the construction of a Community Hub for Dandenong.
10. On 22 July 2024, officers presented a project update on the Hub to Council. An alternate motion was proposed at the time, with the item deferred and to be re-presented to Council on the 26 August 2024. As a result of this meeting, the following endorsements and resolutions were made by Council, specifying that Council:
- Notes the update provided on the Dandenong Community Hub (DCH) project;
 - Notes the outcomes and recommendations of the consultant Architect report prepared in May 2024;
 - Notes that the allocated concept and detailed design budget of \$1.7 million remains secured for the 2024/25 financial year;
 - Endorses that the planning of the Dandenong Community Hub (DCH) and the development of the new Dandenong Market Precinct Master Plan proceed concurrently during the 2024-25 financial year;
 - Commits to continuing planning of the Dandenong Community Hub (DCH) with the project architect up to and including December 2024; and
 - Commits to continuing the co-design process for the finalisation of the concept plan for the Dandenong Community Hub (DCH), with a scheduled recommencement of co-design workshops in February 2025.



11. Following the April 2024 council decision, four co-design workshops were held between January 2024 and May 2025 to refine the Dandenong Community Hub concept. The sessions moved from initial broad feedback on facilities and layout, through unresolved issues around parking, playgrounds, and facilitation, to more detailed trade-offs between building footprint, open space, and car parking options. Early dissatisfaction with facilitation improved once officers and architects led the discussions directly. Independent studies and design alternatives were presented, with participants voting on key preferences and signalling a strong desire for involvement in the broader market precinct planning before the project proceeds further. Key outcomes:
- Parking resolved at 70 spaces for Hub users only, with market parking left to the precinct plan.
 - Preference for at-grade parking, as basement option preferred but seen as too costly.
 - Consistent demand for a large playground, despite nearby facilities and informal play options presented.
 - Clear preference to prioritise building footprint and internal layouts over maximising courtyard space.
 - Improved satisfaction with officer-led facilitation versus earlier external facilitation.
 - Request for guarantees and involvement in market precinct planning, with some participants preferring a project pause until precinct issues are resolved.

Key Issues and Discussion

12. The building scope and scale of the Dandenong Hub has grown beyond earlier endorsed project budget of \$30M. Several factors have contributed to this escalation in expected costs, including;
- Increases to labour and material costs.
 - Large single level building footprint on a sloping lot.
 - Inclusion of large, multi-room early years section.
 - The necessity of a basement car park.
13. The estimated build cost of \$65M has been determined from what we know from completing the Keysborough Hub. With a build cost of \$30M+ and a size of 1,800m we can infer with a high level of confidence the build cost of a 3,950m building to be around \$65M if built today. Adding to this cost is the \$12-15M cost estimates to build a basement level carpark, bringing the total estimated budget to \$80M.
14. The current building concept occupies the entire allocated space, meaning that when a basement carpark is considered, the allocated land needs to be expanded further north beyond the project boundary to allow space for the vehicle ramps, impacting the broader market precinct plan.
15. The allocated land for the project boundary is 8,000m². The current concept footprint is 7,674.2m² before any additional requirements for parking are considered. When considering the minimum parking requirements associated with the facility, a basement carpark is the only option. To access the basement an access ramp is needed which requires an additional 800-1,000 m².
16. Another key consideration for the Hub facility is its placement and setback within the precinct. As the market precinct may be developed as an eight to ten-story complex, a single-story facility will require larger setbacks to align with the surrounding context.



17. The above plot plan shows the current concept design with the required carparking ramps plotted over the allocated land and current proposed market precinct plan.
18. The community's expectations and desire for a Dandenong Hub are recognised; however, these must be balanced against the existing facilities, service levels, and demand for those types of spaces incorporated into community hubs.
19. To better understand the existing facilities on a per capita basis, the following table presents a breakdown of available rooms by large and small categories in each of the three key population areas. It is important to note that this table only accounts for current available facilities and does not include future assets, such as the wellbeing centre.

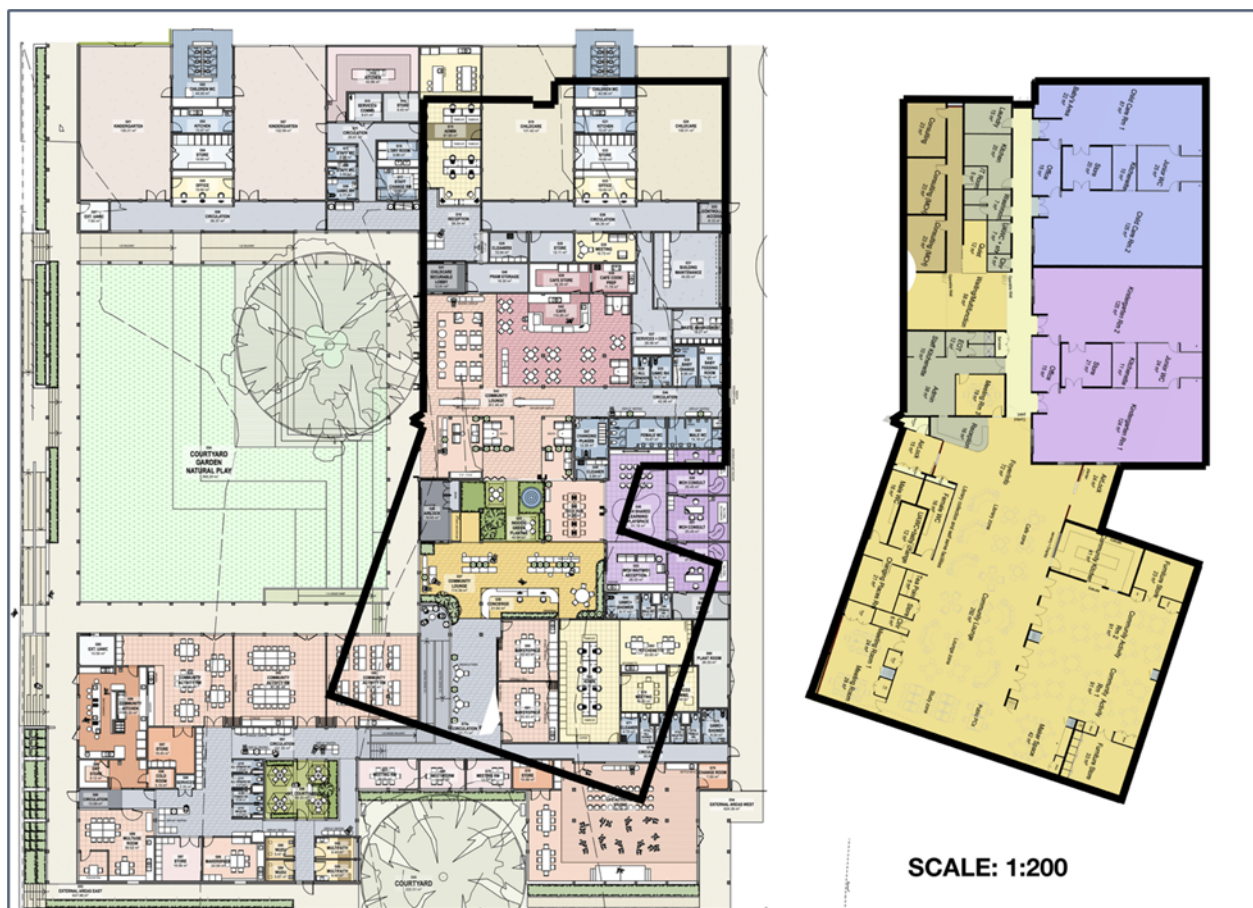


ROOMS /SUBURB/ POPULATION – EXISTING					
	LRG ROOMS	1 room/ people	SML ROOMS	1 room/ people	Bookings Mar-Sep
Dandenong	11	5000	10	5500	1847
Keysborough	3	10000	3	10000	429
Springvale	9	5000	8	5625	1464
*For simplicity; large & small rooms assume configuration of rooms can change as needed, such as training room vs maker space. meeting room vs recording booth, etc.					

20. The data in the table above indicates that Dandenong is already well served by a variety of facilities in the central area. This observation does not imply that a community hub isn't needed; rather, it suggests that a hub similar in size to other hub facilities would be appropriate.
21. When comparing the Dandenong Hub facility with other regional or urban Hub buildings, it is important to break down the total building size into the various services it provides. In most cases, community Hubs offer library services which draw people in. Although the Keysborough Hub doesn't include a full library as such, it does include a sub-selection of books and hiring within the community area. The below concept floor plans show the size comparisons of Dandenong to Keysborough.
22. The following table breaks down several community hubs into standard service offerings to facilitate a clearer comparison. From the table, it is evident that the community and administrative areas of the Dandenong Hub are significantly larger than those of all comparable facilities. This further demonstrates the opportunity to lower the project cost by scaling down the facility to similar levels found in other Hub locations.

