



**GREATER
DANDENONG**
City of Opportunity

AGENDA

ORDINARY COUNCIL MEETING

MONDAY, 27 MAY 2019
Commencing at 7:00 PM

COUNCIL CHAMBERS
225 Lonsdale Street, Dandenong VIC 3175

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1 MEETING OPENING

1.1 ATTENDANCE

Apologies

1.2 OFFERING OF PRAYER

As part of Council's commitment to recognising the cultural and spiritual diversity of our community, the prayer this evening will be offered by Mr Prithiviraj (Raj) Boodhun from the Brahma Kumaris World Spiritual University, a member of the Greater Dandenong Interfaith Network.

1.3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Ordinary Meeting of Council held 13 May 2019.

Recommendation

That the minutes of the Ordinary Meeting of Council held 13 May 2019 be confirmed.

1.4 ASSEMBLIES OF COUNCIL

The following assemblies of Council occurred in the period 8 May to 22 May 2019:

| Date | Meeting Type | Councillors Attending | Councillors Absent | Topics Discussed & Disclosures of Conflict of Interest |
|----------|---------------------|--|--|---|
| 13/05/19 | Pre-Council Meeting | Youhorn Chea Tim Dark (part), Matthew Kirwan, Zaynoun Melhem, Jim Memeti, Maria Sampey (part), Sophie Tan | Roz Blades AM, Angela Long, Sean O'Reilly | <ul style="list-style-type: none">- Planning application lodged for 151 Chapel Road, Keysborough.- Contractor wage issues at Hume City Council.- Appointment of new CEO at Dandenong Basketball Association.- Agenda items for the Council Meeting of 13 May 2019. |

1.4 ASSEMBLIES OF COUNCIL (Cont.)

| Date | Meeting Type | Councillors Attending | Councillors Absent | Topics Discussed & Disclosures of Conflict of Interest |
|-------------|---------------------------------------|--|---------------------------|---|
| 20/05/19 | Disability Advisory Committee Meeting | Angela Long, Maria Sampey | Nil. | - Disability Advisory Committee Meeting. |
| 20/05/19 | Councillor Briefing Session | Roz Blades AM, Youhorn Chea, Tim Dark (part), Matthew Kirwan, Angela Long, Zaynoun Melhem, Sean O'Reilly, Maria Sampey (part), Sophie Tan | Apologies - Jim Memeti | - Greater Dandenong Volunteer Resource Service. - Leisure Facilities Contract Update and Future Direction (Confidential). - Springvale Hub Update. - Australia Day Awards. - Notice of Motion No. 60 – Use of Consultancies at Greater Dandenong Council. - Open Space Acquisition Update (Confidential). - Meeting Procedure Local Law Review. - Agenda items for the Council Meeting of 27 May 2019. |

Recommendation

That the assemblies of Council listed above be noted.

1.5 DISCLOSURES OF INTEREST

Any interest that a Councillor or staff member has deemed to be significant and has disclosed as either a direct or an indirect interest is now considered to be a conflict of interest. Conflict of Interest legislation is detailed in sections 77A, 77B, 78, 78A-E & 79 of the Local Government Act 1989. This legislation can be obtained by contacting the Greater Dandenong Governance Unit on 8571 5216 or by accessing the Victorian Legislation and Parliamentary Documents website at www.legislation.vic.gov.au.

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

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

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

2 OFFICERS' REPORTS

2.1 DOCUMENTS FOR SEALING

2.1.1 Documents for Sealing

| | |
|----------------------|-----------------------------|
| File Id: | A2683601 |
| Responsible Officer: | Director Corporate Services |

Report Summary

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

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

Recommendation Summary

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

2.1.1 Documents for Sealing (Cont.)

Item Summary

There are seven [7] items being presented to Council's meeting of 27 May 2019 for signing and sealing as follows:

1. A letter of recognition to Kanagasabapathy Pathan, Engineering Services for 30 years of service to the City of Greater Dandenong;
2. A letter of recognition to Terry Fernando, Engineering Services for 10 years of service to the City of Greater Dandenong;
3. A letter of recognition to Charomi Perera, City Planning, Design and Amenity for 10 years of service to the City of Greater Dandenong;
4. A letter of recognition to Ray Vis, Engineering Services for 30 years of service to the City of Greater Dandenong;
5. A letter of recognition to Michael Cappello, Engineering Services for 20 years of service to the City of Greater Dandenong;
6. A letter of recognition to Wayne Toal, Engineering Services for 30 years of service to the City of Greater Dandenong; and
7. A letter of recognition to Belinda Littlejohn, City Planning, Design and Amenity for 30 years of service to the City of Greater Dandenong.

Recommendation

That the listed documents be signed and sealed.

2.2 DOCUMENTS FOR TABLING

2.2.1 Petitions and Joint Letters

| | |
|----------------------|-----------------------------|
| File Id: | qA228025 |
| Responsible Officer: | Director Corporate Services |
| Attachments: | Petitions and Joint Letters |

Report Summary

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

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

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

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

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

2.2.1 Petitions and Joint Letters (Cont.)

Petitions and Joint Letters Tabled

Council received one new petition, no joint letters and no petition updates prior to the Council Meeting of 27 May 2019.

- A petition was received from twenty proponents requesting a 60 minute car parking limit in front of the Kebab Shop at Chandler Road, Keysborough. This petition has been forwarded to the relevant Council Business Unit/s for action.

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

Recommendation

That the listed items detailed in Attachment 1, and the current status of each, be received and noted.

2.2.1 Petitions and Joint Letters (Cont.)

DOCUMENTS FOR TABLING

PETITIONS AND JOINT LETTERS

ATTACHMENT 1

PETITIONS AND JOINT LETTERS

PAGES 3 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 1000.

2.2.1 Petitions and Joint Letters (Cont.)

| Date Received | • Petition Text (Prayer) | No. of Petitioners | Status | Responsible Officer Response |
|---------------|---|--------------------|--------|---|
| 22 May 2019 | <p>To: Dandenong Council Request for 60 minutes (from 6am-5pm) parking limit in front of Keysborough Kebab Shop at 599 Chandler Road, Keysborough.</p> | 20 | New | <p>Tabled at Council Meeting 27 May 2019. Referred to Engineering Services 22 May 2019.</p> |

If the details of the attachment are unclear please contact Governance on 8571 1000.

2.2.1 Petitions and Joint Letters (Cont.)

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If the details of the attachment are unclear please contact Governance on 8571 1000.

2.3 STATUTORY PLANNING APPLICATIONS

2.3.1 Planning Decisions Issued by Planning Minister's Delegate - April 2019

File Id: qA280444

Responsible Officer: Director City Planning, Design and Amenity

Report Summary

This report provides Council with an update on the exercise of delegation by Planning Minister's delegate.

No decisions were reported for the month of April 2019.

Recommendation

That the report be noted.

2.3.2 Planning Delegated Decisions Issued - April 2019

| | |
|----------------------|--|
| File Id: | qA280 |
| Responsible Officer: | Director City Planning, Design and Amenity |
| Attachments: | Planning Delegated Decisions Issued April 2019 |

Report Summary

This report provides Council with an update on the exercise of delegation by Council officers.

It provides a listing of Town Planning applications that were either decided or closed under delegation or withdrawn by applicants in April 2019.

It should be noted that where permits and notices of decision to grant permits have been issued, these applications have been assessed as being generally consistent with the Planning Scheme and Council's policies.

Application numbers with a PLN#.01 or similar, are applications making amendments to previously approved planning permits.

The annotation 'SPEAR' (Streamlined Planning through Electronic Applications and Referrals) identifies where an application has been submitted electronically. SPEAR allows users to process planning permits and subdivision applications online.

Recommendation

That the items be received and noted.

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

STATUTORY PLANNING APPLICATIONS

PLANNING DELEGATED DECISIONS ISSUED APRIL 2019

ATTACHMENT 1

**PLANNING DELEGATED DECISIONS ISSUED
APRIL 2019**

PAGES 11 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

City of Greater Dandenong

Planning Delegated Decisions Issued from 01/04/2019 to 30/04/2019

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|---|------------------------------|--|---|-----------|-----------|------------|-----------|
| PLN01/0718.02 | No | 5/49-54 Douglas Street NOBLE PARK VIC 3174 | Dream English Pty Ltd | AMENDMENT TO planning permit PLN01/0718.01 which allowed use of the site for the purpose of Community Services including English and Counselling with a reduction in the car parking requirement under the Greater Dandenong Planning Scheme, all in accordance with the endorsed plans to include business identification signs, alter condition 10 of the permit and amend the endorsed plans. | Amend permit Condition 10 to allow advertising decals on front windows and installation of metal signboard on balcony | Delegate | AmendPerm | 02/04/2019 | Paperbark |
| PLN15/0011.02 | No | 1/38 Princes Highway DANDENONG VIC 3175 | KLM Spatial Pty Ltd | AMENDMENT TO: Alterations and additions to the existing unit block and the addition of six dwellings on common property contained within a three storey building (for a total of 20 dwellings) and a reduction of visitor car parking requirements DECLARED AREA | Amend permit condition 14 relating to consolidation of the land prior to commencement of development | Delegate | AmendPerm | 18/04/2019 | RedGum |
| PLN15/0912.01 | No | 206-208 Hammond Road DANDENONG SOUTH VIC 3175 | GHD Pty Ltd | AMENDMENT TO: Buildings and Works and Change of Use (Pharmaceutical Manufacturing) | Amend endorsed plans to reflect what was constructed on the site | Delegate | AmendPerm | 30/04/2019 | RedGum |
| PLN16/0464.03 | No | Road Reserve PUBLIC HIGHWAYS VIC 3175 | Major Road Projects Victoria | AMENDMENT TO: Buildings and Works and Removal of Vegetation - Thompsons Road Duplication Stage 2 | Amend permit to allow removal of vegetation | Delegate | AmendPerm | 05/04/2019 | RedGum |

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01/05/2019

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|---|---|---|--|-----------|-----------|------------|-----------|
| PLN16/0662.01 | No | 176-180 Stud Road DANDENONG NORTH VIC 3175 | Mitor Pty Ltd | AMENDMENT TO: A four storey apartment building involving construction of two or more dwellings on a lot in the General Residential Zone Schedule 1; removal of part of easement E2; removal of easement E7; and creation of an easement; and alteration of access to a RDZ1 (Stud Road) as a result of a change in use/intensity in accordance with the endorsed plans and subject to the following conditions. | Amend permit preamble to include the removal of easements E4 and E8 | Delegate | AmendPerm | 17/04/2019 | RedGum |
| PLN17/0238.03 | No | 84-100 Pacific Drive KEYSBOROUGH VIC 3173 | Auslander Developments Pty Ltd | AMENDMENT TO The development and use of forty-nine (49) warehouses, and a reduction of car parking | Amend endorsed plans to allow access from Perry Road (egress and ingress) and delete permit condition 1.5 relating to vehicle access | Delegate | AmendPerm | 12/04/2019 | RedGum |
| PLN17/0603.01 | No | 452 Cheltenham Road KEYSBOROUGH VIC 3173 | SB&G-452 Cheltenham Road Keysborough Pty Ltd | AMENDMENT TO Development of the land for one hundred and fourteen (114) dwellings and alteration of access to a road in a Road Zone Category 1 | Amend permit to alter dwellings | Delegate | AmendPerm | 18/04/2019 | RedGum |
| PLN17/0660.01 | No | 104 Jesson Crescent DANDENONG VIC 3175 | Subrata & Joyisha Biswas C/o Ms Sue Chieramonte CRA Survey Pty Ltd | AMENDMENT TO Subdivision x 2 SPEAR | Delete permit Condition 1 which required for the plan of subdivision to be amended to meet building regulations | Delegate | AmendPerm | 30/04/2019 | RedGum |
| PLN17/0780.01 | No | 2 Mather Road NOBLE PARK VIC 3174 | ANT Corporation Pty Ltd | AMENDMENT TO Development of the land for five (5) double storey dwellings and a reduction of a visitor car parking space | Amend permit conditions to allow development in 2 stages | Delegate | AmendPerm | 03/04/2019 | Paperbark |
| PLN18/0062.01 | No | 2-106 Bayliss Road DANDENONG SOUTH VIC 3175 | Salta Properties (Lyndhurst) Pty Ltd c/- Planning & Property Partners Pty Ltd | AMENDMENT TO Use and development of land for shipping container storage and reduction in car parking | Amend permit Condition 4 relating to height of shipping container stacks | Delegate | AmendPerm | 26/04/2019 | RedGum |
| PLN18/0120.01 | No | 28 Egan Road DANDENONG VIC 3175 | Vic Planning & Design Pty Ltd | AMENDMENT TO Use and development of the land for the purpose of a Place of Assembly and a reduction in the car parking requirement under Clause 52.06 of the Greater Dandenong Planning Scheme | Amend endorsed plans to show mezzanine and classrooms 2, 3 & 4 deleted and toilet layout changed | Delegate | AmendPerm | 11/04/2019 | RedGum |

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01/05/2019

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|--|---|--|--|-----------|------------|------------|------------|
| PLN18/0225 | No | 332 Cheltenham Road KEYSBOROUGH VIC 3173 | AM Solutions | Display of signs | Multi Use Zone, business identification sign | Delegate | PlanPermit | 30/04/2019 | Paperbark |
| PLN18/0268 | No | 1 Gell Court NOBLE PARK VIC 3174 | Archiden Design & Consulting | Development of the land for four (4) dwellings | General Residential1 Zone, 910sqm | Delegate | NOD | 26/04/2019 | Paperbark |
| PLN18/0305 | No | 150 Buckley Street NOBLE PARK VIC 3174 | Strait-Line Builders & Drafters Pty Ltd | Development of the land for five (5) double storey dwellings and a reduction of a visitor car space | General Residential 1 Zone, 879sqm | Delegate | PlanPermit | 01/04/2019 | Paperbark |
| PLN18/0370 | No | 4 Masters Street DANDENONG VIC 3175 | 3D Design Group | Development of the land for a double storey dwelling to the rear of an existing single dwelling and alterations and additions to the existing dwelling DECLARED AREA | Residential Growth 1 Zone, 687sqm | Delegate | PlanPermit | 26/04/2019 | RedGum |
| PLN18/0376 | No | 2A/60 Outlook Drive DANDENONG NORTH VIC 3175 | Habib Hashimi | Use the site for a Place of Assembly (Shisha Lounge) with a reduction in the car parking requirement for a Place of Assembly | The proposal fails to comply with Clause 21.04-2 (Land Use), Clause 32.04 (Mixed Use Zone) and Clause 65 (Decision Guidelines) | Delegate | Refusal | 23/04/2019 | Silverleaf |
| PLN18/0431 | No | 27 French Street NOBLE PARK VIC 3174 | Gavan Construction Pty Ltd | Development of the land for five (5) double storey dwellings | General Residential 1 Zone, 1044.13sqm | Delegate | PlanPermit | 08/04/2019 | Paperbark |
| PLN18/0444 | No | 12 Wedge Street DANDENONG VIC 3175 | V J Agosta & Associates Pty Ltd | Development of the land for four (4) double storey dwellings | The proposal fails to comply with Clause 15 (Built Environment and Heritage), Clause 21.05 (Built Form), Clause 22.09 (Residential Development and Neighbourhood Character Policy) Clause 32.08 (General Residential Zone, Clause 52.06 (Car parking) and Clause 55 (Two or more Dwellings on a lot and Residential Buildings) | Delegate | Refusal | 26/04/2019 | RedGum |

01/05/2019

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ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|---|--|--|--|-----------|------------|------------|-----------|
| PLN18/0474 | No | 26 Wales Street SPRINGVALE VIC 3171 | MB Design Studio | Development of the land for three (3) double storey dwellings | Residential Growth 1 Zone, 836sqm | Delegate | PlanPermit | 26/04/2019 | Lightwood |
| PLN18/0504 | No | 97 Herbert Street DANDENONG VIC 3175 | Akham Design Pty Ltd | Development of the land for three (3) double storey dwellings | Residential Growth 2 Zone, 861.85sqm | Delegate | NOD | 26/04/2019 | RedGum |
| PLN18/0517 | No | 18 Kemp Street SPRINGVALE VIC 3171 | The Town Hall Consulting Group Pty Ltd | To develop the land for two (2) double storey dwellings and one (1) single storey dwelling | General Residential 1 Zone, 735sqm | Delegate | PlanPermit | 23/04/2019 | Lightwood |
| PLN18/0526 | No | 33 Jesson Crescent DANDENONG VIC 3175 | Peyman Damangir | Development of the land for four (4) double-storey dwellings and one (1) single-storey dwelling | General Residential 1 Zone, 587sqm | Delegate | PlanPermit | 11/04/2019 | RedGum |
| PLN18/0547 | No | 2 Prince Street SPRINGVALE VIC 3171 | PBD Group Pty Ltd | The development of the land for five (5) double storey dwellings | The proposal is inconsistent with Clause 32.07 Residential Growth Zone relating to consistency of design and scale and built form and Clause 55.02-1 (Neighbourhood Character, Safety Objective, Access Objective and Design Detail Objective) | Delegate | Refusal | 12/04/2019 | Lightwood |
| PLN18/0574 | No | 1/925 Heatherton Road SPRINGVALE VIC 3171 | Fredman Malina Planning Pty Ltd | Development of the land for two (2) dwellings comprising one (1) new double storey dwelling to the front of one (1) existing rear single storey dwelling, subdivision of the land into two (2) lots and alteration of access to a Road Zone Category 1 | General Residential 1 Zone, 1186sqm | Delegate | PlanPermit | 24/04/2019 | Lightwood |
| PLN18/0603 | No | 427-441 Springvale Road SPRINGVALE VIC 3171 | Croiser Scott Architects | Development of the land comprising of buildings and works associated with an education centre, display of two (2) internally illuminated signs, and native vegetation removal | General Residential 1 Zone, 1125sqm | Delegate | PlanPermit | 23/04/2019 | Lightwood |

01/05/2019

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EANTOS

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|---|--|--|---|-----------|------------|------------|------------|
| PLIN18/0617 | No | 7 Blaxland Drive DANDENONG NORTH VIC 3175 | Aldo Venieri Architect | The construction of two (2) double storey dwellings on a lot | General Residential 1 Zone, 602sqm | Delegate | PlanPermit | 15/04/2019 | Silverleaf |
| PLIN18/0619 | No | 2-4 Stud Road DANDENONG VIC 3175 | Hungry Jack's Pty Ltd | Development of the land for external alterations to the existing building and display of advertising signs DECLARED AREA | Residential Growth 1 Zone, alterations to existing facade and business identification signage | Delegate | PlanPermit | 24/04/2019 | RedGum |
| PLIN18/0622 | No | 2 Deepdale Street DANDENONG VIC 3175 | Optimal Design Studio Pty Ltd | Development of the land for two (2) double storey dwellings. | General Residential 1 Zone, 590sqm | Delegate | PlanPermit | 26/04/2019 | RedGum |
| PLIN18/0624 | No | 2 Young Street SPRINGVALE VIC 3171 | The Ellis Group Architects Pty Ltd | Use and development of the land for a child care centre and to create or alter access to a road in a Road Zone, Category 1 | General Residential 1 Zone, 887sqm, child care centre for 130 children | Delegate | PlanPermit | 18/04/2019 | Lightwood |
| PLIN18/0673 | No | 18 Flynn Street SPRINGVALE VIC 3171 | Son Ba Huynh | To display home based business signage | General Residential 1 Zone, business identification | Delegate | PlanPermit | 26/04/2019 | Lightwood |
| PLIN18/0680 | No | 14 Victoria Avenue SPRINGVALE VIC 3171 | Pillar Building Design Consultants Pty Ltd | Development of the land for four (4) double storey dwellings | Residential Growth 1 Zone, 779sqm | Delegate | NOD | 24/04/2019 | Lightwood |
| PLIN18/0691 | No | 15 Bedwell Avenue DANDENONG VIC 3175 | Cemil Uygun | Development of the land for two (2) double storey dwellings | General Residential 1 Zone, 598sqm | Delegate | PlanPermit | 18/04/2019 | RedGum |
| PLIN18/0695 | No | 2-106 Bayliss Road DANDENONG SOUTH VIC 3175 | Salta Properties (Lyndhurst) Pty Ltd | The development of the land for a warehouse building and a reduction in car parking | Industrial 1 Zone, 3822sqm | Delegate | PlanPermit | 16/04/2019 | RedGum |
| PLIN18/0703 | No | 101 Lightwood Road NOBLE PARK VIC 3174 | Haifei Wang | The use of land for a place of assembly, a reduction in car parking and the display of illuminated and non-illuminated business identification signage | The proposal fails to comply with Clauses 13.05-1S and 13.07-1S, significant amenity impacts, adverse health and wellbeing of residents, fails to meet Clause 65.01 | Delegate | Refusal | 30/04/2019 | Lightwood |

01/05/2019

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ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|---|------------------------------------|--|--|-----------|------------|------------|------------|
| PLN18/0706 | No | 103 Ann Street DANDENONG VIC 3175 | 3D Design Group | Development of the land for two (2) double storey dwellings | General Residential 1 Zone, 728sqm | Delegate | PlanPermit | 29/04/2019 | RedGum |
| PLN18/0709 | No | 237 Gladstone Road DANDENONG NORTH VIC 3175 | Lead Design Studio | Development of the land for two (2) dwellings comprising one (1) double storey dwelling to the front of the site and one (1) single storey dwelling to the rear | Neighbourhood Residential 1 Zone, 629sqm | Delegate | PlanPermit | 24/04/2019 | Silverleaf |
| PLN18/0728 | No | 375 Frankston Dandenong Road DANDENONG SOUTH VIC 3175 | Pellicano Investments 4 Pty Ltd | Development of the land for a warehouse and to reduce the car parking requirements. | Industrial 1 Zone, 15884sqm, warehouse with ancillary office | Delegate | PlanPermit | 17/04/2019 | RedGum |
| PLN18/0731 | No | 15 Irving Road DANDENONG NORTH VIC 3175 | Shabeer Ahmed | Development of the land for two (2) double storey dwellings | The proposal fails to comply with Clauses 15.01, 21.05-1, 22.09-3.1, 22.09-3.3, 52.06-9, various objectives and standards of Clause 55, and Schedule 1 to the General Residential Zone | Delegate | Refusal | 04/04/2019 | Silverleaf |
| PLN18/0740 | No | 228 Cheltenham Road KEYSBOROUGH VIC 3173 | Niron Automobile Sales Pty Ltd | Change of Use (Motor Vehicle Sales) | Industrial 1 Zone | Delegate | PlanPermit | 11/04/2019 | Paperbark |
| PLN18/0741 | No | 62 Halton Road NOBLE PARK NORTH VIC 3174 | Jawid Jaffari | Development of the land for two (2) double storey dwellings | Neighbourhood Residential 1 Zone, 547sqm | Delegate | PlanPermit | 26/04/2019 | Silverleaf |
| PLN19/0001 | No | 49 Cyber Loop DANDENONG SOUTH VIC 3175 | A2D Dance Studios | Use of the land for leisure and recreation (dancing school) | Commercial 2 Zone, dance studio | Delegate | PlanPermit | 23/04/2019 | RedGum |
| PLN19/0014 | No | 160 Westall Road SPRINGVALE VIC 3171 | Philip Harvey & Associates Pty Ltd | Development of the land for two (2) dwellings one (1) double storey dwelling and one (1) single storey dwelling to the rear) and creation and alteration of access to a Road Zone Category 1 | General Residential 1 Zone, 618sqm | Delegate | PlanPermit | 29/04/2019 | Lightwood |

01/05/2019

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EANTOS

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|---|--|--|--|-----------|------------|------------|-----------|
| PLIN19/0017 | No | 25 Hammond Road DANDENONG VIC 3175 | Sharifi Partners Pty Ltd | Change of Use (Car sales) DECLARED AREA | No response to further information request | Delegate | Lapsed | 03/04/2019 | RedGum |
| PLIN19/0042 | No | 2 Naxos Way KEYSBOROUGH VIC 3173 | Stephen D'Andrea Pty Ltd | Buildings and works comprising of four (4) warehouses and to reduce the car parking requirements | Industrial 1 Zone, 2621sqm | Delegate | PlanPermit | 29/04/2019 | RedGum |
| PLIN19/0049 | No | 452 Cheltenham Road KEYSBOROUGH VIC 3173 | oOh!media | Display of two (2) internally illuminated promotion signs on the road reserve | Mixed Use Zone, internally illuminated promotional sign | Delegate | PlanPermit | 09/04/2019 | RedGum |
| PLIN19/0057 | Yes | 14 Watt Street SPRINGVALE VIC 3171 | Nobelius Land Surveyors Pty Ltd | Subdivision of the land into four (4) lots (SPEAR) VICSMART | Residential | Delegate | PlanPermit | 04/04/2019 | Lightwood |
| PLIN19/0077 | No | 170 Foster Street DANDENONG VIC 3175 | Havcon Pty Ltd | Subdivision of the land into four (4) SPEAR (DECLARED AREA) | Residential | Delegate | PlanPermit | 24/04/2019 | RedGum |
| PLIN19/0089 | No | 7 Knox Street NOBLE PARK VIC 3174 | Victorian Survey Group Pty Ltd | Subdivision of the land into four (4) lots | Residential | Delegate | PlanPermit | 23/04/2019 | Paperbark |
| PLIN19/0091 | No | Storage Yard 3/10-36 Abbots Road DANDENONG SOUTH VIC 3175 | Fulton Hogan Industries P/L C/- GHD Pty Ltd | The development of part of the land for a store | Industrial 1 Zone, 720sqm, construction of colourbond storage shed | Applicant | Withdrawn | 16/04/2019 | RedGum |
| PLIN19/0092 | No | 16 Edith Street DANDENONG VIC 3175 | Webster Survey Group | Subdivision of the land into three (3) lots SPEAR | Residential | Delegate | PlanPermit | 23/04/2019 | RedGum |
| PLIN19/0095 | No | 13 Bruce Street DANDENONG VIC 3175 | Zaheerhomes Pty Ltd | Subdivision of the land into four (4) lots SPEAR | Residential | Delegate | PlanPermit | 23/04/2019 | RedGum |

01/05/2019

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EANTOS

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|--|--------------------------------|--|---|-----------|------------|------------|-----------|
| PLIN19/0099 | No | 30 Liverpool Drive KEYSBOROUGH VIC 3173 | M J Reddie Surveys Pty Ltd | Subdivision of land into two (2) lots SPEAR | Residential | Delegate | PlanPermit | 30/04/2019 | Paperbark |
| PLIN19/0100 | Yes | 17 Hudson Court KEYSBOROUGH VIC 3173 | Fitzgerald Projects | Buildings and Works (Warehouse) VICSMART | No response to further information request | Delegate | Lapsed | 16/04/2019 | RedGum |
| PLIN19/0112 | No | 31 Noble Street NOBLE PARK VIC 3174 | Arie Cafe & Associates Pty Ltd | Subdivision of the land into six (6) lots SPEAR | Residential | Delegate | PlanPermit | 24/04/2019 | Paperbark |
| PLIN19/0119 | No | 25 Birdwood Avenue DANDENONG VIC 3175 | Sunil Sharma | Subdivision of the land into four (4) lots SPEAR | Residential | Delegate | PlanPermit | 29/04/2019 | RedGum |
| PLIN19/0123 | No | 6 Wilma Avenue DANDENONG VIC 3175 | Feng Li | Subdivision of the land into four (4) lots SPEAR | Residential | Delegate | PlanPermit | 30/04/2019 | RedGum |
| PLIN19/0132 | No | 103 Herbert Street DANDENONG VIC 3175 | Ken Su Kiam & Anna Lay | Subdivision of the land into eight (8) lots SPEAR | Residential | Delegate | PlanPermit | 30/04/2019 | RedGum |
| PLIN19/0135 | Yes | 82 Stud Road DANDENONG VIC 3175 | Economedes Architecture | Development of the land for building entry works VICSMART | General Residential 1 Zone, entry works & partial demolition | Delegate | PlanPermit | 01/04/2019 | RedGum |
| PLIN19/0137 | No | 7 Parsons Avenue SPRINGVALE VIC 3171 | AIU Group | Development of the land for seven (7) dwellings | The proposal fails to comply with Clause 21.05 (Built Form), Clause 22.09 (Design Principles & Substantial Change Areas), Clause 55 (Objectives & Standards) | Delegate | Refusal | 18/04/2019 | Lightwood |
| PLIN19/0145 | No | 4 Regal Drive SPRINGVALE VIC 3171 | Andrew Blake | Buildings and Works (Alterations to Existing Crossover) | Under Clause 62.02-2, a permit is not required to conduct alterations to the existing crossover | Delegate | NoRequire | 17/04/2019 | Lightwood |

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EANTOS

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|---|---|--|--|-----------|------------|------------|------------|
| PLN19/0147 | No | 61 Naxos Way KEYSBOROUGH VIC 3173 | Isaton Pty Ltd | Subdivision of the land into two (2) lots | Industrial | Delegate | PlanPermit | 30/04/2019 | RedGum |
| PLN19/0156 | Yes | 11 Vincent Crescent NOBLE PARK VIC 3174 | AMS Pty Ltd Consulting Land Surveyors | Subdivision of the land into two (2) lots SPEAR VICSMART | Residential | Delegate | PlanPermit | 02/04/2019 | Paperbark |
| PLN19/0158 | Yes | 57-61 Smeaton Avenue DANDENONG SOUTH VIC 3175 | Alenlube Pty Ltd | Buildings and Works (Signage) VICSMART | Industrial 1 Zone, business identification | Delegate | PlanPermit | 02/04/2019 | RedGum |
| PLN19/0159 | Yes | 2 First Avenue DANDENONG NORTH VIC 3175 | Judey Abraham & Jerric Jose | Subdivision of the land into two (2) lots | Residential | Delegate | PlanPermit | 04/04/2019 | Silverleaf |
| PLN19/0166 | No | 1/19 Fairbairn Street SPRINGVALE VIC 3171 | R D Carter & Associates Pty Ltd | Subdivision of the land into two (2) lots | Residential | Delegate | PlanPermit | 12/04/2019 | Lightwood |
| PLN19/0169 | No | 2/1111-1115 Heatherton Road NOBLE PARK VIC 3174 | The Sign & Badge Centre | Signage | Mixed Use Zone, permit renewal for existing pylon signage | Applicant | Withdrawn | 24/04/2019 | Paperbark |
| PLN19/0175 | Yes | 71 Benga Avenue DANDENONG VIC 3175 | Yamuna Mangalika Maganmaharaj | Subdivision of the land into two (2) lots VICSMART | Residential | Delegate | PlanPermit | 12/04/2019 | RedGum |
| PLN19/0183 | No | Springvale Reserve 1A Erickson Street SPRINGVALE VIC 3171 | Springvale District Football Netball Club Inc | Buildings and Works (Corporate Box) | Industrial 1 Zone, Public Park and Recreation Zone, 14.76sqm, shipping container | Delegate | PlanPermit | 12/04/2019 | Lightwood |
| PLN19/0184 | Yes | 101 Kenelly Street DANDENONG VIC 3175 | Australian Outdoor Living | Buildings and works - VICSMART - DECLARED | Comprehensive Development 1 Zone, 13.2sqm | Delegate | PlanPermit | 17/04/2019 | RedGum |

01/05/2019

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EANTOS

ORDINARY COUNCIL MEETING - AGENDA

2.3.2 Planning Delegated Decisions Issued - April 2019 (Cont.)

| Application ID | VicSmart | Property Address | Applicant | Description | Notes | Authority | Decision | Date | Ward |
|----------------|----------|--|--------------------------|--|---|-----------|-----------|------------|--------|
| PL19/0207 | Yes | 36-38 Williams Road DANDENONG SOUTH VIC 3175 | Stephen D'Andrea Pty Ltd | Buildings and Works (Warehouse) and reduction in car parking requirements VICSMART | Industrial 1 Zone, 1208sqm, warehouse and office | Applicant | Withdrawn | 30/04/2019 | RedGum |
| 70 | | | | | | | | | |
| EANTOS | | | | | | | | | |
| 10 | | | | | | | | | |
| 01/05/2019 | | | | | | | | | |

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)

| | |
|----------------------|---|
| File Id: | 234285 |
| Responsible Officer: | Director City Planning, Design and Amenity |
| Attachments: | Submitted Plans Location of Objectors Clause 52.06 Assessment Clause 58 Assessment |

Application Summary

| | |
|------------|---|
| Applicant: | Morriss AD Pty Ltd |
| Proposal: | Use and development of the land for medical centres, and development of the land for retail premises and twenty-two (22) apartments over four storeys and one level of basement car parking |
| Zone: | Commercial 1 Zone |
| Overlay: | No overlays |
| Ward: | Lightwood |

This application has been brought to a Council meeting as it has received seven (7) objections.

The application proposes the use and development of the land for four (4) medical centres/ retail premises, and the development of the land for twenty-two (22) apartments over four storeys and one level of basement car parking. Vehicle access to the site is proposed solely from Royal Avenue.

A permit is required pursuant to the following provisions of the Greater Dandenong Planning Scheme:

Commercial 1 Zone:

- Clause 34.01-1 – The use of the land for a medical centre (Note: Retail premises is an as of right use).
- Clause 34.01-4 – Buildings and works associated with medical centre, retail premises and dwellings (apartments).

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Objectors Summary

The application was advertised to the surrounding area through the erection of a notice on-site notices and the mailing of notices to adjoining and surrounding owners and occupiers. Seven (7) objections were received to the application. Issues raised generally relate to matters of:

- Neighbourhood character, building height, visual bulk and density.
- Traffic, transport and car parking.
- Impact on amenity by way of overlooking, overshadowing, noise, odour and traffic.
- Impact on property foundations from the basement construction.
- Waste.
- Supply of sewerage infrastructure.
- Inadequate landscaping and open space.

Assessment Summary

Unlike typical residential applications, this site and proposal is located within the Commercial 1 Zone. The mixed use of the building for medical centre, retail premises and residential provides a suite of uses supported by the zoning of the land. The central location of the site within the Springvale Activity Centre and proximity to the Springvale Train Station makes it a strong candidate for high density development.

The assessment included in this report navigates through the development's design and its response to the relevant policy and provisions of the Greater Dandenong Planning Scheme. The four storey building with basement would provide an appropriate scale of development that responds to the future character of this area. The statutory assessment included in this report details the sensitivity of the site's interfaces and the treatments which have been implemented or are to be implemented (as part of permit conditions) to ensure an appropriate design response.

Appropriate levels of car parking, bicycle parking and vehicle access would be provided to ensure that the proposed development does not have detrimental impacts on the neighbourhood.

It is considered that the proposed development would contribute to housing diversity for this area, and provide a range of other uses that are compliant with both the State and Local Planning Policy Framework.

Recommendation Summary

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

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Subject Site and Surrounds

Subject Site

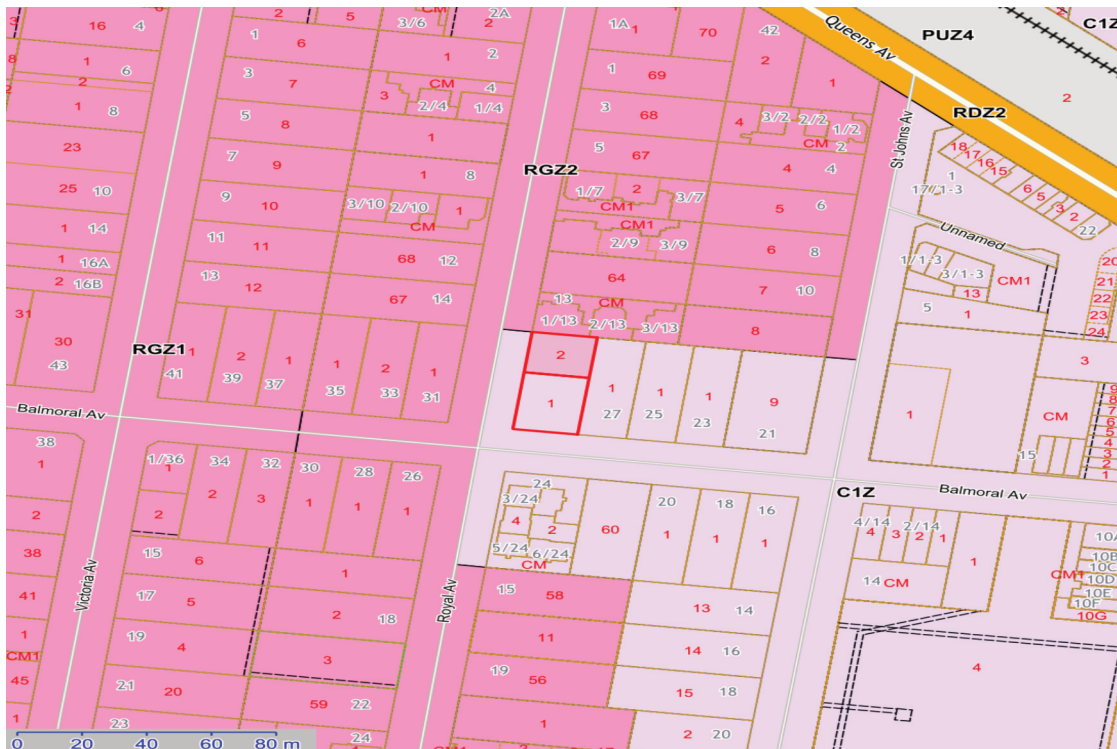
The subject site is located on the corner of Balmoral Avenue and Royal Avenue, Springvale.

- The lot is rectangular in shape and has a total area of 919 square metres with a frontage of 20.1 metres to Balmoral Avenue, a sideage of 45.7 metres to Royal Avenue, a common rear boundary of 20.1 metres and common sideage of 45.7 metres.
- The subject site is divided into two lots, with No. 1/29 developed with a double storey retrofitted brick dwelling and car park that is currently used as a medical centre. No. 2/29 Balmoral Avenue is developed with a double storey brick dwelling.
- There is a large amount of hard paving within the rear yard of No.1/29 comprising the car park and within the front yard of No. 2/29 comprising the turning area of resident vehicles.
- There are no restrictions on the Title or easements affecting the land.
- The site has a flat topography with some vegetation located in the front and rear yards.
- The site has three existing crossovers connected to Royal Avenue and one connected to Balmoral Avenue.

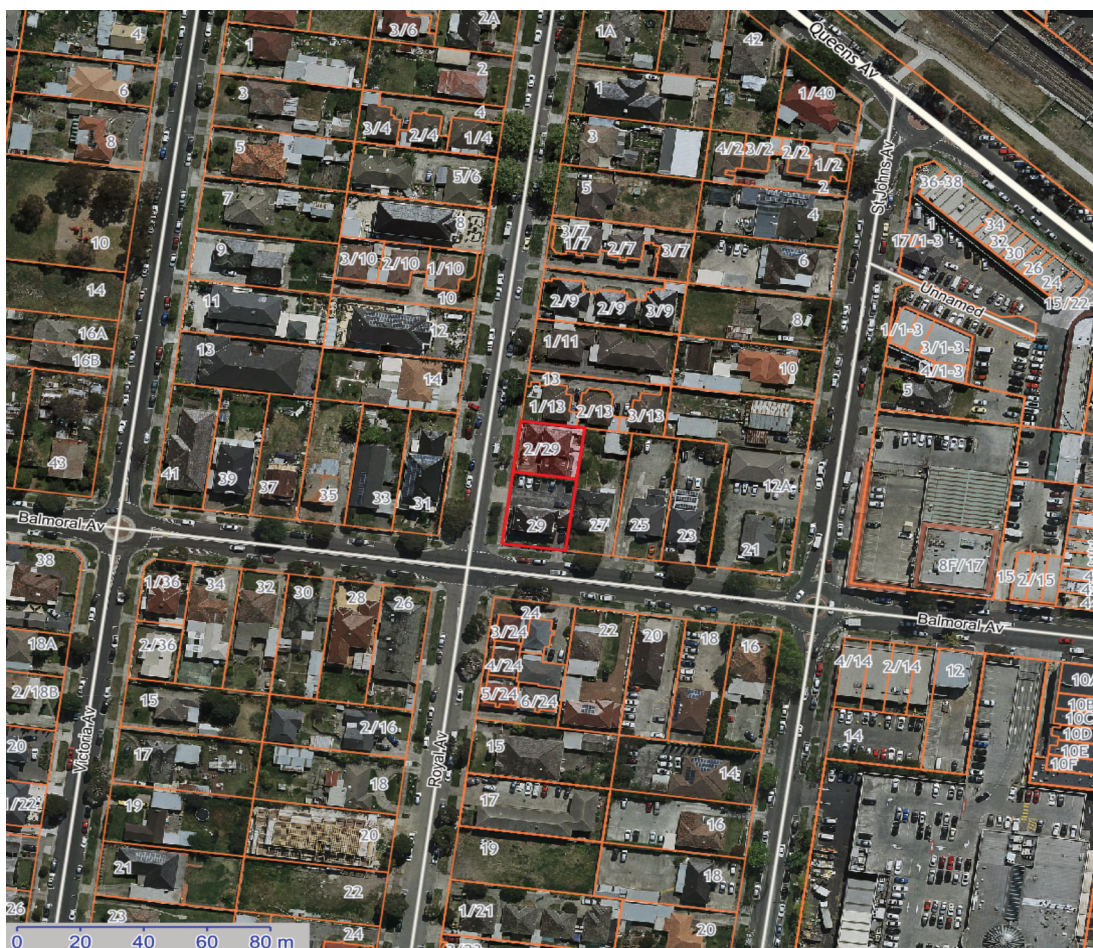
Surrounding Area

- The surrounding land is in a Commercial 1 Zone with land to the north and west being zoned Residential Growth Zone (Schedule 2).
- The site and surrounding land is located within the Springvale Activity Centre.
- The properties abutting the site are summarised as follows:
 - To the **east** is a single storey detached dwelling.
 - To the **north** is a single storey dwelling, which is part of a three unit development.
 - To the **west** of Royal Avenue is a double storey dwelling.
 - To the **south** of Balmoral Avenue is a six unit single storey development.
- The existing residential and commercial buildings within the surrounding area have a maximum height of up to two to three storeys, with the exception of:
 - A four (4) storey mixed use building comprising shops and restaurants and upper level apartments and car parking located on the corner of Balmoral Avenue and Buckingham Avenue.

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)Locality Plan

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)



Background

Previous Applications

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

- Planning Permit PLN02/0595 was approved on 4th December 2002 for the land to be subdivided into two (2) lots.
- Planning Permit PLN04/0585.01 was approved on 4th May 2005 to develop and use the land for the purpose of a Medical Centre with two (2) practitioners.

Subject Application

This planning application (PLN18/0579) was submitted to Council on 5th October 2018 for the use and development of the land for medical centres, and the development of the land for retail premises and twenty-two (22) apartments over four storeys and one level of basement car parking.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

The application was assessed and a further information request including a list of concerns was sent to the applicant. In submitting a response to Council's further information request the applicant addressed a number of Council officers concerns including the following changes:

- Reducing the number of medical centre/retail spaces at ground floor from seven to four and increasing the size of each space.
- Reduction in built form across the rear northern boundary, whereby reducing the scale of the building.
- Signage provided in the ground level car park to identify staff and visitor car parking.
- The gate providing access to the visitor car parking and staff car parking at ground floor to be open during business hours.
- Resident's car parking separated from visitor and staff car spaces with access restricted to residents only, secured by a gate.
- Ventilation provided to waste rooms in accordance with Waste Management Plan.

Proposal

The application proposes the use and development of the land for four (4) medical centres/ retail premises and development of the land for twenty-two (22) apartments over four storeys and one level of basement car parking.

Uses:

- Medical centres;
- Retail premises; and
- Dwellings.

The applicant is proposing to use the allocated ground floor commercial spaces for either medical centre or retail based uses, dependent on the future market demand. As proposed, the development has the potential to be used for either use, and has been assessed accordingly.