	Keysborough	Springvale	Cranbourne	Dandenong
Library	Nil	1,800 m ²	~1,600 m ²	Nil
Daycare/Kindergarten	650 m ²	Nil	Nil	1,200 m ²
MCH Services	150 m ²	Nil	Nil	150 m ²
Community & Admin	1,000 m ²	1,950 m ²	1,450 m ²	2,600 m ²
Youth / Legal Services	Nil	Nil	~550 m ²	Nil
Total Building Size	1,800 m ²	3,750 m ²	~4,000 m ²	3,950 m ²
Total Estimated Cost	\$30M	\$50M	\$40M+	\$65M+ \$15M
Annual Opps Cost	~\$1.8M	~\$2.5M- \$3M	Unknown	~\$4-5M

23. Since its opening in early August, the Keysborough Hub has welcomed more than 10,000 visitors and has gained nearly 400 new library members, with opening day attendance measuring 3,000 people. The Keysborough Hub serves as an excellent example of a well-designed community space, providing valuable insights.



24. The above concept plan shows side by side the Keysborough and Dandenong Hubs with the shadow of the Keysborough Hub shown directly over the Dandenong concept plan.
25. Since its opening in early August, Keysborough the hub has welcomed over 10,000 visitors, nearly 400 new library members have joined and over 7000 items in the collection have been borrowed, reflecting strong community engagement. This success can be used to guide the Dandenong project.
26. To progress the Dandenong Hub, a decision is needed to confirm how we proceed from three strategic options. The below table summarises the three options including the risks & opportunities for each
- Progress current concept
 - Reduce size and re-visit concept design
 - Re-visit Multi-level concepts



	<i>Progress Current Concept</i>	<i>Reduce Size & Re-design</i>	<i>Re-visit Multi-level concept</i>
<i>Advantages</i>	Concept is complete ready for the next concept development phase.	Lower costs to improve project viability and funding likelihood. Ensure facility is right-sized and fits within the market precinct.	Reduce building footprint and cost leaving open space for playground and possible grade parking. Potential for public/private opportunities to offset costs.
<i>Limitations</i>	Does not fit well within the Market Precinct plan. Is very large with high capex and oppex costs.	Will not yield enough space for at-grade parking.	
<i>Risks</i>	Lack of broader public support. Difficult business case to attract necessary funding.	Backlash by co-design group. Seen as backward step	Backlash by co-design group. Seen as backward step.

27. It is the officer's recommendation that the Dandenong Community Hub concept be redesigned to be comparable in size and budget to the Keysborough Hub, while maintaining all the core requirements set out in the 2021 Council resolution.
28. The co-design process has provided valuable insights into community priorities that can be used to form a revised architects brief in 2026. Officers acknowledge that some co-design participants will be unhappy for the current concept to be abandoned with a view that their work has been put aside, rendering it a wasted exercise. Council thanks the members of this co-design for their contribution. The members can contribute to this project through community consultation next year.
29. The co-design workshops and the valuable input from participants have helped establish a clear understanding of what is important. Similar to the criteria outlined in the early council resolutions, the ideas and preferences developed during the co-design process can serve as an additional set of requirements for the architects' briefing documents. Participants contributed detailed insights in several key areas, which have been captured and summarized at each stage of the process. These contributions have been categorised as follows;
- Bathrooms
 - Building Detail & Fitout
 - Building Layout
 - Café
 - Childcare
 - Community & Demography
 - Gallery
 - Gardens/ courtyards
 - Market Precinct
 - Parking & Roads
 - Playable Spaces/ Playgrounds
 - Site Location/ Access
 - Sustainability
 - Trees & Landscaping



30. In summary; The co-design group wants a facility that is inclusive, accessible, and designed for the future. Key features include a variety of restrooms and changing facilities, a flexible layout with active areas such as a café, childcare, and multipurpose spaces that overlook and enhance the welcoming community area, as well as a green and shaded landscape that connects the building to a larger pedestrian network linked to the market. It is important to have clear sightlines and proximity between indoor rooms and an outdoor play area. The facility should use durable, low-maintenance materials while prioritising sustainability and a modern aesthetic. While concerns about parking and traffic remain, the vision is to establish a vibrant, family-friendly community hub where individuals of all ages and backgrounds feel welcome.
31. It is the officer's recommendation that council acknowledges the valuable contribution of the co-design process and supports the plan to use these insights as key inputs into the architect's design brief for the scaled-down concept.
32. The 2026 Victorian state election is important opportunity for Dandenong council to consider. Every election cycle brings with it opportunities for large funding commitments in support of strategic projects, especially those that have broad community appeal. To best place the project for election funding promises, it will be important to have developed the project beyond simple concept plans.
33. The best position the project against the many others competing for funds during the 2026 elections, a range of promotional assets will be needed. Including:
 - Completed concept designs
 - Three dimensional renders and fly-through animations
 - Broad community support and activation
 - Promotional collateral such as webpages, prospectus
34. On this basis, it is believed that an accelerated program is needed to deliver these key advocacy assets by mid 2026 at the latest.
35. It is the officer's recommendation that the council supports an accelerated program to better position the project for attracting the necessary state government funding, regardless of which strategic option is chosen to move forward.

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. Depending on which strategic path forward council takes, there could be significant budget implications. Although only at concept stage, the cost of the current Hub design would be in the order of \$80M to construct, then \$4-5M per year to operate.
38. This is based on concept estimates placing the revised building cost only at \$65M, with a basement level carpark estimated to be \$12M-\$15M.



39. Estimates are in today's dollars, with further escalations expected over time, until such time the building is constructed.
40. If council chooses to support the officer recommendations; the project cost could be reduced significantly, with the most cost-effective project option being to re-visit a multi-story facility, potentially allowing for at-grade parking.

Asset Implications

41. This item affects an existing at-grade carpark within the reserve, which sits within the footprint of the proposed building. The existing 100 spaces within this carpark generally service overflow parking for the Dandenong Market and are expected to be considered as part of the overall parking requirements for the wider Dandenong Market Precinct Plan.

Legal/Risk Implications

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

Environmental Implications

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

Gender Impact Assessment

44. A gender impact assessment will be carried out at the detailed design stage of the project.

Community Consultation

45. The community consultation process is detailed in the Background, and Key Issues and Discussion sections of this report.

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

46. This report is consistent with the following principles in the Community Vision 2040:
 - Safe and peaceful community.
 - Education, training, entrepreneurship and employment opportunities.
 - Sustainable environment.
 - Art and culture.
47. 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 Council that demonstrates leadership, responsible use of public resources, and a commitment to investing in the community.
48. This report relates to the previous Council Resolution made on the 22 July 2024, as detailed in the Background section of this report.



Legislative and Policy Obligations

49. 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:

- Related Council Policies, Strategies or Frameworks.



Dandenong Community Hub

Co-Design Outcomes

November 2025



Executive Summary

A total of four co-design workshops were held between January 2024 and May 2025 to refine the Dandenong Community Hub concept. Each workshop was held twice at alternative times to ensure all participants could attend one, with some participants attending both sessions for each workshop. (total 8 workshops). Sessions were attended by 12-16 people, with most participants involved throughout the series. The sessions moved from initial broad feedback on facilities and layout, through unresolved issues around parking, playgrounds, to more detailed trade-offs between building footprint, open space and car parking options. Independent studies and design alternatives were presented, with participants voting on key preferences and signalling a strong desire for involvement in the broader Dandenong Market precinct planning before the project proceeds further.



Key Outcomes:

1. Parking resolved at 70 spaces for Hub users only, with market parking left to the precinct plan.
2. Preference for at-grade parking (9–2), as basement option was seen as too costly.
3. Consistent demand for a large playground, despite nearby facilities and informal play options presented.
4. Clear preference to prioritise building footprint and internal layouts over maximising open space.
5. Improved satisfaction with officer-led facilitation versus earlier external facilitation.
6. Request for guarantees and involvement in market precinct planning, with some participants preferring a project pause until precinct issues are resolved.

In summary, the co-design group wants a facility that is inclusive, accessible and designed for the future. Key features the co-design group seeks include a variety of restrooms and changing facilities, a flexible layout with active areas such as a café, childcare, and multipurpose spaces that overlook and enhance the welcoming community area, as well as a green and shaded landscape that connects the building to a larger pedestrian network linked to the market. It is important to have clear sightlines and proximity between indoor rooms and an outdoor play area. The facility should use durable, low-maintenance materials while prioritising sustainability and a modern aesthetic. While concerns about parking and traffic remain, the vision is to establish a vibrant, family-friendly community hub where individuals of all ages and backgrounds feel welcome.

Workshop Discussions

Workshop #1: 18 and 23 January 2024

The Council-endorsed concept was presented and discussed with the group. External facilitators were engaged to run the session and gathered feedback by breaking the group up based on areas of interest. Lots of feedback was gathered across various categories including facilitation/format, bathrooms, layout, café, carpark, childcare, gallery, garden, playground, location and trees.

Workshop #2: 20 and 22 February 2024

Based on feedback from workshop #1 a significantly revised concept was presented to the group. In addition to the revised building layout the workshop discussed the associated parking needs and constraints they presented. Key questions from this workshop were left unresolved, including:

1. The Community Hub parking requirement from a planning and regulatory standpoint. Did it require 300, 150 or less?
2. The strong preference of the group was to include a Neighbourhood-level playground adjacent to the Hub. What land could be included to accommodate this?

There was also dissatisfaction with the workshop facilitation and format.

Workshop #3: 18 and 20 February 2025

In response to workshop #2, an external facilitator was not engaged with the group for workshop #3. Instead, the co-design group worked with Council officers and architects around a single, large table. Workshop #3 focused on answering the unresolved questions from previous workshops. The following areas were covered at the workshops:

Parking: An independent parking analysis was undertaken between workshops with the resulting needs confirmed as: 63 spaces for the Community Hub and 100 spaces for market users. The co-design group agreed to design for inclusion of Hub users only, rounding the number to 70, while passing the need for 100 spaces needed for market users to the market precinct planning process. Workshop participants were also presented with options for at-grade parking and basement parking options. The co-design group overwhelmingly supported the idea of a basement carpark but also believed an at-grade option helped make the project more viable.

Open space & playground: The co-design group was presented with the playground accessibility walk zone maps that showed where the Hub site is located in relation to playgrounds. These maps showed that the intended Hub site is just outside of the five- and ten-minute walk zones, but is well serviced just beyond these walking times. The co-design group was presented with an alternative option based on informal play opportunities spaces that merged the outside courtyard with the building inside fit out. While the group did respond well to the playable opportunities idea, they also believed firmly that the Hub must have a large playground included, similar to the Keysborough Community Hub.

Workshop #4: 6 and 8 May 2025

Responding further to group feedback, workshop #4 presented two alternative building concepts – one that prioritised the courtyard open space, the other prioritising the building footprint. Participants were also sent designs ahead of the workshop to help them review and prepare for the workshop. The co-design group was also asked to decide their preference to three key options.

1. Preference for a concept that prioritised open space or building size and layout.
2. Preference for 70x parking spaces in a basement or at grade.
3. Preference for MCH, administration and maker spaces layout.

Co-design participants voted for at grade parking nine to two as they felt the cost of a basement carpark was prohibitive and could risk the project's viability.

The co-design group chose to prioritise the building footprint over maximising the courtyard open space and preferred the revised layout of the MCH, administration and maker spaces. Essentially combining two designs together to arrive at the preferred solution.

Other key points of discussion during workshop #4 included the request to have guarantees provided on the outcomes of the market precinct and/or opportunity to be involved in the process. The co-design group requested that a further workshop be conducted in July to better understand the impact of the market precinct plan and indicated that putting the project on hold until the precinct plan is resolved might be preferred to ensure the group's preference for building access, open space and playgrounds are incorporated into the plan.

Category Summaries

Bathrooms

Participants consistently emphasised the importance of bathrooms being inclusive, durable and easily accessible. While preferences were mixed between gender-specific and all-gender facilities, there was broad agreement that accessibility and reliability must be prioritised. The need for robust, accessible toilet mechanisms and improved Changing Places facilities was strongly reinforced, reflecting past frustrations with malfunctioning doors and limited supervision. Public lockers and change amenities were also requested to improve user convenience and inclusivity across age, gender and ability.

Building Detail & Fit out

Feedback centred on creating a high-quality, durable and efficient fit-out that balances aesthetic appeal with practicality. The co-design group called for sustainable and low-maintenance materials that reflect Dandenong's diversity through art, finishes and cultural expression. Over time, priorities evolved to emphasise flexibility, with interior spaces designed for multiple uses and adaptable furnishings. Lighting, ventilation and acoustic comfort were also identified as essential to ensure a welcoming and functional environment for varied community activities.

Building Layout

Across all workshops, accessibility, wayfinding, and functional flow were dominant themes. Participants stressed the need for a simple, legible layout that connects indoor spaces with outdoor areas, particularly a playground and gardens. Key functions such as childcare, café, and community rooms should be co-located to encourage interaction and visibility. The importance of safety, natural light, and passive surveillance emerged over time, alongside a desire for a layout that supports both large gatherings and smaller, quieter uses.

Café

The café was viewed by the co-design group as a social anchor point and an activation tool for the precinct. Feedback called for a café that opens onto outdoor seating and play areas, creating natural surveillance and vibrancy. Ensuring accessibility for both families and older residents was a primary concern, as was maintaining affordability. Over time, discussion on a café evolved from being seen as a standalone amenity to an integral part of the Hub's activation strategy as a meeting place that supports events, fosters connection and reinforces the site's community focus.

Childcare

Participants strongly supported the inclusion of childcare as a core community service, valuing its role in supporting local families. The childcare facility was seen as needing close integration with outdoor play and adjacent family-friendly amenities. Feedback over time emphasised safe access, controlled visibility and shared use of facilities where appropriate. There was also an expectation that the design would meet regulatory standards while maintaining flexibility for different age groups and potential future early-years programs.

Community & Demography

Feedback from the co-design group underscored the importance of a facility that reflects Dandenong's cultural diversity and social inclusivity. The group shared that spaces should accommodate a diverse demographic, including young families and seniors, and be culturally welcoming through thoughtful design, programming and art. Participants highlighted the need for multipurpose rooms and flexible spaces that enable different community groups to co-exist. Over time, this evolved into a call for the building to act as both a service hub and a symbol of civic pride representing the city's multicultural identity.

Gallery

Though less frequently discussed, the gallery concept received support by some members of the co-design group as a means of celebrating local culture and creativity. The co-design group suggested integrating exhibition areas into circulation spaces rather than creating a standalone gallery. Participants wanted opportunities to display local artwork, storytelling and cultural heritage that reflects the City's communities. The overarching theme was accessibility, with art and culture embedded into everyday use rather than reserved for formal occasions.

Gardens / Courtyards

Co-design participants consistently sought generous, accessible and safe outdoor spaces. Gardens and courtyards were viewed as essential extensions of the internal program areas, encouraging interaction, relaxation and informal gatherings. Over time, the co-design group's priorities shifted toward creating layered outdoor experiences with shaded seating, quiet reflection zones and visible play areas, all contributing to a strong indoor-outdoor connection. The design of these areas was expected to support biodiversity and enhance the sense of openness and greenery within an urban setting.

Market Precinct

Feedback across the co-design workshops highlighted the need for the Hub to integrate meaningfully with the surrounding market precinct, supporting foot traffic, activation and economic activity. Co-design participants sought improved pedestrian and visual connections between the Hub, market and adjacent streets, reducing the perception of separation. Over time, this discussion progressed towards the creation of a cohesive civic center where community, retail and public life intersect through shared spaces and a unified design language.

Miscellaneous

This category captured a mix of overarching comments from co-design participants relating to governance, communication and project transparency. Participants frequently raised questions about project funding, timelines and decision-making processes, seeking greater clarity from Council. Concerns about duplication with other facilities and a desire for evidence-based design were also expressed. Over time, this category reflected growing appreciation for the consultation process but also highlighted the need for continued engagement and visible accountability as the design progresses.

Parking & Roads

Parking was one of the most debated issues throughout the process. Participants stressed the need for adequate, safe and accessible parking balanced with minimising visual impact and congestion. While some supported basement parking for efficiency, others preferred at-grade options for the cost benefits. Over time, the emphasis shifted toward achieving a realistic balance between car access, walkability, and sustainable transport modes. Drop-off zones, lighting, and pedestrian safety remained critical design considerations.

Playable Spaces

A key community priority was the inclusion of a well-connected, high-quality playground either within or immediately adjacent to the Hub. Participants envisioned play as central to the Hub's purpose, creating a space where children's activities bring life to the center. The importance of visibility from indoor areas, shaded seating for parents and integration with the café and community rooms was emphasised. Over time, the concept evolved from a discrete playground to a broader network of "playable" landscape elements encouraging intergenerational use, however this remained unresolved due to space restrictions.

Site Location & Access

Accessibility to the Hub was a recurring concern of the co-design group, particularly for pedestrians, public transport users and those with mobility challenges. Participants called for improved crossings, clear signage and integration with public transit routes. Some suggested alternate sites closer to the train station, but consensus grew around improving access to the current location through design and landscaping. Over time, the focus of the co-design group shifted from questioning site suitability to ensuring that movement networks and wayfinding would support inclusivity and safety.

Sustainability

Sustainability emerged as a key priority of the co-design group, with participants advocating for energy-efficient systems, natural ventilation and water-sensitive design. Solar panels, recycled materials and passive shading were frequently mentioned by the co-design group. Feedback evolved from general environmental aspirations to a stronger expectation that the building will demonstrate leadership in sustainable design. Participants also connected sustainability to affordability, ensuring the facility remains cost-effective over time.

Trees & Landscaping

There was strong support from the co-design group for preserving significant trees and enhancing landscape quality across the site. Participants wanted existing mature trees retained wherever possible, with new plantings that provide shade, habitat and visual relief. This evolved into an emphasis on designing landscapes that support community use by integrating play, rest and nature into one cohesive system. The protection of key canopy trees became symbolic of respect for the environment and continuity of place.

Workshop Format

Feedback on the co-design process highlighted appreciation for the opportunity to participate but frustration at limited time and clarity in earlier sessions. Participants sought more structured, iterative engagement with visible follow-up on how their input was used. Over time, the workshops had a stronger focus on delivery, fostering a greater sense of shared ownership. The main theme highlighted a need for true collaboration that respects local insights and ensures transparency in the design process.