Building height:

- 14.3 metres above natural ground level.

Overall the apartments range from:

- 59.4 square metres to 62.6 square metres (1 bedroom apartment);
- 72.5 square metres to 98.8 square metres (2 bedroom apartment); and
- 109.1 square metres to 110.7 square metres (3 bedroom apartment).

Building setbacks:

The proposed building setbacks include dimensions to the main building walls and to balcony balustrades.

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| Floor Level | North (m) | South (m) | East (m) | West (m) |
|--------------|---|------------------------|--|--|
| Basement | 0 | 0 | 0 | 0 |
| Ground Floor | 0 | 0 | 0 | 0 |
| First Floor | 2m | 0 | 0m to walls 0.9m to terraces (102 & 106) | 0 |
| Second Floor | Min. 2.0m Max. 4.0m | 0 | 0m to walls 3.0m to landscape bed Max. 4.0m | 0 |
| Third Floor | 4.0m to terrace Walls varying between 6.0m to 8.0m | Min. 4.5m Max. 5.0m | 0m to terraces Walls varying between 2.0m to 4.0m | 0m to terraces & Walls varying between 0.5m to 2.0m |

Overall Development:

| Floor Level | Use – Commercial |
|-------------------|--|
| Basement | <ul style="list-style-type: none"> • 26 x resident car parking spaces. • 16 x apartment storage spaces. • Lobby, lift, stairs and stairs/fire escape accessing the street. • 15,000 litre rainwater tank. |
| Ground Floor | <ul style="list-style-type: none"> • Medical centre/ retail premises (4 premises). • Nine (9) x car parking spaces (5 x commercial spaces, 3 x visitor spaces & 1 x disabled space). • 10 x bicycle spaces. • Female and male toilets and shower rooms. • Six (6) x apartment storage spaces. • Residential waste and commercial services waste. • Indoor sub-station, electricity meter room and two service spaces. • Cleaner's storage space. • Lobby, lift, mailboxes and stairs/ fire escape accessing basement. |
| Above Floor Level | Use – Apartments |
| First Floor | <ul style="list-style-type: none"> • Nine (9) apartments (4 x 2 bedroom and 5 x 1 bedroom). |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | | |
|--------------|---|---|
| | <ul style="list-style-type: none"> • Nine (9) balconies varying between 8.2sqm – 26.5sqm. • Two (2) planter boxes. • Common passageway, lobby, services, lift and stairs. | |
| Second Floor | <ul style="list-style-type: none"> • Eight (8) apartments (1 x 3 bedroom, 3 x 2 bedroom and 4 x 1 bedroom). • Eight (8) balconies varying between 8.2sqm – 18.9sqm. • Two (2) planter boxes. • Common passageway, lobby, services, lift and stairs. | |
| Third Floor | <ul style="list-style-type: none"> • Five (5) apartments (2 x 3 bedroom, 2 x 2 bedroom and 1 x 1 bedroom). Six (6) balconies varying between 6.9sqm – 36.9sqm. • Three (3) planter boxes. • Common passageway, lobby, services, lift and stairs. | |
| Total | Medical Centre/Retail | 4 spaces |
| | Apartments | 22 apartments (3 x 3 bedroom, 9 x 2 bedrooms and 10 x 1 bedrooms) |

Car Parking:

| Use | Car parking rate | Car Parking Required | Car Parking provided |
|---|---|--|--|
| Medical centre/Retail (Shop) | 3.5 to each 100sqm of leasable floor area | 9 (278.7sqm of leasable floor area) | 9 (allocated on the ground floor) |
| Apartments (22 apartments (3 x 3 bedroom, 9 x 2 bedrooms and 10 x 1 bedrooms)) | 1 to each one or two bedroom dwelling 2 to each three or more bedroom dwelling 0 visitor car spaces to every 5 dwellings/apartments | 26 resident spaces 0 visitor spaces | 26 resident spaces 0 visitor spaces |
| Totals | | 35 | 35 |

Column B Rates are applicable to the above car parking table pursuant to Clause 52.06-5 of the Greater Dandenong Planning Scheme. Column B applies if any part of the land is identified as being within the Principal Public Transport Network Area as shown on the Principal Public Transport Network Area Maps (State Government of Victoria, August 2018).

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

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

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

No financial resources are impacted by this report.

Planning Scheme and Policy Frameworks

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

- For the use of the land for a medical centre (C1Z);
- For buildings and works associated with a medical centre, retail premises and dwellings (apartments) (C1Z).

The relevant controls and policies are as follows:

Zoning Controls

The subject site is located in a Commercial 1 Zone, as is the surrounding area.

The purpose of the Commercial 1 Zone outlined at Clause 34.01 is:

- *To implement the State Planning Policy Framework and the Local Planning Policy Framework, including the Municipal Strategic Statement and local planning policies.*
- *To create vibrant mixed use commercial centres for retail, office, business, entertainment and community uses.*
- *To provide for residential uses at densities complementary to the role and scale of the commercial centre.*

Pursuant to Clause 34.01-1 of the Commercial 1 Zone a permit is required for the use of the land for a medical centre;

Pursuant to Clause 34.01-4 of the Commercial 1 Zone a permit is required for buildings and works associated with a medical centre, retail premises and dwellings (apartments).

Overlay Controls

There are no overlays affecting the subject site.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Planning Policy Framework

There are a number of specific objectives contained within the Planning Policy Framework that need to be considered under this application, which follow.

Settlement (Clause 11)

Settlement is outlined at Clause 11, with Clause 11.02 relating to Managing Growth. Objectives of this Clause include:

- *To ensure a sufficient supply of land is available for residential, commercial, retail, industrial, recreational, institutional and other community uses.*
- *To facilitate the orderly development of urban areas.*
- *To manage the sequence of development in growth areas so that services are available from early in the life of new communities.*

Built Environment and Heritage (Clause 15)

Objectives of Clause 15.01 include:

- *To create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.*
- *To create a distinctive and liveable city with quality design and amenity.*
- *To achieve building design outcomes that contribute positively to the local context and enhance the public realm.*
- *To ensure the design of subdivisions achieves attractive, safe, accessible, diverse and sustainable neighbourhoods.*
- *To achieve neighbourhoods that foster healthy and active living and community wellbeing.*
- *To recognise, support and protect neighbourhood character, cultural identity, and sense of place.*
- *To ensure development respects valued areas of rural character.*

Housing (Clause 16)

The objective of Clause 16.01-4 is 'to deliver more affordable housing closer to jobs, transport and services'.

Economic Development (Clause 17)

The objective of Clause 17.01-1 is 'to strengthen and diversify the economy'.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Local Planning Policy Framework**

The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies. The following local planning policies are of relevance to this application:

Municipal Profile (Clause 21.02)

The MSS at **Clause 21.02** focuses on the **Municipal Profile**, within which the following is noted:

- *There is considerable diversity within Greater Dandenong's housing stock. Most housing stock is between 30 to 50 years old, though there are some areas with dwellings in excess of 100 years old. Areas of newer housing are located in the north-east and central southern areas, with in-fill development occurring across the municipality (Clause 21.02-3).*
- *Higher density housing is generally located in proximity to railway stations and major shopping centres, in particular in central Dandenong (Clause 21.02-3).*
- *There is a clear predominance of single detached dwellings within the municipality however there are a range of other dwelling types including dual occupancies, villa-units, townhouses and apartments. The highest concentration of older villa-units and apartments and more recent multi-dwelling redevelopment have occurred around central Dandenong, Springvale and Noble Park activity centres (Clause 21.02-4).*
- *Cultural influences have defined certain precincts with their own built form character, generally flat unarticulated facades, prominent balconies, limited front and side setbacks, and limited or no landscaping (Clause 21.02-4).*

A Vision for Greater Dandenong (Clause 21.03)

The vision is that Greater Dandenong will be a municipality where central Dandenong functions as the sustainable economic heart of the City where a range of high quality affordable high to medium density housing exists in harmony with a thriving retail and commercial sector and where sustainable modes of transport are highly accessible, and where housing diversity and choice is promoted in its various attractive neighbourhoods.

Land Use (Clause 21.04)

This policy highlights the forecast growth for Greater Dandenong and provides the following for new housing:

- *Ensuring new development takes into full account the neighbourhood character design guidelines for each type of building and that such new development positively contributes to the preferred future neighbourhood character of each particular residential area.*
- *Actively encouraging well designed, medium and higher density housing in strategic locations and in areas nominated for substantial change.*
- *Increases in housing density must be balanced by adequate provision of open space, good urban design and improvements to the public realm.*
- *Encourage new residential development that incorporates adequate space for the planting and the long term viability and safe retention of canopy trees.*

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- *Respecting valued, existing neighbourhood character both on particular sites and within wider streetscapes.*

In addition objectives of Clause 21.04-2 Retail, Commerce and Entertainment seeks the following:

- *To reinforce and develop the role, character and identity of activity and neighbourhood centres outside of central Dandenong.*
- *To encourage a mix of complimentary land uses that increase an activity centre's commercial variety without compromising its core commercial strengths.*
- *To enhance and embrace the multi-cultural identity of the municipality, where relevant, primarily as reflected in the city's built form, signage and urban design.*

Built form (Clause 21.05)

This policy contains objectives and strategies for built form within the municipality. Most relevantly, they generally seek achievement of a high quality building design that has regard to its surrounds and is consistent with the preferred character of an area as well as encouraging the provision for landscaping in new developments.

Relevant objectives and their respective strategies include:

- *To facilitate high quality building design and architecture.*
- *Ensure building design is consistent with the preferred character of an area and fully integrates with surrounding environment.*
- *Encourage high standards of building design and architecture, which allows for flexibility and adaptation in use.*
- *Encourage innovative architecture and building design.*
- *To facilitate high quality development, which has regard for the surrounding environment and built form.*
- *Promote views of high quality landscapes and pleasing vistas from both the private and public realm.*
- *Promote all aspects of character – physical, environmental, social, and cultural.*
- *Encourage planting and landscape themes, which complement and improve the environment.*
- *Encourage developments to provide for canopy trees.*
- *To ensure landscaping that enhances the built environment.*
- *Encourage new developments to establish a landscape setting which reflects the local and wider landscape character.*
- *Encourage landscaping that integrates canopy trees and an appropriate mix of shrubs and ground covers and complements and integrates with existing or proposed landscaping in public areas.*

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Urban Design in Activity and Neighbourhood Centres (Clause 22.04)

The objectives of the Policy are to ensure that the design of buildings and works in each centre:

- *Reflect and reinforce the distinctive qualities of Greater Dandenong and the local identity of each centre.*
- *Improve the appearance and amenity of each centre through high quality contemporary urban design and active street frontage, which promotes a sense of place, community identity and a safe environment.*
- *Considers the impact on the retail hierarchy and the planned role and function of other activity and neighbourhood centres.*
- *Provide quality pedestrian access and movement.*
- *Incorporates landscaping to soften built form.*

Springvale Activity Centre Local Planning Policy (Clause 22.10)

The objectives of the Policy are to:

- *To encourage the consolidation of appropriate sites where development outcomes respect the character of the activity centre and where it assists in the establishment of well designed, mixed-use developments.*
- *To ensure lots integrate and reflect the rhythm and scale of adjoining lots.*
- *To position the centre at a level that encourages further investment, redevelopment and business confidence.*
- *To improve walking and cycling links within the centre*
- *To encourage the availability and appropriate siting of cycling and public transport infrastructure.*
- *To provide appropriate higher density housing options to support the commercial component of the centre.*
- *To reduce visual clutter and promote consistent design form.*
- *To encourage the use of high quality building materials and finishes on the exterior of all new development.*

Particular Provisions

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

- *To ensure that car parking is provided in accordance with the Municipal Planning Strategy and Local Planning Policy Framework.*
- *To ensure the provision of an appropriate number of car parking spaces having regard to the demand likely to be generated, the activities on the land and the nature of the locality.*
- *To support sustainable transport alternatives to the motor car.*
- *To promote the efficient use of car parking spaces through the consolidation of car parking facilities.*

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- *To ensure that car parking does not adversely affect the amenity of the locality.*
- *To ensure that the design and location of car parking is of a high standard, creates a safe environment for users and enables easy and efficient use.*

The site is located within the Principal Public Transport Network (PPTN) and therefore the car parking rate of Column B in Table 1 under Clause 52.06-5 applies to the application.

An application must meet the Design Standards for car parking included at Clause 52.06-9.

An assessment against this clause is included as Attachment 3.

Clause 52.34 Bicycle Facilities is relevant to the proposal. The purpose of which is:

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

A new use must not commence or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land.

The table at Clause 52.34-5 sets out the required bicycle facilities that apply to the proposed uses of land as follows:

| Use | Employee/ Resident | Visitor/ Shopper/ Student |
|-----------------|---|--|
| Dwelling | In developments of four or more storeys, 1 to each 5 dwellings (Requires 4) | In developments of four or more storeys, 1 to each 10 dwellings (Requires 2) |
| Medical Centre | 1 to each 8 practitioners (Requires 0) | 1 to each 4 practitioners (Requires 0) |
| Retail Premises | 1 to each 300 sq m of leasable floor area (Requires 0) | 1 to each 500 sq m of leasable floor area (Requires 0) |

The proposal includes 10 bicycle spaces in excess of the required number of bicycle facilities for the use of the dwellings, medical centre and retail premises. No showers or change rooms are required pursuant to Clause 52.34-5, however they are provided.

General Provisions

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

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Proposed Planning Scheme Amendments

Planning Scheme Amendment C203 affects the proposal which is explained below:

Planning Scheme Amendment C203 is waiting Authorisation from the Minister for Planning. The land affected by the amendment is identified in the Springvale Activity Centre Structure Plan Activity Centre area, which includes the subject site.

The amendment proposes to amend the Springvale Activity Centre Structure Plan (version 2017) into the Planning Scheme and make subsequent changes which will replace Clause 22.10 and Design and Development Overlay Schedule 6 with a new Clause and new DDO6. This will also make subsequent changes to Clause 21.03, 21.04, 21.05, 21.06 and 21.08. The proposal will be assessed against the Springvale Activity Centre Structure Plan 2017.

Reference Documents

- *Springvale Activity Centre Structure Plan 2010.*
- *Springvale Activity Centre Building Heights & Setbacks Study July 2016.*
- *City of Greater Dandenong: Neighbourhood Character Study 2009.*
- *Greater Dandenong Housing Strategy 2014-2024.*

Restrictive Covenants

There are no restrictions registered on the Title and no easements affecting the land.

Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans

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

Diversity (Access & Equity)

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

Community Safety

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

Safe Design Guidelines

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

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Referrals

The application was not required to be referred to any external referral authorities pursuant to Section 55 of the Planning and Environment Act 1987.

Internal

The application was internally referred to:

| Council Referrals | Advice/Response/Conditions |
|---------------------|-------------------------------------|
| Asset Planning | No objections subject to conditions |
| Civil Development | No objections subject to conditions |
| ESD/ Sustainability | No objections subject to conditions |
| Transport Planning | No objections subject to conditions |
| Urban Design | No objections subject to conditions |
| Strategic Planning | No objections |
| Waste Management | No objections subject to conditions |

The comments provided will be considered in the assessment of the application.

Advertising

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

- Sending notices to the owners and occupiers of adjoining land.
- Placing two signs on site with one facing Balmoral Avenue and one facing Royal Avenue.

The notification has been carried out correctly.

Council has received seven (7) objections to date.

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

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Consultation

A consultative meeting was held on 6 March 2019, with the applicant, objectors and Council representatives in attendance. Whilst the issues were discussed at length there was no resolution and the objections/submissions stand as received.

Summary of Grounds of Submissions/Objections

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

- **Neighbourhood character, building height, visual bulk and density.**

The proposed development would replace the two existing double storey dwellings on-site with a four storey building. Council's Neighbourhood Character Study 2009 identifies that this area (Area 14 of Study) is in a state of transition. The residential character of this area includes a mix of dwelling types of associated age. This area is also experiencing high levels of development pressure and change, with original dwellings being replaced by either new single dwellings, medium density infill (two storeys), or apartment buildings (three to four storeys).

It is also worth noting that a 10 storey apartment/commercial building was approved at the Council Meeting held on 18th August 2018 for the land at No. 17-19 Balmoral Avenue, demonstrating that Council is anticipating a high level of change for this area.

The neighbouring sites to the north and west are located in the Residential Growth Zone, which seeks to provide housing at increased densities in buildings up to and including four storeys buildings. The site and surrounding land is also relatively central within the Springvale Activity Centre and located 350 metres from Springvale Train Station. Given the Commercial 1 zoning of the land seeks to provide for residential uses at densities complementary to the role and scale of the commercial centre, the proposed development would respond to the preferred neighbourhood character that will supersede the existing character which has been earmarked for higher density development.

The building height of the proposed development could not be reduced any further as any attempt to reduce the ceiling heights of each floor above ground level would render the development non-compliant with the requirements of Standard D25 – Room depth, having a negative impact on the internal amenity of residents.

Furthermore, the Springvale Activity Centre Structure Plan 2017 lists a preferred maximum building height of 4 storey with a preferred maximum street edge height of 3 storey. The proposal complies with the listed preferred maximum building heights in this location.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

The proposed development's interface with No. 1/13 Royal Avenue is one that must be addressed with a sensitive approach, as required by the adopted Springvale Activity Centre Structure Plan 2017. Currently the proposal would present unacceptable visual bulk at this rear interface, with four levels of built form setback a maximum distance of 6.4 metres from the common northern boundary opposite the private open space and habitable room window of No. 1/13 Royal Avenue. The adopted Structure Plan is informed by the Springvale Activity Centre Building Heights & Setbacks Study July 2016. The Study demonstrates acceptable responses where high density built form is proposed on commercial land with a residential interface. Principle 5 of the Study applies Diagram B1 of Standard B17 – Side and rear setbacks to protect residential amenity. Therefore, the built form of Apartments 203 and 302 should be setback from the northern boundary in accordance with the requirements of Standard B17, as conditions of any permit (See conditions 1.1 and 1.2). All resultant changes from conditions 1.1 and 1.2 are to be absorbed within the approved building envelope.

As the eastern elevation would present a blank wall to the abutting property, it is recommended that the concrete panel adopt a scribe detail in order to soften the appearance of the sheer wall, as a condition of any permit issued (See condition 1.3).

- **Traffic, transport and car parking.**

The proposed development would meet the car parking requirements of Clause 52.06-5 for the proposed uses on-site. In addition, the proposal would remove the vehicle crossover connected to Balmoral Avenue and two of the vehicle crossovers connected to Royal Avenue, thus adding more on-street car parking on both of these streets.

Council's Transport Department have reviewed the application and in particular the Traffic and Transport Assessment Report. The Transport Department have raised no concerns regarding the proposal subject to standard conditions being included on any permit issued. Furthermore, no concerns were raised by Transport in relation to any current or potential traffic issues within the surrounding area due to the proposed uses or development.

- **Impact on amenity by way of overlooking, overshadowing, noise, odour and traffic.**

Each of the potential amenity impacts raised in the objections are considered in the officer's assessment against Clause 58 – Apartment developments, in particular Standards D4 – Infrastructure, D12 – Parking location, D14 – Building setback, D16 – Noise impacts and D23 – Waste and recycling. As demonstrated in the assessment, the proposal would comply with each standard and its objectives, demonstrating that the proposal would not cause unreasonable amenity impacts on neighbouring properties.

- **Impact on property foundations.**

Matters relating to excavation and ground water works are not reviewed as part of the planning permit process. This is something typically undertaken after a planning permit has been issued. During the consultation meeting held at Council offices the applicant advised Council all parties that a geotechnical engineer is engaged prior to obtaining a building permit for a development. Council's Asset Planning Department have reviewed the impacts of local flooding in the area and are satisfied with the measures taken by the proposal in addressing any ground water and flooding impacts affecting the site.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- **Waste.**

The application has provided designated areas for the disposal and storage of waste for both the residential and commercial components of the development. Waste collection would be undertaken by private contractors. The application was referred to Council's Waste Services Department who have raised no objections to the proposed provision, handling and storage of waste. To manage the waste process effectively a condition would be included on any permit issued.

- **Supply of sewerage infrastructure.**

It is considered that the development would be adequately connected to sewerage infrastructure and other infrastructure services including electricity and water in accordance with the requirements of the external service authorities responsible for these connections. It is the responsibility of the external service authorities to maintain these connections in good working order.

- **Inadequate landscaping and open space.**

The proposal has incorporated a landscape character into the design of the building. Whilst the building typology has a strong street edge character (not uncommon for new developments in this area), each of the upper levels can accommodate tree planting and shrubs along each boundary in order to soften the visual appearance of the built form.

In terms of open space, this proposal can satisfy all open space requirements for residents through the provision of balconies, in accordance with Standard D19. As the ground floor is not used for the purpose of residential, it is not necessary that open space be provided at the ground floor. The proposal would also satisfy Standard D10 and the objectives of Clause 58.03-5 – Landscaping.

Assessment

Medical Centre/Retail Premises

The use of the site for the purpose of retail premises and apartments (dwellings) are identified as of right, with the medical centre being the only use requiring a planning permit pursuant to Clause 34.01-1 of the Greater Dandenong Planning Scheme.

A planning permit is required to construct a building or construct or carry out works, which includes the entire building.

The decision guidelines of Clause 34.01-8 and the decisions guidelines of Clause 65 are considered to be satisfied by the proposed medical centre/ retail premises based upon the following:

- The subject site would provide an appropriate context for medical centre use, being located within a commercial pocket of an established residential area. The use of the land for medical centres is consistent with the purpose of the Commercial 1 Zone and achieves the relevant objectives and strategies of Clause 17.01-1S – Diversified economy, Clause 17.02-1S – Business, Clause 21.03-2 – Achieving the vision and Clause 21.04-2 – Retail, commerce and entertainment which seeks to:
 - Strengthen and diversify the economy (Clause 17.01-1S).

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- Protect and strengthen existing and planned employment areas and plan for new employment areas (Clause 17.01-1S).
 - Facilitate growth in a range of employment sectors, including health, education, retail, tourism, knowledge industries and professional technical services based on emerging and existing strengths of each region (Clause 17.01-1S).
 - Improve access to jobs closer to where people live (Clause 17.01-1S).
 - Encourage development that meets the community's needs for retail, entertainment, office and other commercial services (Clause 17.02-1S).
 - Ensure commercial facilities are aggregated and provide net community benefit in relation to their viability, accessibility and efficient use of infrastructure (Clause 17.02-1S).
 - Locate commercial facilities in existing or planned activity centres (Clause 17.02-1S).
 - Provide small scale shopping opportunities that meet the needs of local residents and workers in convenient locations (Clause 17.02-1S).
 - Strategies that facilitate employment and investment in the key economic areas of the municipality and stimulate its economic growth and well-being (Clause 21.03-2).
 - Reinforce and develop the role, character and identity of activity and neighbourhood centres outside of central Dandenong (Clause 21.04-2).
 - Ensure that any new development adequately accommodates and supports the intended core uses of the centre (Clause 21.04-2).
 - Encourage a mix of complimentary land uses that increase an activity centre's commercial variety without compromising its core commercial strengths (Clause 21.04-2).
- The subject site would provide an appropriate context for a mix of medical centre, retail premises and residential development, being located within the Springvale Activity Centre. The development of the land for medical centre/retail premises is consistent with the purpose of the Commercial 1 Zone and achieves the relevant objectives and strategies of Clause 15.01-1S – Urban design, Clause 15.01-2S – Building design, Clause 15.01-5S – Neighbourhood character, Clause 21.05-1 – Urban design, Clause 21.05-3 – Sustainability and Clause 22.10 – Springvale Activity Centre which seeks to:
 - Create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity (Clause 15.01-1S).
 - Achieve building design outcomes that contribute positively to the local context and enhance the public realm (Clause 15.01-2S).
 - Ensure development responds to cultural identity and contributes to existing or preferred neighbourhood character (Clause 15.01-5S).
 - Facilitate high quality development, which has regard for the surrounding environment and built form (Clause 21.05-1).
 - Promote activity centres as attractive places for community (Clause 21.05-1).
 - Encourage the retention and strengthening of the mix of built environments within and around the centres to support and sustain their vitality (Clause 21.05-1).
 - Encourage all development to achieve best practice environmentally sustainable outcomes (Clause 21.05-3).

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- Provide appropriate higher density housing options to support the commercial component of the centre (Clause 22.10-2).
 - Provide scale transitions between large residential buildings and smaller scale residences consistent with the Structure Plan principles (Clause 22.10-3).
- The site and commercial zoned land to the east and south shares an interface with residential zoned land to the north and west. The Springvale Activity Centre Structure Plan 2017 designates this site and land to the east and south for buildings up to four storeys in height. The Structure Plan also seeks to protect the residential zoned land to the north requiring sensitive treatment along this interface. The development would respond to this requirement by scaling back the built form from this interface (subject to conditions), whereby stepping back each floor above ground level.
- The mix of medical centre and retail premises at ground floor would serve as a suitable commercial uses accessible for the residential properties proposed and existing ones nearby. The use of the land for medical centre is supported by Council's preferred land uses for this area given the Springvale Activity Centre Structure Plan designates this area as a medical precinct. The commercial spaces would activate the buildings street frontages at ground floor whilst encouraging commerce within this area and having net community benefits.
- There are currently no specified tenants for the medical centre spaces. Therefore, no information has been provided for operational times for each commercial space. Given the site's residential context, restrictions limiting operational hours would be included as a condition of any permit issued (See condition 31).

Residential development

The construction of an apartment building requires a planning permit pursuant to Clause 34.01-4 and must meet the requirements of Clause 58 – Apartment Developments.

An assessment against Clause 58 is included as attachment to this report. The proposal generally complies with Clause 58, with some variations, as outlined below:

Clause 58.02-5 Integration with street – Standard D5

The proposed 2.0 metre wide residential lobby facing Royal Avenue is considered quite narrow and will not deliver a strong sense of address. Therefore, the western entry to the lobby should be widened to a minimum width of 3.0 metres. This can be achieved by shifting its southern wall and the service cupboard further to the south by one metre (i.e. reducing the medical service retail area). In that manner, the prominence of the residential 'entry' address can be improved (i.e. the lift lobby on the remaining upper level floors can remain at 2.0m as currently proposed). Council's Urban Design Department have raised similar concerns. This is recommended as a condition of any permit issued (See condition 1.4).

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Clause 58.03-5 Landscaping – Standard D10

A landscape plan has been submitted with the application. The landscape plan should be amended to include the current layout of planter boxes and all plant and tree species planting heights, to ensure that planting used as a screening mechanism is satisfactory at the time of occupation. The amended landscape plan should also specify practical maintenance measures that are built into the design of all planter boxes including irrigation and drainage. This would be required as a condition of any permit issued (See condition 4).

Clause 58.04-1 Building setback – Standard D14

The proposal would present unreasonable visual bulk to the private open space of No. 1/13 Royal Avenue, and requires a response more sensitive to this interface. Therefore, the second floor should be setback a further 2.0 metres and the third floor setback a further 2.4 metres from the northern boundary, as conditions of any permit (See conditions 1.1 and 1.2). These changes would ensure the proposal complies with Standard B17 (side and rear setbacks) of Clause 55 of the Greater Dandenong Planning Scheme. Although not strictly applicable due to the commercial zoning, compliance with Standard B17 would ensure that the rear setback is generally in accordance with the Springvale Activity Centre Building Heights & Setbacks Study July 2016.

The eastern elevation would present a blank wall to the abutting property. The properties to the east are also earmarked for high density development which at some point will be developed with buildings up to four storeys in height. However, as the property to the east may not be developed for some time it is recommended that the concrete panel adopt a scribe detail in order to soften the appearance of the sheer wall, as a condition of any permit issued (See condition 1.3).

Clause 58.04-2 Internal views – Standard D15

There would be internal views from the terraces of Apartments 206, 301 and 305 into the terraces below. These views must be screened accordingly as a condition of any permit issued (See condition 1.5).

Clause 58.07-4 Natural ventilation – Standard D27

The common passage and lobby areas would not have any cross ventilation. This could be achieved at first and second floor by providing openable windows at the southern and western windows of the common passage and lift lobby. This would be required as a condition of any permit issued (Condition 1.6).

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Title boundary

The first and second floor overhang to the public realm (Balmoral Avenue) would not respect the existing urban context or contribute to the preferred future development of the area pursuant to Standard D1 and the objectives of Clause 58.02-1. Overhanging elements within Council land is an ongoing maintenance and risk issue and are not recommended to be supported. The built form and external materials (excluding the awning) must be wholly located within the Title boundaries of the site, not encroaching into the road reserve. Therefore, all built form and architectural features located outside of the title boundaries are to be relocated within the title boundaries and all subsequent changes to be absorbed within the approved building envelope, as a condition of any permit issued (Condition 1.7).

The assessment against Clause 58 is provided in Attachment 4.

Car Parking

Car parking for the proposal has been provided in the form of basement and ground level parking for residents, staff and visitors.

Car parking would be accessible via two new crossovers connected to Royal Avenue:

- North access point 1 would be for resident car parking;
- Access point 2 would be for staff and visitor car parking.

Column B Rates are applicable to the below car parking table pursuant to Clause 52.06-5 of the Greater Dandenong Planning Scheme. Column B applies if any part of the land is identified as being within the Principal Public Transport Network Area as shown on the Principal Public Transport Network Area Maps (State Government of Victoria, August 2018), which this site is. Pursuant to Clause 52.06-5 the following car parking rates are applicable to the proposed uses (dwellings and medical centre/retail):

| Use | Car parking rate | Car Parking Required | Car Parking provided |
|------------------------------|---|--|--|
| Medical centre/Retail (Shop) | 3.5 to each 100sqm of leasable floor area | 9 (278.7sqm of leasable floor area) | 9 (allocated on the ground floor) 5 spaces allocated to staff (2 stackers plus 1 space) 4 spaces allocated to visitors (including 1 disabled space) |
| Apartments | 1 to each one or two bedroom dwelling | 26 resident spaces | 26 resident spaces |

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | | | |
|---|--|------------------|---|
| (22 apartments (3 x 3 bedroom, 9 x 2 bedrooms and 10 x 1 bedrooms)) | 2 to each three or more bedroom dwelling 0 visitor car spaces to every 5 dwellings/apartments | 0 visitor spaces | 12 spaces are provided within car stackers. A Section 173 Agreement will ensure the car stackers are properly maintained and discoverable on any future titles. 0 visitor spaces |
| Totals | | 35 | 35 |

Based on the above the proposal meets the car parking requirements of Clause 52.06.

Management of the car parking is provided as follows:

- Resident car parking would be provided within the basement, accessible via Royal Avenue and would be gated at all times to restrict access. The electronic gate would be operated via the residents remote controls. The resident entry gate would be a separate gate to the entry for the commercial uses.
- Visitor and staff car parking for the medical centre/retail spaces would be provided at ground level, accessible via Royal Avenue and would be gated. The gate providing access to the visitor and staff car parking would be open during business hours only.
- Signage would be provided at the ground level car park to identify staff and visitor car parking at ground floor.
- Convex mirrors would be provided at the entries to the car parking areas, allowing visibility for pedestrians and motorists.
- A flashing warning light would activate when the security gates to the car parking are opened providing warning to pedestrians that vehicles are exiting the site.
- Car parking provided within vehicle stackers would be maintained by a body corporate, which would be enforceable through the preparation of a section 173 Agreement. A car stacker system management plan must also be prepared to ensure efficient management of the vehicle stackers. These requirements would be included as conditions of any permit (See conditions 6 & 7).

The application has been assessed against the design standards of Clause 52.06-9 as per the table attached to this report and is considered to comply with all of the design standards. Council's Transport Department have also reviewed the plans and the Traffic and Transport Assessment Report and have raised no concerns regarding the proposal.

Having assessed the provision of car parking and vehicle access against the requirements of Clause 52.06-5 and Clause 52.06-9, it is considered that the development would meet the purpose of Clause 52.06.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

The assessment against Clause 52.06-9 is provided in Attachment 3.

Bicycle Facilities

| Use | Employee/ Resident | Visitor/ Shopper/ Student | Provided |
|-----------------|---|--|---------------------------------------|
| Dwelling | In developments of four or more storeys, 1 to each 5 dwellings (Requires 4) | In developments of four or more storeys, 1 to each 10 dwellings (Requires 2) | 10 spaces |
| Medical Centre | 1 to each 8 practitioners (Requires 0) | 1 to each 4 practitioners (Requires 0) | 0 spaces 3 showers & change rooms |
| Retail Premises | 1 to each 300 sq m of leasable floor area (Requires 0) | 1 to each 500 sq m of leasable floor area (Requires 0) | 0 spaces |
| Total | | | 10 spaces 3 showers & change rooms |

The proposal provides 10 bicycle spaces accessible to visitors, residents and staff, exceeding the required number of bicycle facilities for the use of the dwellings, medical centre and retail premises under Clause 52.34-5. In addition, the number of showers and change rooms has exceeded the requirements and as such no variation or reduction in the requirements of Clause 52.34 are required and the purpose of this clause has been met.

Waste Management

The application included a Waste Management Plan, which has been assessed by Council's Waste Services Department. Waste Services has no objections to the proposal.

The Waste Management Plan details the provision of waste storage, collection and management of both residential and commercial waste, as follows:

- The collection of all waste would be carried out by private contractors. Garbage and recycling would be collected weekly.
- The Owner's Corporation for residents would be responsible for placing the bins in the designated collection areas on Royal Avenue on collection day and returning the bins to the waste storage area on the same day.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- A specialised clinical waste contractor would be engaged for the handling, collection, treatment and disposing of waste for the medical waste generated on-site. The waste contractor would be responsible for collecting the medical/retail waste from the waste storage area and returning the bins to the waste storage area on the same day.

As the layout of the waste storage areas was altered during the course of the planning application, the Waste Management Plan must be updated as a condition of any permit issued to reflect the development layout (See condition 1.8).

It is considered that the provision of waste for the development would be acceptable. To ensure the collection of waste is carried out in accordance with the Waste Management Plan, a section 173 agreement must be prepared as a condition of any permit issued (See condition 7).

Environmentally Sustainable Development Management Plan:

The application included a detailed sustainability report which has been assessed by Council's Sustainability Department. Sustainability had no objections to the development subject to conditions (See condition 2).

Construction Management

A Construction Management Plan has not been provided. It is considered that if a permit is granted, conditions be placed on any permit issued requiring the submission of a Construction Management Plan to ensure that any development would not unreasonably impact on the amenity of the area (See condition 5).

Conclusion

Having assessed the application against the relevant planning controls, it is considered that the proposal is acceptable, on the following basis:

- The proposal is consistent with State and Local Planning Policy Framework;
- The proposal provides a strategic benefit to the municipality by providing an increased density of housing in a well serviced location; and
- The proposal provides a development of a high architectural standard (subject to modifications) which is consistent with the Springvale Activity Centre Structure Plan and not detrimental to the neighbouring residential uses.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Recommendation**

That Council resolves to issue a Notice of Decision to grant a permit in respect of the land known and described as No. 29 Balmoral Avenue, Springvale, for the use and development of the land for medical centres and development of the land for retail premises and twenty-two (22) apartments over four storeys and one level of basement car parking in accordance with the plans submitted with the application, subject to the following conditions:

- 1. Before the development starts, amended plans drawn to scale and dimension, must be submitted to the Responsible Authority for approval. No buildings or works must be commenced until the plans have been approved and endorsed by the Responsible Authority. The endorsed copy of the plans forms part of this permit. The plans must be in accordance with the plans submitted with the application, but modified to show;**
 - 1.1. The northern wall and terrace of Apartment 203 setback an additional 2.0 metres from the northern boundary with all changes to be absorbed within the approved building envelope;**
 - 1.2. The northern wall and terrace of Apartment 302 setback an additional 2.4 metres from the northern boundary with all changes to be absorbed within the approved building envelope;**
 - 1.3. The eastern boundary wall to be inscribed with patterns to the satisfaction of the Responsible Authority;**
 - 1.4. The western entry to the lobby widened to a minimum width of 3.0 metres, by shifting its southern wall and the service cupboard further to the south by one metre reducing the medical services/retail area;**
 - 1.5. Apartments 206, 301 and 305 terraces to comply with Clause 58.04-2 Internal Views objective;**
 - 1.6. Openable windows provided at the southern and western windows of the common passage and lift lobby at first and second floor;**
 - 1.7. All built form and architectural features (excluding awnings) located outside of the title boundaries are to be relocated within the title boundaries and all subsequent changes to be absorbed within the approved building envelope;**
 - 1.8. The layout of the waste storage areas amended in accordance with the Waste Management Plan;**

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- 1.9. A flood barrier at the access ramp entrance;**
- 1.10. Increase in area for terraces to Apartments 304 and 305 adopting a wrap around design, extending to the south of each apartment with a minimum width of 2.0 metres and planter boxes (not included in 2.0 metres) along the length of the terrace;**
- 1.11. Footpath detail outside the Title boundary to match the Council's standard footpath;**
- 1.12. Replace pitched roof element on northern boundary with a flat roof;**
- 1.13. Replace 'red manor' exterior cladding with a similar colour tone to the satisfaction of the Responsible Authority.**

All to the satisfaction of the Responsible Authority.

- 2. Prior to the endorsement of plans under condition 1 the applicant is to submit a revised Sustainable Design Assessment to the satisfaction of the responsible authority.**

The revised SDA must address the following areas to the satisfaction of the responsible authority:

- 2.1. Revised IEQ1.2 (naturally ventilated dwellings) and include the number of dwellings that are cross ventilated (or ventilated with a dual aspect design).**
- 2.2. Revised number of bicycle parking spaces included in the BESS assessment based on the required design changes.**

- 3. The development is to be constructed in accordance with the recommendations pertained in the revised Sustainable Design Assessment (prepared by LID Consultants, Report 21st September 2018 or other). Any alterations to the approved report must not occur without consent from the responsible authority.**

Prior to the occupation of the development, a report from the author of the revised Sustainable Design Assessment (prepared by LID Consultants, Report 21st September 2018 or other), approved pursuant to this permit, or similarly qualified person or company, must be submitted to the Responsible Authority.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- 4. Prior to the plans being endorsed under condition 1, an amended landscape plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The amended landscape plan must be prepared by a person or firm with suitable qualifications to the satisfaction of the Responsible Authority, drawn to scale with dimensions provided. The amended landscape plan must be generally in accordance with the landscape concept plans submitted but modified to show:**

- 4.1. Plans to accord with Condition 1 of this permit;**
- 4.2. All plant and tree species planting heights;**
- 4.3. Details of maintenance;**
- 4.4. Proposed surfacing;**
- 4.5. Irrigation and drainage system to all planted areas/planter boxes; and**

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

The provisions, recommendations and requirements of the landscape plan must be implemented and complied with to the satisfaction of the Responsible Authority.

- 5. Before the development starts, a Construction Management Plan to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The Construction Management Plan must address, but is not limited to:**

- 5.1. Hours of construction, control of noise and airborne matter, deliveries, vehicle access, worker car parking, damage to public assets, and contact numbers for complaints;**
- 5.2. All Traffic Management Plans for the site demolition, excavation, deliveries and other construction related activities that will affect vehicle and pedestrian traffic;**
- 5.3. The location of all areas on-site and off-site to be used for construction staff parking;**
- 5.4. A Parking Management Plan for all associated construction vehicles;**
- 5.5. All site sheds, portable toilet, storage and materials, etc. must be confined to the land;**

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- 5.6. The covering and maintenance of all roads/storage areas/external stockpiles/or vacant areas to avoid dust nuisance to any residential and commercial premises;**
- 5.7. A truck wheel-wash must be installed and used so vehicles leaving the site do not deposit mud or other materials on roadways;**
- 5.8. No water containing oil, foam, grease, scum or litter will be discharged to the stormwater drainage system from the land;**
- 5.9. All stored wastes are kept in designated areas or covered containers that prevent escape into the stormwater system;**
- 5.10. The amount of mud, dirt, sand, soil, clay or stones deposited by vehicles on the abutting roads is minimised when vehicles are leaving the land; and**
- 5.11. No mud, dirt, sand, soil, clay or stones are washed into, or are allowed to enter the stormwater drainage system.**

When approved, the Construction Management Plan will be endorsed and will form part of this permit.

The provisions, recommendations and requirements of the endorsed Construction Management Plan must be implemented and complied with to the satisfaction of the Responsible Authority.

- 6. Before the approved development starts, a car stacker system management plan must be submitted to and approved by the Responsible Authority. The car stacker management plans must include but not be limited to the following:**
 - 6.1. Allocation of car parking spaces according to vehicle size and type;**
 - 6.2. Ongoing maintenance of the car stacker system;**
 - 6.3. Instructions to owners/occupiers about the operation of the car stacker system;**
 - 6.4. Communicating to prospective residents about the availability of car stacker spaces and sizes; and**
 - 6.5. Specific make and model of all proposed car stackers.**

When approved, the car stacker management plan will be endorsed and will form part of this permit.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

The provisions, recommendations and requirements of the car stacker management plan must be implemented and complied with to the satisfaction of the Responsible Authority.

- 7. Before the development starts, the owner of the land must enter into an agreement under Section 173 of the Planning and Environment Act 1987 with the Responsible Authority, to provide for the following:**
 - 7.1. The owner of the site must engage the services of a waste contractor to collect and dispose of waste generated on site, including all commercial, domestic and recyclable waste.**
 - 7.2. The implementation of the Waste Management Plan which has been approved by the Responsible Authority, as amended from time to time.**
 - 7.3. All owners and occupiers associated with the development forfeit the right to utilise the municipal domestic waste collection service, unless otherwise agreed by the Responsible Authority in writing.**
 - 7.4. Prospective and future owners of the land to be informed that the land is subject to flooding from Council local drainage.**
 - 7.5. Identify the use of the Flood Barrier and the ongoing maintenance requirements for the life of the structure.**
 - 7.6. The implementation of a Flood Risk Management Plan which has been approved by the Responsible Authority pursuant to Condition 10 of the Planning Permit, as amended from time to time.**
 - 7.7. The implementation of a car stacker system management plan which has been approved by the Responsible Authority pursuant to Condition 8 of the Planning Permit, as amended from time to time.**
 - 7.8. The agreement is to be applied to each subsequent lot title created from the parent title.**
 - 7.9. The owner/s of the land to be responsible for the cost of preparing, executing and registering the Agreement on the Certificate of Title to the land (including costs incurred by the Responsible Authority).**
- 8. Prior to the completion of works, engineering computations and detailed construction plans of the proposed flood barrier are to be submitted to the Responsible Authority for consideration and approval.**

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- 9. Before the development starts, a Flood Risk Management Plan prepared by an accredited risk management professional must be provided to the satisfaction and approval of the Responsible Authority. The Flood Risk Management Plan must be binding to successors in title to provide for ongoing effective management of flood risks. The Flood Risk Management Plan is to include, but not limited to:**
 - 9.1. Site Specific Flood Risks;**
 - 9.2. General Principles of Operation of the Flood Barrier;**
 - 9.3. An Operational Risk Assessment;**
 - 9.4. Flood Barrier Rise Times; and**
 - 9.5. Maintenance and Reporting Schedule.**
- 10. The uses identified and the layout of the site and size, design and location of the buildings and works permitted must always be in accordance with the endorsed plans, unless with the written consent of the Responsible Authority.**
- 11. Once the development has started, it must be continued and completed in accordance with the endorsed plans, to the satisfaction of the Responsible Authority.**
- 12. The accommodation buildings or any stage of the development hereby approved must not be occupied until all buildings and works and the conditions of this permit have been complied with, unless with the written consent of the Responsible Authority.**
- 13. Access to the site and any associated roadwork must be constructed, all to the satisfaction of the Responsible Authority. Vehicle Crossing permit is required for alteration/removal/reinstatement of existing vehicle crossings and construction of new vehicle crossings. Works are to be in accordance with Council Standards.**
- 14. Any works undertaken within the road reservation and easements will require the developer to obtain a Civil Works Permit from Council.**
- 15. All piping and ducting above the ground floor storey of the building, except for downpipes and spouting, shall be concealed to the satisfaction of the Responsible Authority.**

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- 16. Before the approved development is occupied, the area(s) set-aside for the parking of vehicles, together with the associated driveways and access lanes as shown on the endorsed plans must be:**
- 16.1. constructed and available for use in accordance with the plan approved by the responsible authority;**
 - 16.2. formed to such levels and drained so that they can be used in accordance with the plan; and**
 - 16.3. line-marked or provided with some other adequate means of showing the car parking spaces**

All to the satisfaction of the Responsible Authority

- 17. The car parking provided on the land must be maintained and always be kept available for its intended purpose at all times. No measures must be taken to restrict access to the car park.**
- 18. The car parking area must be lit if in use during the hours of darkness and all lights must be designed and fitted with suitable baffles. The lighting must be positioned to prevent any adverse effect on adjoining land and must not be considered excessive for the area, all to the satisfaction of the Responsible Authority.**
- 19. The mechanical car stackers must be maintained in a good working order and be permanently available for the parking of vehicles in accordance with their purpose, to the satisfaction of the Responsible Authority.**
- 20. The mechanical stackers must be routinely serviced and maintained to the satisfaction of the Responsible Authority to ensure satisfactory access to all car spaces and to prevent any adverse effect on adjoining land by the emission of noise.**
- 21. Provision must be made for the drainage for proposed development including landscaped and paved areas, all to the satisfaction of the Responsible Authority.**
- 22. The connection of the internal drainage infrastructure to the Legal Point of Discharge must be to the satisfaction of the Responsible Authority.**

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- 23. Collected stormwater must be retained on-site and discharged into the drainage system at pre development peak discharge rates as stated in the Legal Point of Discharge approval letter.**
- 24. Prior to the development commencing a drainage plan including any retention system within the property boundary is required must be submitted to and approved by the Responsible Authority.**
- 25. Prior to the drainage plans being approved, a plan checking fee of 0.75% and supervision fee of 2.5% of the estimated cost of works is to be paid to Council.**
- 26. Before the approved building is occupied, the development must be provided with external lighting capable of illuminating access to each garage, car parking space and pedestrian walkway. Lighting must be located, directed and shielded to the satisfaction of the Responsible Authority so as to prevent any adverse effect outside the land.**
- 27. Except with the prior written consent of the Responsible Authority, floor levels shown on the endorsed plan/s must not be altered or modified.**
- 28. No buildings or works may be constructed over any easement or other restriction on the land or any sewers, drains, pipes, wires or cables under the control of a public authority without the prior written consent of the relevant authority and the Responsible Authority.**
- 29. Before the accommodation building is occupied, all landscaping as shown on the endorsed plans, including trees, shrubs and lawn, must be planted to the satisfaction of the Responsible Authority.**

At all times, the landscaping must be maintained to the satisfaction of the Responsible Authority.