4.4.4 Dog Off-Leash Strategy 5 Year Review

Responsible Officer:	Executive Director City Futures
Attachments:	1. Attachment 1 Dog Off Leash Strategy 2019 Five Year Review CBS 01122025 [4.4.4.1 - 12 pages]

Officer Recommendation

That Council **NOTES** the five-year review of the Dog Off Leash Strategy 2019 that has:

- assessed the continued appropriateness of the Strategy's strategic objectives and key outcomes; and
- provides a progress update on the priority actions.

Executive Summary

1. The Dog Off-leash Strategy (The Strategy) was adopted by Council in 2019. The purpose of The Strategy is to improve the Dog Off-leash Park network across the City of Greater Dandenong and address the 'gaps' in the current network.
2. The Strategy's Monitoring and Review chapter states: *This Strategy is to be reviewed in five years' time to track progress and ensure that the priorities are still in line with community expectations and requirements.* It is therefore timely for the Strategy to be reviewed in 2025.
3. A key action of the Strategy includes the development of six (6) new off-leash areas in 'gap' areas to improve equitable access to off-leash areas for dog owners.
4. The Strategy has twenty-one (21) priority projects, of which fourteen (14), including two (2) new off-leash areas have been completed as funding has been made available. In addition, there is one (1) in-progress project, as per Table 1. The completed projects have had a positive community benefit.
5. The priority for the next five years is to address the outstanding projects in the Action Plan. As per Table 2, there are seven (7) projects that have been prioritised to equitably implement the objectives of the Strategy. However, the timing of these projects is subject to funding being made available through Council's budget process.
6. Overall, the Dog Off Leash Strategy continues to progress well, and its key considerations, strategic approach and actions remain appropriate.

Background

7. The Strategy was informed by the *Domestic Animals Act (1994)* and Council Policy, including the *Domestic Animal Management Plan (DAMP) 2017-2020*, the *Open Space Strategy 2009* and other Council documents. The Strategy also considered the revised *Open Space Strategy 2020-2030* that was being developed at the same time as this Strategy.
8. The Strategy is closely aligned with the DAMP which states that Council must outline the ways in which it will:
 - Promote and encourage responsible ownership of cats and dogs.
 - Minimise the potential for dogs and cats to create a nuisance.



9. The DAMP refers directly to The Strategy - *Our community has also told us that they want further improved access to safe off-leash areas for exercising and socialising their pets. The 2019 Off-Leash Strategy has committed to increase the off-leash areas available for pet owners from fifteen (15) areas to twenty-one (21) areas within the term of this plan.*
10. The strategic objectives of The Strategy are:
 - To balance the needs and wishes of dog owners with the needs of the community for accessible and safe parks.
 - To expand the number of dog off-leash areas and ensure a more equitable distribution across the city.
 - To minimise potential conflicts between off-leash areas and other park activities.
 - To incorporate community views and preferences regarding the management and control of dogs in public spaces.
 - To encourage greater compliance with local laws through education and information.
11. Key outcomes of The Strategy are to:
 - Improve and expand the dog off-leash network across Greater Dandenong.
 - Increase accessibility to off-leash areas for all residents.
 - Have a method (criteria) to determine the suitability of a park for dog off-leash activities.
 - Categorise dog off-leash areas based on their suitability for small, medium and large sized dogs and promote this widely.
 - Promote and educate the community on Council's off-leash rules.
 - Revise mapping and off-leash information on Council's website and communicate updates to registered owners.
 - Have an implementation plan that provides guidance and indicative costs to guide the capital infrastructure works for the establishment and ongoing operation of dog off-leash areas (the implementation of the strategy will be subject to the support and funding of capital works bids as part of the budget process).
12. Aligned with the strategic objectives and key outcomes are The Strategy's six key considerations which enact the implementation of The Strategy.
 - Balancing the needs of dog owners and other park users
 - Criteria for new parks
 - Consistency and cost of infrastructure
 - Fencing
 - Dog waste and plastic dog bags
 - Mapping and education
13. A summary of achievements to date and an evaluation of each of these six considerations is included the attachment report (Attachment 1).
14. As part of this five-year review, the appropriateness of the strategic objectives, key outcomes and priority actions have been reviewed and their progress tracked. The review concluded that these all remain appropriate. (Refer to Section 4.1 of Attachment 1).



Key Issues and Discussion

15. Expanding the existing network from fifteen (15) to twenty-one (21) off-leash parks and undertaking alterations and improvements to some of the existing off-leash parks are key directions to address improving dog owners' equitable access to off-leash areas.
16. To expand and address gaps in the network, the Strategy has five key actions:
- Develop six new off-leash areas
 - Alter three existing off-leash areas
 - Make the two 'trial' off-leash park locations permanent.
 - Upgrade seven existing off-leash parks
 - Maintain the remaining three existing off-leash parks
17. The Summary Table 1 below provides a high-level status on the progress of the Action Plan.

Table 1

Projects	Completed	In Progress	Not Started	Total
New off leash parks (6 no.)	2		4	6
Altered existing off leash areas (3 no.)	3			3
Upgrade to existing off leash parks (7 no.)	4	3		7
'Trial' location made permanent (2 no.)	2			2
Maintain (3 no.)	3			3
TOTAL	14	3	4	21

18. The key achievements to date include:
- Two new off-leash parks developed, Clarendon Reserve, Keysborough and Keneally Reserve, Dandenong. This has increased the off-leash parks from fifteen to seventeen.
 - Alteration and expansion of two existing off-leash parks at Tirhatuan Park and Tatterson Park (both include a separate small breed fenced area).
 - The two 'trial' off-leash park locations: Birkley Court Reserve, Noble Park North and Fabian Reserve, Keysborough have been made permanent.



19. The key considerations of the next five years of the Strategy include:

- As per Table 2, completing the remaining seven projects in the Priority Action Plan.
- Provision of infrastructure – There has been an increase in community expectations for additional infrastructure to be provided within the off-leash areas. Examples include a gravel path to improve accessibility to seats, a picnic table and trees. This additional infrastructure has been included in the budget for the remaining priority projects as per Table 2.
- Fencing off-leash areas – Requests from the community to fully fence off-leash areas and provide infill fencing to partially fenced off-leash areas where residents consider there is conflict between dogs and other recreation activities. Fencing has been included in the budget for the priority projects, as per Table 2.
- Increased cost of implementing off-leash projects - Since 2019 the cost of implementing the off-leash parks with required assets, infrastructure and labour has increased. Whilst this is challenging financially, it is important to deliver off-leash parks that are supported by the community, are safe, useable and visually appealing. The project budgets in Table 2 have been updated to reflect current cost estimates.

20. The priority over the next five years is to complete the four new off leash parks to address the 'gap' areas and complete upgrades to three existing off-leash parks, as per the priority order with indicative costings in Table 2 below.

Table 2 – Priority Projects

Priority	Reserve	Category	Project type	Indicative Cost
1	Simpson Reserve, Dandenong North	small	new	\$84,000
2	Oakwood Reserve, Noble Park North	small	new	\$70,000
3	Goodman Reserve, Noble Park	small	new	\$70,000
4	Burden Park, Springvale South	small-medium	new	\$200,000
5	Warner Reserve, Springvale	medium	upgrade	\$290,000
6	Greaves Reserve, Dandenong	large	upgrade	\$96,000
7	Fotheringham Reserve, Dandenong	medium	upgrade	\$60,000

21. The rationale for the above projects is outlined in Attachment 1 under Section 5 – Plan for Next 5 Years.

22. Overall, the five-year review of the Strategy has confirmed that the strategic objectives and key outcomes of The Strategy remain relevant, with the underlying principles being sound and in accordance with community expectations and requirements.

23. It is intended that all new and upgraded parks identified in The Strategy are addressed by the end of The Strategy life, subject to funding.

24. A full review of The Strategy should be undertaken in five years (2029-30) to review the strategic objectives, key outcomes and assess progress of the Action Plan to ensure that the new Strategy meets the requirements of the community.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

25. 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

26. The financial implications of this report include an anticipated cost of \$870,000 to complete the seven priority projects. The implementation of these projects will be subject to available funding in this five year period.

Asset Implications

27. This item increases the use of council assets. The ongoing maintenance costs have been assessed and included in operating and resource costings. The implementation costs for each of the remaining seven priority projects is subject to future budget considerations.

Legal/Risk Implications

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

Environmental Implications

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

Gender Impact Assessment

30. A gender impact assessment is not required.

Community Consultation

31. Community consultation was undertaken prior to the development of The Strategy and assisted in its development. This current process is an internal review only of the ongoing appropriateness of The Strategy, and as such does not require community consultation. A further community consultation exercise will be undertaken when a new strategy is developed in five years.

Internal Consultation

Key Stakeholders	Community Amenity, Open Space Planning and Parks
If this is a policy has it been reviewed by the Staff Consultative Committee	No – not applicable
If this is a policy has it been reviewed by the Audit and Risk Committee?	No – not applicable
Has this been reviewed by Governance?	Not applicable, as internal review of existing policy



Links to Integrated Planning Framework

32. This report is consistent with the following tier of the Integrated Planning Framework:

- ☐ Tier 1 – Council Plan and Municipal Public Health and Wellbeing Plan
- ☐ Tier 2 – Annual Plan, Long Term Financial Plan, Asset Plan, Workforce Plan
- ☒ Tier 3 – Priority Strategies, Mandated Documents, Strategic Land Use Plans, Asset and Infrastructure Documents
- ☒ Tier 4 – Supporting Plans, Discretionary Policies, Procedures and other Guidelines

Links to Community Vision and Council Plan

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

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

34. 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.

Legislative and Policy Obligations

35. 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:

- Related Council Policies, Strategies or Frameworks.

Dog Off-leash Strategy 2019 - 5 Year Review

1. Introduction

The Dog Off-leash Strategy (The Strategy) was adopted by Council in 2019. The purpose of The Strategy is to improve the Dog Off-leash Park network across the City of Greater Dandenong and therefore supporting a reduction in behavioural issues through promoting the regular exercise and socialisation of dogs.

Chapter 9 of The Strategy - Monitoring and Review states: *This Strategy is to be reviewed in five years' time to track progress and ensure that the priorities are still in line with community expectations and requirements.*

The Strategy was adopted in 2019, and it is therefore timely for the Strategy to be reviewed in 2025.

The appropriateness of the strategic objectives, key outcomes and priority actions have been reviewed and their progress tracked, as part of this report. An examination of whether the appropriateness of these objectives, key outcomes and actions have shifted in the last five years, has also been conducted.

The Dog Off Leash Strategy continues to progress well, and its key considerations, strategic approach and actions remain appropriate.

2. Policy Context

The Strategy was informed by the *Domestic Animals Act (1994)* and Council Policy, including the Domestic Animal Management Plan (DAMP) 2017-2020, the Open Space Strategy 2009 and other Council documents. The Strategy also considered the revised Open Space Strategy 2020-2030 that was being undertaken at the time of this Strategy's development.

Open Space Strategy (2020-2030)

The revised Open Space Strategy (2020-2030) vision is for *A high quality, accessible and sustainable open space network*. This is underpinned by increasing the quantity of publicly accessible open space and improving the amenity and quality of existing spaces. The Open Space Strategy's Park Development Standards provide guidance on the hierarchy and typology of park that is the most suitable for Dog off-leash parks. With regards to the Dog Off-Leash Strategy there are two exceptions to the park development standards; Birkley Court Reserve in Noble Park North where there is a large gap in the off-leash network and the 'trial' was a success and at Simpson Reserve, Dandenong North where there is separate area that is suited as an off-leash park.

Domestic Animal Management Plan (DAMP) (2021-2025)

The Domestic Animal Management Plan (2021-2025) outlines Council's services, programs and policies established to address the administrative requirements of Council as outlined under the Domestic Animals Act 1994. The Plan also outlines Council's management of dog and cat issues in the community. The DAMP is renewed every four years as required by the Domestic Animals Act 1994. Since The Strategy's 2019 adoption, the Domestic Animal Management Plan (DAMP) 2021-25 has been renewed and a further review for the DAMP 2025-29 is being undertaken in July 2025.

The Strategy is closely aligned with the DAMP which states that Council must outline the ways in which it will:

- Promote and encourage responsible ownership of cats and dogs.
- Minimise the potential for dogs and cats to create a nuisance.

The DAMP refers directly to The Strategy - *Our community has also told us that they want further improved access to safe off-leash areas for exercising and socialising their pets. The 2019 Off-leash Strategy has committed to increase the off-leash areas available for pet owners from 15 areas to 21 areas within the term of this plan. Of*

particular note has been the introduction of two small-breed specific off-leash areas as a result of community feedback to the 2019 Off-leash Strategy.

3. Registered Dogs in the City of Greater Dandenong 2019 - 2025

The law requires all owners to register cats and dogs over three months with their local council. Pet registration is renewed by April 10 every year.

The number of dogs registered has increased from 7992 in 2019 to 10,100 in 2025; an increase of 2018 dogs across the municipality (refer to Table 1). The increased number of registered dogs is reflective of the Domestic Animal Management Plan's improved record keeping and data cleansing that has resulted in a more accurate overall picture of our municipality's circumstances than in previous years.

Table 1 Dog registration rates 2019-2025

Year	Resident Population	No. of Dogs registered	Population per dog	No. dog off-leash areas
2019	157,200	7,992	19.66	15
2025	167,000 (Source: ABS 2023)	10,100	16.54	17

4. Review of the Dog Off-Leash Strategy 2019

The strategic objectives of The Strategy are:

- To balance the needs and wishes of dog owners with the needs of the community for accessible and safe parks.
- To expand the number of dog off-leash areas and ensure a more equitable distribution across the city.
- To minimise potential conflicts between off-leash areas and other park activities.
- To incorporate community views and preferences regarding the management and control of dogs in public spaces.
- To encourage greater compliance with local laws through education and information.

Key outcomes of The Strategy are to:

- Improve and expand the dog off-leash network across Greater Dandenong.
- Increase accessibility to off-leash areas for all residents.
- Have a method (criteria) to determine the suitability of a park for dog off-leash activities.
- Categorise dog off-leash areas based on their suitability for small, medium and large sized dogs and promote this widely.
- Promote and educate the community on Council's off-leash rules.
- Revise mapping and off-leash information on Council's website and communicate updates to registered owners.
- Have an implementation plan that provides guidance and indicative costs to guide the capital infrastructure works for the establishment and ongoing operation of dog off-leash areas (the implementation of the strategy will be subject to the support and funding of capital works bids as part of the budget process).

The Strategy identified 15 existing dog off-leash areas across the City of Greater Dandenong with 6 new off leash areas proposed (refer Figure 1).

The strategic objectives and key outcomes of The Strategy have been reviewed and remain appropriate for the reasons set out in the following section 4.1.



Figure 1 Dog Off-leash Areas, 2019

4.1 Review of the key considerations informing The Strategy

Aligned with the strategic objectives and key outcomes are The Strategy's six key considerations which enact the implementation of The Strategy.

1. Balancing the needs of dog owners and other park users
2. Criteria for new parks
3. Consistency and cost of infrastructure
4. Fencing
5. Dog waste and plastic dog bags
6. Mapping and education

A summary of achievements to date and an evaluation of each of these six considerations is discussed below.

1. Balancing the needs of dog owners and other park users - Expansion of off-leash area network, alter existing off-leash areas and make 'trial' locations permanent

Expanding the existing network from 15 to 21 off-leash parks, including the alterations to some existing off-leash parks is an important priority to improve equitable access to off-leash areas for dog owners.

The three key actions are:

1. Develop six new off-leash areas
2. Alter three existing off-leash areas
3. Make the two 'trial' off-leash park locations permanent.

The achievements to date -

- Two new off-leash parks have been developed, being Clarendon Reserve, Keysborough and Keneally Reserve, Dandenong which has increased the off-leash parks from fifteen to seventeen.
- Alteration and expansion of two existing off-leash areas at Tirhatuan Park and Tattersson Park (both include separate small breed fenced area) has been completed as has the signage improvements to Spring Valley Reserve.
- The two 'trial' off-leash park locations; Birkley Court Reserve, Noble Park North and Fabian Reserve, Keysborough have been made permanent.

Actions to be completed –

- There are four proposed new off-leash areas still be developed to expand the off-leash network.
 - Simpson Reserve, Dandenong North
 - Oakwood Park Reserve, Noble Park North
 - Goodman Reserve, Noble Park; and
 - Burden Park, Springvale South.

2. Criteria for new parks

The Strategy's method for choosing new off-leash parks is still relevant and is working well. The implementation of the Action Plan and the completion of the two new off-leash parks in 'gap' areas of Dandenong and Keysborough South is a positive outcome of the Strategy.

Both Clarendon Reserve, Keysborough and Keneally Reserve, Dandenong have had a positive community benefit by providing new off-leash areas in 'gap' areas of the municipality that did not have off-leash park facilities. The Rangers have advised that there have not been any reported issues at these reserves, which is a very positive outcome.

3. Consistency and cost of infrastructure

All new off-leash parks and the renewal or upgrade of existing off-leash parks have implemented a consistent approach to park infrastructure which is aligned with park maintenance requirements. This includes fencing, gated entries, maintenance gates, drinking fountains with dog bowls, park furniture, paths and shelters.

To establish a consistent framework for infrastructure and to advise dog owners of the suitability of an off-leash park for their dog, the Strategy classified each off-leash area as being of small, medium, large or very large size and infrastructure required. This is working very well, with positive community feedback. Council's Rangers have noted that the separate small breed specific dog areas at specific off-leash parks are successful and that they would encourage more of these areas to be implemented as part of a future review.

Since The Strategy's adoption, there has been an increased expectation from the community regarding the provision of infrastructure. This includes a gravel path to improve accessibility to seats, picnic table, trees and fencing. These elements have been included in the two new off leash parks at Clarendon Reserve and Keneally Reserve and the upgrade of Robert Booth Reserve. Shelters have been included in some off-leash areas, such as at Tatterson Park and Robert Booth Reserve where funding was available. The benefit of additional infrastructure is the increased use by the community and regular social connections for people exercising their dogs.