- 30. Access to the site and any associated roadwork must be constructed, all to the satisfaction of the Responsible Authority.**

Note all existing vehicle crossing will need to be removed and reinstated with kerb in accordance with Council Standards. Also, the developer will need to obtain a Vehicle Crossing Permit from Council.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Use (Medical Centre)**

31. Except with the written consent of the Responsible Authority, the approved Medical Centre may only operate between the hours of:
- (a) Monday to Friday: 9am – 9pm.
- (b) Saturday: 9am – 12pm.
32. The amenity of the area must not be detrimentally affected by the use of land , including through the:
- 32.1. transportation of materials, goods or commodities to or from the land;
- 32.2. appearance of any building, works or materials;
- 32.3. emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, girt or oil;
- 32.4. presence of vermin.
33. This permit will expire if:
- 33.1. The development does not start within two (2) years of the date of this permit, or
- 33.2. The development or any stage of it is not completed within four (4) years of the date of this permit.

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

Notes

- A Building Approval is required prior to the commencement of the approved development. This planning permit does not constitute any building approval.
- A Vehicle Crossing Permit must be obtained from Council for all vehicular crossings prior to construction of the crossings. You may be required to apply for a Asset Protection Permit from Council's engineering services. Queries regarding engineering requirements can be directed to Council's general phone number on 8571 1000.
- Approval of any retention system within the property boundary is required by the relevant building surveyor.
- Before commencement of the development occurs, the applicant should contact the City of Greater Dandenong's Civil Development and Design Unit regarding legal point of discharge, new crossings, building over easements, etc.

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

- **Mailboxes should be provided and located for convenient access as required by Australia Post.**
- **The property is identified to be subject to flooding in major rain events. An application for Report and Consent for Flooding is required. The minimum level of self-flood barrier inactive position of entry ramp to the basement is 48.82m to AHD. The minimum level of self-flood barrier inactive position of driveway entrance to the ground level is 48.87m to AHD.**
- **Infrastructure Planning is to be contacted to confirm the minimum finished floor level (FFL) of the proposed development and flood barrier.**
- **Prior works commencing the developer will need to obtain an Asset Protection Permit from Council.**

**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION – NO. 29 BALMORAL AVENUE,
SPRINGVALE (PLANNING APPLICATION PLN18/0579)**

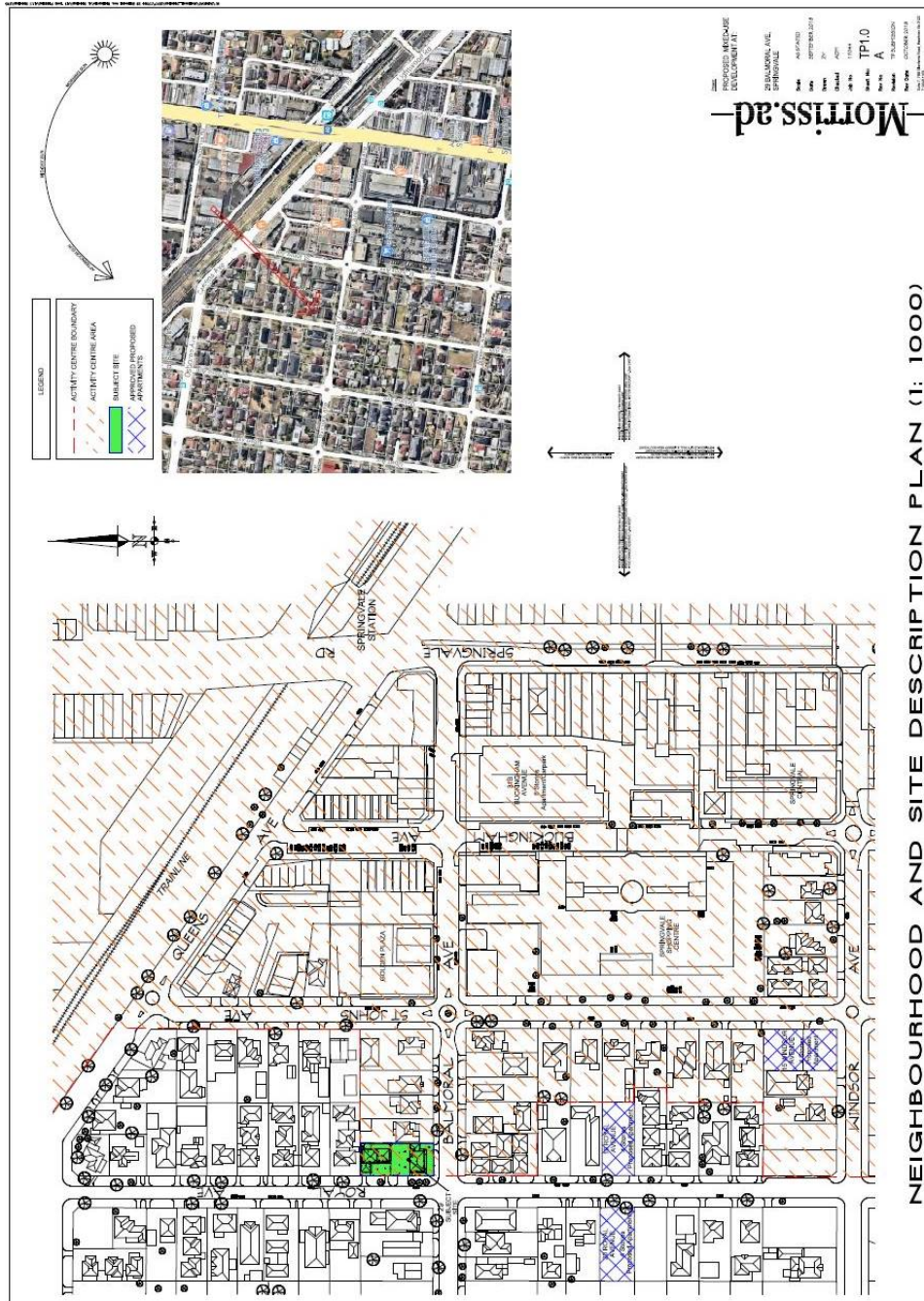
ATTACHMENT 1

SUBMITTED PLANS

PAGES 21 (including cover)

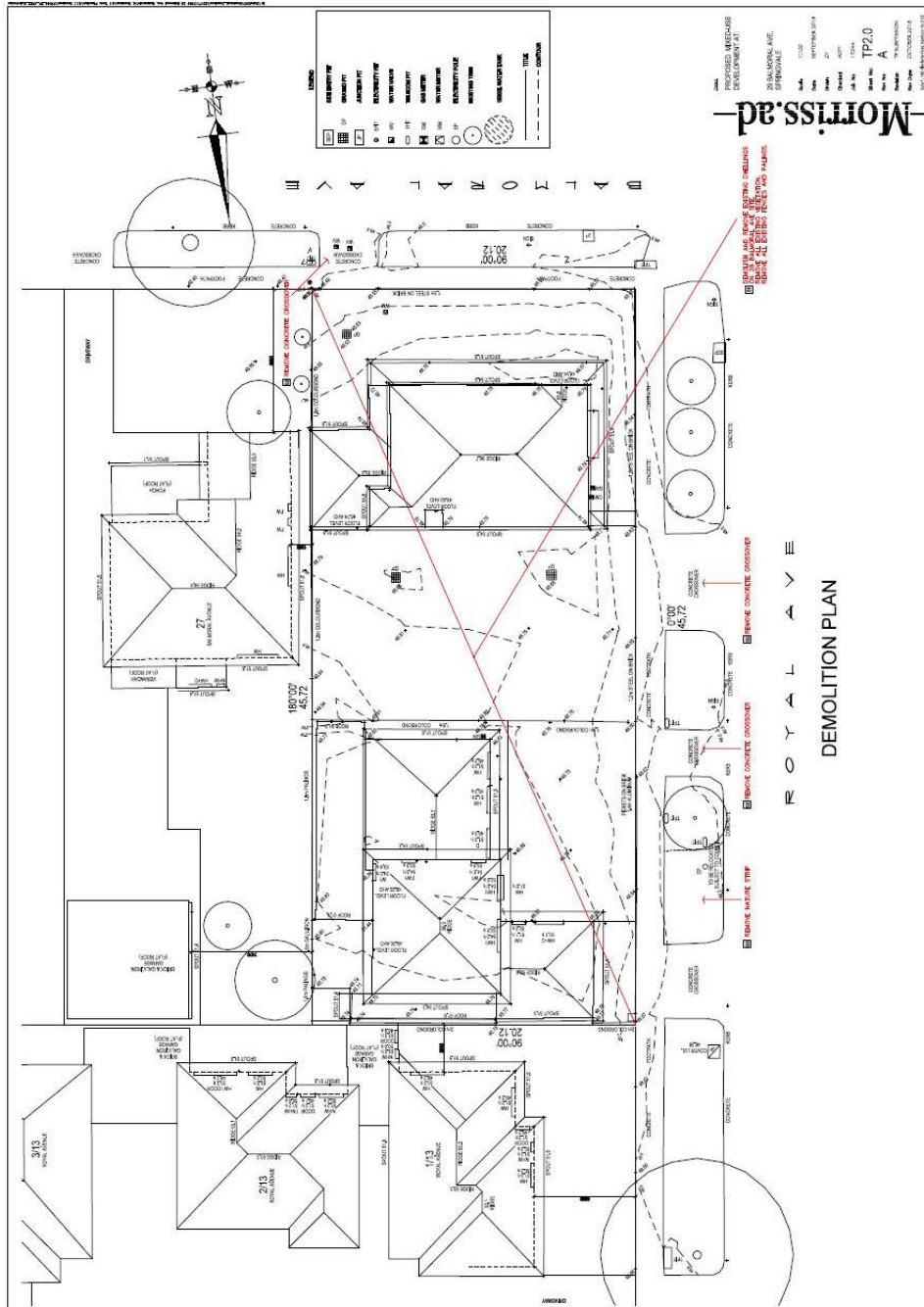
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ORDINARY COUNCIL MEETING - AGENDA

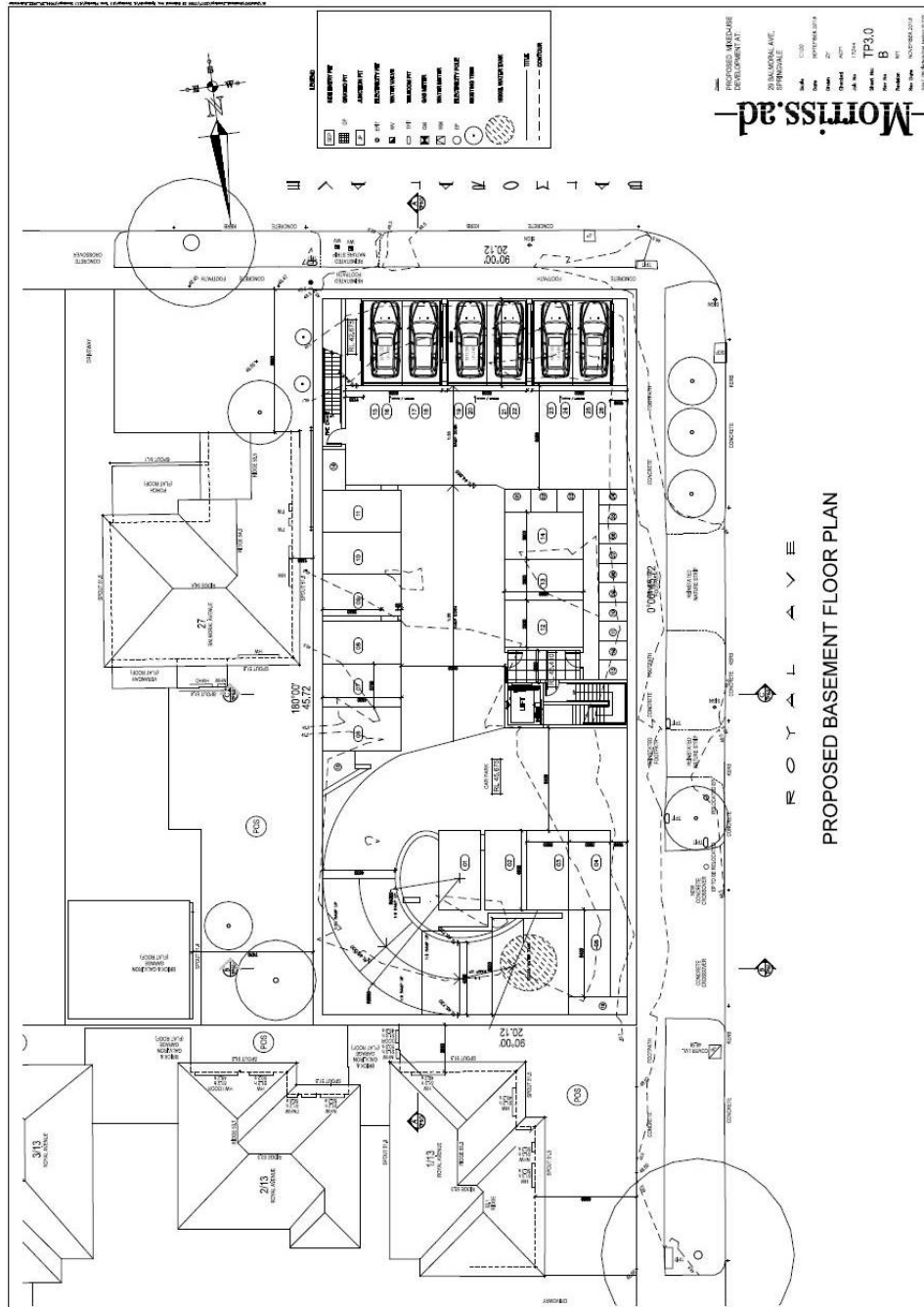
2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)



**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**

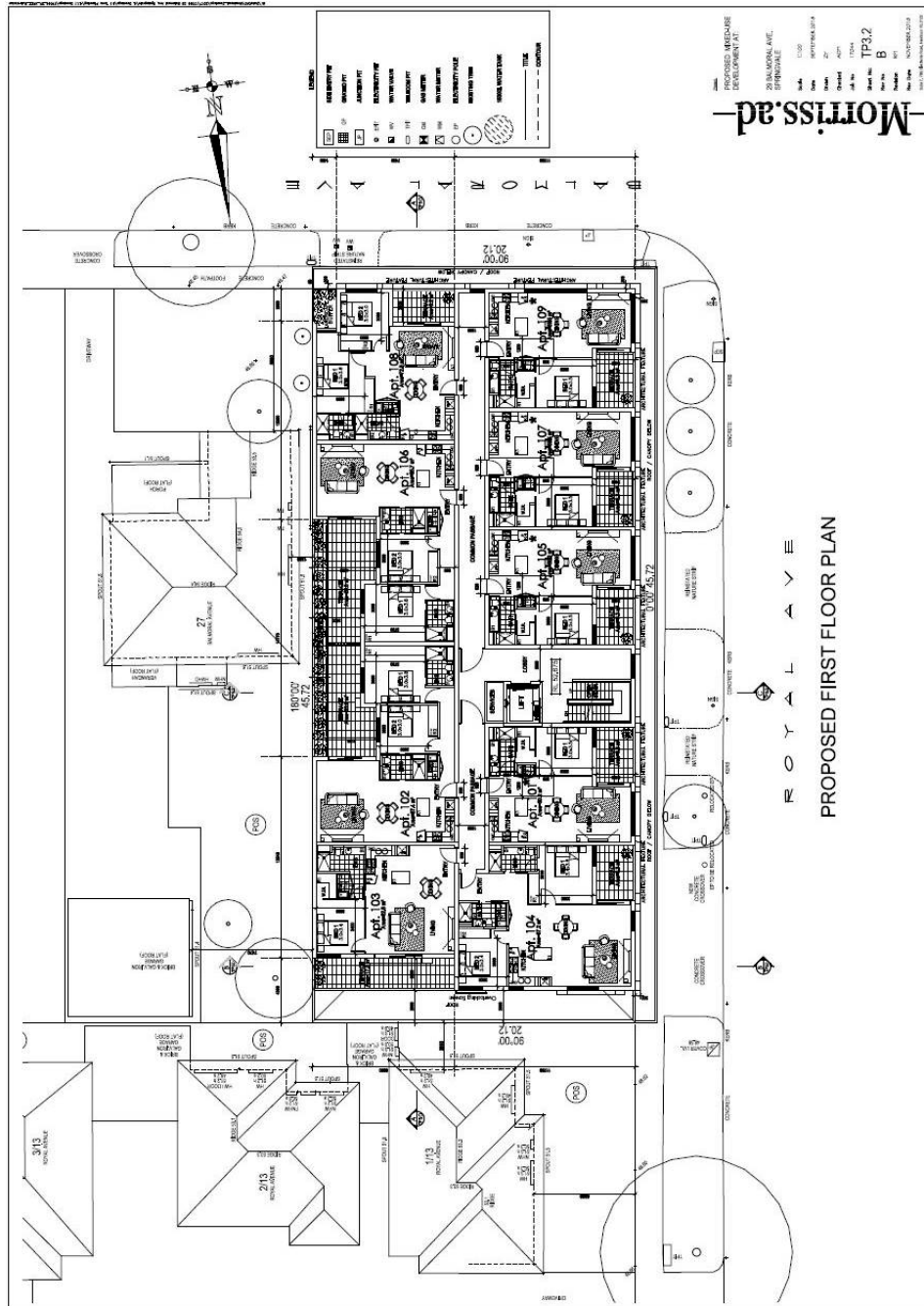


**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**

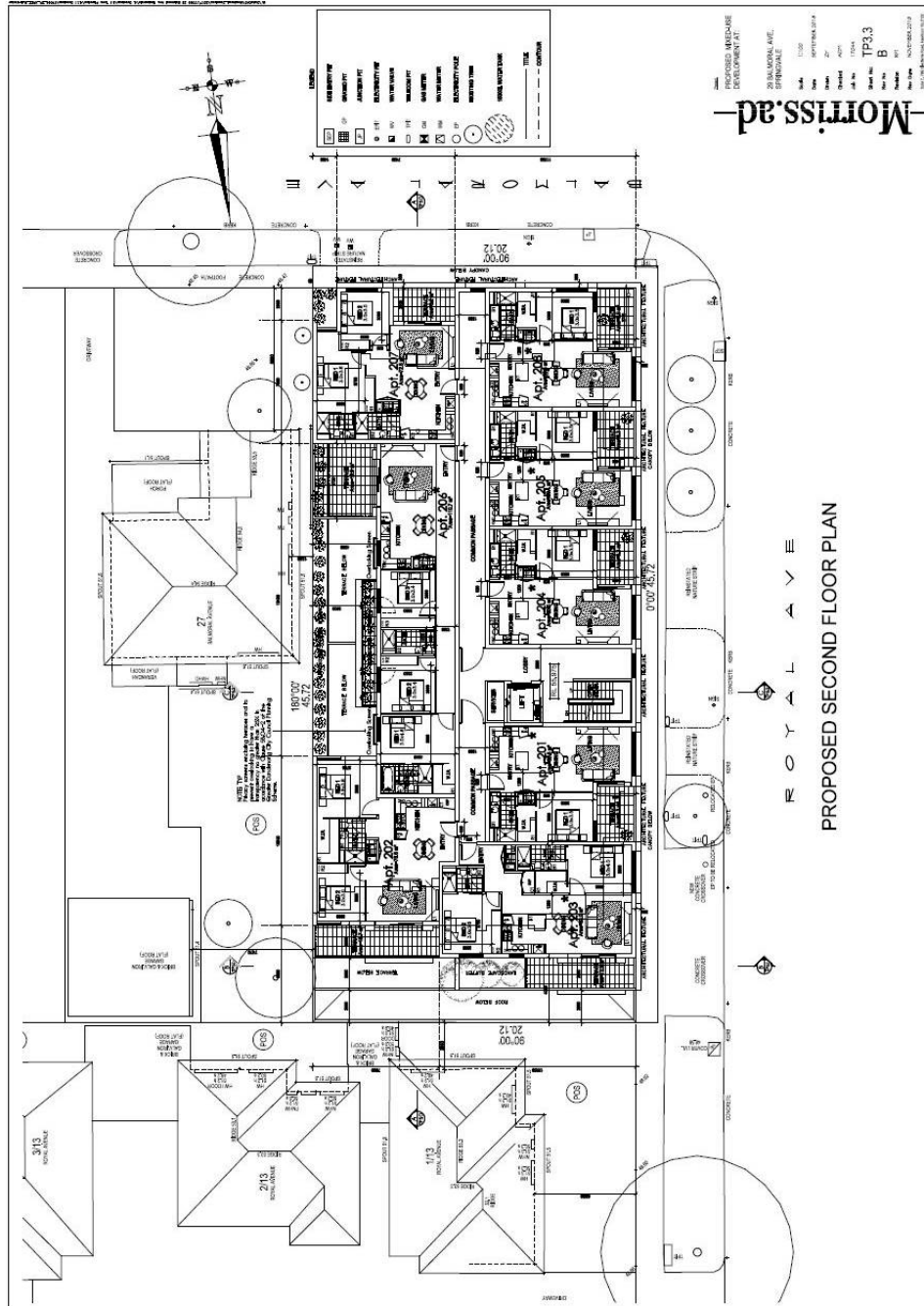


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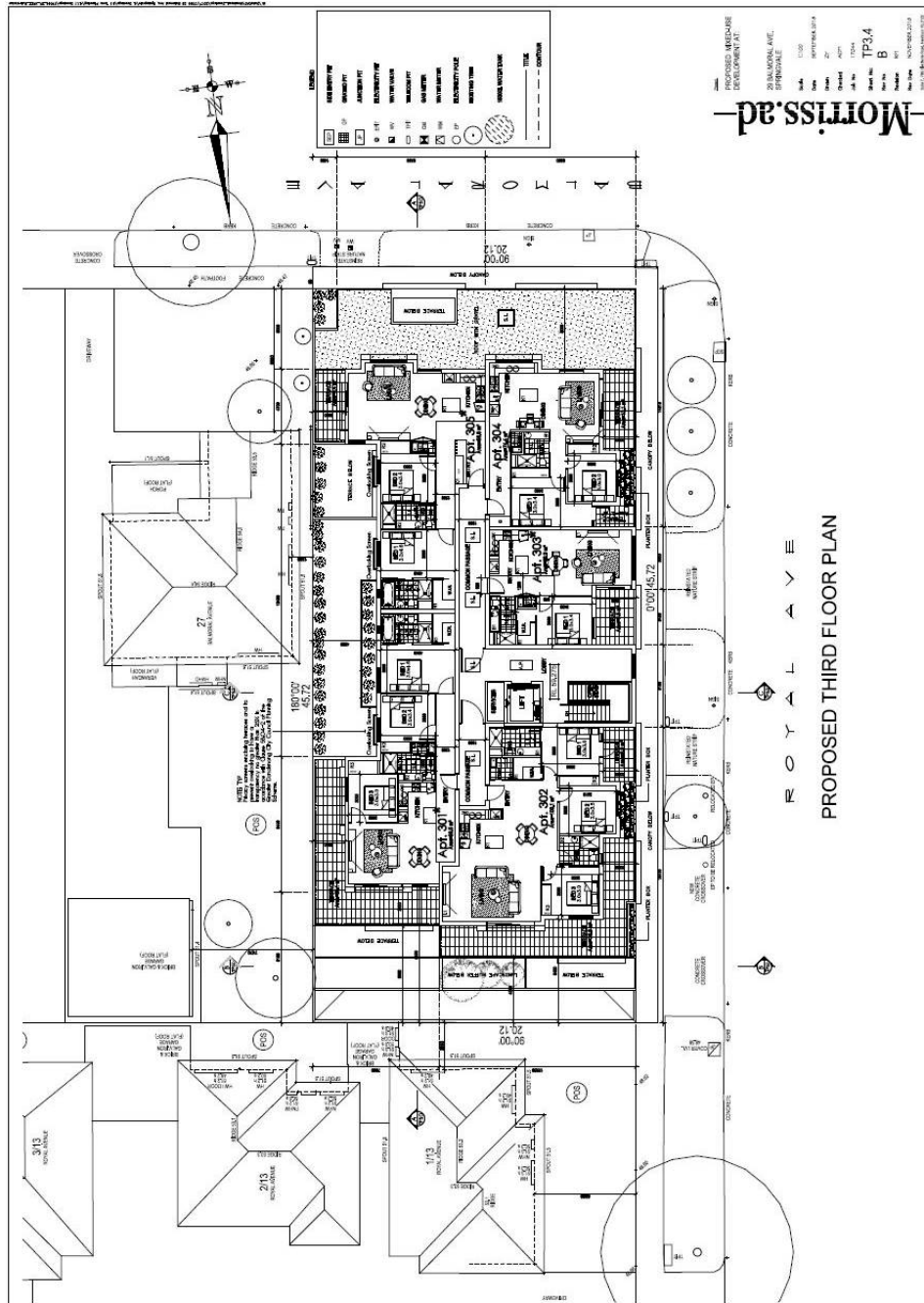
**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**



2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)



**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**



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ORDINARY COUNCIL MEETING - AGENDA

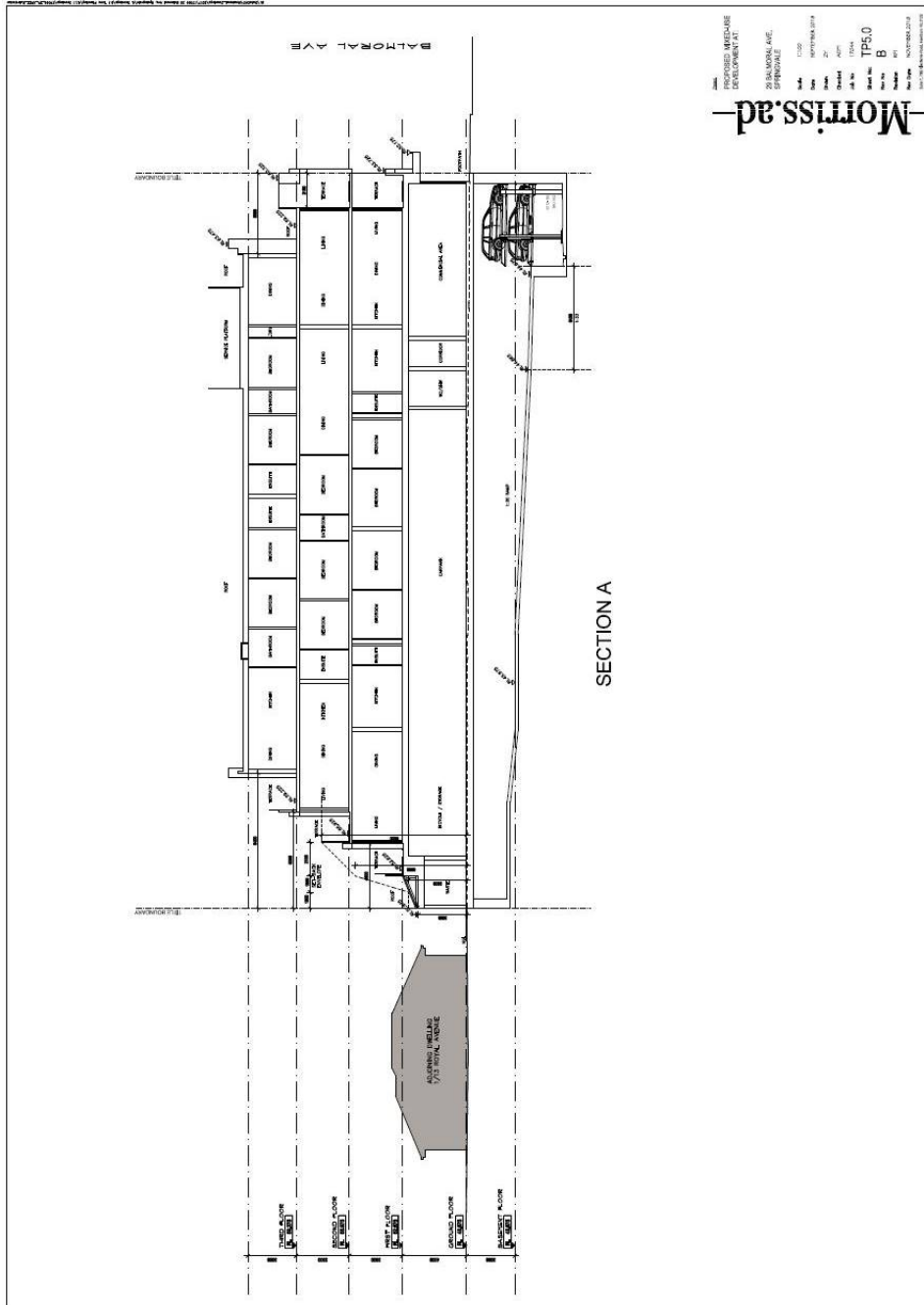
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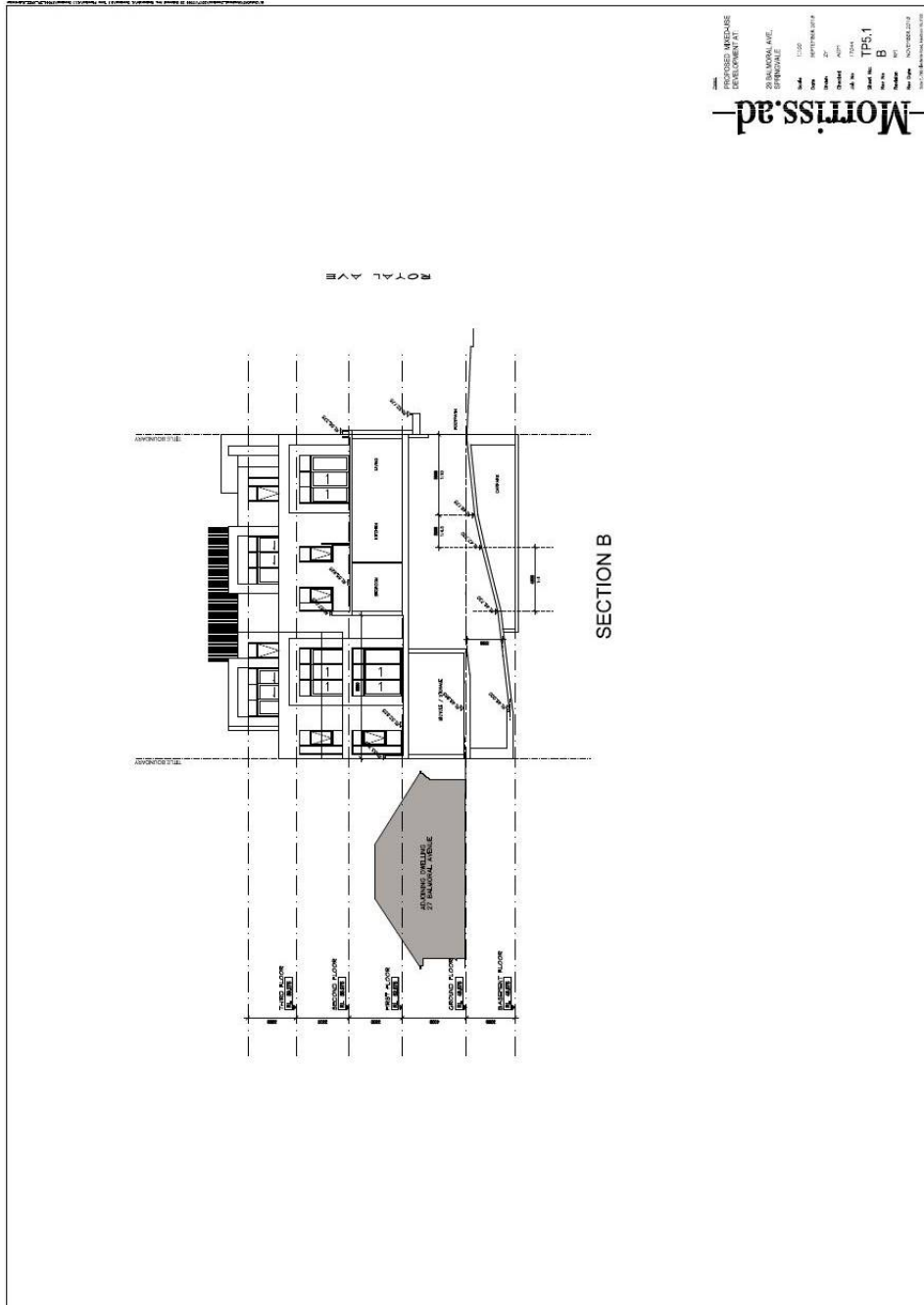
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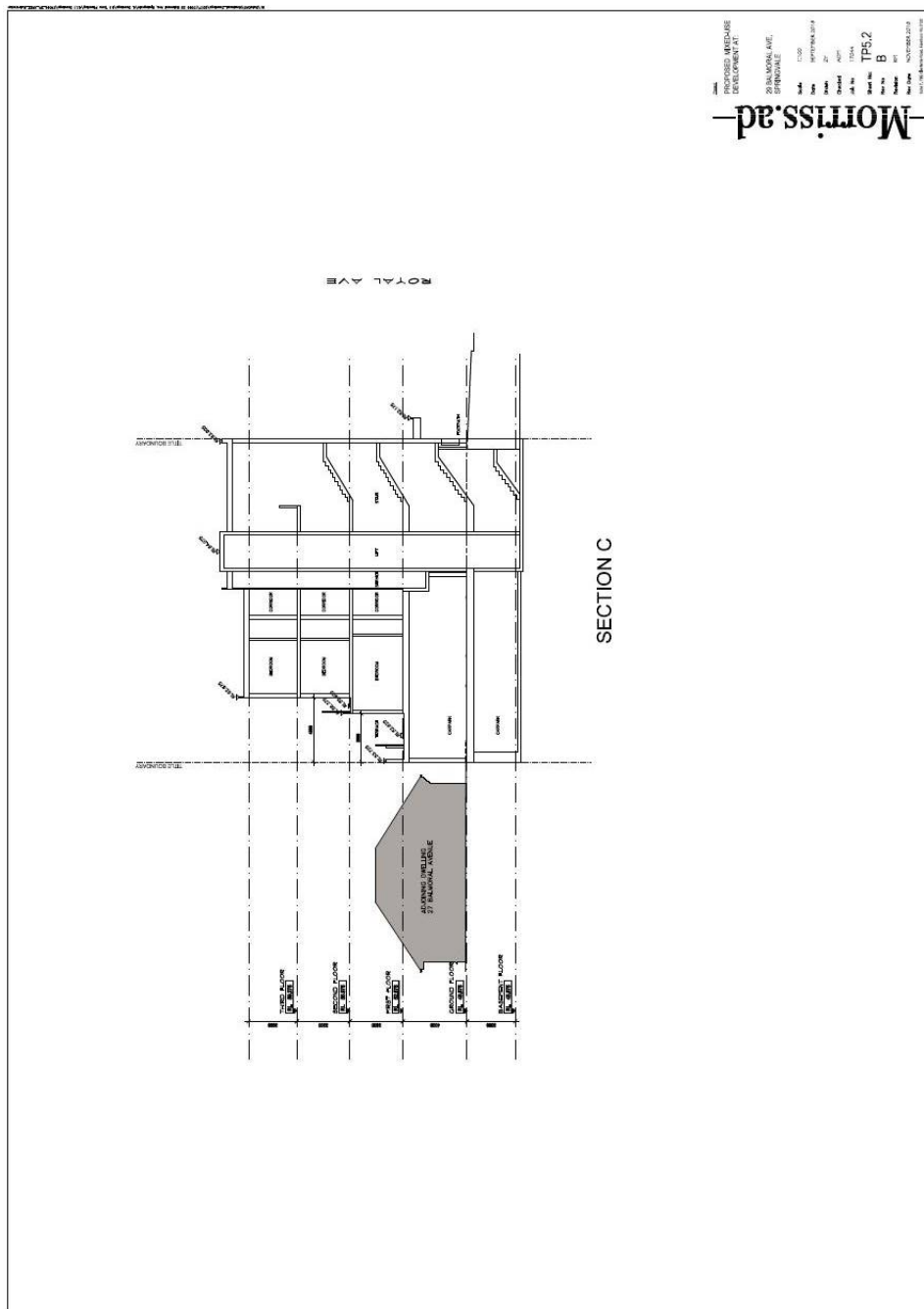
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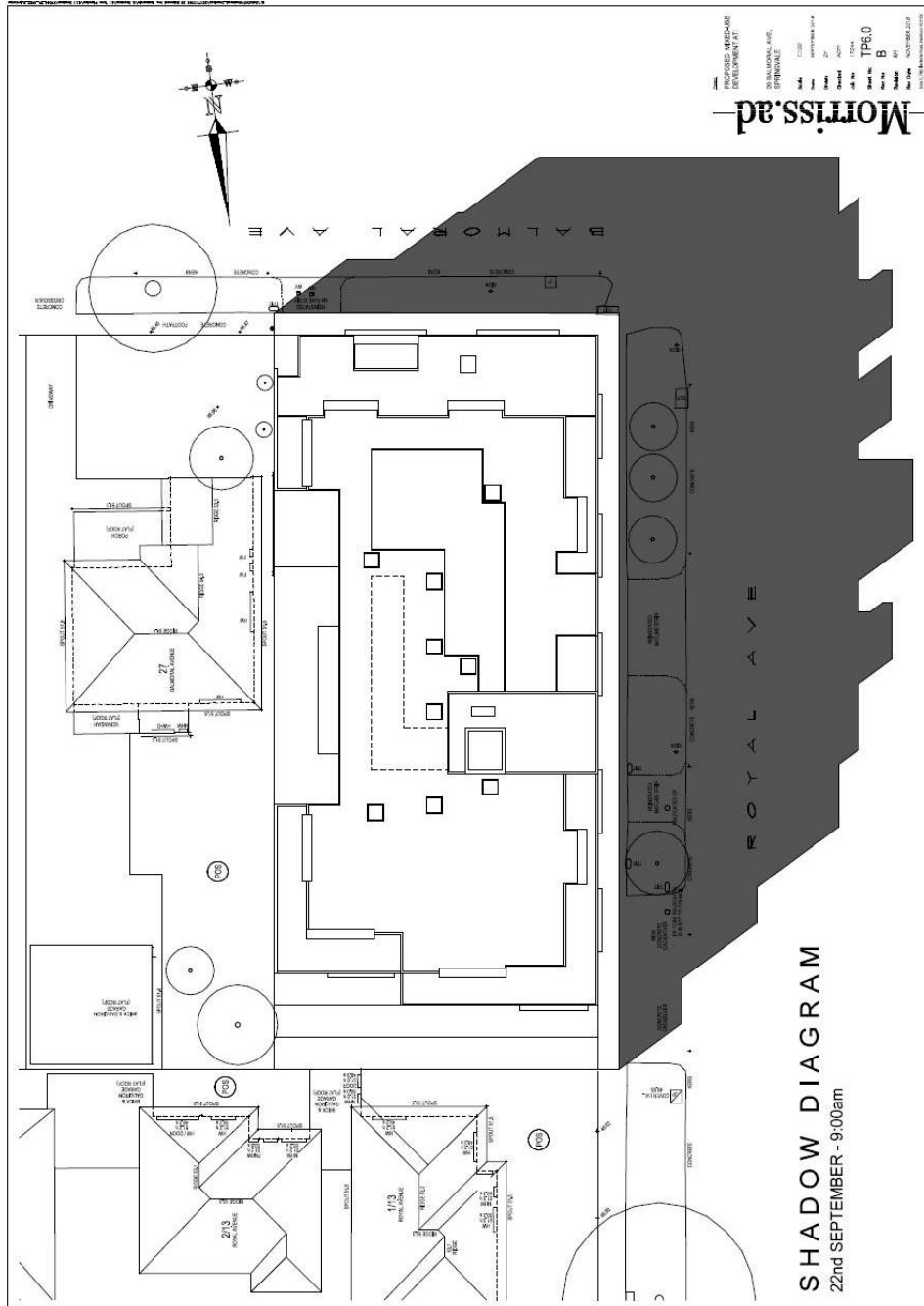
2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)