Since 2019 and especially during the Covid period, the cost of implementing the off-leash parks with required assets, infrastructure and labour has increased. The projected budgets for the remaining off-leash projects has been revised to reflect market costs.

A full review of The Strategy in five years' time will include a revised priority asset plan (renewal, upgrade and new) and projected costs for construction and maintenance.

4. Fencing

The Strategy's underlying principles for fencing of off-leash areas are logical. However, there has been an increased push by the community to fully fence new off-leash areas as well as improvements to fencing at existing off-leash areas. In most cases this has been supported. For example, the new Keneally Reserve off-leash park is adjacent to the Dandenong Creek and hence a fully fenced area was a logical outcome for safety. Other infill fencing requests are where there is considered conflict between dogs and the regional bike trails, such as at Greaves Reserve and Fotheringham Reserve.

As noted earlier, Council's Rangers have noted that the construction of separate fenced and gated small breed specific dog areas at specific off-leash parks are successful and that they would encourage more of these areas to be implemented as part of a future review.

5. Dog waste and plastic dog bags

The Strategy response is working and does not require an update. Plastic dog bags are not provided, and dog owners are encouraged to bring their own bags. Improvements to off-leash parks with rubbish bins and 'pick up after your dog' signage are being implemented as funds are made available.

6. Mapping and education

The Strategy response is working and does not require an update. Improvements to off-leash parks with rubbish bins, signage renewal and additional signage are being implemented as funds are made available. Council's website has been updated to include all dog off-leash locations, facilities and identifies those that are fully fenced.

4.2 Action Plans Implementation - Summary of achievements to date

The Strategy has two Action Plans:

Action Plan 1 – Priority Implementation Plan

Action Plan 2 – Community Education

Progress of Action Plan 1 - Priority Implementation Plan

Action Plan 1 has twenty-one (21) priority projects, of which fourteen (14), including two (2) new off-leash areas have been completed. As funding is made available, Council has continued to make progress on implementing the action plan. The completed projects have had a positive community benefit.

For a detailed summary on the status of the twenty-one (21) priority implementation off-leash projects refer to the Appendix 1 table.

Table 2 below provides a high-level summary of the status of the Action Plan and the Figure 2 map illustrates the location of these projects.

Table 2 Summary of Action Plan

Projects	Completed	In Progress	Not Started	Total
New off leash parks (6 no.)	2		4	6
Altered existing off leash areas (3 no.)	3			3
Upgrade to existing off leash parks (7 no.)	4	3		7
'Trial' location made permanent (2 no.)	2			2
Maintain (3 no.)	3			3
TOTAL	14	3	4	21

Progress Report on Action Plan 2 – Community Education

All community education and notification actions are being implemented on an ongoing basis as required. A progress report on Action Plan 2 is provided on the community education actions for dog off leash parks in Appendix 2.



Figure 2 Status of Dog Off-leash Areas Action Plan

5. Plan for next 5 years

The priority for the next five years is to address the outstanding actions in The Strategy's Action Plan. However, this is subject to funding being made available through Council's budget process.

The priority over the next five years is to complete the four (4) new off leash parks and complete upgrades to three (3) existing off-leash parks, as per the priority order of projects with indicative costings below in Table 3.

Table 3 Priority Projects

Priority	Reserve	Category	Project type	Indicative Cost
1	Simpson Reserve, Dandenong North	small	new	\$84,000
2	Oakwood Reserve, Noble Park North	small	new	\$70,000
3	Goodman Reserve, Noble Park	small	new	\$70,000
4	Burden Park, Springvale South	small-medium	new	\$200,000
5	Warner Reserve, Springvale	medium	upgrade	\$290,000
6	Greaves Reserve, Dandenong	large	upgrade	\$96,000
7	Fotheringham Reserve, Dandenong	medium	upgrade	\$60,000

The three small new off-leash parks will fill 'gaps' in the off-leash network in Dandenong North, Noble Park North and Noble Park. The completion of these three projects will improve local access for dog owners with small to medium sized dogs.

The upgrade of Warner Reserve is a priority, as it strongly aligns with the grant funding received for the southern soccer field. It is important that this off-leash area is fenced, signage renewed, and infrastructure provided.

The new Burden Park dog off leash requires the detailed design and documentation of the southwest section of the reserve to be undertaken, to integrate with the carparking and interface requirements. The timing of this project and implementation is subject to funding being made available. A new off-leash area at Burden Park will fill a major 'gap' for the Springvale / Springvale South community.

Upgrades to the existing dog off leash parks will focus on installing the additional fencing and signage at Greaves Reserve and Fotheringham Reserve. It is anticipated with these improvements that more community members will use these off-leash areas, rather than driving to other fenced off-leash parks.

Regulatory signage replacements will be put forward as a signage renewal asset project as part of the CIP program.

Smaller incidental upgrades such as a seat or gravel path that are a 'nice to have' rather than a priority will be improved only if additional funds are made available.

6. Conclusion

The five-year review of the 2019 Dog Off-leash Strategy has confirmed that the strategic objectives and key outcomes of The Strategy remain relevant, with the underlying principles being sound and in accordance with community expectations and requirements. The implementation of Action Plan 1's priority projects has been occurring; however, its progress has been subject to budget being made available through Council's budget process. As Council funds and grants have been made available, there has been a gradual and targeted improvement to signage and infrastructure which has been well received by the community. The completion of the new off-leash areas which have filled 'gaps' in the network, such as at Keneally Reserve and Clarendon Reserve has been a positive community outcome.

Dog Off-leash Strategy – 5 Year Review (Attachment 1)

Since 2019, the cost of construction and the types of infrastructure requested by the community for a successful off-leash park have increased. Whilst this is challenging financially, it is important to deliver off-leash parks that are supported by the community, are safe, useable and visually appealing.

Subject to funding, the priority over the next five years is to complete the four (4) new off leash parks to address the 'gap' areas and complete upgrades to three (3) existing off-leash parks.

In conclusion, a full review of The Strategy should be undertaken in five years (2029-30) to review the strategic objectives, key outcomes and assess progress of the Action Plan to ensure that the new Strategy meets the requirements of the community.

Appendix 1 - Summary of Status – Priority Projects

Priority Projects	Reserve	New/Altered/Upgrade / Trial location made permanent/ Maintain	Category	Status
1	Tirhatuan Park, Dandenong North	Altered existing off-leash area	Large	Completed 2021-22 New small breed off-leash area and dog play
2	Clarendon Reserve, Keysborough	New	Medium	Completed 2020
3	Ian Tatterson Leisure Park, Keysborough	Altered existing off-leash area	Large	Completed 2020 Relocated due to KCH New fenced off-leash area with all dogs area and fenced small breed specific dog area.
4	Frederick Wachter Reserve, Keysborough	Upgrade	Medium	Completed
5	Burden Park, Springvale South	New	Small	Not started To be completed between FYs 2026-27 and 2030-31. Subject to funding approval.
6	Goodman Reserve, Noble Park	New	Small	Not started To be completed between FYs 2026-27 and 2030-31. Subject to funding being approved.
7	Simpson Reserve, Dandenong North	New	Small	Not started To be completed between FYs 2026-27 and 2030-31. Subject to funding approval.
8	Lois Twohig Reserve, Dandenong North	Upgrade	Medium	Completed as per Dog Off Leash Strategy, noting that additional drainage infrastructure and associated works will occur to the DOL retarding basin area as part of the Lois Twohig Master Plan project.
9	Spring Valley Reserve, Springvale South	Altered existing off-leash area	V. Large	Completed
10	Oakwood Park Reserve, Noble Park North	New	Small	Not started To be completed between FYs 2026-27 and 2030-31. Subject to funding approval.
11	Keneally Reserve, Dandenong	New	Small	Completed 2024
12	Roth Hetherington Reserve, Keysborough	Upgrade	Small	Completed
13	Springvale Reserve, Springvale	Upgrade	Small	Completed
14	Fabian Reserve, Keysborough	Trial made permanent	Medium	Completed 2020
15	Warner Reserve, Springvale	Upgrade	Medium	In progress To be completed between FYs 2026-27 and 2030-31. Subject to funding approval
16	Birkley Reserve, Noble Park North	Trial made permanent	Small	Completed 2020
17	Greaves Reserve, Dandenong	Upgrade	Large	In progress To be completed between FYs 2026-27 and 2030-31. Subject to funding approval
18	Fotheringham Reserve, Dandenong	Upgrade	Medium	In progress To be completed between FYs 2026-27 and 2030-31. Subject to funding approval
19	Robert Booth Reserve, Dandenong	Maintain	Small	Completed
20	Barry J Powell Reserve, Dandenong	Maintain	Large	Completed

Dog Off-leash Strategy – 5 Year Review (Attachment 1)

21	Ross Reserve, Noble Park	Maintain	Small	Completed
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Appendix 2 - Progress Report on Action Plan 2

Initiative	Responsibility	Cost	Status	Progress / Comments
<i>In park promotion</i>				
Council's Dog off-leash signage – Design.	Regulatory Services	These design costs need to be considered as new signs are rolled out across the network.	Ongoing	Signage has been designed as part of works undertaken at several new and improved Dog Off-leash Parks
Council's Dog off-leash signage – Installation.	City Improvement	These costs have been outlined in Action Plan 1 of this Strategy.	Ongoing	Signage has been installed as part of works undertaken at several new and improved Dog Off-leash Parks Additional signage has been designed to suit positioning on fence posts, gates and small breed dog areas to reinforce regulatory services requirements
<i>Community notification procedure – as new dog parks are established</i>				
Notification to immediately adjoining residents.	Regulatory Services	Nil (can be absorbed within Council's existing resources and staff capacity).	Ongoing	Information about off-leash dog parks is included in annual pet registration materials. This ensures that pet owners are well in-formed about designated areas for off-leash activities. New off leash parks – residents notified as well as consultation on Council's website and posters in park.
'Opening day' events such as barbecue mornings so Animal Management Officers can be in parks to answer any questions from dog owners or residents.	Regulatory Services	Nil (can be absorbed within Council's existing resources and staff capacity).	Ongoing	Staff participate in at least one public event which they dedicated to promoting off-leash parks. Council's animal management team are actively involved in educating the community each day when they are patrolling reserves, ensuring compliance and addressing any issued related to animals and more specifically off-leash dog policies.
Updating of Council's website reflecting the recommendations of this strategy.	Planning & Design (initially) Regulatory Services (ongoing)	Nil (can be absorbed within Council's existing resources and staff capacity).	Completed / Ongoing	Council's website has a designated page to the Dog Off-leash Strategy as well as a designated page identifying the location of Dog Off-leash parks. This is updated.
Media release and articles in Greater Dandenong Council News and Pet News to advise new residents of change to the off-leash network.	Regulatory Services	Nil (can be absorbed within Council's existing resources and staff capacity).	Ongoing	There are numerous articles which have been published in different editions of Greater Dandenong Council News advising of Dog Off-leash parks, including advising of their existence and opportunities to contribute to the design of reserves identified as being a dog off-leash park location (existing or future).
<i>Other promotional materials</i>				
Printed (and online) Dog off-leash area brochures at Council's customer service centres and updates to Council's website.	Regulatory Services	These costs will need to be included as a business plan update.	Ongoing	Council's website is regularly updated. Information about off-leash dog parks is included in annual pet registration materials. This ensures that pet owners are well in-formed about designated areas for off-leash activities.



4.4.5 Appointment of Councillors to Taylors Road Landfill Committee

Responsible Officer: Executive Director Strategy & Corporate Services
Attachments: Nil

Officer Recommendation

That Council appoints Councillor Rhonda Garad as the Council representative and Councillor Jim Memeti as the alternate representative on the Taylors Road Landfill Community Reference Group for the 2025–2026 Mayoral Term.

Executive Summary

1. To confirm the appointment of Councillor representatives to the Taylors Road Landfill Community Reference Group for the 2025–2026 Mayoral Term.

Background

2. At Council's Annual Meeting on 13 November 2026, Council resolved a schedule of proposed appointment of Council liaisons and representatives to committees, peak industry bodies, regional and community associations for 2025-2026.
3. Council representation on the Taylors Road Landfill Community Reference Group was proposed to be by Officers only; however, ongoing community interest and engagement requirements and Councillor feedback have confirmed the need for continued Councillor representation.
4. This group meets monthly with SUEZ, the landfill operator. Membership comprises SUEZ representatives and local community members, and meetings are chaired by SUEZ. Council participates in an observer capacity.
5. The Committee plays an important role in:
 - Monitoring compliance with environmental standards.
 - Facilitating communication between stakeholders.
 - Providing feedback on operational issues and community concerns.

Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

6. 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

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

Asset Implications

8. This item does not affect any existing assets.



Legal/Risk Implications

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

Environmental Implications

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

Gender Impact Assessment

11. A gender impact assessment is not required.

Community Consultation

12. There was no requirement for community consultation.

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

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

- Sustainable environment.

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

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

Legislative and Policy Obligations

15. Not Applicable



4.4.6 Re-appointment of Director - Dandenong Market Pty Ltd (DMPL)

Responsible Officer: Executive Director City Futures
Attachments: Nil

Officer Recommendation

That Council re-appoints Mr Jerome Gauder as a Non-Executive Director of Dandenong Market Pty Ltd for a further three (3) years commencing 14 December 2025 and concluding on 13 December 2028.

Executive Summary

1. This report recommends that Council re-appoint Mr Jerome Gauder as a Non-Executive Director of Dandenong Market Pty Ltd for a further three (3) year term commencing 14 December 2025.

Background

2. Dandenong Market Pty Ltd (DMPL) was established in September 2012 as a means of Council establishing a skills-based Board to drive the strategic direction and operations of the Dandenong Market. Since then, the Board has provided an extremely valuable service to Council and the Market has continued to evolve and develop including initiatives such as the introduction of Sunday trading, night markets and a full program of festivals and events.
3. The Market is an extremely valuable asset, not only to the City of Greater Dandenong, but also to the region, and acts as an important community networking vehicle that brings together people from all different backgrounds in the one (1) location. It also remains a reliable source of fresh produce and goods at a very reasonable price.
4. DMPL originally consisted of five (5) Directors which were appointed by Council under the terms of the DMPL Constitution (which requires Director appointments to be made by the Shareholder (Council)). Mr Gauder joined the Board under a formal resolution on 14 December 2020 and a re-appointment on 27 November 2023.

Key Issues and Discussion

5. It is proposed that Council reappoints Mr Jerome Gauder as Non-Executive Director of Dandenong Market Pty Ltd for a further three (3) years commencing 14 December 2025 which will take him up to eight (8) years of continuous service.
6. Under the Constitution that governs Dandenong Market Pty Ltd (DMPL), Clause 9.1 provides that the number of company directors shall be not less than two (2) nor more than five (5). It further provides that the Shareholder (Council) may, by resolution, appoint a person as a Director for a term up to three (3) years.
7. It also allows for a Director who has reached the end of the term of their appointment to be eligible for re-appointment, provided that their total continuous term of appointment as a director is not more than nine (9) years.
8. DMPL currently operates with five (5) Director positions. The purpose of this report is to recommend the reappointment of one Director for a further three (3) years under the rules of the DMPL Constitution.



Governance Compliance

Human Resource Implications (consider Workforce Planning and Service Statements)

9. 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

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

Asset Implications

11. This item does not affect any existing assets.

Legal/Risk Implications

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

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. As this is a reappointment, the position of Director has only been discussed with the Chairperson of DMPL and the General Manager Dandenong Market.

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

16. 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.

17. 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

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*.
- *Victorian Charter of Human Rights and Responsibilities 2006*.
- Related Council Policies, Strategies or Frameworks.



4.4.7 List of Registered Correspondence to Mayor and Councillors

Responsible Officer: Manager Governance, Integrity, Risk & Legal
Attachments: 1. List of Registered Correspondence to Mayor and Councillors [4.4.7.1 - 2 pages]

Officer Recommendation

That the listed items for the period 17 November 2025 to 28 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 17 to 28 November 2025.



Correspondences addressed to the Mayor and Councillors received between 17/11/25 & 28/11/25 - for officer action - total = 2

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
Letter from The Hon Kristy McBain reminding of an upcoming submission deadline about the Inquiry into local government funding and fiscal sustainability.	11/24/2025	11/24/2025	fA367445	Mayor & Councillors Office
An inquiry from a resident regarding overhanging trees on their property.	11/28/2025	28//11/25	fA367987	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 17/11/25 & 28/11/25 - for information only - total = 2

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
Two email Reflections for Australian Communities and Local Leaders	24-Nov-25	24-Nov-25	A12611584/ A12611852	Mayor & Councillors Office
An invitation to attend a service at the Dandenong Regional Uniting Church.	28-Nov-25	28-Nov-25	A12632301	Mayor & Councillors Office

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



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

Responsible Officer: Executive Director Strategy & Corporate Services

Attachments: Nil

Officer Recommendation

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

Executive Summary

1. As part of Council's ongoing efforts to improve transparency in Council processes, matters discussed at Councillor Briefing Sessions & Pre-Council Meetings (other than those matters designated to be of a confidential nature) are reported on at Council meetings.
2. The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings during the period 10 November – 1 December 2025.

Background

3. The Executive Team and associated staff at Greater Dandenong City Council host Councillor Briefing Sessions and Pre-Council Meeting on a regular basis (weekly) to inform Councillors about the work officers are undertaking, share information, obtain feedback and discuss strategies and options for current and future work.
4. To ensure transparency in this process matters discussed at Councillor Briefing Sessions and Pre-Council Meetings (other than those matters designated to be confidential under the *Local Government Act 2020*) are reported on at Council meetings. This report represents matters discussed at the Councillor Briefing Sessions & Pre-Council Meetings during the period 10 November – 1 December 2025.