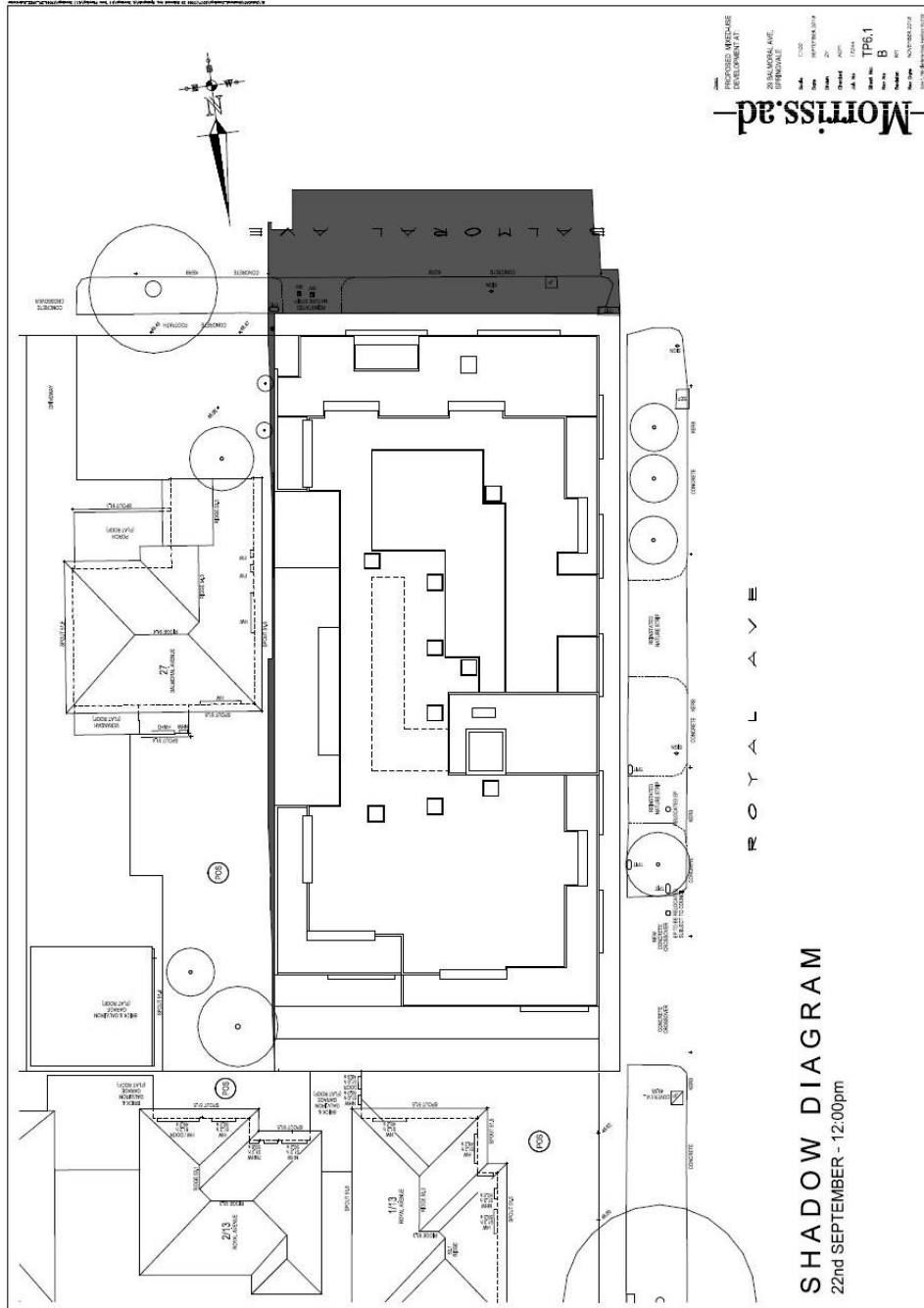
2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)



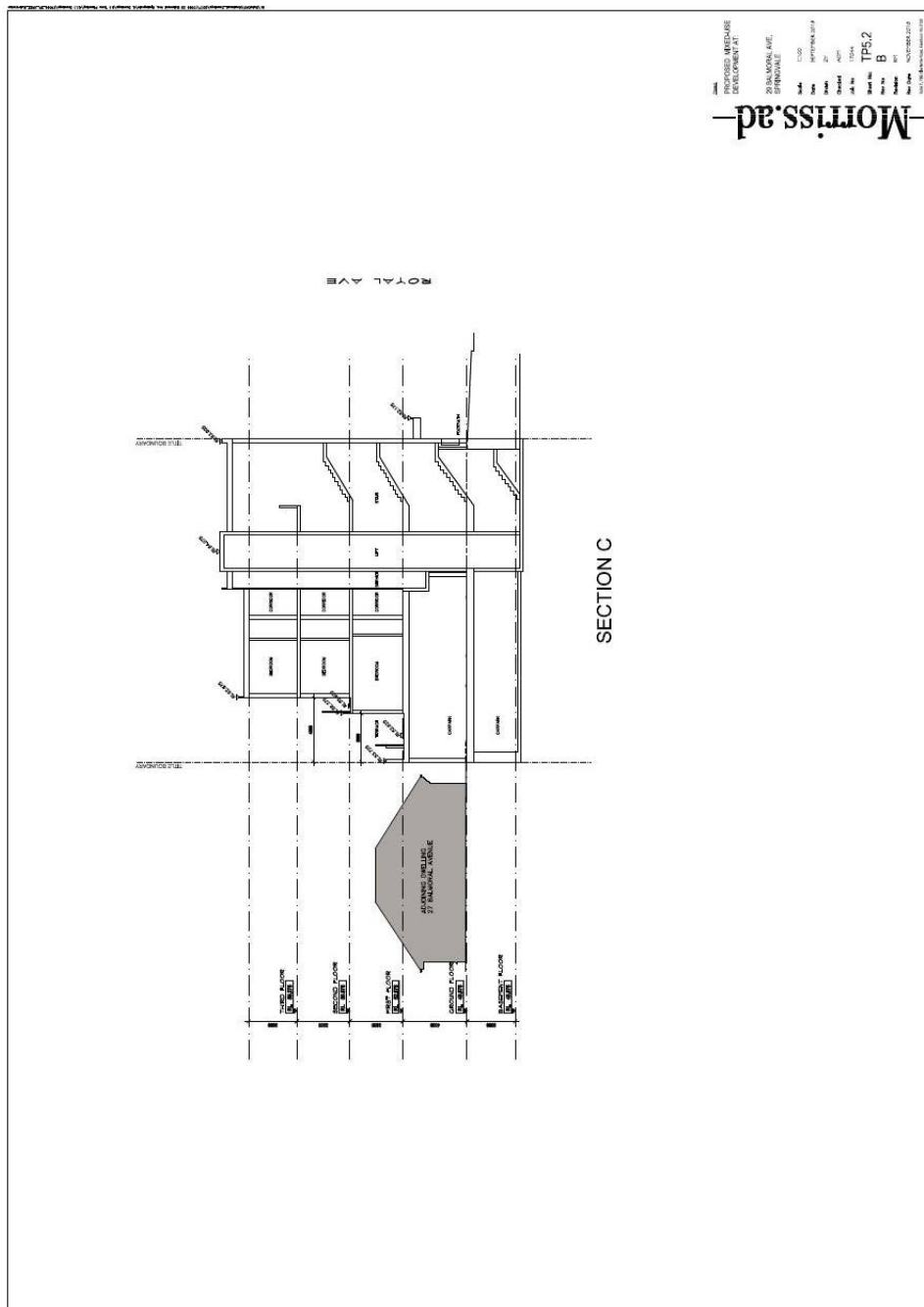
2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)



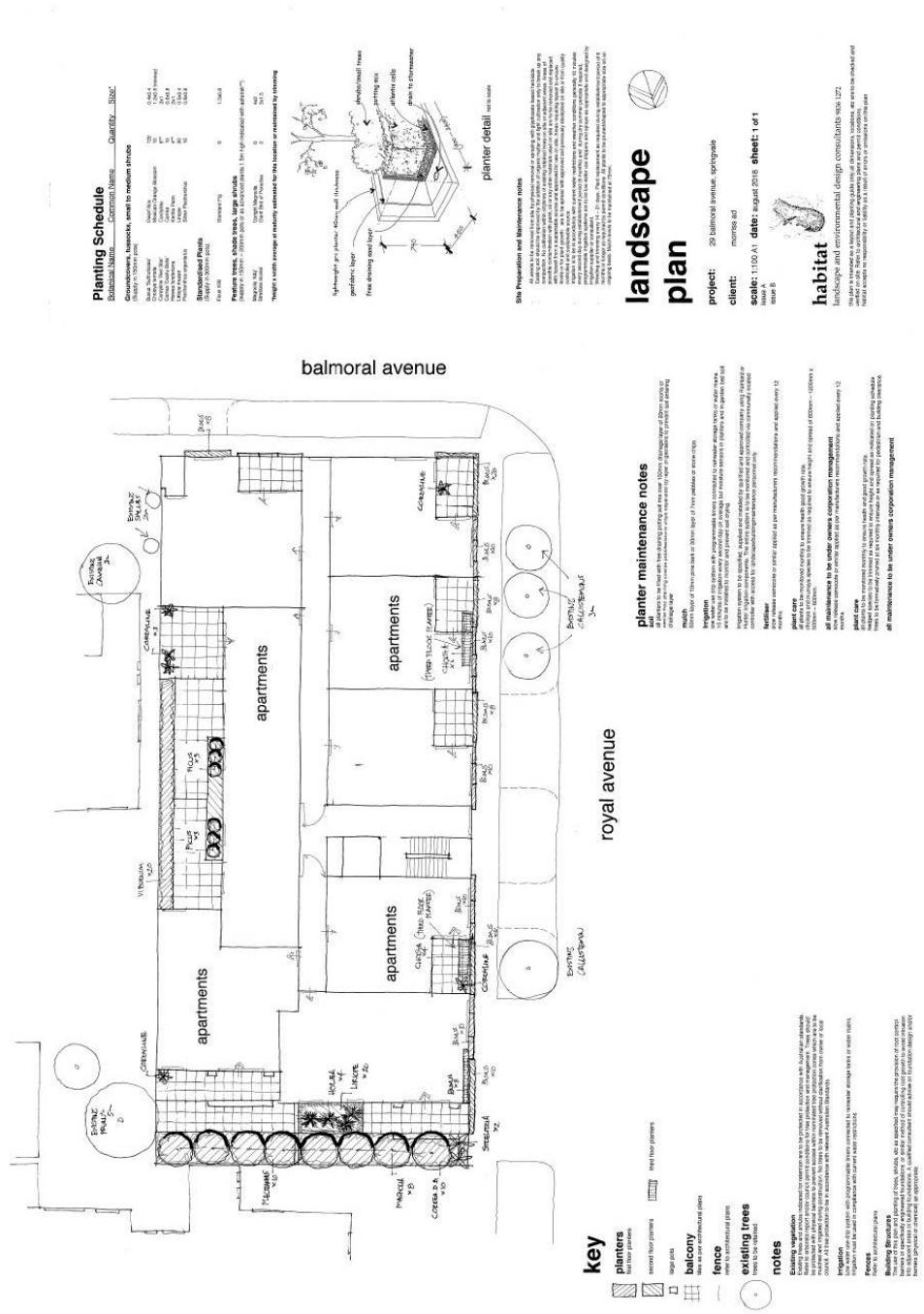
2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)



2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)



2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)



**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION – NO. 29 BALMORAL AVENUE,
SPRINGVALE (PLANNING APPLICATION PLN18/0579)**

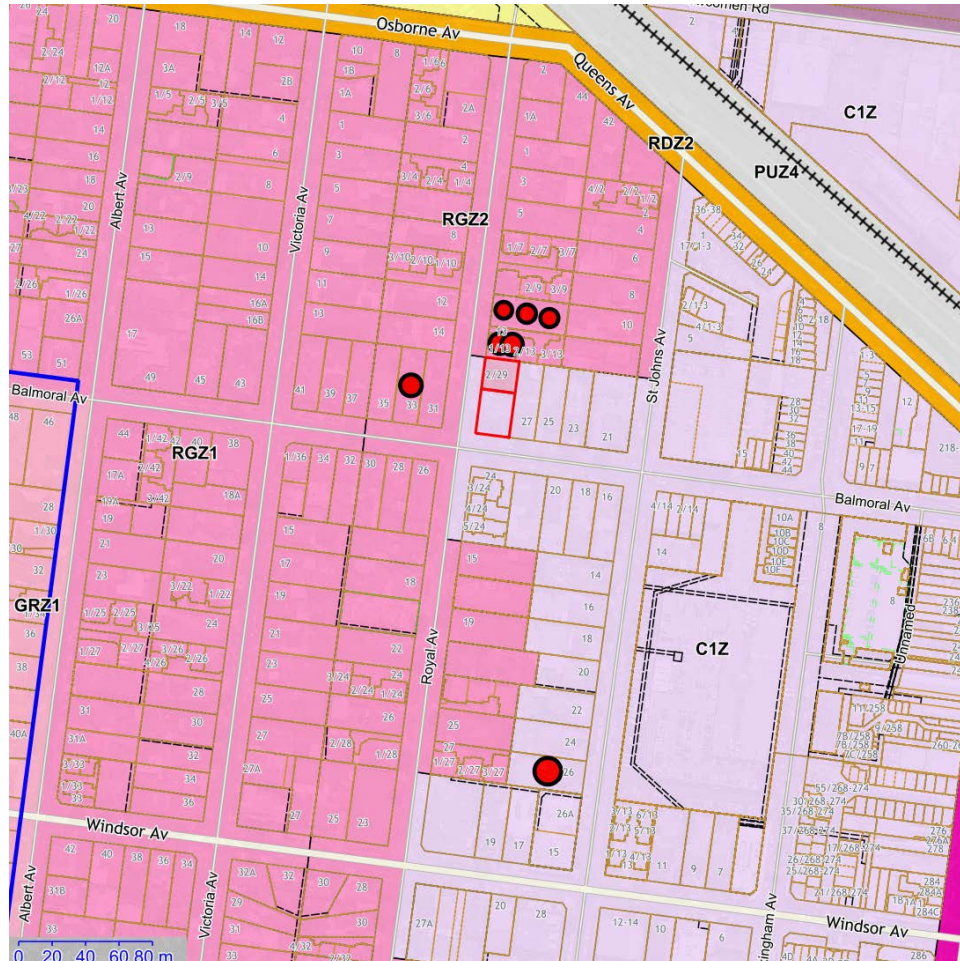
ATTACHMENT 2

LOCATION OF OBJECTORS

PAGES 2 (including cover)

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

**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**



**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION – NO. 29 BALMORAL AVENUE,
SPRINGVALE (PLANNING APPLICATION PLN18/0579)**

ATTACHMENT 3

CLAUSE 52.06 ASSESSMENT

PAGES 5 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| Car Parking - Assessment Table for Clause 52.06 | | |
|---|--|--|
| Objective | Standard | Complies / Does Not Comply / Variation Required / N/A |
| Parking Provision To ensure that car and bicycle parking for residents and visitors is appropriate to the needs of residents. | Car parking for residents should be provided as follows: <ul style="list-style-type: none"> One space for each one or two bedroom dwelling. Two spaces for each three or more bedroom dwelling, with one space under cover. Studies or studios that are separate rooms must be counted as bedrooms. Car parking for medical centre and retail premises should be provided as follows: <ul style="list-style-type: none"> 3.5 to each 100sqm of leasable floor area | ✓ Complies Apartments – 22 apartments (3 x 3 bedroom, 9 x 2 bedrooms and 10 x 1 bedrooms) 26 spaces required 26 spaces provided Medical centre/Retail premises – 278.7sqm 9 spaces required 9 spaces provided |
| Design Standard 1 Accessways The provision of car parking should meet the design requirements of this Clause. | Accessways should: <ul style="list-style-type: none"> Be at least 3 metres wide. Have an internal radius of at least 4 metres at changes of direction or intersection or be at least 4.2 metres wide. Allow vehicles parked in the last space of a dead-end accessway in public car parks to exit in a forward direction with one manoeuvre. Provide at least 2.1 metres headroom beneath overhead obstructions, calculated for a vehicle with a wheel base of 2.8 metres. If the accessway serves four or more car spaces or connects to a road in a Road Zone, the accessway must be designed so that cars can exit the site in a forward direction. If an accessway to four or more car parking spaces is from land in a Road Zone, the access to the car spaces must be at least 6 metres from the road carriageway. Provide a passing area at the entrance at least 6.1 metres wide and 7 metres long if the accessway serves ten or more car parking spaces and is either more than 50 metres long or connects to a road in a Road Zone. | ✓ Complies Accessway to ground floor car park at least 4.0m wide. Accessway to basement car park at least 6.2m wide. Minimum clearance height at least 2.15m throughout entire car park. ✓ Complies Vehicles could exit the site in a forwards direction having adequate manoeuvrability within the internal accessways. Swept path analysis confirms each vehicle could exit the site in a forwards direction. Council's Traffic Engineers have not raised any concerns in this regard. - N/A The accessway is not more than 50m long or connected to a road in a Road Zone. Nevertheless, a passing area at least 6.1 metres and 7.0 metres long would be provided at the entrance to the basement ramp allowing two-way passing movements. |

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

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| Car Parking - Assessment Table for Clause 52.06 | | |
|--|---|--|
| Objective | Standard | Complies / Does Not Comply / Variation Required / N/A |
| Design Standard 2 Car parking spaces Car parking spaces and accessways should have minimum dimensions. | Have a corner splay or area at least 50 per cent clear of visual obstructions extending at least 2 metres along the frontage road from the edge of an exit lane and 2.5 metres along the exit lane from the frontage, to provide a clear view of pedestrians on the footpath of the frontage road. The area clear of visual obstructions may include an adjacent entry or exit lane where more than one lane is provided. | ✓ Complies Due to the structural limitations of the proposed development, corner splays are unable to be provided. In place of pedestrian sight triangles, it is proposed to incorporate a combination of convex mirrors and flashing pedestrian warning lights at the site access points. |
| | Minimum car park and accessway dimensions: <ul style="list-style-type: none"> Parallel – 2.3m x 6.7m with a accessway width of 3.6m 45 degrees – 2.6m x 4.9m with a accessway width of 3.5m 60 degrees – 2.6m x 4.9m with a accessway width of 4.9m 90 degrees – 2.6m x 4.9m with a accessway width of 6.4m (refer to the table in 52.06-9 for more details) A building may project into the space if it is at least 2.1 metres above the space. | ✓ Complies Minimum accessway width 6.4m Required 6.4m |
| | Car spaces in garages or carports must be at least 6 metres long and 3.5 metres wide for a single space and 5.5 metres wide for a double space measured inside the garage or carport. Where parking spaces are provided in tandem (one space behind the other) an additional 500 mm in length must be provided between each space. Where two or more car parking spaces are provided for a dwelling, at least one space must be under cover. | ✓ Complies 2.1m minimum clearance |
| | Disabled car parking spaces must be designed in accordance with Australian Standard AS2890.6-2009 (disabled) and the Building Code of Australia. Disabled car parking spaces may encroach into an accessway width specified in Table 2 by 500mm. | ✓ Complies The disabled car parking space meets the minimum dimension requirements set out in AS 2890.3 – 2009. No tandem spaces or car spaces in a single garage or carport. All car parking is concealed within the building. |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| Car Parking - Assessment Table for Clause 52.06 | | |
|---|--|--|
| Objective | Standard | Complies / Does Not Comply / Variation Required / N/A |
| Design Standard 3 Gradients Accessways to ensure safety for pedestrians and vehicles. | Accessway grades should not be steeper than 1:10 (10 per cent) within 5 metres of the frontage to ensure safety for pedestrians and vehicles. Ramps (except within 5 metres of the frontage) should have the maximum grades of: <ul style="list-style-type: none"> 20 metres or less 1:5 (20%) Longer than 20 metres 1:6 (16.7%) | ✓ Complies The site access ramp would have a grade of 1:10 for the first 5 metres within the frontage of the site, allowing vehicles to prop and assess oncoming traffic in accordance with the requirements outlined in Design Standard 3. |
| | Design Standard 4 Mechanical parking Mechanical parking may be used to meet the car parking requirement provided: <ul style="list-style-type: none"> At least 25 per cent of the mechanical car parking spaces can accommodate a vehicle clearance height of at least 1.8 metres. Car parking spaces that require the operation of the system are not allocated to visitors unless used in a valet parking situation. The design and operation is to the satisfaction of the responsible authority. | ! Condition required Car stackers to be provided for resident parking and staff parking. Car stacker cross section depicted on TP5. The car stackers would have adequate clearance height. The construction and maintenance of the car stackers would be to the satisfaction of the Responsible Authority and ensured via conditions of any permit issued. |
| Design Standard 5 Urban Design | Ground level car parking, garage doors and accessways should not visually dominate public space. | ✓ Complies The two panel lift garage doors would be patterned perforated metal with mesh providing a detailed permeable door which would not dominate the ground floor elevation of the building but provide a seamless design that ties into the external building materials. |
| | Car parking within buildings (including visible portions of partly submerged basements) should be screened or obscured where possible, including through the use of occupied tenancies, landscaping, architectural treatments and artworks. | ✓ Complies Car parking within the building at ground floor would only be partly visible during the day when the businesses at ground floor are operating and the car park door is open. |
| Design Standard 6 Safety | Car parking should be well lit and clearly signed. | ! Condition required Car parking within the car park areas to be lit at night as a condition of any permit issued. |
| | The design of car parks should maximise natural surveillance and pedestrian visibility from adjacent buildings. | ✓ Complies The car parking areas would be concealed within the building and be protected at all times through gated security, with the exception of the ground floor car park during business hours. |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| Car Parking - Assessment Table for Clause 52.06 | | |
|--|--|---|
| Objective | Standard | Complies / Does Not Comply / Variation Required / N/A |
| Design Standard 7 Landscaping | The layout of car parking areas should provide for water sensitive urban design treatment and landscaping. | N/A The building relies on basement and internal car parking which does not allow for landscaping to be provided around car parking areas, which is not inconsistent with high density development. |
| | Landscaping and trees should be planted to provide shade and shelter, soften the appearance of ground level car parking and aid in the clear identification of pedestrian paths. | N/A |
| | Ground level car parking spaces should include trees planted with flush grilles. Spacing of trees should be determined having regard to the expected size of the selected species at maturity. | N/A |

**2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579)
(Cont.)**

STATUTORY PLANNING APPLICATIONS

**TOWN PLANNING APPLICATION – NO. 29 BALMORAL AVENUE,
SPRINGVALE (PLANNING APPLICATION PLN18/0579)**

ATTACHMENT 4

CLAUSE 58 ASSESSMENT

PAGES 32 (including cover)

If the details of the attachment are unclear please contact Governance on 8571 5309.

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**ASSESSMENT – CLAUSE 58****Clause 58.02-1 Urban context objectives**

| Standard D1 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|--|---|
| Standard D1 | The design response must be appropriate to the urban context and the site. | <p>✓ Standard met / Conditions required</p> <p>Given the Commercial 1 zoning of the land seeks to provide for residential uses at densities complementary to the role and scale of the commercial centre, the design response would respond to the preferred neighbourhood character that will supersede the existing character which has been earmarked for higher density development.</p> |
| | The proposed design response must respect the existing or preferred urban context and respond to the features of the site. | <p>✓ Standard met / Conditions required</p> <p>The commercial lands abuttal to residential zone land and existing single storey dwellings requires alterations to the built form in order to provide a sensitive design response. There are a number of condition 1 requirements that would address the development's urban context.</p> |
| Decision Guidelines | Any relevant urban design objective, policy or statement set out in the scheme. | |
| | The urban context report. | |
| | The design response. | |
| Objectives | To ensure that the design responds to the existing urban context or contributes to the preferred future development of the area. | |
| | To ensure that development responds to the features of the site and the surrounding area. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.02-2 Residential policy objectives**

| Standard D2 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|---|--|
| Standard D2 | An application must be accompanied by a written statement to the satisfaction of the responsible authority that describes how the development is consistent with any relevant policy for housing in the SPPF and the LPPF, including the MSS and local planning policies. | <p>✓ Standard met</p> <p>The written submission assessing the proposal against the Planning Policy Framework and Local Planning Policy Framework is satisfactory.</p> |
| Decision Guidelines | <p>The SPPF and the LPPF including the MSS and local planning policies.</p> <p>The design response.</p> | |
| Objectives | <p>To ensure that residential development is provided in accordance with any policy for housing in the SPPF and the LPPF, including the MSS and local planning policies.</p> <p>To support higher density residential development where development can take advantage of public and community infrastructure and services.</p> | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.02-3 Dwelling diversity objective**

| Standard D3 | Standard Brief Description | Standard met/Standard not met/NA |
|-------------|---|--|
| Standard D3 | Developments of ten or more dwellings should provide a range of dwelling sizes and types, including dwellings with a different number of bedrooms | <div> <div>✓</div> <div>Standard met</div> </div> The development incorporates one, two and three bedroom apartments, which meets the objective. |
| Objective | To encourage a range of dwellings sizes and types in developments of ten or more dwellings. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.02-4 Infrastructure objectives**

| Standard D4 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|---|--|
| Standard D4 | Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available. | <p>✓ Standard met</p> <p>The site is located within an established residential and commercial area where all reticulated services and infrastructure is available.</p> |
| | Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads. | <p>✓ Standard met</p> <p>If any upgrading is required it would be required by the service authorities. An approved development would be referred under a subdivision application to the relevant service authorities who can assess the available capacity of the utility services.</p> |
| | In areas where utility services or infrastructure have little or no spare capacity, developments should provide for the upgrading of or mitigation of the impact on services or infrastructure. | <p>The site is located within the Springvale Activity Centre which could accommodate an intensification of the use of the land.</p> |
| Decision Guidelines | The capacity of the existing infrastructure. | <p>✓ Standard met</p> <p>As above.</p> |
| | In the absence of reticulated sewerage, the capacity of the development to treat and retain all wastewater in accordance with the SEPP (Waters of Victoria) under the EPA 1970. | |
| | If the drainage system has little or no spare capacity, the capacity of the development to provide for stormwater drainage mitigation or upgrading of the local drainage system. | |
| Objectives | To ensure development is provided with appropriate utility services and infrastructure. | |
| | To ensure development does not unreasonably overload the capacity of utility services and infrastructure. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.02-5 Integration with the street objective**

| Standard D5 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|---|---|
| Standard D5 | Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility. | Standard not met / Condition required The proposed 2.0m wide residential lobby facing Royal Avenue is considered quite narrow and will not deliver a strong sense of address. Therefore, the western entry to the lobby must be widened to a minimum width of 3.0m, as a condition of any permit. This can be easily done by shifting its southern wall and the service cupboard further to the south by one metre (i.e. reducing the medical service retail area). In that manner, the prominence of the residential 'entry' address can be improved (i.e. the lift lobby on the remaining upper level floors can remain at 2.0m as currently proposed). Council's Urban Design Department have raised similar concerns. |
| | Developments should be oriented to front existing and proposed streets. | Standard met The orientation and design of the building addresses each of the site's frontages. |
| | High fencing in front of dwellings should be avoided if practicable. | Not applicable |
| | Development next to existing public open space should be laid out to complement the open space. | Not applicable |
| Decision Guidelines | Any relevant urban design objective, policy or statement set out in this scheme. The design response. | |
| Objective | To integrate the layout of development with the street. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.03-1 Energy efficiency objectives**

| Standard D6 | Standard Brief Description | Standard met/Standard not met/NA |
|----------------------------|--|--|
| Standard D6 | <p>Buildings should be:</p> <ul style="list-style-type: none"> • Orientated to make appropriate use of solar energy. • Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced. <p>Living areas and private open space should be located on the north side of the development, if practicable.</p> | <p>Standard met</p> <p>The ESD/SDA Report prepared by LID submitted with the application demonstrates a score greater than Best Practice requirements in the BESS assessment. Council's ESD/Sustainability raised no concerns, subject to conditions to be included on any permit issued.</p> |
| | | <p>Standard met</p> <p>6 out of 22 apartments (27%) of the proposed apartments face directly north with the majority of the remainder of the apartments being provided with a western aspect. It is considered that the standard has been met as the orientation of the lot does not practically allow for all apartments to have living areas and POS orientated to the north.</p> |
| | Developments should be designed so that solar access to north-facing windows is optimised. | <p>Standard met</p> <p>North facing windows would be maximised and openable as to not compromise the temperature of habitable rooms at the upper levels.</p> |
| | Dwellings should not exceed the following NatHERS maximum cooling load for climate zone 62 Moorabbin: 21 MJ/m ² per annum. | <p>Standard met</p> <p>NatHERS maximum cooling loads are: Apt 104: 20.3 MJsqm per annum (First floor) Apt 106 20.4 MJsqm per annum (First floor) Apt 208: 20.3 MJsqm per annum (Second floor)</p> |
| Decision Guidelines | The design response. | |
| | The size, orientation and layout of the site. | |
| | The existing amount of solar access to abutting properties. | |
| | The availability of solar access to north-facing windows on the site. | |
| | The annual cooling load for each dwelling. | |
| Objectives | To achieve and protect energy efficient dwellings and buildings. | |
| | To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy. | |
| | To ensure dwellings achieve adequate thermal efficiency. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.03-2 Communal open space objective**

| Standard D7 | Standard Brief Description | Standard met/Standard not met/NA |
|----------------------------|---|--|
| Standard D7 | <p>Developments with 40 or more dwellings should provide a minimum area of communal open space of 2.5 square metres per dwelling or 250 square metres, which ever is the lesser.</p> <p>Communal open space should:</p> <ul style="list-style-type: none"> • Provide passive surveillance opportunities, where appropriate. • Provide outlook for as many dwellings as practicable. • Avoid overlooking into habitable rooms and private open space of new dwellings. • Minimise noise impacts to new and existing dwellings. <p>Be designed to protect any natural features on the site.</p> <p>Maximise landscaping opportunities.</p> <p>Be accessible, useable and capable of efficient management.</p> | <p>Not applicable</p> <p>22 dwellings proposed.</p> |
| Decision Guidelines | <p>Any relevant urban design objective, policy or statement set out in this scheme.</p> <p>The design response.</p> <p>The useability and amenity of the communal open space based on its size, location, accessibility and reasonable recreation needs of residents.</p> <p>The availability of and access to public open space.</p> | |
| Objective | To ensure that communal open space is accessible, practical, attractive, easily maintained and integrated with the layout of the development. | |

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2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.03-3 Solar access to communal outdoor open space objective**

| Standard D8 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|---|----------------------------------|
| Standard D8 | The communal outdoor space should be located on the north side of a building, if practicable. At least 50 per cent or 125 square metres, whichever is the lesser, of the primary communal outdoor open space should receive a minimum of two hours of sunlight between 9am and 3pm on 21 June. | Not applicable |
| Decision Guidelines | The design response. The usability and amenity of the primary communal outdoor space areas based on the urban context, the orientation of the building, the layout of dwellings and the sunlight it will receive. | |
| Objective | To allow solar access into communal outdoor open space. | |

Clause 58.03-4 Safety objective

| Standard D9 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|---|---|
| Standard D9 | Entrances to dwellings should not be obscured or isolated from the street and internal accessways. Planting which creates unsafe spaces along streets and accessways should be avoided. Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways. Private spaces within developments should be protected from inappropriate use as public thoroughfares. | <p>Standard met/Standard not met/NA</p> <p>✖ Standard not met / Condition required Refer to assessment against Standard D5.</p> <p>✔ Standard met No planting along entry points or accessways.</p> <p>✔ Standard met Internal dwelling entries.</p> <p>✔ Standard met Elevated private open space areas.</p> |
| Decision Guidelines | The design response. | |
| Objectives | To ensure the layout of development provides for the safety and security of residents and property. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.03-5 Landscaping objectives**

| | | |
|--------------|---|--|
| Standard D10 | <p>The landscape layout and design should:</p> <ul style="list-style-type: none"> • Be responsive to the site context. • Protect any predominant landscape features of the area. • Take into account the soil type and drainage patterns of the site and integrate planting and water management. • Allow for intended vegetation growth and structural protection of buildings. • In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals. • Provide a safe, attractive and functional environment for residents. • Consider landscaping opportunities to reduce heat absorption such as green walls, green roofs and roof top gardens and improve on-site storm water infiltration. • Maximise deep soil areas for planting of canopy trees. | <p>✓ Standard met</p> |
| | Development should provide for the retention or planting of trees, where these are part of the urban context. | <p>✓ Standard met Street trees retained. No significant on-site vegetation.</p> |
| | Development should provide for the replacement of any significant trees that have been removed in the 12 months prior to the application being made. | <p>✓ Standard met No trees removed within last 12 months.</p> |
| | The landscape design should specify landscape themes, vegetation (location and species), paving and lighting. | <p>✓ Standard met / Condition required Draft Landscape plan prepared by Habitat. The landscape plan must be amended to include the current layout of planter boxes and all plant and tree species planting heights, to ensure that planting used as a screening mechanism is satisfactory at the time of occupation. This would be required as a condition of any permit.</p> |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| Decision Guidelines | Developments should provide the deep soil areas and canopies as specified in Table D2: | | | ✖ Standard not met Site area: 919sqm, requires 5% of the site area equal to 45.9sqm. The basement extends to each property boundary which prevents deep soil planting. The development can satisfy this standard by the equivalent below. | | | | | | | | | | | | | |
|---------------------------|---|---|--|---|-----------|-----------------|------------------------|--------------------------|---|---|---------------------------|---|---|---------------------------|--|---|---------------------|
| | Table D2 Deep soil areas and canopy trees | | | | | | | | | | | | | | | | |
| | <table><tr><th>Site area</th><th>Deep soil areas</th><th>Minimum tree provision</th></tr><tr><td>750 - 1000 square metres</td><td>5% of site area (minimum dimension of 3 metres)</td><td>1 small tree (6-8 metres) per 30 square metres of deep soil</td></tr><tr><td>1001 - 1500 square metres</td><td>7.5% of site area (minimum dimension of 3 metres)</td><td>1 medium tree (8-12 metres) per 50 square metres of deep soil or 1 large tree per 90 square metres of deep soil</td></tr><tr><td>1501 - 2500 square metres</td><td>10% of site area (minimum dimension of 6 metres)</td><td>1 large tree (at least 12 metres) per 90 square metres of deep soil or 2 medium trees per 90 square metres of deep soil</td></tr><tr><td>>2500 square metres</td><td>15% of site area (minimum dimension of 6 metres)</td><td>1 large tree (at least 12 metres) per 90 square metres of deep soil or 2 medium trees per 90 square metres of deep soil</td></tr></table> <p><i>Where an existing canopy tree over 8 metres can be retained on a lot greater than 1000 square metres without damage during the construction period, the minimum deep soil requirement is 7% of the site area.</i></p> | | | | Site area | Deep soil areas | Minimum tree provision | 750 - 1000 square metres | 5% of site area (minimum dimension of 3 metres) | 1 small tree (6-8 metres) per 30 square metres of deep soil | 1001 - 1500 square metres | 7.5% of site area (minimum dimension of 3 metres) | 1 medium tree (8-12 metres) per 50 square metres of deep soil or 1 large tree per 90 square metres of deep soil | 1501 - 2500 square metres | 10% of site area (minimum dimension of 6 metres) | 1 large tree (at least 12 metres) per 90 square metres of deep soil or 2 medium trees per 90 square metres of deep soil | >2500 square metres |
| Site area | Deep soil areas | Minimum tree provision | | | | | | | | | | | | | | | |
| 750 - 1000 square metres | 5% of site area (minimum dimension of 3 metres) | 1 small tree (6-8 metres) per 30 square metres of deep soil | | | | | | | | | | | | | | | |
| 1001 - 1500 square metres | 7.5% of site area (minimum dimension of 3 metres) | 1 medium tree (8-12 metres) per 50 square metres of deep soil or 1 large tree per 90 square metres of deep soil | | | | | | | | | | | | | | | |
| 1501 - 2500 square metres | 10% of site area (minimum dimension of 6 metres) | 1 large tree (at least 12 metres) per 90 square metres of deep soil or 2 medium trees per 90 square metres of deep soil | | | | | | | | | | | | | | | |
| >2500 square metres | 15% of site area (minimum dimension of 6 metres) | 1 large tree (at least 12 metres) per 90 square metres of deep soil or 2 medium trees per 90 square metres of deep soil | | | | | | | | | | | | | | | |
| | If the development cannot provide the deep soil areas and canopy trees specified in Table D2, an equivalent canopy cover should be achieved by providing either: <ul style="list-style-type: none">Canopy trees or climbers (over a pergola) with planter pits sized appropriately for the mature tree soil volume requirements.Vegetated planters, green roofs or green facades. | | | | | | | | | | | | | | | | |
| | ✔ Standard met The proposal would provide a 12.7sqm & 3.4sqm planter box on the eastern side of the building at first floor, a 7.7sqm planter box at second floor and 6.6sqm of planter boxes at third floor. The planter boxes are 0.7m deep. The draft landscape plan prepared by Habitat depicts the following tree species: First floor planter box – 8 x Magnolia Second Floor planter box – 4 x Howea | | | | | | | | | | | | | | | | |
| | Any relevant plan or policy for environmental sustainability in the SPPF and LPPF, including the MSS and local planning policies. | | | | | | | | | | | | | | | | |
| | The design response. | | | | | | | | | | | | | | | | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | | |
|-------------------|---|--|
| | <p>The location and size of gardens and the predominant plant types in the area.</p> <p>The health of any trees to be removed.</p> <p>The suitability of the proposed location and soil volume for canopy trees.</p> <p>The ongoing management of landscaping within a development.</p> <p>The soil type and drainage patterns of the site.</p> | |
| Objectives | <p>To encourage development that respects the landscape character of the area.</p> <p>To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.</p> <p>To provide appropriate landscaping.</p> <p>To encourage the retention of mature vegetation on the site.</p> <p>To promote climate responsive landscape design and water management in developments to support thermal comfort and reduce the urban heat island effect.</p> | |

| | | |
|--|---|--|
| Clause 58.03-6 Access objective | | |
| Standard D11 | <p>The width of accessways or car spaces should not exceed:</p> <ul style="list-style-type: none"> • 33 per cent of the street frontage, or • If the width of the street frontage is less than 20 metres, 40 per cent of the street frontage. <p>No more than one single-width crossover should be provided for each dwelling fronting a street</p> <p>The location of crossovers should maximise the retention of on-street car parking spaces.</p> <p>The number of access points to a road in a Road Zone should be minimised.</p> <p>Developments must provide for access for service, emergency and delivery vehicles.</p> | <p>✓ Standard met</p> <p>10.25m 22.4% of 45.72m frontage Old crossovers to be reinstated with kerb and channel</p> <p>✓ Standard met</p> <p>✓ Standard met</p> <p>Not applicable</p> <p>✓ Standard met</p> |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | | |
|----------------------------|---|--|
| Decision Guidelines | The design response. | |
| | The impact on the streetscape. | |
| | The reduction of on-street car parking spaces. | |
| | The effect of any significant vegetation on the site and footpath. | |
| Objective | To ensure the number and design of vehicle crossovers respects the urban context. | |

Clause 58.03-7 Parking location objectives

| | | |
|----------------------------|---|--|
| Standard D12 | <p>Car parking facilities should:</p> <ul style="list-style-type: none"> • Be reasonably close and convenient to dwellings. • Be secure. • Be well ventilated if enclosed. <p>Shared accessways or car parks of other dwellings should be located at least 1.5 metres from the windows of habitable rooms. This setback may be reduced to 1 metre where there is a fence at least 1.5 metres high or where window sills are at least 1.4 metres above the accessway.</p> | <p>✓ Standard met</p> <p>All car parking spaces have access to dwelling entries via the centrally located lift and staircase.</p> |
| Decision Guidelines | The design response. | |
| Objectives | <p>To provide convenient parking for resident and visitor vehicles.</p> <p>To protect residents from vehicular noise within developments.</p> | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.03-8 Integrated water and stormwater management objectives**

| | | |
|----------------------------|---|--|
| Standard D13 | Buildings should be designed to collect rainwater for non-drinking purposes such as flushing toilets, laundry appliances and garden use. | ✓ Standard met 1500L rainwater tank located under basement ramp. The ESD Report states that the rainwater tank would collect water for flushing toilets, laundry appliances and garden use. |
| | Buildings should be connected to a non-potable dual pipe reticulated water supply, where available from the water authority. | ✓ Standard met |
| | <p>The stormwater management system should be:</p> <ul style="list-style-type: none"> Designed to meet the current best practice performance objective for stormwater quality as contained in the Urban Stormwater – Best Practice Environmental Guidelines (Victorian Stormwater Committee 1995) as amended. Designed to maximise infiltration of stormwater, water and drainage of residual flows into permeable surfaces, tree pits and treatment areas. | ✓ Standard met The SDA prepared by includes a BESS assessment with the proposal achieving a score of 56%, achieving best practice performance. The application was referred to Councils Assets Department |
| Decision Guidelines | Any relevant water and stormwater management objective, policy or statement set out in this scheme. | |
| | The design response. | |
| | Whether the development has utilised alternative water sources and/or incorporated water sensitive urban design. | |
| | Whether discharge from the site to the stormwater will adversely affect water quality entering the drainage system. | |
| | The capacity of the drainage network to accommodate additional stormwater. | |
| Objectives | Whether the stormwater treatment areas can be effectively maintained. | |
| | To encourage the use of alternative water sources such as rainwater, stormwater and recycled water. | |
| | To facilitate stormwater collection, utilisation and infiltration with the development. | |
| | To encourage development that reduces the impact of stormwater runoff on the drainage system and filters sediment and waste from stormwater prior to discharge from the site. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.04-1 Building setback objectives**

| | | |
|---------------------|--|---|
| Standard D14 | <p>The built form of the development must respect the existing or preferred urban context and respond to the features of the site.</p> | <p>* Standard not met / Condition required</p> <p>The proposed four storey development is consistent with the heights and setbacks specified within the Springvale Activity Centre Structure Plan. However the development has not appropriately designed the built form with respect to the sensitive interface along the northern boundary, as identified in the Structure Plan. Increased rear setbacks would be required as conditions of any permit issued.</p> <p>As the eastern elevation would present a blank wall to the abutting property, it is recommended that the concrete panel adopt a scribe detail in order to soften the appearance of the sheer wall, as a condition of any permit issued.</p> <p>* Standard not met / Condition required</p> <p>As above.</p> |
| Decision Guidelines | <p>Buildings should be set back from side and rear boundaries, and other buildings within the site to:</p> <ul style="list-style-type: none"> • Ensure adequate daylight into new habitable room windows. • Avoid direct views into habitable room windows and private open space of new and existing dwellings. Developments should avoid relying on screening to reduce views. • Provide an outlook from dwellings that creates a reasonable visual connection to the external environment. • Ensure the dwellings are designed to meet the objectives of Clause 58. | |
| | The purpose of the zone and/or overlay that applies to the land. | |
| | Any relevant urban design objective, policy or statement set out in this scheme. | |
| | The urban context report. | |
| | The design response. | |
| | The relationship between the proposed building setback and the building setbacks of existing adjacent buildings, including the interface with laneways. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | | |
|-------------------|--|--|
| | The extent to which the proposed dwellings are provided with reasonable daylight access through the layout of rooms and the number, size, location and orientation of windows. | |
| | The impact of overlooking on the amenity of existing and proposed dwellings. | |
| | The existing extent of overlooking into existing dwellings and private open space. | |
| | Whether the development meets the objectives of Clause 58. | |
| Objectives | To ensure the setback of a building from a boundary appropriately responds to the existing urban context or contributes to the preferred future development of the area. | |
| | To allow adequate daylight into new dwellings. | |
| | To limit views into habitable room windows and private open space of new and existing dwellings. | |
| | To provide a reasonable outlook from new dwellings. | |
| | To ensure the building setbacks provide appropriate internal amenity to meet the needs of residents. | |

Clause 58.04-2 Internal views objective

| | | |
|----------------------------|--|--|
| Standard D15 | Windows and balconies should be designed to prevent overlooking of more than 50 per cent of the private open space of a lower-level dwelling directly below and within the same development. | * Standard not met / Condition required There would be internal views from the terraces of Apartments 206, 301 and 305 into the terraces below. These views must be screened accordingly as a condition of any permit. |
| Decision Guidelines | The design response. | |
| Objective | To limit views into the private open space and habitable room windows of dwellings within a development. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.04-3 Noise impacts objectives**

| Standard D16 | Standard Brief Description | Standard met/Standard not met/NA |
|--------------|---|--|
| Standard D16 | Noise sources, such as mechanical plants should not be located near bedrooms of immediately adjacent existing dwellings. | ✓ Standard met The ground floor area would comprise walls on all boundaries, containing any internal noise sources. |
| | The layout of new dwellings and buildings should minimise noise transmission within the site. | ✓ Standard met Car parking areas would be enclosed with vehicle accessways connecting directly to the street, limiting noise emissions. |
| | Noise sensitive rooms (such as living areas and bedrooms) should be located to avoid noise impacts from mechanical plants, lifts, building services, non-residential uses, car parking, communal areas and other dwellings. | ✓ Standard met All car parking is located at ground floor and within the basement. All residential located at first floor and above. The lift opens up to a wall and not a dwelling entry or sensitive room on each level. |
| | New dwellings should be designed and constructed to include acoustic attenuation measures to reduce noise levels from off-site noise sources. | ✓ Standard met As above. |