Matters Presented for Discussion

Item		Councillor Briefing Session/Pre-Council Meeting
1	<p>General Discussion</p> <p>Councillors and Council officers briefly discussed the following items:</p> <ul style="list-style-type: none">a. Councillor representatives on Committees for 2025-2026;b. Media update;c. Proposed Basement car park closures;d. Parliamentary Advocacy Bill;e. Staff recruitment; and <p>Agenda items for the Council meeting of 10 November 2025.</p>	<p>Pre-Council Meeting (PCM) – 10 November 2025</p>



2	<p>Aged Care Act – Responsible Person Suitability Matters</p> <p>Councillors were briefed on the proposed reforms to the Aged Care Act 2024, which introduce new governance obligations for aged care providers and their responsible persons. Key changes include:</p> <ul style="list-style-type: none">• A statutory duty for providers to ensure, as far as reasonably practicable, that their conduct does not cause harm to individuals receiving aged care services.• A new Responsible Person Duty, requiring board members and senior executives to exercise due diligence to ensure compliance with provider obligations.• Strengthened suitability requirements for responsible persons, including mandatory checks and ongoing monitoring, with civil penalties for non-compliance. <p>These changes aim to improve accountability, governance, and care quality in response to recommendations from the Royal Commission into Aged Care Quality and Safety.</p>	<p>Councillor Briefing Session (CBS) – 17 November 2025</p>
3	<p>Economy and Place Strategy Councillor Workshop</p> <p>Councillors participated in a workshop after which a draft Strategy will be developed with a gender impact assessment undertaken and incorporated and presented to Council in early-2026 for community consultation. The final strategy will be presented with a five year action plan for Council approval by mid-2026.</p>	<p>Councillor Briefing Session (CBS) – 17 November 2025</p>
4	<p>Dandenong Community Hub – Concept Design</p> <p>Councillors were provided with an update on the Dandenong Hub project, including three strategic options for progressing the concept design. The briefing outlined the risks and opportunities associated with each option:</p> <ul style="list-style-type: none">• Progress the current concept• Reduce the size and revisit the concept design• Reconsider multi-level design options.	<p>Councillor Briefing Session (CBS) – 17 November 2025</p>
5	<p>2025-26 Mid-Year Budget</p> <p>As part of Council's approach to managing its finances actively within budgetary parameters, Council annually considers a Mid-Year Budget Review. Councillors considered relevant information regarding the 2025-26 Mid-Year Budget.</p>	<p>Councillor Briefing Session (CBS) – 17 November 2025</p>



6	<i>Community Engagement Policy Review</i> Councillors were briefed on proposed updates to Council's Community Engagement Policy. The changes aim to modernise and streamline the policy by: <ul style="list-style-type: none">• Aligning its format with other Council policies for consistency and clarity.• Providing clearer guidance on how engagement methods are selected to suit project scope and community needs.• Introducing flexibility in determining engagement timeframes to allow tailored approaches for different initiatives. These updates are intended to strengthen transparency and responsiveness in Council's engagement practices.	<i>Councillor Briefing Session (CBS) – 17 November 2025</i>
7	<i>Councillor Media Policy and Councillor Social Media Guidelines</i> Councillor feedback was sought on the review of Council's Councillor Media Policy, which currently covers both mainstream media and social media. The proposed changes include: <ul style="list-style-type: none">• Separating social media content from the policy, limiting its scope to mainstream media matters only.• Making modest updates to improve clarity and modernise language, including references to the Deputy Mayor and removal of redundant wording.• Introducing Social Media Guidelines as an informative resource to help mitigate risks associated with social media use.	<i>Councillor Briefing Session (CBS) – 17 November 2025</i>
8	<i>General Discussion</i> Councillors and Council officers briefly discussed the following items: <ul style="list-style-type: none">a. Upcoming Councillor Professional Development Training;b. Dandenong Market end of year celebrations; and Agenda items for the Council meeting of 24 November 2025.	<i>Councillor Briefing Session (CBS) – 17 November 2025</i>
9	<i>General Discussion</i> Councillors and Council officers briefly discussed the following items: <ul style="list-style-type: none">a. Update on glass bin program;b. Upcoming civic events; and Agenda items for the Council meeting of 24 November 2025.	<i>Pre-Council Meeting (PCM) – 24 November 2025</i>
10	<i>Councillor Professional Development Training</i> Topics covered: <ul style="list-style-type: none">• Renewing Councillor group commitment to work as a team;• Effective Strategic Planning; and	<i>Councillor Briefing Session (CBS) – 26 November 2025</i>



	<ul style="list-style-type: none">Representing and Responding to the Needs of the Municipality.	
11	<i>Update on the Rooming House Taskforce</i> Councillors were provided with an update on the Rooming House Taskforce, including its recent activities and ongoing priorities. The briefing outlined progress on initiatives aimed at improving compliance, safety, and amenity standards in rooming houses, as well as collaborative efforts with relevant agencies to address emerging issues.	<i>Councillor Briefing Session (CBS) – 1 December 2025</i>
12	<i>Councillor Contact with Developers, Submitters & Lobbyists Policy</i> Councillors were briefed on the review of the Councillor Contact with Developers, Submitters and Lobbyists Policy, originally adopted in March 2022 with a two-year review requirement. The review confirmed the policy remains relevant in supporting transparent and accountable governance. Minor amendments are proposed to improve terminology, clarify language, align with contemporary legal interpretation, and reinforce Council's commitment to integrity in the planning process.	<i>Councillor Briefing Session (CBS) – 1 December 2025</i>
13	<i>Open Space Improvements Five Year Plan</i> Councillors were briefed on the development of a draft Five-Year Open Space Plan, which will provide clear direction for Council and the community on priority open space projects over the next five years. The proposed approach includes funding the plan through the Open Space Improvements Reserve, considered a logical and appropriate mechanism to support its implementation.	<i>Councillor Briefing Session (CBS) – 1 December 2025</i>
14	<i>Housing Strategy Update</i> Councillors were updated on the development of the draft Greater Dandenong Housing Strategy, including proposed actions such as investigating Council-owned sites for affordable housing and exploring rate reductions for housing associations. Officers outlined that Council's position on these actions will influence whether the strategy can progress.	<i>Councillor Briefing Session (CBS) – 1 December 2025</i>
16	<i>General Discussion</i> Councillors and Council officers briefly discussed the following items: <ul style="list-style-type: none">a. Update on upcoming 'Dandy Vibes' events;b. Upcoming end of year events;c. CCTV program update;d. Recent community workshops; and Agenda items for the Council meeting of 8 December 2025.	<i>Councillor Briefing Session (CBS) – 1 December 2025</i>



Apologies

5. Councillor Melinda Yim submitted an apology for the Pre-Council Meeting on 10 November 2025.
6. Councillor Isabella Do submitted an apology for the Councillor Briefing Session on 17 November 2025.
7. Councillor Lana Formoso submitted an apology for the Pre-Council Meeting on 24 November 2025.
8. Councillors Lana Formoso and Councillor Jim Memeti submitted apologies for the Councillor Professional Development Training Session on 26 November 2025.
9. Councillor Lana Formoso, Councillor Jim Memeti and Councillor Loi Truong submitted apologies for the Councillor Briefing Session on 1 December 2025.

Legislative and Policy Obligations

10. Section 9 of the *Local Government Act 2020* (LGA2020) states that a Council must in the performance of its role give effect to the overarching governance principles.
11. Reporting on matters discussed at Councillor Briefing Sessions and Pre-Council Meetings gives effect to the overarching governance principles (in particular, section 9(i) of the *Local Government Act 2020*) in that the transparency of Council actions and information is ensured.



5 NOTICES OF MOTION

A Notice of Motion is a notice setting out the text of a motion proposed to be moved at the next relevant meeting. It must be in writing, signed by a Councillor, and be lodged with the Chief Executive Officer in sufficient time for them to give each Councillor at least 72-hours notice of such notice.

The guidelines for submitting a notice of motion to a Council meeting are included in the current Governance Rules.



6 REPORTS FROM COUNCILLORS/DELEGATED MEMBERS AND COUNCILLORS' QUESTIONS

The principal purpose of this item in the Council Meeting Agenda is for Councillors to report on their attendance, observations or important matters arising from their liaison or representation with groups for which the Councillor has been formally appointed by Council. In accordance with the documented 'protocol' that applies to either liaisons or representatives, Councillors should raise matters of importance during this item. Other matters may also be reported.

If a Councillor chooses to speak, the name of the conference/event and the Councillor will be noted in the Minutes for that meeting. If a Councillor requires additional information on the conference/event to be listed in the Minutes, they must submit it in writing to a Governance staff member by 12.00pm the day following this Council Meeting.

Question time is provided to enable Councillors to address questions to members of Council staff. The guidelines for asking questions at a Council meeting are included in the current Governance Rules.

Councillors have a total of 15 minutes each to report on their attendances at meetings, conferences or events and to ask questions of Council staff.



7 URGENT BUSINESS

No business may be admitted as urgent business unless it:

- a) relates to or arises out of a matter which has arisen since distribution of the Agenda; and
- b) cannot safely or conveniently be deferred until the next ordinary meeting and unless agreed to by a majority of those Councillors present at the meeting.



8 CLOSE OF BUSINESS