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2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | <p>Buildings within a noise influence area specified in Table D3 should be designed and constructed to achieve the following noise levels:</p> <ul style="list-style-type: none">• Not greater than 35dB(A) for bedrooms, assessed as an LAeq,8h from 10pm to 6am.• Not greater than 40dB(A) for living areas, assessed as an LAeq,16h from 6am to 10pm <p>Table D3 Noise influence area</p> <table><tr><th>Noise source</th><th>Noise influence area</th></tr><tr><td>Zone interface</td><td></td></tr><tr><td>Industry</td><td>300 metres from the Industrial 1, 2 and 3 zone boundary</td></tr><tr><td>Roads</td><td></td></tr><tr><td>Freeways, tollways and other roads carrying 40,000 Annual Average Daily Traffic Volume</td><td>300 metres from the nearest trafficable lane</td></tr><tr><td>Railways</td><td></td></tr><tr><td>Railway servicing passengers in Victoria</td><td>80 metres from the centre of the nearest track</td></tr><tr><td>Railway servicing freight outside Metropolitan Melbourne</td><td>80 metres from the centre of the nearest track</td></tr><tr><td>Railway servicing freight in Metropolitan Melbourne</td><td>135 metres from the centre of the nearest track</td></tr></table> <p><i>The noise influence area should be measured from the closest part of the building to the noise source.</i></p> <p>Buildings, or part of a building screened from a noise source by an existing solid structure, or the natural topography of the land, do not need to meet the specified noise level requirements.</p> <p>Noise levels should be assessed in unfurnished rooms with a finished floor and the windows closed.</p> | Noise source | Noise influence area | Zone interface | | Industry | 300 metres from the Industrial 1, 2 and 3 zone boundary | Roads | | Freeways, tollways and other roads carrying 40,000 Annual Average Daily Traffic Volume | 300 metres from the nearest trafficable lane | Railways | | Railway servicing passengers in Victoria | 80 metres from the centre of the nearest track | Railway servicing freight outside Metropolitan Melbourne | 80 metres from the centre of the nearest track | Railway servicing freight in Metropolitan Melbourne | 135 metres from the centre of the nearest track | Not applicable |
|--|---|--------------|----------------------|-----------------------|--|----------|---|--------------|--|--|--|-----------------|--|--|--|--|--|---|---|-----------------------|
| Noise source | Noise influence area | | | | | | | | | | | | | | | | | | | |
| Zone interface | | | | | | | | | | | | | | | | | | | | |
| Industry | 300 metres from the Industrial 1, 2 and 3 zone boundary | | | | | | | | | | | | | | | | | | | |
| Roads | | | | | | | | | | | | | | | | | | | | |
| Freeways, tollways and other roads carrying 40,000 Annual Average Daily Traffic Volume | 300 metres from the nearest trafficable lane | | | | | | | | | | | | | | | | | | | |
| Railways | | | | | | | | | | | | | | | | | | | | |
| Railway servicing passengers in Victoria | 80 metres from the centre of the nearest track | | | | | | | | | | | | | | | | | | | |
| Railway servicing freight outside Metropolitan Melbourne | 80 metres from the centre of the nearest track | | | | | | | | | | | | | | | | | | | |
| Railway servicing freight in Metropolitan Melbourne | 135 metres from the centre of the nearest track | | | | | | | | | | | | | | | | | | | |
| Decision Guidelines | <p>The design response.</p> <p>Whether it can be demonstrated that the design treatment incorporated into the development meets the specified noise levels or an acoustic report by a suitably qualified specialist submitted with the application.</p> <p>Whether the impact of potential noise sources within a development have been mitigated through design, location and siting.</p> | | | | | | | | | | | | | | | | | | | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | | |
|-------------------|---|--|
| | Whether the layout of rooms within a dwelling mitigates noise transfer within and between dwellings. | |
| Objectives | <p>Whether an alternative design meets the relevant objectives having regard to the amenity of the dwelling and the site context.</p> <p>To contain noise sources in developments that may affect existing dwellings.</p> <p>To protect residents from external and internal noise sources.</p> | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.05-1 Accessibility objective**

| Standard D17 | Standard Brief Description | Standard met/ Standard not met/NA |
|--------------|--|---|
| Standard D17 | <p>At least 50 per cent of dwellings should have:</p> <ul style="list-style-type: none"> • A clear opening width of at least 850mm at the entrance to the dwelling and main bedroom. • A clear path with a minimum width of 1.2 metres that connects the dwelling entrance to the main bedroom, an adaptable bathroom and the living area. • A main bedroom with access to an adaptable bathroom. | <p>✓ Standard met</p> <ul style="list-style-type: none"> • All door openings 920mm wide. • Apartments 102, 103, 106, 108, 202, 207, 304 would not have a 1.2m wide clear path from entry to bedroom. Therefore, 68% of apartments do. • 68% of apartments do. |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | <p>At least 50 per cent of dwellings should have:</p> <ul style="list-style-type: none"> At least one adaptable bathroom that meets all of the requirements of either Design A or Design B specified in Table D4. <p>Table D4 Bathroom design</p> <table border="1"> <thead> <tr> <th></th><th>Design option A</th><th>Design option B</th></tr> </thead> <tbody> <tr> <td>Door opening</td><td>A clear 850mm wide door opening.</td><td>A clear 820mm wide door opening located opposite the shower.</td></tr> <tr> <td>Door design</td><td>Either: <ul style="list-style-type: none"> A slide door, or A door that opens outwards, or A door that opens inwards that is clear of the circulation area and has readily removable hinges. </td><td>Either: <ul style="list-style-type: none"> A slide door, or A door that opens outwards, or A door that opens inwards and has readily removable hinges. </td></tr> <tr> <td>Circulation area</td><td>A clear circulation area that is: <ul style="list-style-type: none"> A minimum area of 1.2 metres by 1.2 metres. Located in front of the shower and the toilet. Clear of the toilet, basin and the door swing. The circulation area for the toilet and shower can overlap. </td><td>A clear circulation area that is: <ul style="list-style-type: none"> A minimum width of 1 metre. The full length of the bathroom and a minimum length of 2.7 metres. Clear of the toilet and basin. The circulation area can include a shower area. </td></tr> <tr> <td>Path to circulation area</td><td>A clear path with a minimum width of 900mm from the door opening to the circulation area.</td><td>Not applicable.</td></tr> <tr> <td>Shower</td><td>A hobless (step-free) shower.</td><td>A hobless (step-free) shower that has a removable shower screen and is located on the furthest wall from the door opening.</td></tr> <tr> <td>Toilet</td><td>A toilet located in the corner of the room.</td><td>A toilet located closest to the door opening and clear of the circulation area.</td></tr> </tbody> </table> | | Design option A | Design option B | Door opening | A clear 850mm wide door opening. | A clear 820mm wide door opening located opposite the shower. | Door design | Either: <ul style="list-style-type: none"> A slide door, or A door that opens outwards, or A door that opens inwards that is clear of the circulation area and has readily removable hinges. | Either: <ul style="list-style-type: none"> A slide door, or A door that opens outwards, or A door that opens inwards and has readily removable hinges. | Circulation area | A clear circulation area that is: <ul style="list-style-type: none"> A minimum area of 1.2 metres by 1.2 metres. Located in front of the shower and the toilet. Clear of the toilet, basin and the door swing. The circulation area for the toilet and shower can overlap. | A clear circulation area that is: <ul style="list-style-type: none"> A minimum width of 1 metre. The full length of the bathroom and a minimum length of 2.7 metres. Clear of the toilet and basin. The circulation area can include a shower area. | Path to circulation area | A clear path with a minimum width of 900mm from the door opening to the circulation area. | Not applicable. | Shower | A hobless (step-free) shower. | A hobless (step-free) shower that has a removable shower screen and is located on the furthest wall from the door opening. | Toilet | A toilet located in the corner of the room. | A toilet located closest to the door opening and clear of the circulation area. | <p>✓ Standard met</p> <p>Design option A: 102, 106, 302 Design option B: 101, 103, 104, 105, 107, 108, 109, 201, 203, 204, 205, 206, 207, 208, 301, 303, 305 Apartment does not meet design option: 202, 304 Therefore, 91% of apartments do.</p> |
|--------------------------|--|---|-----------------|-----------------|--------------|----------------------------------|--|-------------|--|--|------------------|--|---|--------------------------|---|-----------------|--------|-------------------------------|--|--------|---|---|--|
| | Design option A | Design option B | | | | | | | | | | | | | | | | | | | | | |
| Door opening | A clear 850mm wide door opening. | A clear 820mm wide door opening located opposite the shower. | | | | | | | | | | | | | | | | | | | | | |
| Door design | Either: <ul style="list-style-type: none"> A slide door, or A door that opens outwards, or A door that opens inwards that is clear of the circulation area and has readily removable hinges. | Either: <ul style="list-style-type: none"> A slide door, or A door that opens outwards, or A door that opens inwards and has readily removable hinges. | | | | | | | | | | | | | | | | | | | | | |
| Circulation area | A clear circulation area that is: <ul style="list-style-type: none"> A minimum area of 1.2 metres by 1.2 metres. Located in front of the shower and the toilet. Clear of the toilet, basin and the door swing. The circulation area for the toilet and shower can overlap. | A clear circulation area that is: <ul style="list-style-type: none"> A minimum width of 1 metre. The full length of the bathroom and a minimum length of 2.7 metres. Clear of the toilet and basin. The circulation area can include a shower area. | | | | | | | | | | | | | | | | | | | | | |
| Path to circulation area | A clear path with a minimum width of 900mm from the door opening to the circulation area. | Not applicable. | | | | | | | | | | | | | | | | | | | | | |
| Shower | A hobless (step-free) shower. | A hobless (step-free) shower that has a removable shower screen and is located on the furthest wall from the door opening. | | | | | | | | | | | | | | | | | | | | | |
| Toilet | A toilet located in the corner of the room. | A toilet located closest to the door opening and clear of the circulation area. | | | | | | | | | | | | | | | | | | | | | |
| Objective | To ensure the design of dwellings meets the needs of people with limited mobility. | | | | | | | | | | | | | | | | | | | | | | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.05-2 Building entry and circulation objectives**

| Standard D18 | Standard Brief Description | Standard met/ Standard not met/NA |
|----------------------------|---|---|
| Standard D18 | <p>Entries to dwellings and buildings should:</p> <ul style="list-style-type: none"> • Be visible and easily identifiable. • Provide shelter, a sense of personal address and a transitional space around the entry. <p>The layout and design of buildings should:</p> <ul style="list-style-type: none"> • Clearly distinguish entrances to residential and non-residential areas. • Provide windows to building entrances and lift areas. • Provide visible, safe and attractive stairs from the entry level to encourage use by residents. • Provide common areas and corridors that: <ul style="list-style-type: none"> - Include at least one source of natural light and natural ventilation. - Avoid obstruction from building services. - Maintain clear sight lines. | <p>Standard not met / Condition required Refer to assessment against Standard D5.</p> |
| Decision Guidelines | <p>The design response.</p> <p>The useability and amenity of internal communal areas based on daylight access and the natural ventilation it will receive.</p> | <p>Standard met The entry to the apartment building would distinguish itself from the ground floor medical services/retail. The door would be sunken into the entry with the entry component extending slightly beyond the frontages of the medical services/retail facades providing the residential component of the building with its own sense of address.</p> |
| Objectives | <p>To provide each dwelling and building with its own sense of identity.</p> <p>To ensure the internal layout of buildings provide for the safe, functional and efficient movement of residents.</p> <p>To ensure internal communal areas provide adequate access to daylight and natural ventilation.</p> | |

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

Clause 58.05-3 Private open space objective

| Standard D19 | Standard Brief Description | Standard met/Standard not met/NA | | | | | | | | | | | | |
|------------------------------|---|---|--------------|-------------------|------------------------------|-----------------|------------|--------------------|-----------------|----------|----------------------------|------------------|------------|---|
| Standard D19 | <p>A dwelling should have private open space consisting of:</p> <ul style="list-style-type: none"> An area of 25 square metres, with a minimum dimension of 3 metres at natural ground floor level and convenient access from a living room, or An area of 15 square metres, with a minimum dimension of 3 metres at a podium or other similar base and convenient access from a living room, or A balcony with an area and dimensions specified in Table D5 and convenient access from a living room, or A roof-top area of 10 square metres with a minimum dimension of 2 metres and convenient access from a living room. <p>Table D5 Balcony size</p> <table border="1"> <thead> <tr> <th>Dwelling type</th><th>Minimum area</th><th>Minimum dimension</th></tr> </thead> <tbody> <tr> <td>Studio or 1 bedroom dwelling</td><td>8 square metres</td><td>1.8 metres</td></tr> <tr> <td>2 bedroom dwelling</td><td>8 square metres</td><td>2 metres</td></tr> <tr> <td>3 or more bedroom dwelling</td><td>12 square metres</td><td>2.4 metres</td></tr> </tbody> </table> <p>If a cooling or heating unit is located on a balcony, the balcony should provide an additional area of 1.5 square metres.</p> | Dwelling type | Minimum area | Minimum dimension | Studio or 1 bedroom dwelling | 8 square metres | 1.8 metres | 2 bedroom dwelling | 8 square metres | 2 metres | 3 or more bedroom dwelling | 12 square metres | 2.4 metres | <p>Standard met</p> <p>All apartments comply with Table D5</p> |
| Dwelling type | Minimum area | Minimum dimension | | | | | | | | | | | | |
| Studio or 1 bedroom dwelling | 8 square metres | 1.8 metres | | | | | | | | | | | | |
| 2 bedroom dwelling | 8 square metres | 2 metres | | | | | | | | | | | | |
| 3 or more bedroom dwelling | 12 square metres | 2.4 metres | | | | | | | | | | | | |
| Decision Guidelines | <p>The design response.</p> <p>The useability and functionality of the private open space, including its size and accessibility.</p> <p>The amenity of the private open space based on the orientation of the lot, the wind conditions and the sunlight it will receive.</p> <p>The availability of and access to public or communal open space.</p> | <p>Standard met</p> <p>Services located on roof (see service platform)</p> | | | | | | | | | | | | |
| Objective | To provide adequate private open space for the reasonable recreation and service needs of residents. | | | | | | | | | | | | | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.05-4 Storage objective**

| Standard D20 | Standard Brief Description | Standard met/ Standard not met/NA | | | | | | | | | | | | | | | |
|---|--|---|------------------------------|--|--|--------|----------------|----------------|--------------------|-----------------|----------------|--------------------|-----------------|----------------|----------------------------|-----------------|-----------------|
| Standard D20 | Each dwelling should have convenient access to useable and secure storage space. | <div>✔ Standard met</div> Within dwelling and within basement and ground floor car parking areas | | | | | | | | | | | | | | | |
| Decision Guidelines | The total minimum storage space (including kitchen, bathroom and bedroom storage) should meet the requirements specified in Table D6. | <div>✔ Standard met</div> <div>Minimum storage area within the 1 bed dwellings is 8.85m³</div> <div>Minimum storage area within the 2 bed dwellings is 10.73 m³</div> <div>Minimum storage area within the 3 bed dwellings is 17.35m³</div> <div>Minimum total storage for the 1 bed dwellings is 13.46m³</div> <div>Minimum total storage for the 2 bed dwellings is 15.68m³</div> <div>Minimum total storage for the 3 bed dwellings is 23.84m³</div> | | | | | | | | | | | | | | | |
| | Table D6 Storage | | | | | | | | | | | | | | | | |
| | <table><tr><th>Dwelling type</th><th>Total minimum storage volume</th><th>Minimum storage volume within the dwelling</th></tr><tr><td>Studio</td><td>8 cubic metres</td><td>5 cubic metres</td></tr><tr><td>1 bedroom dwelling</td><td>10 cubic metres</td><td>6 cubic metres</td></tr><tr><td>2 bedroom dwelling</td><td>14 cubic metres</td><td>9 cubic metres</td></tr><tr><td>3 or more bedroom dwelling</td><td>18 cubic metres</td><td>12 cubic metres</td></tr></table> | | Dwelling type | Total minimum storage volume | Minimum storage volume within the dwelling | Studio | 8 cubic metres | 5 cubic metres | 1 bedroom dwelling | 10 cubic metres | 6 cubic metres | 2 bedroom dwelling | 14 cubic metres | 9 cubic metres | 3 or more bedroom dwelling | 18 cubic metres | 12 cubic metres |
| | Dwelling type | | Total minimum storage volume | Minimum storage volume within the dwelling | | | | | | | | | | | | | |
| | Studio | | 8 cubic metres | 5 cubic metres | | | | | | | | | | | | | |
| | 1 bedroom dwelling | | 10 cubic metres | 6 cubic metres | | | | | | | | | | | | | |
| 2 bedroom dwelling | 14 cubic metres | 9 cubic metres | | | | | | | | | | | | | | | |
| 3 or more bedroom dwelling | 18 cubic metres | 12 cubic metres | | | | | | | | | | | | | | | |
| The design response. | | | | | | | | | | | | | | | | | |
| The useability, functionality and location of storage facilities provided for the dwelling. | | | | | | | | | | | | | | | | | |
| To provide adequate storage facilities for each dwelling. | | | | | | | | | | | | | | | | | |
| Objective | | | | | | | | | | | | | | | | | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.06-1 Common property objectives**

| Standard D21 | Standard Brief Description | Standard met/Standard not met/NA |
|--------------|---|---|
| Standard D21 | Developments should clearly delineate public, communal and private areas. | ✓ Standard met The development would separate vehicle accessways to the resident car parking and commercial car parking. This would be the same for most site services. |
| | Common property, where provided, should be functional and capable of efficient management. | ✓ Standard met A body corporate would oversee the management of common property within the site. |
| Objectives | To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained. To avoid future management difficulties in areas of common ownership. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.06-2 Site services objectives**

| Standard D22 | Standard Brief Description | Standard met/Standard not met/NA |
|--------------|--|---|
| Standard D22 | The design and layout of dwellings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically. | ✓ Standard met No existing easements or assets |
| | Mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development. | ✓ Standard met The common mailbox would be located on the western elevation adjacent to the apartment building entry and identifiable by the large building address number. |
| | Mailboxes should be provided and located for convenient access as required by Australia Post. | ✓ Standard met Mailboxes located in accordance with AusPost requirements. |
| Decision | The design response. | |
| Guidelines | To ensure that site services can be installed and easily maintained. | |
| Objectives | To ensure that site facilities are accessible, adequate and attractive. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.06-3 Waste and recycling objectives**

| Standard D23 | Standard Brief Description | Standard met/ Standard not met/NA |
|---------------------|--|---|
| Standard D23 | <p>Developments should include dedicated areas for:</p> <ul style="list-style-type: none"> • Waste and recycling enclosures which are: <ul style="list-style-type: none"> - Adequate in size, durable, waterproof and blend in with the development. - Adequately ventilated. - Located and designed for convenient access by residents and made easily accessible to people with limited mobility. • Adequate facilities for bin washing. These areas should be adequately ventilated. • Collection, separation and storage of waste and recyclables, including where appropriate opportunities for on-site management of food waste through composting or other waste recovery as appropriate. • Collection, storage and reuse of garden waste, including opportunities for on-site treatment, where appropriate, or off-site removal for reprocessing. • Adequate circulation to allow waste and recycling collection vehicles to enter and leave the site without reversing. • Adequate internal storage space within each dwelling to enable the separation of waste, recyclables and food waste where appropriate. | <p>Standard met / Condition required</p> <p>Common waste bins located at ground floor accessible via the ground floor car park. The two common waste areas would be 20.2sqm and 8.4sqm providing adequate space for bin washing.</p> <p>Waste areas would be separate for the medical/retail and residents. The building would be serviced by a private waste collection. Private collectors would collect the waste bins from the proposed collection zone on the roadside of Royal Avenue.</p> <p>The requirements of the Waste Management Plan would be ensured via a section 173 agreement to be registered on each Title. This would be required as a condition of any permit issued.</p> |
| | <p>Waste and recycling management facilities should be designed and managed in accordance with a Waste Management Plan approved by the responsible authority and:</p> <ul style="list-style-type: none"> • Be designed to meet the best practice waste and recycling management guidelines for residential development adopted by Sustainability Victoria. • Protect public health and amenity of residents and adjoining premises from the impacts of odour, noise and hazards associated with waste collection vehicle movements. | <p>Standard met / Condition required</p> <p>As the layout of the waste storage areas was altered during the course of the planning application, the Waste Management Plan must be updated as a condition of any permit issued to reflect the development layout.</p> |
| Decision | The design response. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)

| | | |
|-------------------|--|--|
| Guidelines | Any relevant waste and recycling objective, policy or statement set out in this scheme. | |
| Objectives | <p>To ensure dwellings are designed to encourage waste recycling.</p> <p>To ensure that waste and recycling facilities are accessible, adequate and attractive.</p> <p>To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity, health and the public realm.</p> | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.07-1 Functional layout objective**

| Standard D24 | Standard Brief Description | Standard met/ Standard not met/NA | | | | | | | | | | | | | | | | | | |
|-------------------------------|--|-----------------------------------|---------------|---------------|--------------|----------|------------|--------------------|----------|----------|---------------|---------------|--------------|-------------------------------|------------|--------|----------------------------|------------|--------|--|
| Standard D24 | <p>Bedrooms should:</p> <ul style="list-style-type: none"> Meet the minimum internal room dimensions specified in Table D7. Provide an area in addition to the minimum internal room dimensions to accommodate a wardrobe. <p>Table D7 Bedroom dimensions</p> <table> <tr> <th>Bedroom type</th><th>Minimum width</th><th>Minimum depth</th></tr> <tr> <td>Main bedroom</td><td>3 metres</td><td>3.4 metres</td></tr> <tr> <td>All other bedrooms</td><td>3 metres</td><td>3 metres</td></tr> </table> <p>Living areas (excluding dining and kitchen areas) should meet the minimum internal room dimensions specified in Table D8.</p> <p>Table D8 Living area dimensions</p> <table> <tr> <th>Dwelling type</th><th>Minimum width</th><th>Minimum area</th></tr> <tr> <td>Studio and 1 bedroom dwelling</td><td>3.3 metres</td><td>10 sqm</td></tr> <tr> <td>2 or more bedroom dwelling</td><td>3.6 metres</td><td>12 sqm</td></tr> </table> | Bedroom type | Minimum width | Minimum depth | Main bedroom | 3 metres | 3.4 metres | All other bedrooms | 3 metres | 3 metres | Dwelling type | Minimum width | Minimum area | Studio and 1 bedroom dwelling | 3.3 metres | 10 sqm | 2 or more bedroom dwelling | 3.6 metres | 12 sqm | <p>Standard met Dimensions on plans.</p> <p>Standard met Each living room checked in Trapeze (Assessment Program).</p> |
| Bedroom type | Minimum width | Minimum depth | | | | | | | | | | | | | | | | | | |
| Main bedroom | 3 metres | 3.4 metres | | | | | | | | | | | | | | | | | | |
| All other bedrooms | 3 metres | 3 metres | | | | | | | | | | | | | | | | | | |
| Dwelling type | Minimum width | Minimum area | | | | | | | | | | | | | | | | | | |
| Studio and 1 bedroom dwelling | 3.3 metres | 10 sqm | | | | | | | | | | | | | | | | | | |
| 2 or more bedroom dwelling | 3.6 metres | 12 sqm | | | | | | | | | | | | | | | | | | |
| Decision Guidelines | The design response. The usability, functionality and amenity of habitable rooms. | | | | | | | | | | | | | | | | | | | |
| Objective | To ensure dwellings provide functional areas that meet the needs of residents. | | | | | | | | | | | | | | | | | | | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.07-2 Room depth objective**

| Standard D25 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|---|---|
| Standard D25 | Single aspect habitable rooms should not exceed a room depth of 2.5 times the ceiling height. | <p>Standard not met / Variation sought</p> <p>1st Floor: 3.3m ceiling height, single aspect habitable rooms should not exceed a depth of 8.25m. Apartments 102, 106 8.75m, 101, 105, 107, 8.9m</p> <p>2nd Floor: 3.3m ceiling height, single aspect habitable rooms should not exceed a depth of 8.25m. Apartments 201, 204, 205, 8.9m</p> <p>3rd Floor: 3.0m ceiling height, single aspect habitable rooms should not exceed a depth of 7.5m. Apartment 303 8.9m</p> <p>Council cannot increase the heights of each ceiling floor to comply with this standard as this would increase the overall height of the building and increase the built form opposite residential neighbours. Therefore, a variation is acceptable.</p> |
| Decision Guidelines | The depth of a single aspect, open plan, habitable room may be increased to 9 metres if all the following requirements are met: | <p>✓ Standard met</p> <p>Single aspect habitable rooms which exceed the room depth mentioned above would meet each of the requirements of this standard. This applies to Apartments 102, 106, 101, 105, 107, 201, 204, 205 and 303.</p> |
| | <ul style="list-style-type: none"> • The room combines the living area, dining area and kitchen. • The kitchen is located furthest from the window. • The ceiling height is at least 2.7 metres measured from finished floor level to finished ceiling level. This excludes where services are provided above the kitchen. | |
| | The room depth should be measured from the external surface of the habitable room window to the rear wall of the room. | |
| | The design response. | |
| Decision Guidelines | The extent to which the habitable room is provided with reasonable daylight access through the number, size, location, and orientation of windows. | <p>✓ Standard met</p> <p>Each single aspect habitable room checked using Trapeze.</p> |
| | The useability, functionality and amenity of the dwelling based on layout, siting, size and orientation of habitable rooms. | |
| | Any overhang above habitable room windows that limits daylight access. | |
| Objective | To allow adequate daylight into single aspect habitable rooms. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.07-3 Windows objective**

| Standard D26 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|---|---|
| Standard D26 | Habitable rooms should have a window in an external wall of the building. | ✓ Standard met |
| | <p>A window may provide daylight to a bedroom from a smaller secondary area within the bedroom where the window is clear to the sky.</p> <p>The secondary area should be:</p> <ul style="list-style-type: none"> • A minimum width of 1.2 metres. • A maximum depth of 1.5 times the width, measured from the external surface of the window. | <p>✓ Standard met / Condition required</p> <p>Apartments 108 & 207 Bed 1: Secondary area is 1.3m wide x 1.4m long (Complies)</p> <p>Apartment 304 Bed 1: Secondary area is 1.4m wide x 1.5m long (Complies)</p> |
| Decision Guidelines | The design response. | |
| | The extent to which the habitable room is provided with reasonable daylight access through the number, size, location and orientation of windows. | |
| | The useability and amenity of the dwelling based on the layout, size, siting, size and orientation of habitable rooms. | |
| Objective | To allow adequate daylight into new habitable room windows. | |

ORDINARY COUNCIL MEETING - AGENDA

2.3.3 Town Planning Application - No. 29 Balmoral Avenue, Springvale (Planning Application PLN18/0579) (Cont.)**Clause 58.07-4 Natural ventilation objectives**

| Standard D27 | Standard Brief Description | Standard met/Standard not met/NA |
|---------------------|---|---|
| Standard D27 | <p>The design and layout of dwellings should maximise openable windows, doors or other ventilation devices in external walls of the building, where appropriate.</p> <p>At least 40 per cent of dwellings should provide effective cross ventilation that has:</p> <ul style="list-style-type: none"> • A maximum breeze path through the dwelling of 18 metres. • A minimum breeze path through the dwelling of 5 metres. • Ventilation openings with approximately the same area. <p>The breeze path is measured between the ventilation openings on different orientations of the dwelling.</p> | <p>Standard not met / Condition required</p> <p>The common passage and lobby areas would not have any cross ventilation. This could be achieved at first and second floor by providing openable windows at the southern and western windows of the common passage and lift lobby. This would be required as a condition of any permit.</p> <p>Standard met</p> <p>100% of dwellings have effective cross ventilation.</p> |
| Decision Guidelines | <p>The design response.</p> <p>The size, orientation, slope and wind exposure of the site.</p> <p>The extent to which the orientation of the building and the layout of dwellings maximises opportunities for cross ventilation.</p> <p>Whether an alternative design meets the relevant objectives having regard to the amenity of the dwelling and the site context.</p> | |
| Objectives | <p>To encourage natural ventilation of dwellings.</p> <p>To allow occupants to effectively manage natural ventilation of dwellings.</p> | |

2.4 FINANCE AND BUDGET

2.4.1 Loan Funding Tender

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Instrument of Delegation

Report Summary

The report covers Council's loan funding requirements for the 2018-19 financial year. It is proposed to invite tenders and delegate authority to the Chief Executive Officer to appoint the successful tenderer based on the preferred interest rate and terms.

Recommendation Summary

This report recommends that Council exercises its powers to borrow \$10 million, by way of a tender process, as a principal and interest loan for a maximum period of 10 years.

2.4.1 Loan Funding Tender (Cont.)

Background

Council's Long Term Financial Strategy proposes a total of \$20 million in borrowings split evenly over the 2018-19 and 2019-20 financial years for the purpose of completing the Springvale Community Precinct Master Plan. These funds combine with proceeds from the sale of the former View Road depot and rate funding to complete this project which is estimated at \$51.5 million.

Council's 2018-19 Adopted Budget was formulated on the basis of conducting a public tender process to raise \$10 million of loan funds to partly fund the Springvale Community Precinct project.

To ensure compliance with Section 186 of the Local Government Act (1989), a public tender process is necessary for the procurement of goods and services to the value in excess of \$150,000. As the service value of the loan contract (being the total amount of loan interest over the life of the loan) will exceed this amount, Council is required to give public notice and invite tenders from banks for the provision of this loan.

The 2018-19 Adopted Budget included proposed borrowings of \$10 million (and estimated servicing costs). Council's total loan borrowings are projected to be \$58.52 million at the end of the current 2018-19 financial year and remain within prudential loan limits

Proposal

It is proposed to invite tenders and delegate authority to the Chief Executive Officer to appoint the successful tenderer based on the preferred interest rate and terms. Whilst typically the lowest interest rate will be chosen, this may not be the case where a slightly higher rate is offered but for a longer fixed period.

Acceptance of a loan, by way of delegated authority to the Chief Executive Officer, is time critical in order for Council to secure the most competitive rate of interest by approving the loan the day the tenders are submitted. As interest rates are market sensitive, banks will only guarantee interest rates for a period of hours.

Councils who request banks to provide interest rates for a longer period of time (in order to satisfy the normal tender process of evaluation, recommendation and Council approval), results in financiers responding in either of two ways:

1. Indicative interest rates. The provision of an indicative interest rate is where the bank provides a rate of interest that is current for that day only. A tender evaluation based on indicative interest rates does not reflect a competitive assessment as the preferred banker is then able to unfavourably change their rate of interest after Council approval; or

2. Higher interest rate that provides a hedge (additional interest %) for market movements. Some banks may offer Council a firm rate of interest for a longer period (days or weeks) however this rate of interest is higher and uncompetitive as the banks are then required to estimate the future movement in rates that include a hedge (additional interest %) factor.

2.4.1 Loan Funding Tender (Cont.)

Securing the most competitive interest rate, by approving the loan the day the tenders are submitted, is critical to minimise the cost to Council. At the time of writing, indicative interest rates are currently around 3.30% for a 10 year fixed rate loan of \$10 million.

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

Community Plan 'Imagine 2030'

Opportunity

- *Leadership by the Council* – The leading Council

Council Plan 2017-2021

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

Opportunity

- An open and effective Council

The strategies and plans that contribute to these outcomes are as follows:

- Long Term Financial Strategy
- Annual Budget 2018-19

Related Council Policies

The borrowing of loan proceeds to partly fund Council's Capital Works program is pursuant to the adopted Long Term Financial Strategy 2018-19 – 2022-23 and the Proposed Long Term Financial Strategy 2019-20 – 2023-24.

Financial Implications

An amount of \$3.17 million has been included within the 2018-19 Annual Mid-Year Budget to fund interest payments in respect of Council's loan portfolio in accordance with Council's Long Term Financial Strategy.

Consultation

There is no requirement for consultation and engagement in this matter.

2.4.1 Loan Funding Tender (Cont.)

Conclusion

The delegation of authority to the Chief Executive Officer enables the acceptance of a loan tender and the execution of loan documents on behalf of Council.

Recommendation

That Council:

- 1. exercises its powers to borrow \$10 million, by way of a tender process, as a principal and interest loan for a maximum period of 10 years;**
- 2. delegates authority to the Chief Executive Officer to accept a tender for Contract No. 1819-81 subject to debt servicing costs for all loans (repayment of principal and interest) remaining within Council's 2018-19 Adopted Budget; and**
- 3. authorises the signing and sealing of the specified Instrument of Delegation for the Chief Executive Officer to accept a tender for Contract No. 1819-81 at the preferred tendered interest rate and terms and to execute all documentation required for the acceptance of the tender for Contract No. 1819-81; and**
- 4. directs the Chief Executive Officer to advise Councillors via email of the preferred interest rate and loan terms prior to acceptance of Contract No. 1819-81.**

2.4.1 Loan Funding Tender (Cont.)

FINANCE AND BUDGET

LOAN FUNDING TENDER

ATTACHMENT 1

INSTRUMENT OF DELEGATION

PAGES 3 (including cover)

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

2.4.1 Loan Funding Tender (Cont.)

Instrument of Delegation

In exercise of the power conferred by section 98(1) of the *Local Government Act 1989* (**the Act**) and all other powers enabling it and as a consequence of a Resolution to borrow money authorised by section 144(1) of the Act, the City of Greater Dandenong (**Council**) delegates to the member of Council staff holding, acting in or performing the position of Chief Executive Officer, the powers, duties and functions set out in the Schedule to this Instrument of Delegation,

AND declares that

1. this Instrument of Delegation is authorised by a Resolution of Council passed on 27 May 2019;
2. the delegation
 - 2.1 comes into force immediately the common seal of Council is affixed to this Instrument of Delegation;
 - 2.2 is subject to any conditions and limitations set out in the Schedule;
 - 2.3 must be exercised in accordance with any guidelines or policies which Council from time to time adopts; and
 - 2.4 remains in force until Council resolves to vary or revoke it.
3. The member of Council staff occupying the position or title of or acting in the position of Chief Executive Officer may delegate to a member of Council staff any of the powers (other than the power of delegation conferred by section 98(3) of the Act or any other powers not capable of sub-delegation) which this Instrument of Delegation delegates to him or her.

THE COMMON SEAL of the GREATER
DANDENONG CITY COUNCIL was
hereunto affixed in the presence of

)
)
)
)

.....
Councillor

.....
Chief Executive Officer

2.4.1 Loan Funding Tender (Cont.)

SCHEDULE

The power to:

1. Accept a tender for Contract No. 1819-81 at the lowest tendered interest rate; and
2. Execute documents giving effect to the acceptance of a tender for Contract No. 1819-81.

2.5 POLICY AND STRATEGY

2.5.1 Q3 Council Quarterly Performance Report

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Council Plan Quarterly Report 1 January – 31
March 2019

Financial Report 1 July 2018 – 31 March 2019

Report Summary

This report details Council's progress for the period 1 January to 31 March 2019 against performance targets outlined in the Council Plan 2017-21 and the approved Mid Year Budget 2018-19.

Recommendation Summary

This report recommends that Council notes the achievements against the Council Plan indicators and the approved Mid Year Budget for the period ending 31 March 2019.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Background

Council adopted the new Council Plan 2017-21 on Monday 26 June 2017, the Annual Plan 2018-19 on Tuesday 12 June 2018, and the approved Mid Year Budget on Monday 10 December 2018.

The Council Plan 2017-21 outlines the vision and objectives of the current Council over the four years of its term in office. This document guides service delivery, innovation and good governance, and provides the foundation for the corporate planning framework for all business activities. The Council Plan also guides the budget, service delivery priorities and the continuous improvement of our services.

The Council Plan 2017-21, Annual Plan 2018-19 and Annual Budget 2018-19 are made available to residents through the Customer Service Centres, libraries and on Council's website at www.greaterdandenong.com

Progress against performance targets for the period 1 January to 31 March 2019 is outlined in two components of this report:

Part 1 – The Quarterly Performance Report details the achievements for the Council Plan Indicators from the Council Plan 2017-21.

Part 2 – The Financial Report is designed to inform Councillors of the results of operations for the period 1 July 2018 to 31 March 2019 including financial performance against the Mid-Year Budget adopted by Council on Monday 10 December 2018.

Part 1 and Attachment 1: Quarterly Performance Report for the period 1 January to 31 March 2019

Performance highlights against the Council Plan strategic objectives include:

A vibrant, connected and safe community

- A 'Make Your Move' campaign has been developed to create awareness around physical, mental and emotional wellbeing and will be launched on 14 April at The Big Picnic.
- The Australia Day Festival attracted 10,000 people to Dandenong Park.
- 332 annual food inspections have been conducted at Class 1, 2 and 3 premises.
- CCTV is being maintained to industry best practice with downtime of 0.3 per cent.
- 1,183 adolescents were immunised and 716 children.

A creative city that respects and embraces diversity

- Youth Services delivered four events – King of Concrete, 2K19 Street Style Soccer Tournament, Youth Stage at the Australia Day Festival and Drop that Beat.
- 81 per cent of the actions from the Reconciliation Action Plan have commenced implementation.
- Four exhibitions were presented and three school tours of Heritage Hill provided heritage, culture and sustainability experiences to more than 200 students.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

A healthy, liveable and sustainable city

- Four school incursions were delivered as part of the Waste Education Program reaching 88 students.
- 1,097 vehicles attended the Re-use and Recycle Drop Off event held on 16 February.
- The new toilet facility in Dandenong Park is now available for public use. Construction of the "Stan Prior Stage" is well underway and is expected to be completed by the end of May.
- 50 residents attended the annual Community Clean Up Day event on 21 March.
- The Capital Works program is progressing well with 70 per cent complete.

A city planned for the future

- Practical completion has been achieved for the Supper Room at Springvale Town Hall, the eastern car park is complete, and work on the main building is well underway.
- A draft Public Lighting Strategy has been prepared and is currently under review by officers prior to being presented to Council.
- Yarraman Oaks new Early Years Facility opened on 29 January.
- Background research for the Dog Off-leash Strategy has been presented to Councillors and community consultation commenced on 1 April.
- Construction of two playgrounds occurred at Coomoora Reserve, Springvale South and Amersham Reserve, Springvale.
- The removal of overhead power lines and their relocation underground including new lighting has been completed as part of the Afghan Bazaar cultural precinct stage 3B streetscape.

A diverse and growing economy

- Development Victoria completed a new prospectus document for the central Dandenong 7ha acquisition precinct and Council will now explore options for an Activity Centre prospectus.
- A Real Estate and Developer Forum has been scheduled for 15 May.
- The 19th CGD-Industry 'Take a Swing for Charity' golf day was held on 25 February with 100 people in attendance.
- 15 network activities were held by SEBN and 11 core network sessions were delivered.
- Six cultural and food tours were conducted including food lovers tours, a Dumpling and Desserts tour and a tour of the Afghan Bazaar Cultural Precinct.

An open and effective Council

- Social media channels continued to grow by 3.7%.
- Following a successful tender process a company has now been engaged to commence work on stages one and two of the website and intranet redevelopment project.
- The Community Satisfaction Survey was conducted in February and results will be presented to Council in May/June.
- The revised Council Plan 2017-21, draft Annual Plan 2019-20 and proposed Budget 2019-20 have been developed and will be on public exhibition from 26 April until 24 May.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Part 2 and Attachment 2: Financial Report for the period 1 July to 31 December 2018

The attached financial report is designed to inform Councillors of the results of operations for the period 1 July 2018 to 31 March 2019 including financial performance against the Mid Year Budget adopted by Council on 10 December 2018.

The financial report incorporates a set of Financial Statements and a Directorate Analysis of financial performance by Business Unit. The following are contained in the Attachment:

- Income Statement
- Balance Sheet
- Cash Flow Statement
- Capital Expenditure Statement
- Capital Expenditure report
- Investment Report
- Directorate Analysis

Whilst the Financial Statements are prepared in accordance with Australian Accounting Standards, they contain several items which are “non-cash” in nature such as depreciation on assets and the written down (book) value of assets sold. They also exclude capital expenditure, new borrowings and loan repayments and as such, these Statements do not provide an accurate indication of the surplus/deficit cash position within a financial year.

The table on the following page provides a management accounting summary of the financial performance for the period 1 July 2018 to 31 March 2019 which removes non-cash items and adds back cash items that are excluded from the financial statements.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Management Accounting Summary for the period 1 July 2018 to 31 March 2019

| Description | YEAR TO DATE | | | FULL YEAR | | | ORIGINAL BUDGET \$'000 |
|---|---------------|------------------------|-----------------------------|------------------------|-----------------|-----------------------------|------------------------|
| | ACTUAL \$'000 | MID YEAR BUDGET \$'000 | VARIANCE Fav (unfav) \$'000 | MID YEAR BUDGET \$'000 | FORECAST \$'000 | VARIANCE Fav (unfav) \$'000 | |
| Income Statement | | | | | | | |
| Income | 154,804 | 152,476 | 2,328 | 217,560 | 217,507 | (53) | 214,966 |
| Expenditure | 129,886 | 135,977 | 6,091 | 185,598 | 185,130 | 468 | 179,600 |
| Net surplus - ongoing operations | 24,918 | 16,499 | 8,419 | 31,962 | 32,377 | 415 | 35,366 |
| Management Accounting reconciliation | | | | | | | |
| <i>Add back (less) non cash items</i> | | | | | | | |
| Depreciation | 22,450 | 22,450 | - | 29,159 | 29,159 | - | 29,945 |
| Contributions non-monetary assets | (745) | (745) | - | (15,000) | (15,000) | - | (15,000) |
| Assets written off | 839 | - | 839 | - | - | - | - |
| Prior year capital expenditure unable to be capitalised | 1,083 | - | 1,083 | - | - | - | - |
| Written down value of assets sold/disposed | 201 | 130 | 71 | 186 | 246 | 60 | 186 |
| Sub total | 23,828 | 21,835 | 1,993 | 14,345 | 14,405 | 60 | 15,131 |
| Net operating surplus | 48,746 | 38,334 | 10,412 | 46,307 | 46,782 | 475 | 50,497 |
| <i>Add/less non operating cash items</i> | | | | | | | |
| Capital expenditure | 31,759 | 40,357 | 8,598 | 77,429 | 79,079 | (1,650) | 59,912 |
| Net transfers to (from) reserves | 10,862 | 9,076 | (1,786) | 3,797 | 1,803 | 1,994 | (2,716) |
| Loan repayments | 2,443 | 2,443 | - | 3,301 | 3,301 | - | 3,301 |
| Loan proceeds | - | - | - | (10,000) | (10,000) | - | (10,000) |
| Sub total | 45,064 | 51,876 | 6,812 | 74,527 | 74,183 | 344 | 50,497 |
| Cash surplus (deficit) | 3,682 | (13,542) | 17,224 | (28,220) | (27,401) | 819 | - |
| Accumulated surplus brought forward | - | - | - | 28,220 | 28,220 | - | - |
| Surplus (deficit) position | 3,682 | (13,542) | 17,224 | - | 819 | 819 | - |

Results for the period 1 July 2018 to 31 March 2019

The overall management accounting result (after removing non-cash items) for the period 1 July 2018 to 31 March 2019 shows a favourable variance between the budget and actual of \$17.22 million. The variance is mainly due to a favourable surplus from ongoing operations (both higher than anticipated income and lower than anticipated operating expenditure), combined with lower than anticipated capital expenditure to date.

Capital expenditure is \$8.60 million lower than the year to date budget (with a further \$20.72 million committed at 31 March 2019). The majority of the delayed expenditure relates to infrastructure and property projects.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Income for the period ended 31 March 2019 is favourable against budget by \$2.33 million. This is primarily due to the following:

Other income (\$1.83 million favourable) – Favourable variance due to better than anticipated interest on investments (Non Directorate \$1.12 million), unbudgeted income from developers for corrective works, higher than anticipated asset protection reinstatement recovery income (Engineering Services \$421,000) and higher than anticipated recovery, rent and other income to date (Corporate Services \$216,000). The majority of this favourable variance has been reflected in the full year forecast, with the corrective works income being offset by associated expenditure and the positive interest income variance being transferred to the Major Projects reserve.

Rates and waste charges (\$780,000 favourable) – The favourable variance is mainly due to higher than anticipated supplementary rates as a result of a more buoyant property market (Non Directorate \$637,000) and better than anticipated income for additional waste services and supplementary waste charges (Engineering Services \$143,000). A \$698,000 favourable adjustment has been reflected in the full year forecast and the favourable supplementary rates variance has been transferred to the Major Projects reserve.

Contributions – monetary (\$309,000 favourable) – Favourable variance due to higher than anticipated income from public open space contributions (Non Directorate \$307,000). The timing of these receipts are difficult to predict and these contributions are transferred to reserves.

Grants – operating (\$289,000 favourable) – Favourable variance due to higher than anticipated grant income for Family Day Care which is mostly matched by higher educator payments (\$554,000). This variance is partly offset by lower than expected Home and Community Care grant income due to actual target achievement being lower than budget (\$380,000).

Statutory fees and fines (\$191,000 favourable) – Favourable variance due to greater than anticipated parking fine revenue, including fees added for unpaid penalty follow up (Regulatory Services \$108,000) and the reclassification of actual sub-division income from 'User Fees' where the budget currently resides (Civil Development and Design \$87,000).

These favourable variances are partly offset by unfavourable variances in:

User fees (\$800,000 unfavourable) – Lower than anticipated ticket machines and meters income (Parking Management \$299,000), lower than anticipated sub-division fee income due to reclassification from 'User Fees' to 'Statutory Fees' (Civil Development and Design \$235,000), lower fee income for client based services (Family Day Care \$96,000 and Food Services \$53,000) and lower than anticipated theatre, rental and sponsorship income (Drum Theatre \$62,000).

Net gain on disposal of property, infrastructure, plant and equipment (\$248,000 unfavourable) – The unfavourable variance is due mainly to lower than anticipated proceeds on the sale of fleet and plant (Fleet Management \$267,000).

The actual expenditure at 31 March 2019 against the year to date budget is favourable by \$6.09 million. The major variances contributing to this result are in employee costs and materials and services.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Employee costs (\$5.11 million favourable) – This favourable variance is mainly as a result of staff recruitment occurring later than planned (Community Services \$3.23 million, Corporate Services \$586,000, Engineering Services \$561,000, City Planning, Design and Amenity \$442,000 and Greater Dandenong Business \$313,000).

The 2018-19 Forecast anticipates employee costs to be \$1.82 million lower than the annual Mid Year Budget. Additionally, a number of the employee cost variances in Community Services relate to grant funded programs which require an acquittal (favourable \$1.33 million year to date variance). Any unspent funds will be carried forward to the 2019-20 financial year.

Materials and services (\$2.51 million favourable)

– The major items contributing to this variance are:

- Utilities (\$717,000) – due to a number of factors including:
 - Lower than anticipated public lighting operation, maintenance and repair (OMR) costs based on current activity. A favourable adjustment of \$100,000 has been reflected in the full year forecast, however, further savings are now expected by 30 June 2019 (Engineering Services \$275,000).
 - The timing of utility invoices for water, mobile telephone, electricity and gas (Community Services \$82,000, Engineering Services \$68,000, Corporate Services \$54,000).
 - A delay in expenditure for the street lighting light-emitting diode (LED) replacement program (Engineering Services \$112,000).
- Contract services (\$607,000) – timing of works and invoicing (Engineering Services \$1.24 million) which is partly offset by higher than anticipated Family Day Care contract services based on additional grant funding (Community Services \$677,000).
- Consultants, professional services (\$596,000) – timing of commencement of projects (City Planning, Design and Amenity \$331,000, Corporate Services \$198,000 and Engineering Services \$88,000).
- Administration costs (\$542,000) – mainly timing of postage, promotions and community education expenditure (Corporate Service \$240,000, Community Services \$147,000 and Greater Dandenong Business \$110,000).

Other expense (\$337,000 favourable) – The main item contributing to this variance is a delay in receipt of applications for allocation of community grants (Community Services \$374,000).

Capital expenditure

Total capital expenditure at 31 March 2019 was \$31.76 million. A further \$20.72 million was committed at the end of March. The capital works program comprises of asset renewal, expansion, upgrade and the investment in new assets.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Proposal

That Council notes the progress against performance targets outlined in the Council Plan 2017-21 and Annual Plan 2018-19 for the period 1 March to 31 March 2019 and the Financial Report for the period 1 July 2018 to 31 March 2019.

Community Plan 'Imagine 2030' and Council Plan 2017-21 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

Community Plan 'Imagine 2030'

People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Outdoor Activity and Sports* – Recreation for everyone
- *Lifecycle and Social Support* – The generations supported

Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

- *Education, Learning and Information* – Knowledge
- *Jobs and Business Opportunities* – Prosperous and affordable
- *Tourism and visitors* – Diverse and interesting experiences
- *Leadership by the Council* – The leading Council

Council Plan 2017-21

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

People

- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Place

- A healthy, liveable and sustainable city
- A city planned for the future

Opportunity

- A diverse and growing economy
- An open and effective Council

Related Council Policies

This report is in accordance with Council's policy of providing regular information and feedback to Council and the community about Council's financial position.

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

The financial position of the Council will be monitored against the approved Mid Year Budget to ensure that Council achieves its financial goals.

Consultation

The Chief Executive Officer, Directors and staff responsible for reporting were consulted against the performance targets. Council's Finance Department has prepared the financial statements and all other attachments with feedback from all Business Unit Managers.

Conclusion

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

Recommendation

That Council notes the progress against the performance targets outlined in the Council Plan 2017-21 and Annual Plan 2018-19 for the period 1 January to 31 March 2019 and the financial report for the period 1 July 2018 to 31 March 2019.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

POLICY AND STRATEGY

Q3 COUNCIL QUARTERLY PERFORMANCE REPORT

ATTACHMENT 1

**COUNCIL PLAN QUARTERLY REPORT
1 JANUARY 2019 – 31 MARCH 2019**

PAGES 48 (including cover)

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

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

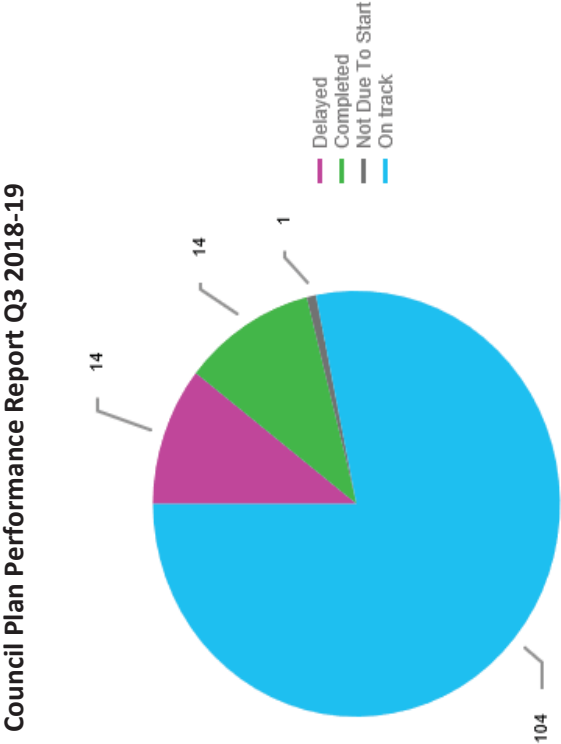


Council Plan
Performance Report
Q3 January – March 2019

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

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2.5.1 Q3 Council Quarterly Performance Report (Cont.)



ORDINARY COUNCIL MEETING - AGENDA





2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Strategic Objective 1: A vibrant, connected and safe community
A city with high community participation

| Priority | Action | Summary | Status |
|---|--|---|---|
| Advocate for increased employment opportunities, particularly for vulnerable community groups | Deliver three initiatives to enhance and strengthen education and employment outcomes for young people in Greater Dandenong, including actions from the Mayoral Youth Employment Taskforce Action Plan | <p>Youth and Family Services delivered the IMPACT NOW program to promote volunteering as a pathway to employment (11 contacts).</p> <p>A presentation to the National Commission into Youth Employment and Transitions was also delivered presenting the key themes to emerge from the MYET Action Plan.</p> |  |
| Increase community participation in physical activity through our leisure, recreation and sports services | Create and promote two opportunities for young people to participate in physical activity, including a focus on addressing barriers to young women's participation | <p>The 'Make Your Move' launch is scheduled for 14 April to coincide with the Big Picnic.</p> <p>A Young Women's Gala Day is booked at Springers Leisure Centre on Friday 21 June. A number of local schools, particularly Year 9 and 10 classes, are invited to participate. An array of activities will be on offer including workshop classes providing education on mental and emotional wellbeing and self confidence.</p> |  |
| | Develop a brand and marketing strategy to increase awareness and information about the range of available sport and recreation programs, services and facilities | The campaign 'Make Your Move' will be launched at the Big Picnic event on 14 April and following this, the campaign will take effect through additional social and written media campaigns over the next six months as well as additional events/programs to celebrate and promote sport and recreation opportunities in CGD. |  |



ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|---|---|---|
| | Develop a Sport and Recreation Women's Program to assist female participation | <p>A Women's Gala day to be hosted in June will feature an array of sport and recreation activities for high school/youth aged females. This event has been created as a way of introducing young females to different sports in the hope they may continue participating at a social or club level within CGD.</p> <p>A 'Women in recreation month' to coincide with the launch of the state wide campaign of 'This Girl Can' and the CGD campaign of 'Make Your Move'. A female ambassador is to be engaged, to tie in with the 'Make Your Move' brand.</p> <p>In addition to the Young Women's Gala Day event, Council continues its partnership with LivelifeGetActive running FREE group fitness classes at Wachter Reserve for the community. An average of 18-20 participants join in this activity from Monday to Friday.</p> |  |
| | Develop and deliver eight festivals and events across the city that are accessible and inclusive, financially and environmentally sustainable, and contribute to the creativity and vibrancy of Greater Dandenong | The Australia Day Festival was successfully delivered on 26 January 2019, attracting 10,000 people to Dandenong Park. The event included nine community groups and sports clubs providing free activities and information to the public. The event featured more than 70 performers and included Auslan interpreters on the main stage. |  |
| | Investigate the gaps and demand for alternative sporting opportunities in the City of Greater Dandenong | This is being considered as part of the development of the Sport & Active Recreation Strategy. A participation survey has been conducted which is currently being analysed. |  |
| | Undertake a Sport Participation Survey to provide up to date information on sport and recreation trends and activity | The survey was conducted during February/March with 2,500 responses collected. Data is currently being analysed to understand trends and levels of activity. |  |







ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|---|---|--|---|
| Provide quality and affordable community facilities to enable effective programs and activities for all | Undertake a joint project with Development Victoria to assist in the development of a new site for Pop Up Park | Construction has commenced for the new facility on the corner of Cadle and George Streets, Dandenong. |  |
| Support agencies, schools, neighbourhood houses and community groups to work collaboratively to build resilience and social connectedness | Continue to participate in the state and federally represented school based community hubs Strategic Advisory Group and the local Greater Dandenong Community Hubs in Schools Strategic Group | Council Officers attended the local Community Hubs in Schools Executive meeting at Dandenong Primary School on 15 March 2019. No meeting was held for the National Community Hubs in Schools Victorian Branch this term. |  |





ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| A safe community | | | | Status |
|---|---|---|---|--------|
| Priority | Action | Summary | | |
| Develop safe and well-designed public spaces which encourage public access | Complete and pass an audit of the Municipal Emergency Management Plan | The audit was completed in 2018. |  | |
| | Implement the Domestic Animal Management Plan 2017-20 | Council Officers continue to implement year two of the Domestic Animal Management Plan (DAMP), completing an additional four action items and commencing many others. It is anticipated that some of the actions in year two (whole of Council door knock) will be unachievable due to resource restrictions. |  | |
| Increase cyber safety awareness in the community | Maintain the Safe City CCTV system in accordance with specified performance standards | Council's Safe City CCTV system is being maintained to industry best practice. The total downtime in Q3 was less than 0.3 per cent, which is well within the permitted maximum of 5 per cent. |  | |
| | Maintain eSmart Libraries accreditation to equip libraries and connect communities with the skills needed for smart, safe and responsible use of technology | eSmart accreditation has been maintained with eSmart messages incorporated in digital literacy Library programming and information provided to the community and staff. |  | |
| Provide information on road laws and ensure road safety messages are culturally sensitive and available in languages other than English | Assist Victoria Police with targeted enforcement of speeding and hoon behaviour, through ongoing liaison and data provision | Officers continue to be involved in local and regional road safety committees and forums with Victoria Police to discuss and assist with road safety issues. These include the Greater Dandenong Local Road Safety Committee, Roadsafe South East and the Southern Metro Area 3 Road Policing Forums. |  | |
| | In association with RoadSafe South East, continue to advocate for and promote the implementation of programs that address road laws and highlight the impact that alcohol and drugs (legal and illegal), fatigue, speed, hoon behavior and distractions have on driving abilities | RoadSafe South East on target to deliver all programs in accordance with targets. Applications for continued funding for programs in 2019-20 have been submitted. |  | |

ORDINARY COUNCIL MEETING - AGENDA





2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|---|---|--|---|
| Support those experiencing family violence and work with agencies and Victoria Police to address the causes | In association with RoadSafe South East, continue to advocate for and promote the implementation of Road Safety for New Arrivals programs within the region | An application to expand this program beyond St Anthony's Primary School has been submitted to the Victorian Government. |  |
| | Provide ongoing funds via Council's Local Area Traffic Management prioritisation program for road safety treatments to address priority locations where the greatest road safety risks are identified | Delivery of 2018-19 projects underway and on track. Design for 2019-20 projects underway. |  |
| | Host the 2018 Walk Against Family Violence | The 2018 walk was held on 20 November. A speaker has been confirmed for the 2019 event which will be held on 19 November. |  |
| | Support and participate in regional activities aimed at the primary prevention of violence against women | Council has contracted Women's Health in the South East (WHISE) to conduct a needs analysis of Culturally and Linguistically Diverse (CALD) community groups and sporting clubs to promote gender equality and prevention of all forms of violence against women. WHISE will be conducting training for four CALD community groups and two sporting clubs including prevention of all forms of violence against women, promotion of gender equality and bystander action. Council is supporting WHISE to deliver a Preventing Family Violence Community Forum on 8 May 2019. |  |

ORDINARY COUNCIL MEETING - AGENDA





2.5.1 Q3 Council Quarterly Performance Report (Cont.)

A well informed and connected community with improved health and wellbeing

| Priority | Action | Summary | Status |
|---|---|--|---|
| Continue to be a leading partner of the Alliance for Gambling Reform | Work with the Alliance for Gambling Reform and engage community groups and residents to advocate for gambling reform | A review and documentation of recent Victorian Civil and Administrative Tribunal (VCAT) gaming decisions has been placed on Council's website, distributed to other local governments and the Alliance for Gambling Reform. The Alliance assisted with data to support its publicity campaigns, including monthly revenue, club community contributions, ALH venue data, RSL veterans benefits, gaming decision trends, Woolworths gaming revenue, and updated documents for its website. The website has been updated with an amended gambling issues summary, relevant data and an updated Index of VCGLR decisions. Feedback on the amendment of the Social Impact Form has been provided to the VCGLR. Advocacy regarding proposed amendments to Venue Codes of Conduct continues and suggestions have been sent to the Minister for Gaming, provided to the media and added to Council's website. |  |
| Enhance the health and wellbeing of our community through key initiatives of the Community Wellbeing Plan | In conjunction with Monash Health work with clubs to ensure the provision of healthy club environments through the implementation of programs such as the responsible service of alcohol, healthy eating and the promotion of smoke free environments | A 'Healthy Sports Clubs' initiative is being implemented in the winter 2019 season and will continue on in to summer 2019-20. This is a pilot phase of the project and officers will be working closely with involved clubs and Monash Health throughout the program. |  |
| | Maintain food safety - inspect all registered food premises annually and report outcomes | A total of 332 annual inspections (24 per cent) were conducted at Class 1, 2 and 3 food premises. |  |
| | Maintain food safety and public health standards - interact with other local authorities: Environmental Health Professionals Australia (EHPA), Municipal Association of Victoria (MAV) and State Government departments | The Public Health Unit attended the Department of Health and Human Services (DHHS) Managers Forum, an Environmental Health Professionals Australia (EHPA) Southern and Eastern Regional Group Meeting and the EHPA Skin Penetration Training. During February and March, Council also worked very closely with DHHS in managing a public health risk associated with a food business. |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|---|--|---|
| | Monitor adolescent immunisation rates and report on the number of adolescents immunized according to the National Immunisation Program (NIP) Secondary School Program | 1,183 adolescents were immunised this quarter according to the scheduled vaccines on the National Immunisation Program (NIP) Secondary School Program. |  |
| | Monitor childhood immunisation rates and report on the number of children under 10 years of age immunised according to the NIP | 716 children aged six months to 19 years were immunised at a City of Greater Dandenong community immunisation session according to the National Immunisation Program (excluding the Victorian Secondary School Vaccination Program). |  |
| | Provide aged and disability assessment services as part of the Regional Assessment Service (RAS) | 392 over 65 years assessments and 26 under 65 assessments were completed. 293 Support Plan reviews have been completed. 100 per cent of the RAS KPIs for timeliness for low/medium/high priority assessments were achieved. |  |
| | Provide home care, personal care and respite care services | Council's CHSP Program for clients over the age of 65 and the HACC-PYP Program for clients under the age of 65 continue to provide a responsive suite of services to registered clients with the objective of supporting people to stay in their own homes as long as possible. The transition of clients to the National Disability Insurance Scheme has commenced with a negative impact on HACC-PYP respite service targets but CHSP respite targets have seen an increase. |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|--|--|---|
| | Provide planned activity groups and meals on wheels services | 89 clients over 65 attended Planned Activity Groups. 277 clients over 65 and four clients under 65 utilised the Community Transport Service. 174 clients over 65 and 25 clients under 65 received Meals on Wheels. The number of clients across Planned Activity Groups and Community transport have remained steady. Meals on Wheels client numbers have dropped in recent months and promotion of the service is underway to address this. |  |

ORDINARY COUNCIL MEETING - AGENDA




2.5.1 Q3 Council Quarterly Performance Report (Cont.)*Enhanced partnerships with agencies and stakeholder groups to deliver quality services*

| Priority | Action | Summary | Status |
|--|---|--|---|
| Provide community funding programs to increase capacity of strategic partners and community groups | In consultation with key stakeholders, develop options for Council's consideration to respond to the Commonwealth Aged Care Reform Agenda and National Disability Insurance Scheme (NDIS) | <p>Council has now received advice from the Commonwealth Government that our existing CHSP contract which was due for completion by 30 June 2020 has now been extended until June 2022. This allows the Commonwealth Government to consider the recommendations of the Royal Commission into Aged Care before implementing the next stages of the Aged Care Reform Agenda. Council will continue to work with the MAV on providing input to the Aged Care Royal Commission that addresses Council's concerns. Therefore Council will delay the development of an Options Paper until more is known about the recommendations of the Royal Commission. However in the meantime Council officers will continue to update Council as any further information comes to hand.</p> <p>The completion of the NDIS transition in CGD has now been delayed from April until September this year due to the complexity of NDIS eligible clients in CGD. The Commonwealth Government has recently announced a Royal Commission into Disability Services including the NDIS. Council will be updated as further information comes to hand.</p> |  |

ORDINARY COUNCIL MEETING - AGENDA




2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Strategic Objective 2: A creative city that respects and embraces its diversity
A city well known for working together with its community

| Priority | Action | Summary | Status |
|--|---|--|---|
| Provide community members of all abilities and backgrounds with access to community and council information, services and events | Implement year two actions of the Disability Action Plan 2017-23 | The Disability Advisory Committee provided input on particular actions with a primary focus on practical issues with the rollout of the National Disability Insurance Scheme (NDIS) and the impacts on the local community. The Disability Advisory Committee also contributed to consultations about sport and recreation activities and the design of the all-abilities playground. Council continues to work in partnership with the National Disability Insurance Agency (NDIA) and the Local Area Coordinators (LAC) on the implementation of the NDIS highlighting particular communities in need of additional support. |  |
| | Implement year two actions of the Positive Ageing Strategy 2017-25 | The Positive Ageing Advisory Committee has continued to raise concerns on behalf of older people and advise Council of potential strategies to address these. The Positive Ageing Advisory Committee has provided input into various consultations including sustainability and active sport and recreation. The Committee has also provided input into the Aged Care Navigator's project, led by the Council on the Ageing (COTA), designed to help people access My Aged Care. |  |
| | Investigate the opportunity and content to encourage participation and promote opportunities for disability sports within CGD | The Wheelchair Sports Expo first run in 2018, will expand in 2019, grow to become the disability sports expo incorporating all abilities activities. This is scheduled for July 2019 at Springers Leisure Centre. |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*A harmonious community that celebrates diversity*

| Priority | Action | Summary | Status |
|---|--|---|---|
| Advocate against all forms of discrimination | Deliver 10 youth activities in public spaces that promote pro-social behavior and build a sense of community belonging | Youth Services delivered four events this quarter: King of Concrete, 2K19 Street Style Soccer Tournament, Australia Day festival (youth stage) and Drop that Beat (total 6,065 contacts). Youth Services also provide weekly engagement at Dandenong Library (total 221 contacts) and Noble Park Skate Park (253 contacts). |  |
| Advocate for and assist Asylum Seekers and Refugees living in the community | Advocate for and assist people seeking asylum and refugees living in the community by implementing the actions of the Greater Dandenong People Seeking Asylum and Refugees Action Plan 2018-21 | The City of Greater Dandenong continues to lead and expand the 'Back Your Neighbour' advocacy campaign against federal government Status Resolution Support Services (SRSS) cuts for people seeking asylum. In addition to coordinating support from the now 30 signatory Councils, Council is also meeting individually with State and Federal MPs and is applying pressure on the federal opposition to re-instate SRSS as a priority if they are successful at the next election. A review has been completed of the year one actions contained in the People Seeking Asylum and Refugees Action Plan 2018 - 21, and a draft year two plan is near finalisation. |  |
| Celebrate diversity through a range of cultural activities | Deliver the Home exhibition and program that features artists from refugee backgrounds including people seeking asylum | The Home exhibition was held in Q2, 2018. |  |




ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|---|--|--|---|
| Value and recognise the local Indigenous community through reconciliation initiatives and responsive Council services | Implement actions from the Reconciliation Action Plan through engagement with the Dandenong and District Aborigines Cooperative and other key Aboriginal led organisations | <p>The Reconciliation Action Plan progress report (Year Two) is currently being completed. Good progress has been made on 63 deliverables spanning the three sections of the Reconciliation Action Plan (Respect, Relationships, Opportunities). Of all 63 actions 81 per cent have commenced implementation.</p> <p>Engagement with the key Aboriginal agencies in the region including the Dandenong and Districts Aborigines Cooperative has been a key component of Council's Reconciliation Action Plan implementation.</p> |  |

ORDINARY COUNCIL MEETING - AGENDA



2.5.1 Q3 Council Quarterly Performance Report (Cont.)*Increased participation in creative and cultural activities*

| Priority | Action | Summary | Status |
|---|---|---|---|
| Provide community arts participation for artists, residents and businesses through performances, exhibitions and programs | Provide 10 opportunities for artists from a range of art forms through the annual artists in residency program | The Artist in Residence program engaged 2 visual artists at Heritage Hill and an Artist in Residence exhibition was also held. |  |
| | Provide 20 community arts opportunities for artists, residents and businesses through performance, exhibitions and programs | <ul style="list-style-type: none"> Four Exhibitions were presented. 5 different creative classes were held including a community initiated contemporary dance class and an all abilities visual art class with a total participation of over 230. Three school tours were provided at Heritage Hill providing Heritage, Culture and Sustainability experiences to more than 200 students. Expressions of interest were issued for textile artists to participate in the Cultural Threads program. |  |
| Provide opportunities for children and young people to participate in civic and community activities | Host the 2018 Children's Forum | The Annual Children's Forum was held on 24 October 2018. 66 primary school children from 10 local schools attended the activities held at Springvale Town Hall and one at Fotheringham Reserve. 40 children also participated in an early years event at the Springvale Service For Children. |  |

ORDINARY COUNCIL MEETING - AGENDA




2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Strategic Objective 3: A healthy, liveable and sustainable city
A city that delivers a clean and healthy environment for people to enjoy

| Priority | Action | Summary | Status |
|---|---|--|---|
| Engage with the community to increase their awareness of the environment and sustainability | Develop and deliver a 2018-19 Waste Education Program | <p>The 2018-19 Waste Education Program was developed and delivery is underway.</p> <p>Key highlights include:</p> <ul style="list-style-type: none"> • Delivery of four school incursions, reaching 88 students, and delivery of 24 ELC incursions, reaching 516 students • 8 CALD education sessions delivered at Chisholm TAFE (Dandenong and Springvale) • Clean Up Australia Day: Sunday 3 March. 16 community groups and 10 school/youth groups participated. • A to Z guide updated and more user friendly - live on waste services section of website. Ongoing work of website upgrades in progress. • Take Your E-waste to a Better Place e-waste ban campaign underway. • Pop up stall at Dandenong market to promote recycling stations. • Dandenong Library workshop - Part of STEAM program. • Re-use and Recycle Drop Off Day event – 16 February – 1,097 vehicles. • Homecycle collection – 5 to 16 February. |  |
| | Undertake the annual Sustainability Festival and Awards | The festival will be held on Sunday 7 April 2019 at the Dandenong Market. |  |



ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|--|---|---|---|
| Improve diversion from landfill rates | Investigate, in conjunction with the Metropolitan Waste and Resource Recovery Group, and report on alternate waste treatments to increase resource recovery and remove the reliance on landfill | Council officers have continued their representation on the South-Eastern Alternate Waste & Resource Recovery Technology Procurement Working Group with the Metropolitan Waste & Resource Recovery Group (MWRRG). The council officer group has supported the development of a South East Business Case that will underpin the procurement process for a service provider. A Council Report will be provided in the first half of 2019 to allow Council to consider its final commitment before going to tender for the service. |  |
| | Undertake a review of the household waste bin packages to understand whether there are any potential incentives to assist in the reduction of waste by households | <p>A review of Council's waste services options was conducted and it was concluded that the current charges do not adequately provide enough incentive for households to increase their recycling.</p> <p>A change to the pricing structure across all waste & recycling collections service options should be considered when the options of introducing food into the garden waste bin (FOGO) and Advanced Technologies for the treatment of household garbage are being considered, which may also see the introduction of a changed collection regime.</p> |  |
| Protect and enhance the ecological value of land within the municipality | <p>Implement actions from the Green Wedge Management Plan:</p> <ul style="list-style-type: none"> - Complete the Planning Scheme Amendment for the VPO - Advocate to Melbourne Water to undertake monitoring of creeks and waterways, and for the identification of locations for water course gauging stations | <p>Council officers have implemented actions from the Green Wedge Management Plan by preparing a Planning Scheme Amendment to introduce the permanent Vegetation Protection Overlay (VPO). The exhibition of the Planning Scheme Amendment for the VPO has been completed and submissions were referred to Council with a recommendation that the submissions be referred to a Planning Panel. The Planning Panel provided its report supporting the introduction of permanent VPO controls in late March 2019 which will be the subject of a Council report in late April recommending adoption of the Panel Report and referral to the Minister of Planning for approval.</p> |  |




ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|---|--|---|---|
| | Implement year one of the Urban Tree Strategy 2018-23 | The implementation of the Urban Tree Strategy year one continues. Tree maintenance is currently underway, and planning for the upcoming planting season is complete. The first tree working group meeting was a success, a second will be held in the last six months of 2019. Further presentations at meetings to discuss the strategy have occurred, including the Positive Ageing Advisory committee and the capital projects team. |  |
| Provide proactive waste 'pick up' throughout the municipality combined with a public education campaign | Monitor materials recycling and green waste processing sites across the municipality | YTD: 11 sites have been monitored, 4 in this quarter. The focus for the quarter has been large metal recyclers, and construction and demolition (C&D) recyclers. Audits have triggered repeat inspections of one large metals/car recycler. Impacts on area amenity, dust and risk to groundwater through poor management of waste has been identified. Engagement with the site duty holder has resulted in noted improvement. The target company has engaged an environmental auditor to carry out the required groundwater monitoring. C&D site monitoring focuses on stockpile reduction. The frequency of monitoring will continue. |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*A city that prepares for climate change*

| Priority | Action | Summary | Status |
|---|---|---|---|
| Develop and complete a Climate Change Strategy | Complete background reports and prepare a draft Climate Change Strategy | Final draft versions of the four background reports have been completed. Council officers have commenced public consultation. |  |
| Work regionally with the South East Councils Climate Change Alliance (SECCCA) | Publish the annual report on the Sustainability Strategy | Council staff have uploaded the endorsed version of the 2017-18 Report onto the Sustainable Greater Dandenong website. |  |
| | Work regionally with South East Councils Climate Change Alliance (SECCCA) and the Council Alliance for a Sustainable Built Environment (CASBE) to implement various sustainability projects and initiatives | Council officers continue to contribute to both CASBE and SECCCA. |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*A network of quality parks, reserves and sportsgrounds*

| Priority | Action | Summary | Status |
|--|--|--|---|
| Upgrade Council parks and reserves through the implementation of the Capital Improvement Program | Implement walking and cycling programs while improving online access to walking and cycle paths/trails | <p>The GIS team are working on the functionality of the "Locate" program to highlight the nearest paths, tracks and routes for CGD residents and Council's Sport and Recreation webpage provides additional cycling and walking information.</p> <p>Officers continue to work with Cycling Victoria to investigate program options suitable to CGD. Officers are working with the Heart Foundation and Dandenong Neighbourhood house to implement casual and free walking groups available to the community. Through 'Make Your Move' the promotion of walking groups will be increased to enhance the opportunity of creating more walking groups across each suburb.</p> |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|---------------------------------------|---|---|
| | Undertake Dandenong Park improvements | <p>The Dandenong Park improvements project will see the implementation of significant infrastructure and landscape improvements to Dandenong Park in accordance with the Council adopted Dandenong Park Master plan and detailed design contract documentation. Works will see the construction of a range of new elements including, but not limited to the following:</p> <ol style="list-style-type: none"> 1- A new architecturally designed toilet facility which will be a key element of the park has now been commissioned and is available for public use. 2 - Construction of the "Stan Prior Stage" and surrounding area which includes feature lighting, brass inlays and other interpretive signage in recognition and celebration of Stan Prior is well underway and expected to be completed by the end of May. 3 - Supply and installation of barbeques, furniture, feature pavements, picnic shelters, new access pathways, public lighting, landscaping and various other elements are currently under construction and expected to be completed by the end of June. 4 - Construction of a lit hard paved and fenced multi-purpose sport playing area with various line marking to facilitate a range of sporting activities is almost complete and expected to be completed by the end of May. |  |









2.5.1 Q3 Council Quarterly Performance Report (Cont.)

A range of quality streetscapes and public places that build pride

| Priority | Action | Summary | Status |
|--|-------------------------------|--|---|
| Implement graffiti management and hard rubbish dumping initiatives | Deliver Graffiti Clean Up Day | The 2019 annual Community Clean Up Day event was held on 21 March in Keysborough with an estimated 50 residents attending. |  |

ORDINARY COUNCIL MEETING - AGENDA




2.5.1 Q3 Council Quarterly Performance Report (Cont.)*Infrastructure that supports people and business*

| Priority | Action | Summary | Status |
|---|---|--|---|
| Increase the length and coverage of the shared path network | Advocate to external organisations such as VicRoads and neighbouring municipalities to reduce the barriers to cycling | Councillors have been updated with regards to the Djerring Trail Advocacy under way. Council officers have been working with VicRoads on their Strategic Cycling Corridors. This should present the opportunity for further advocacy and funding. |  |
| | Complete the review of the feasibility of a Community Environment Centre | Council officers have completed the review and presented the findings to Councillors. |  |
| | Consider parking when assessing planning applications through the Greater Dandenong Planning Scheme | Advice was provided to the Statutory Planning team relating to approximately 95 referrals. |  |
| | Deliver Council's Capital Works Program | The Capital Works Program is progressing well. |  |
| | Implement active transport infrastructure, including paths, cycle lanes and cycle parking to encourage and support walking and cycling activities | The Active Transport Infrastructure Prioritisation Program is on track to deliver anticipated projects for 2018-19. Key projects include, Corrigan Road cycle lanes and shared paths on sections of Hammond Road and Heatherton Road. |  |
| | Review the Asset Management Policy | The policy has been reviewed and stakeholders are currently being consulted with. The policy will be circulated to Councillors this process has been completed. |  |
| | Undertake the major stormwater renewal projects program | All of the works have been tendered and the contractors are progressing well with the drainage renewals. |  |
| | Undertake the road resurfacing program | This program is progressing well with a small amount of outstanding work currently being finalised. |  |

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)






Strategic Objective 4: A city planned for the future
An adequate supply of residential, commercial and industrial development

| Priority | Action | Summary | Status |
|--|---|---|---|
| Appropriately zone sufficient land for ongoing industrial growth and development in the city | Commence the Dandenong South National Employment and Innovation Cluster Structure Plan in conjunction with the Victorian Planning Authority (VPA) | Council continues to await further advice from the VPA regarding timing for this project. |  |
| | Review the Municipal Strategic Statement | A timeframe for the commencement of this project will be formalised when DELWP advise officers on the department's timetable to introduce changes brought out by PSA VC148 into the Greater Dandenong Planning Scheme (GDPS). In the interim Council officers are finalising an internal review and consultation on the existing Municipal Strategic Statement. |  |
| | Undertake a desktop review of the Heritage Study 1999 for possible submission to the Victorian Heritage Register | Council Officers have undertaken a desktop review of the Heritage Study 1999 and identified five properties that were suggested for possible nomination to the Victorian Heritage Register. Of the five properties, Council's Heritage Consultant has written submissions for four properties and these have been submitted with application requests for registration on the Victorian Heritage Register. To date Council has had no feed back from the submission. The fifth property, Sandown Racecourse was nominated by the owner, the Melbourne Racing Club (MRC), in August 2018. The MRC submission was accepted and has been publicly exhibited for comments pending the Victorian Heritage Council's consideration for addition to the VHR. |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Assets planned to meet future community needs




| Priority | Action | Summary | Status |
|---|---|---|---|
| Advocate for improved transport options | Develop a Multi Modal Transport Infrastructure Plan for the Dandenong Activity Centre | The Dandenong Activity Centre Multi Modal Transport Infrastructure Plan will follow Dandenong South and Springvale, which are underway and nearing completion. In the next quarter Council officers will seek a Movement and Place workshop with VicRoads to inform the Plan. Preparation of the plan is now anticipated in late 2019. |  |
| | Develop a Public Transport Advocacy Statement | A consultant is well underway with preparation of the advocacy statement. Research and initial consultation with key stakeholders was undertaken and further consultation and preparation of the statement will occur in Q4. |  |
| Implement best practice planning systems which consistently achieve Local Government Performance Reporting Framework targets | Develop a Public Lighting Strategy | A draft Public Lighting Strategy has been prepared and is currently under review by Officers prior to being presented to Council. |  |
| Investigate the development of a municipal wide developer contributions plan for application to new development across the city | Deliver the first half of the stage two Springvale Community Precinct project | Stage two of the Springvale Project is tracking to a revised program. The key achievements in this quarter were the asbestos remediation, pouring of the slab for the main building, completion of the eastern carpark and commencement of construction in the northern landscape. Practical completion for the Supper Room has been achieved and the majority of the defect list rectification has been addressed. |  |
| | Finalise acquisition of land for the Keysborough South Community Hub and undertake detailed design works for the facility | Council is currently investigating a number of options in relation to the purchase of an appropriate site and will provide this information to the community when a site is confirmed. Council has developed concept design plans for the community hub and will commence detailed plans and consultation once a site is confirmed. |  |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|--|--|---|
| | Review and implement the Municipal Early Years Infrastructure Plan | Yarraman Oaks New Early Years Facility opened on 29 January 2019. Planning is underway to embed the three year old kindergarten funding and the impact into the Municipal Early Years Infrastructure Plan. |  |




ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*Increased sustainability of residential, commercial, industrial and Council developments*

| Priority | Action | Summary | Status |
|---|--|--|---|
| Ensure that both private and new developments are site responsive, innovative, and achieve high quality urban design and environmentally sustainable outcomes | Complete the planning scheme amendment for the Environmentally Sustainable Design local policy | The Planning Minister has formally gazetted the Local Environmentally Sustainable Design Policy for the City of Greater Dandenong. |  |
| | Develop a policy for the implementation of infill development cost recoveries for impact on existing infrastructure assets | Background research has been completed. New legislation within the Planning Scheme Provisions has been introduced which requires developers to provide council with more information on how drainage is to be managed as a result of their development. Discussions have been convened with legal advisors on how this can best be implemented at CGD. Discussions are also being arranged with other local government authorities on similar mechanisms that they have implemented that could be considered at CGD. |  |
| | Meet with social housing providers to investigate and facilitate local opportunities | The pilot project identified requires further resolution and potential consideration by Council prior to the end of the financial year. A new position for a Community Advocacy Officer – Housing and Homelessness is progressing. |  |



ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| <i>Quality public open space provided across the city</i> | | | |
|--|--|---|---|
| Priority | Action | Summary | Status |
| Increase supply of open space in areas currently deficient and achieve policy benchmark of 4.5ha per 1000 head of population for each of the areas outlined in the Greater Dandenong Open Space Strategy | Complete background reports and prepare a draft revised Open Space Strategy | The Discussion Paper is nearing completion and will be presented to Councilors on 15 April 2019. The draft revised Open Space Strategy will be considered later this year after seeking public input of the Discussion Paper and statement of intent. Any comments received during this period will be taken into consideration for the drafting of the revised Open Space Strategy. |  |
| | Complete the review of the Dog Off-leash Strategy and select early actions for implementation | Briefings to the Executive Team and Councilors occurred in January and February 2019 to present the findings from the background research and proposed community consultation approach. Community consultation on the dog off leash strategy will occur from 1 April to 3 May 2019. |  |
| | Develop and implement master plans for Burden Park, Frederick Wachter, Warner and Parkfield Reserves | The Frederick Wachter Reserve Master Plan, Keysborough and Warner Reserve Master Plan, Springvale were adopted at the Ordinary Meeting of Council on 29 January 2019. The Burden Park Master Plan, Springvale South was adopted on 25 February. Planning for the initial implementation of works at these three parks has commenced in accordance with the capital works funded for 2018-19. Implementation of the initial capital works at Parkfield Reserve, Noble Park commenced on 25 March 2019. |  |




ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|--|---|---|
| | Implement the existing Open Space Strategy to improve the quality of parks, reserves and playgrounds | <p>Council officers continue to implement the existing Open Space Strategy. The review of the existing Open Space Strategy, including briefings with the Executive team and Councillors on the Open Space Strategy Discussion Paper and the proposed community consultation for this stage, will occur in March/April. The Playground Strategy Action Plan's upgrade and renewal program has seen the construction of the local playground Amersham Reserve, Springvale and the neighbourhood playground Coomoora Reserve, Springvale South. Markham Court, Keysborough is also scheduled for construction in Q4. The community consultation on the concept design for the district playground at Tatterson Park's 'World of Insects' occurred in March 2019. The outcomes of the community feedback will inform the final documentation and implementation of stage one works.</p> |  |
| | Implement the master plan for Dandenong Park | <p>The Dandenong Park master plan continues to be implemented. The construction of the north area precinct, which includes the new picnic and bbq area, the Stan Prior stage, multi purpose court and activity area and landscape works commenced in March 2019. Planning for the next stage of design works has commenced in accordance with the capital works funded for 2018-19.</p> |  |







ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*Revitalised activity centres*

| Priority | Action | Summary | Status |
|---|---|--|---|
| Deliver a collaborative approach to creating, enhancing and managing great people focused places that respond to and respect the unique qualities of the activity centres | Commence the redevelopment of the Masonic Hall Art Gallery | Roof repairs have commenced and an advocacy campaign has commenced to seek funding support for the full build. A CIP bid for 2019-20 has been lodged. Land title issues are being resolved and a planning permit prepared. |  |
| | Implement staged delivery of the Springvale Boulevard project | The tendering period for Stage one construction is now closed. VicRoads and United Energy approvals are still underway and may impact on the construction start dates. Stage two detailed design (Springvale Rd / Windsor Ave area) is 50 per cent complete. |  |
| | Implement the Indian Cultural Precinct Framework | <p>The branding and shop front improvement program (stage two) incorporating painting and business identification signage was completed in February encompassing eight shops.</p> <p>Two surveys were undertaken, one with traders and the other with the taskforce members. Traders expressed a view for assistance with marketing. All taskforce members re-nominated for a further two year term to oversee the grant expenditure.</p> <p>Stage two – A Decorative Poles artists brief was distributed to Indian artists offering five poles for painting.</p> <p>A new mural was commissioned for the Sikh Games and completed in March, creating a supportive environment for the games visitors and guests staying in Dandenong.</p> <p>Arterial road signage was partially delivered providing new and more specific directional signage into the local street network.</p> <p>RMIT Landscape Design students exhibited high level design propositions for the precinct on the Harmony Square urban screen.</p> |  |



ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|---|---|---|
| | Monitor the 10 year infrastructure plan for the Activity Centres | This program is on track with the exception of the Springvale Boulevard and Springvale laneway projects. |  |
| | Monitor, implement and promote Activity Centre parking changes | A report will be tabled at a Council meeting in April 2019 in response to NoM 62. Various measures have been implemented across central Dandenong. |  |
| | Progress options to redevelop the Warwick Avenue Precinct | This project is delayed pending further work as the potential sale of the southern car park is not supported at this point in time. |  |
| | Undertake phase two of the Revitalising Central Dandenong project | The Team 11 bid was unsuccessful, and further opportunities associated with Revitalising Central Dandenong phase two are currently under review including implications for the Webster Street grade separation project. |  |
| | Undertake the Afghan Bazaar cultural precinct stage three B streetscape | The removal of overhead power lines and their relocation underground including new lighting is complete. Installation of new traffic signals at the intersection of Thomas Street and Scott Street has occurred and signals will be activated in mid April. A package of civil works will be advertised in April to undertake footpath improvements on the western side of the street, with completion expected by June 2019. |  |
| | Undertake the Walker Street streetscape stage two construction | The northern side of Walker Street (Drum Theatre interface) is nearing completion. Light poles were installed across stages one and two in March proving expanded lighting to the area. Rejuvenation of the bollards and sound seats has occurred and a pathway agreed to restore the sound equipment. |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|---|--|--|---|
| Review and update activity centre structure plans for Noble Park and Springvale | Complete the Planning Scheme Amendment for the Springvale Activity Centre Structure Plan | Council Officers have prepared Planning Scheme Amendment C203 documentation which was submitted to the Department of Environment, Land, Water and Planning (DELWP) on 12 September 2018 seeking ministerial authorisation. DELWP continues to assess the documentation and have advised Council Officers that it is still under active consideration. Authorisation from the Minister for Planning is required before proceeding with the exhibition and referral stage of Planning Scheme Amendment C203. |  |
| | Complete the review of the Noble Park Activity Centre Structure Plan | Council officers commenced the development of the Structure Plan post the 4 March 2019 Council Briefing Session presentation on the progress of the Noble Park Structure Plan project. Once the Structure Plan is finalised, Council Officers will brief Councillors and prepare a Council Report requesting adoption of the structure plan. |  |

ORDINARY COUNCIL MEETING - AGENDA





2.5.1 Q3 Council Quarterly Performance Report (Cont.)**Strategic Objective 5: A diverse and growing economy***A city that is connected to the global economy*

| Priority | Action | Summary | Status |
|---|---|--|---|
| Continue to promote opportunities for businesses to compete and participate in the global economy | Promote grant, trade mission, and business development programs and facilitate local business participation | This is an ongoing task that is achieved through promotion in Council's quarterly Talking Business magazine, e-newsletter, LinkedIn account, one-on-one dialogues with businesses and through other mediums such as SEBN when opportunities become available. For example, small businesses were encouraged to get on top of their cyber security through grants provided under the Cyber Security Small Business Program in the March Talking Business. |  |

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

A city that supports the economic contribution, strength and diversity of its industries



| Priority | Action | Summary | Status |
|---|---|---|--|
| Market business and investment success stories | Develop an Activity Centre's Investment prospectus | Development Victoria completed a new prospectus document for the central Dandenong seven hectare acquisition precinct. Council will explore options for an Activity Centre prospectus. |  |
| | Publish four editions of 'Talking Business' Magazine and relevant e-newsletters | The March edition of Talking Business was produced and delivered on time and monthly e-newsletters have been distributed to convey more time-sensitive information to local businesses. The June 2019 edition is currently in production. |  |
| Support the economic sustainability of activity centres by attracting appropriate government, business and community investment | Deliver a minimum of eight events as part of a small business workshop series | The Small Business Program kicked off again for the New Year in March. Two workshops were conducted on digital marketing and winning government business both topics of interest indicated by past workshop attendees. This was highlighted via the post event survey evaluations. The two workshops received a combined total of 25 bookings and 17 attendees on the day. The average attendances on the day were 50 per cent and 80 per cent respectively. The total number of facilitated sessions for financial year to date is ten. We continue to see a mix of both local and external businesses attending the workshops. A follow up email was sent to all participants thanking them for attending, seeking their feedback and passing along additional information for their perusal. This action opened the door to future engagement with participants and has directly resulted in additional support requests from a number of businesses. Looking ahead, two workshops are scheduled for the last quarter in April and May. The focus for these will be digital marketing practices. |  |
| | Deliver a minimum of five food manufacturers collaborative network events | In the last quarter one workshop was delivered, The Airplane Game (Lean Manufacturing). 35 people were in attendance, with 15 of these people, representing local businesses. The feedback received was excellent. |  |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|---|--|---|
| | Host the annual Real Estate and Developer Forum | The theme for the 15 May 2019 forum will be the development of the inner core of Dandenong and surrounding suburbs. Invitations will be sent by 17 April 2019. |  |




ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*A city where business and community work together*

| Priority | Action | Summary | Status |
|--|---|--|---|
| Support, promote and facilitate local social enterprises | Deliver a development program for social enterprises | The Economic Development Unit (EDU) continues to work with social enterprises providing information and support as required, as well as reaching out to advise of training and development opportunities offered by Council through South East Business Networks (SEBN). A review into existing offerings to social enterprises will commence this quarter, with a view to developing a comprehensive document that outlines Council's unified approach to the sector. |  |
| | Finalise bid for A-League team in the South-East and progress the development of a stadium proposal | The bid was lodged however Team 11 was notified that they were unsuccessful on 18 December 2018. |  |


ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*A great place for business*

| Priority | Action | Summary | Status |
|--|---|---|---|
| Support businesses through education, awareness, collaboration, networking and trade opportunities | Hold at least one industry golf day event to raise funds in support of local charities | The tenth CGD-Industry 'Take a Swing for Charity' golf day was held on Monday 25 February at Huntingdale with 100 people in attendance. |  |
| | Monitor and report the number of network activities conducted with a target of 50 | 15 network activities including two events, two Future of Manufacturing program activities and 11 core network sessions were delivered. |  |
| | Provide activities that encourage opportunities for women and promote women in business | 35 people attended the Women in Business event "Developing Your Sense of Purpose and Job Crafting" held on 21 February. |  |



ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*A resilient employment hub*

| Priority | Action | Summary | Status |
|---|---|---|---|
| Work collectively with and across government, industry, service providers and educational organisations to facilitate long term solutions to both the supply and demand of employment | Deliver a key event for secondary school students that promotes diversity of career opportunities | The annual SEBN/SELLEN 'Lunch with the Winners' was held at Springvale Town Hall on 4 September 2018. Hosted by Glenn Manton, more than 210 local secondary school students, teachers and local business sponsors came together and were inspired by the diversity of the career journeys of three young and local 'winners' and a keynote presentation by Yong Deng. This event is a popular 'must attend' in the calendar of many local secondary colleges. |  |




ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*A tourist destination attracting new visitors*

| Priority | Action | Summary | Status |
|---|--|---|---|
| Undertake effective marketing, events and tourism activities to promote Greater Dandenong | Host 15 cultural and food tours across Dandenong and Springvale | A total of six tours were conducted including a tour of Dandenong for representatives from the accommodation venues, a Dumplings and Desserts Tour and a tour of the Afghan Bazaar Cultural Precinct in Dandenong. |  |
| | Implement a visitor attraction marketing program to attract visitors and keep local residents aware of activities and events | The City magazine showcased to local residents the fantastic activities happening in our area. Great connections have been made with local businesses across many events, eg. accommodation venues and some local breweries sponsoring or taking part in collaborations. A new publication has been sourced to further advertise our Food and Cultural Tours. |  |



ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)**Strategic Objective 6: An open and effective Council*****A Council connected with the community, providing an effective voice on their behalf***

| Priority | Action | Summary | Status |
|---|---|---|---|
| Continue to be a strong advocate on issues of community importance which are beyond Council authority | Achieve an index score of 62 or higher for community consultation and advocacy (Community Satisfaction Survey) | The Community Satisfaction Survey was conducted during February 2019. The results from this survey will be presented to Council in May/June and will then be accessible via Council's website. |  |
| | Maintain a detailed advocacy register on Council's website and prepare an updated Advocacy document for distribution to local Members of Parliament | A very detailed advocacy register is available on Council's website, which is checked and updated at least monthly. Again this quarter there were regular updates to information about the State Resolution Support Services (SRSS) campaign which involves a number of Councils across Victoria and New South Wales. Other new topics included the 'I Love Kinder' campaign and advocacy to the State Government for a student crossing over Heatherton Road at Emerson School. The annual advocacy document was produced and is awaiting sign off for distribution prior to the May federal election. |  |
| | Facilitate Community Forums as requested by Councillors | No forums were requested by Councillors in this quarter |  |

ORDINARY COUNCIL MEETING - AGENDA







2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|---|--|---|---|
| Undertake proactive communication on key issues to foster community understanding | Grow Council's social media following by ten per cent from a base figure of 17,000 | <p>Total quarterly growth (Facebook, Twitter, Instagram, YouTube and LinkedIn CGD Official Channels combined) = 3.7%</p> <p>Facebook – 12,298 total followers, 221 posts sent, 4,023 engagements, 701,400 post reach (organic and paid). Total growth = 3.2%</p> <p>Twitter – 4,347 total followers, 41 tweets sent, 334 engagements, 29 link clicks, retweets. Total growth = 1%</p> <p>Instagram – 2,904 total followers, 48 posts, 1,603 engagements, 55 comments. 33.4 average engagements per post. Total growth = 4.9%</p> <p>YouTube – 13 total subscribers, 17,660 views, 21,519 minutes watched. Total growth = 0%</p> <p>LinkedIn – 3314 followers, 29 posts, 1,394 engagements, 1,078 clicks. Total growth = 10%</p> |  |
| | Review and update the Community Engagement Framework | A new community engagement kiosk branded 'Have Your Say' has been installed in the customer service area of the Dandenong Civic Centre. This kiosk is also moved into the Dandenong Library each weekend in order to maximise exposure and participation. The Community Engagement Framework has been updated following a feedback and review process and will be finalised shortly. Once complete, a comprehensive promotion plan will be developed and implemented. |  |

ORDINARY COUNCIL MEETING - AGENDA







2.5.1 Q3 Council Quarterly Performance Report (Cont.)

A well-managed and high performing Council

| Priority | Action | Summary | Status |
|---|---|--|--|
| Continually review service delivery methods and quality incorporating feedback from the community | Maintain all public registers required in accordance with the Local Government Act and associated regulations | All registers are regularly monitored and maintained. |  |
| | Manage the effective leasing of Council's commercial property portfolio including seeking new lease opportunities for spaces which are currently vacant | The effective leasing management of Council's commercial property portfolio is progressing on track with budget expectations. Council's managing agents are working on two recently vacated properties whereby suitable tenants are being sought that will complement the adjoining neighboring building tenants and uses. |  |
| Ensure best practice risk management through the implementation of the Risk Management Strategy | Enhance the Pulse corporate reporting and risk management system across Council for improved performance reporting, risk identification and mitigation | Reporting categories for Motor Vehicle, Public Liability, Library, Civic Safety, Drum Theatre and the Dandenong Market have been established. The need for a category to capture incidents arising from immunisation services was identified and initial work with the immunisation team commenced. |  |
| | Ensure Local Government Act general compliance across the organisation through the ongoing management of the legislative compliance system | The Corporate Risk Register is currently under review. Legislative compliance software regularly monitored and maintained. |  |
| Maintain and annually review Council's Long Term Financial | Review and update the Audit Advisory Committee Charter based on new responsibilities contained in the Local Government Act | The new Local Government Act legislation was withdrawn prior to the State election. Council is waiting for it to be resubmitted to the new Parliament. |  |
| | Develop a Revenue and Rating Strategy in line with the requirements of the new Local Government Act | Final Valuation figures are pending and an update is on track to be completed by 30 June. |  |




ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|---|--|--|--|
| Strategy to ensure financial sustainability | Liaise with the Valuer General to ensure the smooth introduction of centralised valuations and undertake annual rate modelling based on revaluations | Preliminary valuation figures have been obtained for rate modelling however timelines for final certification remains a concern further indicating concerns around the Valuer General's timeline. |  |
| | Maintain sound financial practices by completion of the Annual Financial Statements for the year ended 30 June 2018 and receive full audit clearance by the legislated time frame of 30 September (including compliance with the Model Financial Report) | The Audit clearance on the 2017-18 Financial Statements was received in September from the Victorian Auditor General. |  |
| | Review the Long Term Financial Strategy and seek Council adoption of the revised framework in line with the new requirements of the Local Government Act | The 2020-24 Long Term Financial Strategy (LTFS) was reviewed in detail by Managers and the Executive Management Team on 4 December 2018. The draft 2020-24 LTFS document was presented to Council in March 2019 and is on track to be approved by Council in June 2019. |  |
| Maintain Council as an employer of choice and provide a safe work environment | Complete a Workforce Management Plan in line with the requirements of the new Local Government Act | The review of the Local Government Act has been delayed. Work will be undertaken in the first instance on seeking examples of Workforce Management Plans to ensure Council is prepared for when the revised Local Government Act and associated regulations are implemented. |  |
| | Complete the development of a CEO remuneration policy as required under the new Local Government Act | As the review of the Local Government Act has been delayed work on this action is limited to researching examples of remuneration policies to inform the CEO Remuneration Policy development process. |  |
| Provide high quality, timely customer service | Achieve an index score of 76 or higher for customer satisfaction (Community Satisfaction Survey) | The Community Satisfaction Survey was conducted during February 2019. The results from this survey will be presented to Council in May/June and will then be accessible via Council's website. |  |







ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*An innovative and technologically connected Council*

| Priority | Action | Summary | Status |
|--------------------------------|--|--|---|
| Implement the Digital Strategy | Complete a redevelopment of Council's intranet and commence redevelopment of the corporate website | Following a successful tender process, a company has now been engaged to work on stages one and two of the website and redevelopment project. These are scheduled to be completed by 30 June, with stage 3 planned for implementation after adoption of the 2019-20 budget. |  |
| | Continue to develop on-line digital forms to supplement current manual processes and promote these products to the community | Forms currently being tested: Separation Checklist, Higher Duties Forms currently in development: New Vendor Application, Public Exhibition Submissions, Positions Requiring EMT Approval, Sustainability Awards Entry Form. |  |
| | Continue to implement the Digital Strategy and publish to the community the outcomes achieved against the prior year | A review of the Digital Strategy Objectives has now been done, which reinforced their alignment to the work currently underway and that being planned in the digital space in the near future. The website redevelopment project commenced which will be a huge step forward in the digital transformation of Council. As part of this project all online content is being thoroughly reviewed, with the needs of local residents and businesses at the forefront of all decision making. Stages one and two, which include discovery, design and prototyping are on track to be completed by 30 June. |  |



ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)*Decision making which is transparent and accountable*

| Priority | Action | Summary | Status |
|---|--|--|--|
| Continue to implement mechanisms that enhance community access and understanding of Council decision making and the role of Council | Achieve an index score of 61 or higher for Making decisions in the interest of the community (Community Satisfaction Survey) | The Community Satisfaction Survey was conducted during February 2019. The results from this survey will be presented to Council in May/June and will then be accessible via Council's website. |  |
| | Review the Council Plan 2017-21 and develop the Annual Plan 2019-20 | The Council Plan has been reviewed and a draft Annual Plan developed. These documents are to be reviewed by Councillors at a Councilor Briefing Session in April and will be placed on public exhibition for comment from 26 April until 24 May. |  |
| | Undertake community consultation for the Annual Budget 2019-20 | The Budget consultation was conducted in October 2018 and all comments and suggestions received were reviewed by Councillors. The draft Budget will be placed on public exhibition from 26 April until 24 May to enable members of the community to provide further input. |  |
| Ensure compliance with the Local Government Act and Councilor/Staff Codes of Conduct | Commence planning preparations for the 2020 Council election including the potential need to conduct an electoral review of Council's ward structure depending on the final requirements of the new Local Government Act | The VEC has provided a timeline to commence an electoral review in June 2019 based on existing legislation. New legislation has not yet been introduced to Parliament. |  |
| | Develop a Transparency Policy in line with the requirements of the new Local Government Act | New legislation has not yet been introduced to Parliament. |  |
| | Develop and provide guidance to Council on the implementation of the new conflict of interest framework within the new Local Government Act | The new LGA legislation was withdrawn prior to the State election. Council is waiting for it to be resubmitted to the new Parliament. |  |

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

| Priority | Action | Summary | Status |
|----------|--|---|---|
| | Develop in conjunction with Council governance rules to define the meeting procedure regulations for Council in line with the requirements of the new Local Government Act | New legislation has not yet been introduced in Parliament. The Meeting Procedure Local Law review is currently underway under existing legislation. |  |
| | Produce and adopt the Annual Budget by 30 June 2019 in line with the new requirements of the Local Government Act | All departments have reviewed and updated their 2019-20 budget. Budget briefing sessions have been held with Councillors and the Executive. The Proposed Budget is currently being prepared and is on track for adoption by 30 June 2019. |  |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

POLICY AND STRATEGY

Q3 COUNCIL QUARTERLY PERFORMANCE REPORT

ATTACHMENT 2

**FINANCIAL REPORT
1 JULY 2018 – 31 MARCH 2019**

PAGES 51 (including cover)

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

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

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Financial Report

1 July 2018 – 31 March 2019

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

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2.5.1 Q3 Council Quarterly Performance Report (Cont.)

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2.5.1 Q3 Council Quarterly Performance Report (Cont.)

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ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

CGD – Operating Result

For the period 1 July 2018 - 31 March 2019

| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
|--|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|
| Income | | | | | | | |
| Rates and charges | 106,660 | 105,880 | 780 | 140,087 | 140,786 | 699 | 139,575 |
| Statutory fees and fines | 6,829 | 6,638 | 191 | 8,653 | 9,022 | 369 | 7,950 |
| User fees | 5,934 | 6,734 | (800) | 9,110 | 8,229 | (881) | 9,628 |
| Grants - operating | 19,911 | 19,622 | 289 | 25,352 | 24,912 | (440) | 28,148 |
| Grants - capital | 3,256 | 3,274 | (18) | 5,042 | 5,082 | 40 | 1,256 |
| Contributions - monetary | 2,540 | 2,231 | 309 | 3,102 | 3,530 | 428 | 2,398 |
| Contributions - non-monetary | 745 | 745 | - | 15,000 | 15,000 | - | 15,000 |
| Net gain (loss) on disposal of property, infrastructure, plant and equipment | 257 | 505 | (248) | 661 | 621 | (40) | 661 |
| Other income | 8,672 | 6,847 | 1,825 | 10,553 | 10,325 | (228) | 10,350 |
| Total income | 154,804 | 152,476 | 2,328 | 217,560 | 217,507 | (53) | 214,966 |
| Expenses | | | | | | | |
| Employee costs | 54,527 | 59,639 | 5,112 | 80,884 | 79,067 | 1,817 | 76,894 |
| Materials and services | 44,483 | 46,990 | 2,507 | 66,172 | 64,406 | 1,766 | 63,726 |
| Prior year capital expenditure unable to be capitalised (non-cash) | 1,083 | - | (1,083) | - | - | - | - |
| Bad and doubtful debts | 563 | 620 | 57 | 1,239 | 1,239 | - | 1,097 |
| Depreciation and amortisation | 22,450 | 22,450 | - | 29,159 | 29,159 | - | 29,945 |
| Borrowing costs | 2,366 | 2,366 | - | 3,171 | 3,171 | - | 3,171 |
| Asset write offs | 839 | - | (839) | - | - | - | - |
| Other expenses | 3,575 | 3,912 | 337 | 4,973 | 8,088 | (3,115) | 4,767 |
| Total expenses | 129,886 | 135,977 | 6,091 | 185,598 | 185,130 | 468 | 179,600 |
| Net surplus (deficit) | 24,918 | 16,499 | 8,419 | 31,962 | 32,377 | 415 | 35,366 |

Overview

At 31 March 2019, Council's net surplus result recorded a favourable variance to budget of \$8.42 million.

Income is ahead of budget by \$2.33 million due mainly to the following favourable factors:

- Other income:
 - Greater interest revenue as a result of higher opening and current cash balances, resulting from the timing and delay of operating and capital cash outflows in the prior year and current year (Non Directorate \$1.12 million).
 - Unbudgeted income received from developers for Council to undertake corrective works at open space sites which did not meet the required standard at the time of hand-over to Council (Parks Services \$268,000). This will be matched by associated expenditure.
- Rates and charges, mainly due to supplementary valuations as a result of a more buoyant property market than forecast (Non Directorate \$637,000) and better than anticipated income for additional waste services and supplementary waste charges (Waste Management \$143,000).
- Contributions – monetary, better than anticipated income from public open space contributions to date. The nature of these receipts makes timing difficult to predict. These funds are transferred to reserves (Non-Directorate \$309,000).
- Grants – operating, with receipt of unbudgeted grants and higher than anticipated funding for client based services (Community Services \$343,000).

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)Financial Report for the period 1 July 2018 – 31 March 2019

This favourable income variance is partly offset by unfavourable user fee income from on-street parking and ticket machines (City Planning, Design and Amenity \$289,000), sub-division, drainage plan approval fee and asset protection permit fee income (Engineering Services \$288,000) and client based services (Community Services \$227,000).

Year to date expenditure is favourable by \$6.09 million due to:

- Employee costs (Community Services \$3.23 million, Corporate Services \$586,000, Engineering Services \$561,000, City Planning, Design and Amenity \$442,000 and Greater Dandenong Business \$313,000). *Favourable employee costs in the Community Services directorate are mainly due to timing/delays in recruitment of grant funded programs. Unspent funds at 30 June will be carried over to 2019-20.*
- Materials and services (Engineering Services \$1.94 million, Corporate Services \$547,000, City Planning, Design and Amenity \$310,000 and Greater Dandenong Business \$138,000).
- Other expenses – mainly due to timing of the community grants program (Community Services \$374,000).

This favourable expenditure variance is partly offset by unfavourable prior year capital expenditure unable to be capitalised and assets written off including drainage, buildings and footpaths (Non Directorate \$1.08 million). These are non-cash accounting entries.

Full year forecast

A review of the 2018-19 full year forecast has been completed and a number of forecast adjustments have been noted and included in this report.

The most noteworthy adjustment in the 2018-19 forecast is in Community Services with the directorate's net cost forecast to increase by \$4.01 million. This is due mainly to the Aged Care Reform Agenda, which has seen the State and Federal Governments undertaking separate responsibilities for In Home Support Programs depending on the age of the client. The consequences of this reform has resulted in a movement from a predominantly integrated block funded program to separate programs where funding is based almost solely on the achievement of targets. During the 2016-17 and 2017-18 financial years, it was expected that grant funding would be required to be returned/refunded. Estimated amounts were transferred to reserves.

Council recently received advice (January 2019) from the Australian Department of Health that \$3.04 million relating to the funding period 1 July 2017 – 30 June 2018 is required to be returned. The payment of \$3.04 million has been reflected in the 2018-19 forecast and will be funded from reserves.

It is expected that further amounts will also be required to be returned in relation to the current 2018-19 financial year (currently totalling \$960,000). These amounts have also been factored into the 2018-19 forecast result.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Balance Sheet As at 31 March 2019

| | Note | 2018-19 ACTUAL 31 Mar 2019 \$'000 | 2017-18 ACTUAL 30 Jun 2018 \$'000 | 2018-19 MID YEAR BUDGET \$'000 | 2018-19 ORIGINAL BUDGET \$'000 |
|---|-----------|--|--|---|---|
| ASSETS | | | | | |
| Current assets | C1 | | | | |
| Cash and cash equivalents | | 167,772 | 153,578 | 132,572 | 108,026 |
| Trade and other receivables ¹ | | 49,140 | 19,324 | 19,350 | 18,498 |
| Other assets | | 852 | 3,723 | 2,274 | 2,194 |
| Total current assets | | 217,764 | 176,625 | 154,196 | 128,718 |
| Non-current assets | C2 | | | | |
| Property, infrastructure, plant and equipment | | 2,166,337 | 2,160,742 | 2,223,826 | 2,245,138 |
| Investment property | | 13,667 | 11,330 | 11,330 | 10,305 |
| Other financial assets | | 230 | 230 | 230 | 230 |
| Trade and other receivables | | 325 | 325 | 325 | 334 |
| Total non-current assets | | 2,180,559 | 2,172,627 | 2,235,711 | 2,256,007 |
| Total assets | | 2,398,323 | 2,349,252 | 2,389,907 | 2,384,725 |
| LIABILITIES | | | | | |
| Current liabilities | C3 | | | | |
| Trade and other payables | | 11,421 | 20,864 | 20,822 | 19,658 |
| Prepaid rates ¹ | | 34,124 | - | - | - |
| Trust funds and deposits ² | | 42,174 | 40,013 | 42,013 | 34,768 |
| Provisions | | 16,267 | 16,361 | 16,397 | 17,414 |
| Interest-bearing loans and borrowings | | 858 | 3,301 | 8,496 | 8,496 |
| Total current liabilities | | 104,844 | 80,539 | 87,728 | 80,336 |
| Non current liabilities | C4 | | | | |
| Provisions | | 1,403 | 1,313 | 1,313 | 657 |
| Trust funds and deposits | | 1,045 | 1,287 | 1,287 | 1,103 |
| Interest-bearing loans and borrowings | | 48,525 | 48,525 | 50,029 | 50,029 |
| Total non-current liabilities | | 50,973 | 51,125 | 52,629 | 51,789 |
| Total liabilities | | 155,817 | 131,664 | 140,357 | 132,125 |
| NET ASSETS | C5 | 2,242,506 | 2,217,588 | 2,249,550 | 2,252,600 |
| EQUITY | | | | | |
| Accumulated surplus | | 871,013 | 856,958 | 885,123 | 889,438 |
| Asset revaluation reserve | | 1,290,865 | 1,290,865 | 1,290,865 | 1,308,037 |
| Reserves | | 80,628 | 69,765 | 73,562 | 55,125 |
| TOTAL EQUITY | | 2,242,506 | 2,217,588 | 2,249,550 | 2,252,600 |

1. Rate revenue (excluding supplementary rates) is accrued evenly over the year, although cash is received in quarterly instalments, nine direct debit payments or a lump sum, depending on how the ratepayer chooses to pay. Rate revenue in the Income Statement is a monthly accrual of the rates determined for the year in July.
2. Trust funds and deposits include fire services property levies collected by Council on behalf of the State Government. These monies are remitted to the State Revenue Office 28 days after each quarterly rate instalment date. The majority of the trust funds and deposits balance relates to Development Contribution Plan levies totalling \$34.95 million at 31 March 2019.
3. Provisions include employee entitlements and landfill restoration provisions.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Cash Flow Statement

For the period 1 July 2018 – 31 March 2019

| | 2018-19 ACTUAL 31 Mar 2019 Inflows/ (Outflows) \$'000 | 2018-19 ANNUAL MID YEAR BUDGET Inflows/ (Outflows) \$'000 | 2018-19 ANNUAL ORIGINAL BUDGET Inflows/ (Outflows) \$'000 |
|--|--|---|---|
| Cash flows from operating activities | | | |
| Rates and charges | 110,518 | 140,061 | 139,183 |
| Statutory fees and fines | 5,029 | 7,414 | 6,594 |
| User fees | 6,503 | 10,021 | 10,448 |
| Grants - operating | 21,104 | 27,292 | 29,821 |
| Grants - capital | 3,533 | 5,042 | 1,256 |
| Contributions | 2,562 | 3,102 | 2,398 |
| Interest | 2,284 | 1,792 | 1,787 |
| Trust funds and deposits taken | 23,769 | 34,000 | 30,500 |
| Other receipts | 6,702 | 9,722 | 9,499 |
| Net GST refund | 6,709 | 11,045 | 9,264 |
| Employee costs | (57,050) | (80,848) | (76,179) |
| Materials and services | (52,269) | (79,125) | (74,719) |
| Trust funds and deposits repaid | (21,797) | (32,000) | (30,000) |
| Other payments | (3,855) | (5,470) | (5,244) |
| Net cash provided by operating activities | 53,742 | 52,048 | 54,608 |
| Cash flows from investing activities | | | |
| Payments for property, infrastructure, plant and equipment | (35,217) | (77,429) | (59,912) |
| Proceeds from sale of property, plant and equipment | 458 | 847 | 847 |
| Net cash used in investing activities | (34,759) | (76,582) | (59,065) |
| Cash flows from financing activities | | | |
| Finance costs | (2,346) | (3,171) | (3,171) |
| Proceeds from interest-bearing loans | - | 10,000 | 10,000 |
| Repayment of interest-bearing loans | (2,443) | (3,301) | (3,301) |
| Net cash used in financing activities | (4,789) | 3,528 | 3,528 |
| Net increase (decrease) in cash | 14,194 | (21,006) | (929) |
| Cash and cash equivalents at the beginning of the year | 153,578 | 153,578 | 108,955 |
| Cash and cash equivalents at the end of the period | 167,772 | 132,572 | 108,026 |
| Represented by: | | | |
| Operating cash | 27,150 | (1,105) | (1,041) |
| Restricted cash | 140,622 | 133,677 | 109,067 |
| Total | 167,772 | 132,572 | 108,026 |

- Details regarding Council's cash movements are contained in **Note D - Cash Flow Statement**.
- The dissemination of Council's restricted and operating cash is provided in the graph "Restricted and Unrestricted Cash" in **Appendix 2 Investment Analysis** in this report.
- Cash inflows and outflows are inclusive of GST where applicable.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

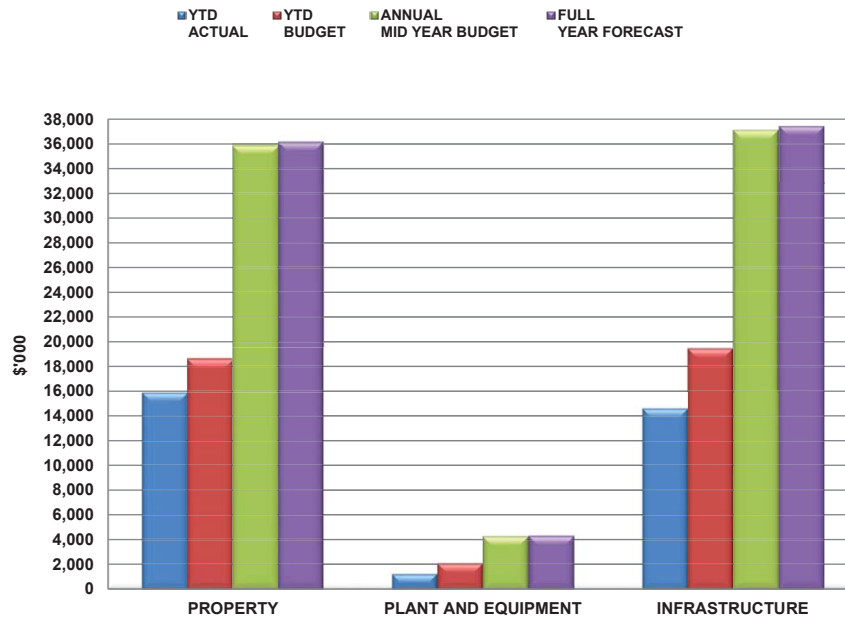


Financial Report for the period 1 July 2018 – 31 March 2019

Capital Expenditure Statement For the period 1 July 2018 – 31 March 2019

The detailed program under each of the capital groups is contained in **Appendix 1 – Capital Expenditure**.

| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | COMMIT \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
|---------------------|-------------------------|-------------------------|---------------------------|------------------|--|------------------------------------|--|
| PROPERTY | 15,877 | 18,689 | 2,812 | 9,967 | 35,918 | 36,145 | 30,546 |
| PLANT AND EQUIPMENT | 1,305 | 2,167 | 862 | 2,414 | 4,386 | 4,386 | 3,821 |
| INFRASTRUCTURE | 14,577 | 19,501 | 4,924 | 8,335 | 37,125 | 37,433 | 25,545 |
| TOTAL EXPENDITURE | 31,759 | 40,357 | 8,598 | 20,716 | 77,429 | 77,963 | 59,912 |



2.5.1 Q3 Council Quarterly Performance Report (Cont.)Financial Report for the period 1 July 2018 – 31 March 2019

Notes to the Financial Statements

A. Accounting Policy Notes

The financial report is prepared on the principles of accrual accounting. Accrual accounting recognises income when earned and expenditure when incurred, regardless of whether cash settlement has taken place. The basis of recognition of major income and expenditure in these statements are defined below.

1. **Rate revenue:** Rate revenue (excluding supplementary rates) is accrued evenly over the year, although cash is received in quarterly instalments, nine direct debit instalments or a lump sum, depending on how the ratepayer chooses to pay. Rate revenue in the Income Statement is a monthly accrual of the rates determined for the year in July.
2. **Grants revenue:** Council receives two types of grants, namely a General Purpose Grant (Financial Assistance funding received via the Victorian Grants Commission) which is not tied to any programs and Special Purpose Grants for various programs. All grants are recognised as income when cash is received. Grants comprise of operating and capital (recurrent and non-recurrent in nature).
3. **Fees and charges:** Most fees and charges are recognised when cash is received. Where Council raises a debtor's invoice, income is recognised at the point of the invoice and not when cash is received.
4. **Contributions - cash:** Cash contributions are essentially from developers towards open space works. These monies are treated as income when received. Council is obligated to spend these monies for the purpose for which they are given by the developers. Council also receives external contributions for other capital projects. Cash contributions received are held in reserves and treated as "restricted cash" until they are spent (see **note 9** below).
5. **Employee costs:** Salaries expenditure is based on fortnightly salaries paid and accruals for salary on-costs such as leave entitlements, superannuation and workcover.
6. **Capital expenditure:** The two broad areas of capital are the capital improvement program (CIP) (which includes infrastructure and major projects) and 'other' which includes fleet, computers, plant and furniture. Expenditure is recognised as capital if it is significant in value and results in assets which have a useful life in excess of at least one year.
7. **Budget information:** The Original Budget information contained in the report is the budget approved by Council on 12 June 2018. The year to date budget in this report reflects the Mid Year Budget as adopted by Council on 10 December 2018. The Mid Year Budget represents the adopted budget incorporating net carry forward capital and operating amounts from 2017-18 and any adjustments identified since the 2018-19 Original Budget was approved in June 2018. The Mid Year Budget represents the latest financial position for Council.
8. **Cash Flow Statement:** Reflects the actual cash movements during the year.
9. **Restricted cash:** These are monies set aside for specific purposes and are not readily available for day to day operations or general capital works. They include funds set aside towards meeting long service leave commitments (required by government regulations), statutory reserves (eg. open space contributions) and other funds that are committed towards specific purposes.

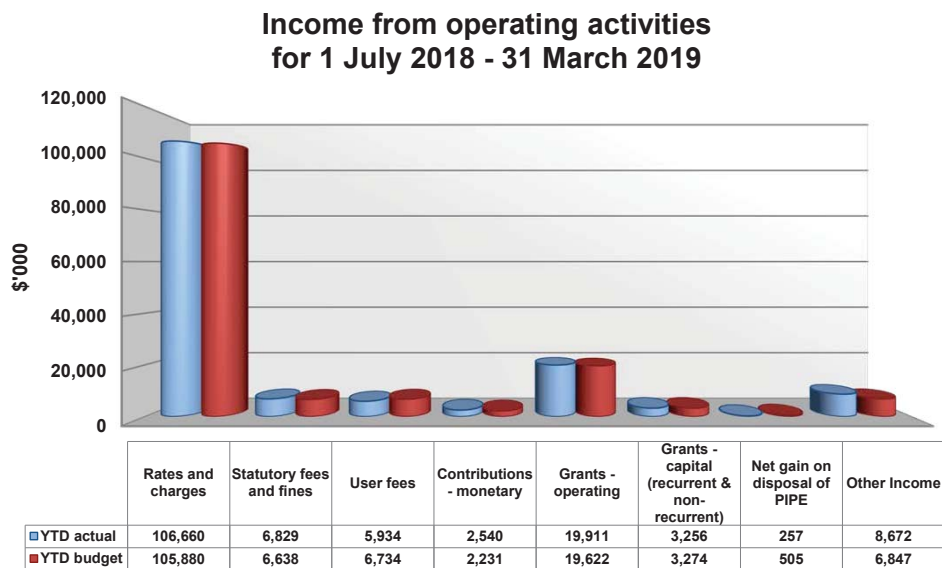
2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

B1. Operating Income

The chart below shows the categories of operating income against their respective budgets (excludes non-monetary contributions or gifted assets which represent a non-cash accounting entry).



Income for the period ended 31 March 2019 is favourable against budget by \$2.33 million. This is primarily due to the following:

Other income (\$1.83 million favourable) – Favourable variance due to better than anticipated interest on investments (Non Directorate \$1.12 million), unbudgeted income from developers for corrective works, higher than anticipated asset protection reinstatement recovery income (Engineering Services \$421,000) and higher than anticipated recovery, rent and other income to date (Corporate Services \$216,000). The majority of this favourable variance has been reflected in the full year forecast, with the corrective works income being offset by associated expenditure and the positive interest income variance being transferred to the Major Projects reserve.

Rates and waste charges (\$780,000 favourable) – The favourable variance is mainly due to higher than anticipated supplementary rates as a result of a more buoyant property market (Non Directorate \$637,000) and better than anticipated income for additional waste services and supplementary waste charges (Engineering Services \$143,000). A \$698,000 favourable adjustment has been reflected in the full year forecast and the favourable supplementary rates variance has been transferred to the Major Projects reserve.

Contributions – monetary (\$309,000 favourable) – Favourable variance due to higher than anticipated income from public open space contributions (Non Directorate \$307,000). The timing of these receipts are difficult to predict and these contributions are transferred to reserves.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2018 – 31 March 2019

Grants – operating (\$289,000 favourable) – Favourable variance due to higher than anticipated grant income for Family Day Care which is mostly matched by higher educator payments (\$554,000). This variance is partly offset by lower than expected Home and Community Care grant income due to actual target achievement being lower than budget (\$380,000).

Statutory fees and fines (\$191,000 favourable) – Favourable variance due to greater than anticipated parking fine revenue, including fees added for unpaid penalty follow up (Regulatory Services \$108,000) and the reclassification of actual sub-division income from 'User Fees' where the budget currently resides (Civil Development and Design \$87,000).

These favourable variances are partly offset by unfavourable variances in:

User fees (\$800,000 unfavourable) – Lower than anticipated ticket machines and meters income (Parking Management \$299,000), lower than anticipated sub-division fee income due to reclassification from 'User Fees' to 'Statutory Fees' (Civil Development and Design \$235,000), lower fee income for client based services (Family Day Care \$96,000 and Food Services \$53,000) and lower than anticipated theatre, rental and sponsorship income (Drum Theatre \$62,000).

Net gain on disposal of property, infrastructure, plant and equipment (\$248,000 unfavourable) – The unfavourable variance is due mainly to lower than anticipated proceeds on the sale of fleet and plant (Fleet Management \$267,000).

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

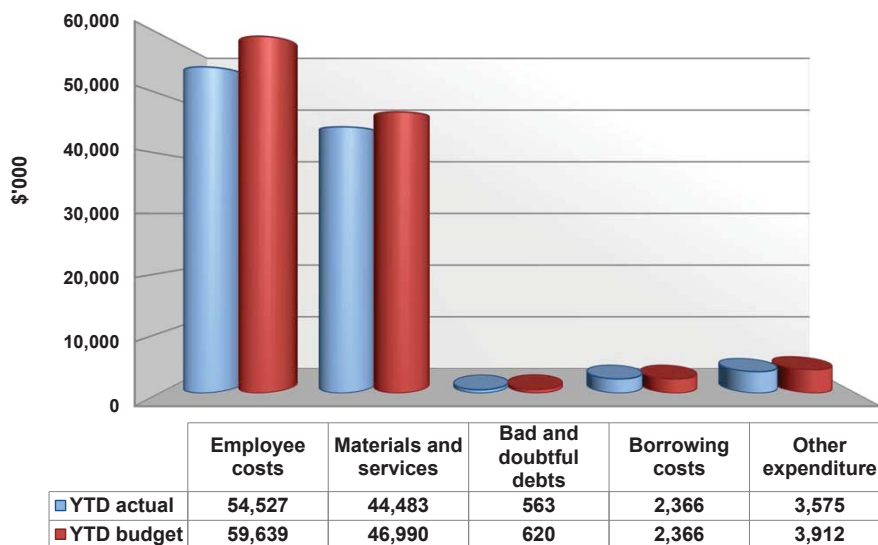


Financial Report for the period 1 July 2018 – 31 March 2019

B2. Operating Expenditure

The chart below shows the categories of operating expenditure against their respective budget (excludes depreciation, asset write offs and prior year capital expenditure unable to be capitalised which are non-cash accounting entries).

**Expenditure from operating activities
for 1 July 2018 to 31 March 2019**



The actual expenditure at 31 March 2019 against the year to date budget is favourable by \$6.09 million. The major variances contributing to this result are in employee costs and materials and services.

Employee costs (\$5.11 million favourable) – This favourable variance is mainly as a result of staff recruitment occurring later than planned (Community Services \$3.23 million, Corporate Services \$586,000, Engineering Services \$561,000, City Planning, Design and Amenities \$442,000 and Greater Dandenong Business \$313,000).

The 2018-19 Forecast anticipates employee costs to be \$1.82 million lower than the annual Mid Year Budget. Additionally, a number of the employee cost variances in Community Services relate to grant funded programs which require an acquittal (favourable \$1.33 million year to date variance). Any unspent funds will be carried forward to the 2019-20 financial year.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2018 – 31 March 2019

Materials and services (\$2.51 million favourable) – The major items contributing to this variance are:

- Utilities (\$717,000) – due to a number of factors including:
 - Lower than anticipated public lighting operation, maintenance and repair (OMR) costs based on current activity. A favourable adjustment of \$100,000 has been reflected in the full year forecast, however, further savings are now expected by 30 June 2019 (Engineering Services \$275,000).
 - The timing of utility invoices for water, mobile telephone, electricity and gas (Community Services \$82,000, Engineering Services \$68,000, Corporate Services \$54,000).
 - A delay in expenditure for the street lighting light-emitting diode (LED) replacement program (Engineering Services \$112,000).
- Contract services (\$607,000) – timing of works and invoicing (Engineering Services \$1.24 million) which is partly offset by higher than anticipated Family Day Care contract services based on additional grant funding (Community Services \$677,000).
- Consultants, professional services (\$596,000) – timing of commencement of projects (City Planning, Design and Amenity \$331,000, Corporate Services \$198,000 and Engineering Services \$88,000).
- Administration costs (\$542,000) – mainly timing of postage, promotions and community education expenditure (Corporate Service \$240,000, Community Services \$147,000 and Greater Dandenong Business \$110,000).

Other expense (\$337,000 favourable) – The main item contributing to this variance is a delay in receipt of applications for allocation of community grants (Community Services \$374,000).

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

C. Balance Sheet

Council's net assets are valued at \$2.24 billion at the end of March 2019.

C1. Current assets (cash and other assets that can be readily converted to cash)

Cash and cash equivalents (\$167.77 million) – This represents the amount held by Council in cash or term deposits. Please note that this amount includes \$140.62 million of funds "restricted" for various purposes. These are detailed in the notes to the cash flows that follow in **section D** and a graphical presentation in **Appendix 2**.

Funds are invested in accordance with Council's Investment Policy. The policy requires Council to invest with prudence, consideration of acceptable risks and relevant legislation.

The details of Council's investments are contained in **Appendix 2**. In selecting investment products, Council has paid due consideration to risk by investing in products that have a minimum Standard and Poor's (S&P) rating of "A".

Trade and other receivables (\$49.14 million) – This balance includes:

- Rate debtors stood at \$37.40 million at the end of March. Rate revenue (excluding supplementary rates) is accrued evenly over the year, although cash is received in quarterly instalments, nine direct debit payments or a lump sum, depending on how the ratepayer chooses to pay. Rate revenue in the Income Statement is a monthly accrual of the rates determined for the year in July.
- General debtors \$5.33 million (net of provision for doubtful debts).
- Infringement debtors of \$6.42 million (net of provision for doubtful debts).

Other assets (\$852,000) – This balance includes:

- Accrued income \$796,000 – income earned but cash not yet received at 31 March 2019.
- Prepayments \$56,000 - expenses prepaid at 31 March 2019.

C2. Non-current assets

Non-current assets (\$2.18 billion) – Includes \$2.17 billion of Council roads, drains, buildings, plant and other fixed assets. These values are reflected after recognising the depreciation allowed against each asset.

Investment property (\$13.67 million) is separately classified from 'Property, infrastructure, plant and equipment' in accordance with Australian Accounting Standards. Any adjustment to the fair value of these assets is recorded in the Comprehensive Income Statement and these assets are not depreciated.

Other non-current debtors include:

- Other financial assets - \$230,000 shares relating to Regional Kitchen Pty Ltd.
- Trade and other receivables - \$252,000 for Council's share of funds held in trust by Whitehorse City Council relating to the former Narre Warren landfill site and \$73,000 refundable deposit paid to Community Chef for the supply of meals to Council's Meals on Wheels operation.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

C3. Current liabilities (debts due to be repaid within 12 months)

Trade and other payables (\$11.42 million) - Comprises trade creditors arising from operations and capital works.

Trust funds and deposits (\$42.17 million) – Trust funds and deposits includes other refundable monies in respect of:

- Development Contribution Plans (DCP) (\$34.95 million).
- Open space contributions (\$2.63 million).
- Other deposits (\$2.40 million).
- Landscape deposits (\$978,000).
- Fire services property levy funds collected but not yet paid on to the State Revenue Office (\$806,000 million). These amounts are due to be remitted to the State Revenue Office in accordance with legislative timeframes.
- Road deposits (\$411,000).

Provisions (\$16.27 million) – This balance represents provisions for employee entitlements and landfill restoration works.

- Employee entitlements:
 - Long service leave entitlements - \$10.08 million.
 - Annual leave entitlements - \$5.68 million.
 - Rostered days off (RDO) - \$407,000.
- Landfill provision - \$96,000 - provision for the restoration and aftercare management of the former Spring Valley landfill site (closed). The former closed landfill is owned by the Council and is used as recreational open space. Council's share is 19.88% of the total future estimated costs.

Interest-bearing loans and borrowings (\$858,000) – Represents the outstanding amount to be repaid on borrowings during 2018-19.

C4. Non-current liabilities (debts due to be repaid in future years)

Provisions (\$1.40 million) – Represents the provisions estimated to be paid beyond the 2018-19 financial year and comprises long service leave entitlements for employees (\$604,000) and landfill provision for restoration of Spring Valley landfill site (\$799,000) (Council's share is 19.88% of the total future estimated costs).

Trust funds and deposits (\$1.05 million) – Represents deposits that are payable beyond the 2018-19 financial year and comprises landscape deposits of \$873,000 and contractor deposits of \$172,000.

Interest-bearing loans and borrowings (\$48.53 million) – Comprises the amount of outstanding borrowings to be repaid beyond the next 12 months.

C5. Net assets and equity

Net assets - Represents the difference between total assets and total liabilities. It is the Council's net worth to the City's ratepayers.

Reserves – Includes both statutory reserves (S) and discretionary reserves (D). The statutory reserves apply where funds are gained from the application of legislative requirements to contribute – and where expenditure of the funds is not entirely discretionary (i.e. the funds need to be used for certain expenditure only). The reserves listed below are explained in the notes to the cash flows that follow.

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)Financial Report for the period 1 July 2018 – 31 March 2019

The discretionary reserves are:

- Major projects reserve (D)
- Insurance fund reserve (D)
- Council funded – Development Contribution Plans reserve (D)
- Spring Valley landfill rehabilitation reserve (D)
- Local Government Funding Vehicle (LGFV) – sinking fund (D)
- Native re-vegetation reserves (D)
- Keysborough South Maintenance Levy reserve (D)
- General reserve (Aged Care) (D)
- Dandenong Activity Precinct – Parking and Development reserve (D)
- Springvale Activity Precinct – Parking and Development reserve (D)
- Grants in Advance Reserve (D)

The statutory reserves are:

- Open space – planning, development and improvements (S)
- Open space – land acquisitions (S)

D. Cash Flow Statement

Cash and investment holdings total \$167.77 million as at 31 March 2019 which has increased by \$14.19 million since 30 June 2018. Total cash and investment holdings are made up of operating cash (\$27.15 million) and restricted cash (\$140.62 million).

Please refer to the next page for a detailed listing of Restricted Cash which is set aside for specific purposes.

Cash flows from operating activities – net inflow of \$53.74 million. The major inflows are rates \$110.52 million, trust funds and deposits taken \$23.77 million, grants \$24.64 million, other income \$6.70 million, user fees \$6.50 million and statutory fees and fines \$5.03 million. The major outflows are employee costs \$57.05 million, materials and services \$52.27 million and trust funds and deposits repaid \$21.80 million.

Trust funds and deposits taken and repaid mainly relate to developer contribution funds and fire services property levies. The remittance of the fire services property levy (FSPL) and FSPL levy interest amounts are made to the State Revenue Office (SRO) in four payments in accordance with Section 41(1) of the FSPL Act. An instalment is due and payable to the Commissioner of State Revenue 28 days after the due date of rates instalments. Council collects FSPL on behalf of the State Government.

Cash flows from investing activities – are a net outflow of \$34.76 million and include:

- \$35.22 million for capital works expenditure. The detailed capital works schedule is included in this report as **Appendix 1**. Please note the difference between the two capital expenditure amounts is due to the movement in capital trade creditors at the start and end of the reporting period. Appendix 1 is on an accrual basis.
- \$458,000 proceeds on asset sales mainly relating to the fleet replacement program.

Cash flows from financing activities – is an outflow of \$4.79 million. Council incurred \$2.35 million in finance costs on its borrowings and repaid \$2.44 million on existing loans.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Restricted cash - Restricted cash represents funds that are set aside for specific purposes, as detailed in the following tables.

| Type | 31 March 2019 \$'000 | Notes |
|--|-------------------------|---|
| Reserve funds | | |
| Council funded Development Contribution Plans (DCP) reserve | 13,724 | Reserved for specific expenditure in accordance with the published DCP. |
| Open space – planning, development and improvements | 11,081 | Reserved for enhancing the City's open space by planning, development and improvements. |
| Open space – acquisitions | 6,000 | To fund acquisitions of new open space land. |
| Major projects reserve | 35,277 | Holds funds realised from the sale of Council's property assets and will be utilised for investing in other properties. |
| Keysborough South Maintenance Levy | 2,009 | Reserve for specific maintenance expenditure relating to this area. |
| Spring Valley landfill rehabilitation | 936 | This reserve is for the rehabilitation of the Spring Valley landfill site. |
| Re-vegetation reserves | 281 | These funds are to meet native re-vegetation requirements on Council's reserves. |
| Insurance fund reserve | 842 | This fund has been created to meet large and unexpected policy excesses on multiple insurance claims. |
| Local Government Funding Vehicle (LGFV) – sinking fund | 4,900 | The purpose of this reserve is to provide for the \$4.90 million principal repayment required on maturity of the interest-only Local Government Funding Vehicle (LGFV) in 2019-20 and to provide future borrowing capacity for major infrastructure projects. |
| Springvale Activity Precinct Parking and Development reserve | 96 | This reserve is to fund development in the Springvale Activity Centre. |
| Dandenong Activity Precinct Parking and Development reserve | 382 | This reserve is to fund development in the Dandenong Activity Centre. |
| General reserve (Aged Care) | 3,880 | Funds set aside for the aged care reforms. |
| Grants in Advance reserve | 1,220 | Funds set aside for grants received in advance. |
| Total reserve funds | 80,628 | |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

| Type | 31 March 2019 \$'000 | Notes |
|---|-------------------------|---|
| Employee provisions | | |
| Long service leave | 10,689 | Funds set aside to meet long service leave commitments. |
| Annual leave and other | 6,086 | Funds set aside to meet annual leave and rostered days off (RDO) commitments. |
| Employee provisions | 16,775 | |
| Trust funds and deposits | | |
| Development Contribution Plans | 34,945 | Pending completion of works. |
| Fire services property levy collected and due | 806 | Payable to State Revenue Office – legislative requirement. |
| Open space contributions | 2,630 | Pending completion of works. |
| Landscape deposits | 1,851 | Pending completion of works. |
| Road deposits | 411 | Pending completion of works. |
| Other trust funds and deposits | 2,576 | Refundable upon finalisation of programs. |
| Total trust funds and deposits | 43,219 | |
| Total restricted cash | 140,622 | |

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2018 – 31 March 2019

E. Statement of Capital Works

Total capital expenditure at 31 March 2019 was \$31.76 million. A further \$20.72 million was committed at the end of March. The **Capital Expenditure Report (Appendix 1)** contains the expenditure status of each of the approved capital projects.

The timing of cash outflows and project completion can differ for capital projects. Commentary on the status of each project with major year to date variances (greater than \$300,000) is provided below. Please note that the variances detailed below are the total of all asset classes by capital project whereas the Capital Expenditure report details the variances separately by asset class and capital project.

Property

- **3043 Springvale Community Precinct (\$1.94 million favourable)** – The Springvale Library and Community Hub is progressing well and it is expected that the level one slab will be completed by early April 2019. The Northern landscape is under way, but work has been slowed due to the asbestos remediation process. All remediated soil is being disposed off-site.
- **3255 Yarraman Oaks Primary NEYLF (\$305,000 unfavourable)** - The building is now complete and operational. Awaiting final handover documents before the project can be closed. This unfavourable variance has been reflected in the full year forecast.
- **3792 Dandenong Market Back of House - Coolroom (\$408,000 favourable)** – Project initiation meeting with key stakeholders complete. Building permit application submitted. Works scheduled to start late April 2019.

Infrastructure

- **3631 Dandenong Park Master Plan (\$1.04 million favourable)** – The toilet block has reached lock up and fit out stage and is progressing well. The broader surrounding stage two works including the Stan Prior stage, seating, ball play area and paths are well underway and will be completed by the end of financial year.
- **3490 Springvale Road Boulevard (\$682,000 favourable)** – Tender for stage one construction has been advertised and now closed. Awaiting VicRoads and United Energy for approval prior to works being awarded. Stage two design has commenced.
- **3794 Tatterson Park Master Plan (\$310,000 favourable)** – Stage one (access road and parking area site cleaning) completed. Stage two – car park preparation of final layer of crushed rock base is in progress. Asphalt works have been scheduled for mid April 2019.
- **3418 Municipal wide – Local Area Traffic Management post audit (\$414,000 favourable)** – Jones Road construction has been awarded, traffic management plans are currently being prepared and construction is expected to commence by mid April 2019. Carlton Road will be completed by end of April 2019. The Loch/Cheam intersection has had civil design complete and the lighting design has been submitted. Callander Road design has been completed and lighting design submitted. Heyington Crescent preliminary design is almost complete although a revision of the kerb outstands will be required.

Plant, machinery and equipment

- **1445 Fleet purchases (\$797,000 favourable)** – Heavy plant purchase orders have been finalised, passenger and commercial vehicle procurement is almost complete with final purchases to be confirmed in April.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Appendix 1

Capital Expenditure

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

CIP Expenditure

For the period 1 July 2018 - 31 March 2019

| | YTD ACTUAL \$ | YTD BUDGET \$ | YTD VARIANCE \$ | COMMIT \$ | ANNUAL MID YEAR BUDGET \$ | FULL YEAR FORECAST \$ | ANNUAL ORIGINAL BUDGET \$ |
|--|---------------------|---------------------|-----------------------|------------------|------------------------------------|--------------------------------|------------------------------------|
| PROPERTY | | | | | | | |
| Buildings | | | | | | | |
| 3015. Robert Booth Reserve Pavillion | 644,147 | 615,933 | (28,214) | - | 615,933 | 644,147 | - |
| 3037. Jan Wilson Cctr | 49,353 | 50,000 | 647 | - | 50,000 | 50,000 | - |
| 3043. Springvale Community Precinct | 7,203,566 | 9,143,000 | 1,939,434 | 8,258,184 | 17,814,011 | 17,814,011 | 18,528,799 |
| 3100. Pilot Renewable Energy Program | - | 77,239 | 77,239 | - | 77,239 | 77,239 | - |
| 3177. Dandenong Civic Ctr-HVAC Gas Boiler | - | - | - | 66,620 | - | 280,000 | - |
| 3178. OHS Priority Projects | - | - | - | 5,690 | - | 23,000 | - |
| 3179. Shepley Regional Multipurpose Ctre | 89,146 | - | (89,146) | 1,200 | - | 89,146 | - |
| 3199. IT System - Tom Houlihan Centre | - | - | - | - | 31,386 | 31,386 | - |
| 3200. Masonic Hall | 30,122 | 90,000 | 59,878 | 157,646 | 200,000 | 200,000 | 200,000 |
| 3219. Thomas Carroll Pavillion | 31,997 | 330,000 | 298,003 | - | 2,425,000 | 2,425,000 | 2,000,000 |
| 3235. Alex Nelson Reserve | 1,330,345 | 1,339,509 | 9,164 | 102,452 | 1,339,509 | 1,339,509 | - |
| 3251. Building Large Renewal-Alex Wilkie | 379,635 | 400,000 | 20,365 | 25,775 | 400,000 | 400,000 | - |
| 3255. Yarraman Oaks Primary NEYLF | 1,024,910 | 720,087 | (304,823) | 33,712 | 720,087 | 1,024,910 | - |
| 3257. 144 Thomas Street Car Park | 114,457 | 110,000 | (4,457) | 281,766 | 330,000 | 330,000 | 330,000 |
| 3304. Operations Centre-Security Improve. | 33,174 | 50,000 | 16,826 | 8,815 | 50,000 | 50,000 | 50,000 |
| 3315. D'ngong Indoor Sports Stad MPIn Imp | 23,350 | 108,500 | 85,150 | 422 | 108,500 | 108,500 | - |
| 3512. Menzies Ave Res Hall - Kitchen | 34,605 | 38,500 | 3,895 | 9,959 | 50,000 | 50,000 | 50,000 |
| 3548. Keysborough South Community Hub Dev | - | - | - | - | - | - | 1,000,000 |
| 3617. Tom Houlihan Ctre - Improv. Works | 254,636 | 175,005 | (79,631) | 9,065 | 175,005 | 254,636 | 100,000 |
| 3772. Dandenong Market car park | - | - | - | - | 40,000 | 40,000 | - |
| 3783. Dandenong Market Alfresco | 204,210 | 31,034 | (173,176) | 36,550 | 31,034 | 204,210 | - |
| 3792. Dandenong Mkt Back of House-Coolrm | 61,897 | 469,588 | 407,691 | 69,670 | 782,112 | 571,451 | 350,000 |
| 3793. Dandenong Market Utility Srv Infra | 43,080 | 128,682 | 85,602 | - | 175,682 | 175,682 | 100,000 |
| 3801. Dandenong Civic Ctre Impl.Solar Pan | 112,289 | 114,800 | 2,511 | 58,326 | 120,000 | 120,000 | 120,000 |
| 3802. Building Energy Efficiency Program | 83,783 | 178,822 | 95,039 | 1,291 | 510,922 | 310,922 | 510,922 |
| 3803. Building Capital Program Minor Work | 11,547 | 116,100 | 104,553 | 4,470 | 215,000 | 215,000 | 215,000 |
| 3804. CCTV/Security Capital Program | 135,580 | 139,800 | 4,220 | 18,281 | 170,000 | 170,000 | 170,000 |
| 3805. Municipal Early Years Infrast. Plan | - | - | - | - | 80,000 | 80,000 | 80,000 |
| 3806. Drum Theatre - Motorise Light Bars | - | - | - | - | 176,000 | 176,000 | 176,000 |
| 3807. Drum Theatre - Auditorium Chairs | - | - | - | - | 200,000 | 200,000 | 200,000 |
| 3808. Drum Theatre - Design Lighting Upgr | - | - | - | - | 26,608 | 26,608 | 26,608 |
| 3809. Dandenong Mkt Convert Analogue CCTV | 87,485 | 50,000 | (37,485) | - | 50,000 | 87,485 | 50,000 |
| 3810. D'ngong Nth Senior Citizen Ctr Hall | 1,256 | 18,000 | 16,744 | 1,273 | 200,000 | 200,000 | 200,000 |
| 3811. Walker St Multi-deck Car Pk Roof | 166,929 | 175,000 | (11,929) | - | 175,000 | 175,000 | 175,000 |
| 3812. The Castle Armysage Hall | - | - | - | - | 15,000 | 15,000 | 15,000 |
| 3813. Shalimar Kindergarten MCH | - | - | - | - | 30,000 | 30,000 | 30,000 |
| 3814. D'ngong Nth Senior Citizen Ctr Latha | 27,519 | 31,000 | 3,481 | 230 | 40,000 | 40,000 | 40,000 |
| 3815. Frederick Wachter Res.Tennis Club | 8,376 | 9,700 | 1,324 | - | 20,000 | 20,000 | 20,000 |
| 3816. Springvale Town Hall Stage | 31,590 | 26,000 | (5,590) | - | 26,000 | 31,590 | 26,000 |
| 3817. Civic Archive Extension of Building | - | - | - | 11,725 | 40,000 | 40,000 | 40,000 |
| 3818. Rowley Allan Res Football Pavillion | 4,050 | 24,920 | 20,870 | 9,959 | 116,000 | 116,000 | 116,000 |
| 3872. Building Renewal Prg.-Reactive Work | 140,636 | 95,000 | (45,636) | 75,778 | 200,000 | 200,000 | 200,000 |
| 3873. Building Renewal Prg.- DDA | 8,160 | 95,000 | 86,840 | - | 200,000 | 200,000 | 200,000 |
| 3874. Building Renewal Prg.- HVAC | 148,701 | 159,244 | 10,543 | 26,662 | 174,900 | 174,900 | 174,900 |
| 3875. Building Renewal Prg.-Public Toilet | 95,257 | 228,000 | 132,743 | - | 480,000 | 95,257 | 480,000 |
| 3876. Building Renewal Prg.- Bathroom | 69,747 | 110,960 | 41,213 | 112,017 | 233,600 | 233,600 | 233,600 |
| 3877. Building Renewal Prg.- Flooring | 137,593 | 153,338 | 15,745 | 32,217 | 236,500 | 236,500 | 236,500 |
| 3878. Building Renewal Prg.- Lift Refurb. | 59,593 | 40,375 | (19,218) | 38,415 | 85,000 | 85,000 | 85,000 |
| 3879. Building Renewal Prg.- Minor Works | 277,115 | 300,372 | 23,257 | 109,220 | 354,450 | 354,450 | 354,450 |
| 3880. Building Renewal Prg.- Roof | 86,196 | 99,875 | 13,679 | 35,404 | 145,000 | 145,000 | 145,000 |
| 3881. Building Renewal Prg.- Structure | 28,958 | 48,907 | 19,949 | 151,468 | 102,965 | 102,965 | 102,965 |
| 3882. Building Renewal Prg.- Disposal | 49,826 | 50,000 | 174 | 42,461 | 50,000 | 50,000 | 50,000 |
| 3883. Building Renewal Prg.- Kitchen & Eq | 129,134 | 126,000 | (3,134) | 103,060 | 200,000 | 200,000 | 200,000 |
| 3884. Building Renewal Prg.-Oasis Spa | 1,811 | 16,625 | 14,814 | - | 35,000 | 35,000 | 35,000 |
| 3885. Building Renewal Prg.-Oasis Sand | 12,788 | 14,250 | 1,462 | - | 30,000 | 30,000 | 30,000 |
| 3897. Frederick Wachter Resv. Clubrooms | 7,275 | 8,000 | 725 | 33,904 | 40,000 | 40,000 | - |
| 3899. Noble Park Aquatic Ctre-Sand Replm. | - | - | - | - | 110,000 | 110,000 | - |
| Investment Property | | | | | | | |
| 3069. Property Acquisition | 2,336,810 | 2,336,810 | - | - | 2,336,810 | 2,336,810 | - |
| Leasehold Improvements | | | | | | | |
| 3165. Police Paddocks Pavillion | 40,940 | 41,000 | 60 | 33,448 | 46,552 | 46,552 | - |
| 3819. Police Paddocks Res. Concept Plan | - | - | - | - | 100,000 | 100,000 | 100,000 |
| Land | | | | | | | |
| 3548. Keysborough South Community Hub Dev | 3,152 | 4,000 | 848 | - | 3,132,229 | 3,132,229 | 3,000,000 |
| Total property | 15,876,726 | 18,688,975 | 2,812,249 | 9,967,136 | 35,919,034 | 36,144,695 | 30,546,744 |

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

CIP Expenditure

For the period 1 July 2018 – 31 March 2019

| | YTD ACTUAL \$ | YTD BUDGET \$ | YTD VARIANCE \$ | COMMIT \$ | ANNUAL MID YEAR BUDGET \$ | FULL YEAR FORECAST \$ | ANNUAL ORIGINAL BUDGET \$ |
|---|---------------------|---------------------|-----------------------|------------------|------------------------------------|--------------------------------|------------------------------------|
| PLANT AND EQUIPMENT | | | | | | | |
| Plant, machinery and equipment | | | | | | | |
| 1445. Fleet Purchases | 525,598 | 1,322,297 | 796,699 | 1,848,158 | 2,962,900 | 2,962,900 | 2,262,900 |
| 3820. Noble Park Aquatic Ctr Mechn.&Pump | 5,478 | 2,000 | (3,478) | - | 25,000 | 25,000 | 25,000 |
| 3821. Oasis Leisure Ctr Mechn. & Pump | 12,193 | 7,200 | (4,993) | - | 90,000 | 90,000 | 90,000 |
| Library books | | | | | | | |
| 3104. Library Resources | 659,953 | 672,781 | 12,828 | 471,632 | 975,712 | 975,712 | 1,160,712 |
| Computers and telecommunications | | | | | | | |
| 3276. Council website redevelopment | - | - | - | - | 60,000 | 60,000 | 60,000 |
| 3826. Upgrade ADSL Locations to Radio | 11,526 | 13,750 | 2,224 | 9,125 | 25,000 | 25,000 | 25,000 |
| 3827. Increase Wi-Fi Cover-Various Locatn | 34,902 | 38,350 | 3,448 | 11,030 | 45,000 | 45,000 | 45,000 |
| Fixtures, fittings and furniture | | | | | | | |
| 3314. Public hall equipment | 45,710 | 50,000 | 4,290 | 2,847 | 50,000 | 50,000 | 50,000 |
| 3822. Australia Day Recipients Tribute | - | - | - | - | 15,000 | 15,000 | 15,000 |
| 3823. Jan Wilson Community Ctr Furniture | - | - | - | 27,273 | 30,000 | 30,000 | 30,000 |
| 3824. Vaccine Fridge | 9,675 | 11,000 | 1,325 | - | 11,000 | 11,000 | 11,000 |
| 3825. Living Treasures Tribute | - | - | - | - | 46,200 | 46,200 | 46,200 |
| 3898. Robert Booth Alex Nelson&Thomas Pav | - | 50,000 | 50,000 | 44,348 | 50,000 | 50,000 | - |
| Total plant and equipment | 1,305,036 | 2,167,378 | 862,342 | 2,414,413 | 4,385,812 | 4,385,812 | 3,820,812 |
| INFRASTRUCTURE | | | | | | | |
| Parks, open space and streetscapes | | | | | | | |
| 3027. Fence renewal at sport & passive pk | 56,212 | 108,000 | 51,788 | 47,902 | 200,000 | 200,000 | 200,000 |
| 3028. Park Furniture Renewal | 8,551 | 27,000 | 18,449 | 8,344 | 50,000 | 50,000 | 50,000 |
| 3141. Thomas St Precinct Enhance(Afghan) | 459,116 | 409,363 | (49,753) | 33,100 | 835,604 | 835,604 | 400,000 |
| 3192. Douglas st. s/scape improv.proj. | - | - | - | - | 290,482 | 290,482 | - |
| 3208. Local Passive Res.(Park Land)-Var. | 26,344 | 29,871 | 3,527 | 5,593 | 29,871 | 29,871 | - |
| 3248. DCP Keysh. Sth Industrial Buffer | 78,521 | 247,611 | 169,090 | - | 309,514 | 309,514 | - |
| 3256. Safer Community Fund Mobile CCTV | - | - | - | 29,153 | 20,317 | 20,317 | - |
| 3258. Robert Booth Reserve Baseball Light | 41,006 | 205,800 | 164,794 | 784,716 | 815,000 | 815,000 | 815,000 |
| 3448. Passive Park Fence Renewal Program | - | 27,000 | 27,000 | - | 50,000 | 50,000 | 50,000 |
| 3490. Springvale Road Boulevard | 15,441 | 697,794 | 682,353 | 219,416 | 3,247,168 | 3,247,168 | 2,150,000 |
| 3498. Walker St D'ong-Streetscape | 1,392,520 | 1,360,000 | (32,520) | 152,638 | 2,069,406 | 2,069,406 | 1,000,000 |
| 3603. Metro 3175 Open Space Stage 1 | 177,783 | 180,000 | 2,217 | 35,047 | 180,000 | 180,000 | 180,000 |
| 3631. Dandenong Park Master Plan | 299,472 | 1,336,342 | 1,036,870 | 1,934,970 | 3,190,494 | 3,190,494 | 1,500,000 |
| 3649. Open Space Master plan | 604 | - | (604) | 10,035 | 236,000 | 236,000 | - |
| 3747. Streetscapes - Activity Centres | - | - | - | - | 300,000 | 300,000 | - |
| 3835. Park Signage Renewal Program | - | 16,200 | 16,200 | - | 30,000 | 30,000 | 30,000 |
| 3847. Decorative Public Light. Renewal Pr | 41,124 | 119,600 | 78,476 | 170,404 | 230,000 | 230,000 | 230,000 |
| 3848. Nhood Activity Ctre Framework Impl | - | - | - | 20,045 | 50,000 | 50,000 | 50,000 |
| 3849. Frederick Watcher Res. Master Plan | 16,420 | 30,000 | 13,580 | 7,190 | 150,000 | 150,000 | 150,000 |
| 3850. Vessels of Light Refurbish 5 Public | 10,532 | 10,000 | (532) | - | 14,000 | 14,000 | 14,000 |
| 3851. Sport Ground Sub Surface Drainage | 5,265 | 20,150 | 14,885 | 5,730 | 221,000 | 221,000 | 221,000 |
| 3852. Warner Res. Master Plan Impl. | 20,627 | 29,000 | 8,373 | - | 100,000 | 100,000 | 100,000 |
| 3853. Parkfield Res. Master Plan Impl. | 19,906 | 28,000 | 8,094 | 61,257 | 100,000 | 100,000 | 100,000 |
| 3854. Burden Park Res. Master Plan Imp. | 61,556 | 91,000 | 29,444 | 10,764 | 100,000 | 100,000 | 100,000 |
| 3855. Park Renewal Program | 87,976 | 128,100 | 40,124 | 93,598 | 210,000 | 210,000 | 210,000 |
| 3856. Warner Res. Tennis Club Replace Fen | 73,888 | 75,000 | 1,112 | 24,900 | 100,000 | 100,000 | 100,000 |
| 3857. Tatterson Park Passive Park Renewal | 6,304 | 14,000 | 7,696 | - | 50,000 | 50,000 | 50,000 |
| 3858. Coomoora Res. Floodlight Install. | - | 800 | 800 | 6,375 | 10,000 | 10,000 | 10,000 |
| 3859. Police Paddocks S'ball Fencing | - | 8,000 | 8,000 | - | 100,000 | 100,000 | 100,000 |
| 3860. Heritage Lights Refurb.& Restor. | - | 3,200 | 3,200 | - | 40,000 | 40,000 | 40,000 |
| 3861. Dandenong Bike Trail Sign. & Infrs | - | 2,400 | 2,400 | - | 30,000 | 30,000 | 30,000 |
| 3862. Lonsdale St. Joint Use Poles | - | 3,200 | 3,200 | 36,222 | 40,000 | 40,000 | 40,000 |
| 3863. Greaves Res. Wayfinding Signage | - | 3,200 | 3,200 | - | 40,000 | 40,000 | 40,000 |
| 3864. Dandenong Creek Trail Solar Powered | 13,478 | 20,000 | 6,522 | - | 20,000 | 20,000 | 20,000 |
| 3865. Tatterson Park Light Upgrade Oval 1 | 13,150 | 23,400 | 10,250 | 10,220 | 30,000 | 30,000 | 30,000 |
| 3866. D'ong Indoor Sports Stad Showcrt | - | 3,200 | 3,200 | - | 40,000 | - | 40,000 |
| 3867. Keysborough Bowls Club Floodlight | 3,140 | 28,000 | 24,860 | - | 100,000 | 100,000 | 100,000 |
| 3868. Brady Rd. Shop Precint Furn. & CCTV | 132,159 | 139,220 | 7,061 | 12,598 | 202,000 | 144,757 | 202,000 |
| 3869. Alan Corrigan Reserve Lights | 20,465 | 36,800 | 16,335 | 42,819 | 60,000 | 60,000 | 60,000 |
| 3886. Douglas St.NPark Streetscape Upgr | - | 24,000 | 24,000 | - | 300,000 | 300,000 | 300,000 |
| 3888. Dandenong Precinct Cultural Signs | - | - | - | 26,993 | 26,993 | 26,993 | - |
| 3889. Warner Reserve New Coaches Boxes | 20,771 | 20,000 | (771) | - | 20,000 | 20,771 | - |
| 3892. LXRA CCTV Works | - | - | - | - | 60,000 | 60,000 | - |
| 3896. Fotheringham Resv. Addition Interpr | - | - | - | 4,545 | 5,000 | 5,000 | - |

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ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

CIP Expenditure

For the period 1 July 2018 - 31 March 2019

| | YTD ACTUAL \$ | YTD BUDGET \$ | YTD VARIANCE \$ | COMMIT \$ | ANNUAL MID YEAR BUDGET \$ | FULL YEAR FORECAST \$ | ANNUAL ORIGINAL BUDGET \$ |
|---|---------------------|---------------------|-----------------------|-------------------|------------------------------------|--------------------------------|------------------------------------|
| Recreational, leisure and community facilities | | | | | | | |
| 3029. Playground Improvements | 234,583 | 309,927 | 75,344 | 202,383 | 507,727 | 507,727 | 430,000 |
| 3587. Irrigation Check Meters-Sportsground | - | - | - | 74,205 | 71,200 | 71,200 | 71,200 |
| 3622. Rosswood Tennis Club | 256,832 | 260,000 | 3,168 | 10,681 | 285,000 | 285,000 | - |
| 3651. Springvale Activity Centre-Laneways | 4,111 | 41,000 | 36,889 | 1,980 | 200,000 | 200,000 | 200,000 |
| 3837. Greaves Res.Tennis Court Resurf. | 20,746 | 110,000 | 89,254 | 364,910 | 500,000 | 500,000 | 500,000 |
| 3838. Ross Res.Turf Wicket Tables | - | - | - | - | 35,000 | 35,000 | 35,000 |
| 3839. Warner Res.Turf Wicket Tables | - | - | - | - | 35,000 | 35,000 | 35,000 |
| 3840. Alex Nelson Res. Cricket Net Replac | - | - | - | - | 175,000 | 175,000 | 175,000 |
| 3841. All Abilities Playground Concept | 24,337 | 56,000 | 31,663 | 114,500 | 150,000 | 150,000 | 150,000 |
| 3842. Lois Twohig Res.Exercise & Fitness | 61,530 | 33,900 | (27,630) | 720 | 110,000 | 110,000 | 110,000 |
| 3843. Police Paddocks S'ball Dug Out Shel | - | - | - | - | 20,000 | 20,000 | 20,000 |
| 3844. Tatterson Park Stage 1A Impl P'gnd | 26,045 | 74,000 | 47,955 | 23,062 | 200,000 | 200,000 | 200,000 |
| 3845. Norman Luth Res. Shade Options | - | - | - | 13,400 | 80,000 | 80,000 | 80,000 |
| 3846. George Andrews Res.TRY Build Contai | 20,353 | 81,800 | 61,448 | 2,795 | 280,000 | 280,000 | 220,000 |
| 3894. Lois Twohig Resv.Electronic S'board | 21,493 | 35,000 | 13,507 | 26,814 | 70,000 | 70,000 | - |
| 3895. Lois Twohig Resv. Shade Shelters | 10,038 | 30,000 | 19,962 | 23,235 | 60,000 | 60,000 | - |
| Roads | | | | | | | |
| 3187. Black Spot Prog.-Ellen St, S/Vale | - | - | - | 7,656 | - | - | - |
| 3188. Black Spot Prog.- Halton Rd, D/nong | - | - | - | 9,823 | - | - | - |
| 3189. Black Spot Prog. Lightwood Rd,S/val | 11,974 | - | (11,974) | - | - | 11,974 | - |
| 3190. Black Spot Prog.- Oakwood Ave,D/non | - | - | - | 9,579 | - | - | - |
| 3231. Local Road Upgrade & Reconstruction | 103,152 | 253,608 | 150,456 | 272,669 | 697,425 | 697,425 | 697,425 |
| 3246. Black Spot Prog-Birdwood & Wilma Av | - | 99,036 | 99,036 | 9,118 | 165,062 | 153,088 | - |
| 3247. Black Spot Prog-River End Rd * | (16,370) | 27,348 | 43,718 | - | 45,583 | 45,583 | - |
| 3373. Municipal wide, Kerb and Channel | 127,046 | 213,500 | 86,455 | 105,934 | 350,000 | 350,000 | 350,000 |
| 3418. Municipal Wide,LATM post audit | 853,830 | 1,268,090 | 414,260 | 144,058 | 1,268,090 | 1,268,090 | 850,000 |
| 3496. Safe System Road Infrastructure Prg | 404,706 | 372,500 | (32,206) | 15,000 | 500,000 | 500,000 | 500,000 |
| 3753. Local Road Surf./Rehabit. Prg | 2,848,680 | 2,947,047 | 98,367 | 513,458 | 3,721,910 | 3,721,910 | 3,721,910 |
| 3756. Local Road Rehab.Program-Bangholme | 1,529,205 | 1,400,656 | (128,549) | 6,541 | 1,400,656 | 1,524,750 | 1,150,000 |
| 3828. Activity Centre Proj. Mason St | 8,290 | 143,200 | 134,910 | 20,480 | 242,000 | 242,000 | 25,000 |
| 3829. Active Transport Infra Priority Rd | - | - | - | - | 55,000 | 55,000 | 55,000 |
| 3830. Springvale Rd Warwick Ave Rd Link | - | - | - | - | 50,000 | 50,000 | 50,000 |
| 3831. Bakers Rd, D'nong Nth Alter.Cross | 8,800 | 18,200 | 9,400 | 1,070 | 35,000 | 35,000 | 35,000 |
| 3890. Black Spot Prog-Thomas St/Scott St | 182,320 | 206,166 | 23,846 | 99,719 | 309,250 | 309,250 | - |
| 3891. Black Spot Prog-Windsor/Regent Ave | - | - | - | 9,860 | 107,350 | 107,350 | - |
| 3991. DCP-Chapel Rd Btw Villiers &Donnici | - | - | - | 6,460 | - | 240,000 | - |
| 3992. DCP - Perry Road South Upgrade | 103,492 | 171,749 | 68,257 | 286,150 | 858,751 | 858,751 | 858,751 |
| Bridges | | | | | | | |
| 3185. Municipal Wide - Bridges | 8,895 | 133,590 | 124,695 | 49,797 | 219,000 | 219,000 | 219,000 |
| 3832. Bridge Rectification Works Survey | - | - | - | 76,547 | 70,000 | 70,000 | 70,000 |
| 3993. DCP - Lyndhurst B1 Bridge | - | - | - | - | 397,535 | 397,535 | 397,535 |
| Footpath and cycleways | | | | | | | |
| 3174. Active Transport Infra.Priority Pat | 212,632 | 469,059 | 256,427 | 36,209 | 565,155 | 565,155 | 295,000 |
| 3355. Municipal Wide-Footpath Renewal | 773,180 | 574,000 | (199,180) | 189,650 | 1,400,000 | 1,400,000 | 1,400,000 |
| 3833. Dandenong Creek Shared Path Stage1B | - | - | - | - | 30,000 | 30,000 | 30,000 |
| 3834. Green Wedge Projects Design | 3,000 | 10,500 | 7,500 | 3,073 | 70,000 | 70,000 | 70,000 |
| Off street car parks | | | | | | | |
| 3303. Noble Park Community Centre | - | - | - | - | 50,000 | 50,000 | - |
| 3662. Metro 3175 | 17,068 | 130,127 | 113,059 | 21,055 | 130,127 | 130,127 | - |
| 3794. Tatterson Park Masterplan | 1,752,630 | 2,062,247 | 309,617 | 509,487 | 2,462,247 | 2,462,247 | 1,000,000 |
| 3870. Keysborough Sth & Meridian Estate | - | - | - | - | 50,000 | 50,000 | 50,000 |
| 3871. Queens Ave. Additional Car Park | 32,627 | 37,000 | 4,373 | - | 37,000 | 37,000 | 37,000 |
| Drainage | | | | | | | |
| 3019. Major Drainage Renewal Prg. | 1,031 | 244,000 | 242,969 | 4,160 | 400,000 | 400,000 | 400,000 |
| 3129. Drainage program | 1,690,894 | 1,970,025 | 279,131 | 1,207,035 | 3,311,424 | 3,311,424 | 2,305,000 |
| 3558. Pit Cover Replacement Program | 47,783 | 61,000 | 13,217 | 2,317 | 100,000 | 100,000 | 100,000 |
| 3728. Minor S/water Renewal Works | 73,531 | 112,850 | 39,319 | 64,407 | 185,000 | 185,000 | 185,000 |
| 3836. Water Quality Program | 16,136 | 38,250 | 22,114 | - | 255,000 | 255,000 | 255,000 |
| 3887. Silverleaf Ward Cap ContingencyFund | - | - | - | - | 505,000 | 505,000 | - |
| Total infrastructure | 14,576,929 | 19,500,626 | 4,923,696 | 8,334,571 | 37,125,341 | 37,432,963 | 25,544,821 |
| GRAND TOTAL | 31,758,692 | 40,356,979 | 8,598,286 | 20,716,120 | 77,430,187 | 77,963,470 | 59,912,377 |

* - Credit YTD actual balance for project 3247 relates to a refund of electrical works overpaid in the prior financial year.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Appendix 2

Investment Analysis

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

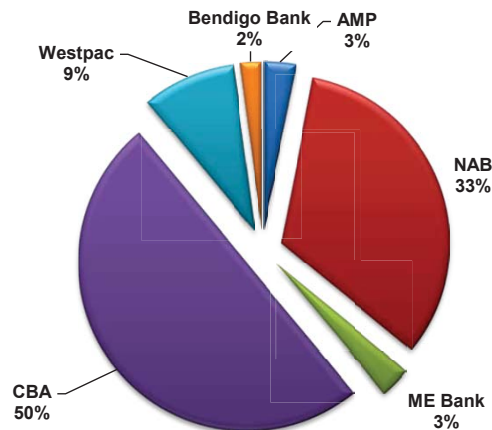


Financial Report for the period 1 July 2018 – 31 March 2019

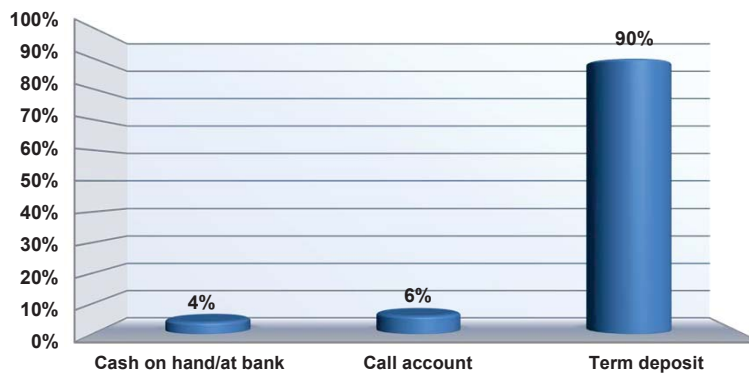
Cash and Investments

For the period 1 July 2018 - 31 March 2019

Investment Institutions



Portfolio Products



2.5.1 Q3 Council Quarterly Performance Report (Cont.)

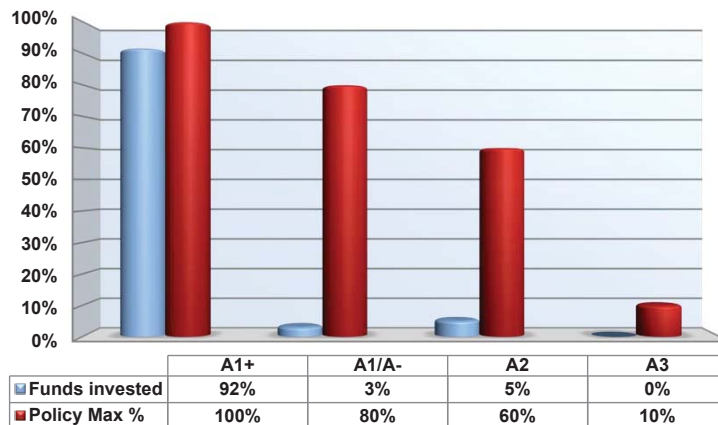


Financial Report for the period 1 July 2018 – 31 March 2019

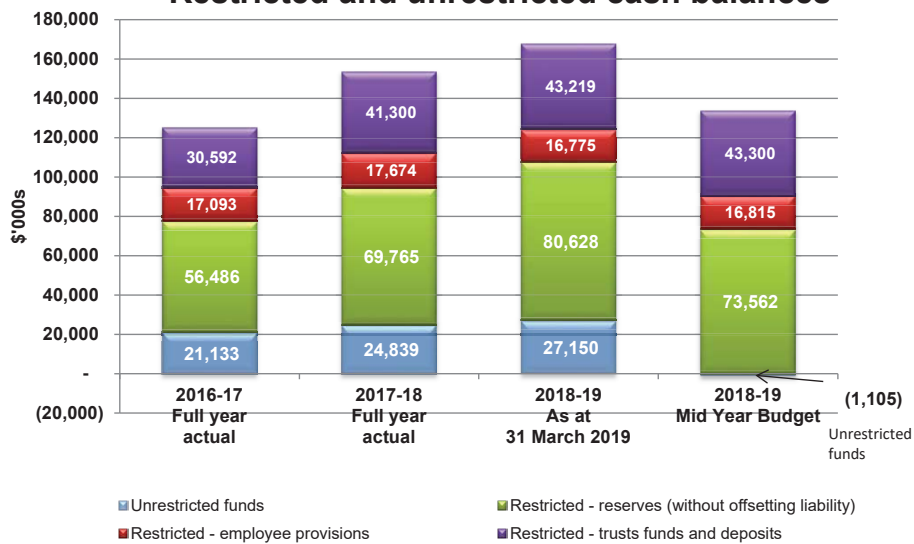
Cash and Investments

For the period 1 July 2018 – 31 March 2019

Investment Credit Rating



Restricted and unrestricted cash balances

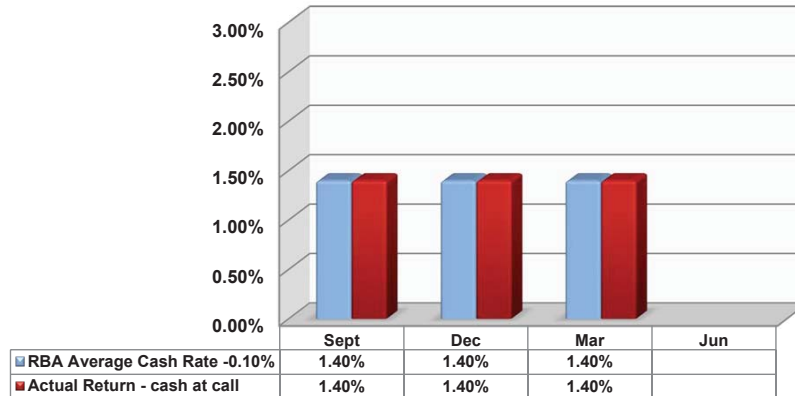


2.5.1 Q3 Council Quarterly Performance Report (Cont.)

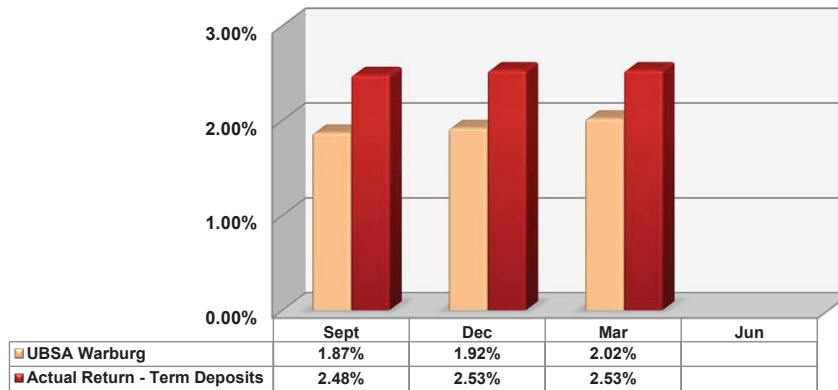


Financial Report for the period 1 July 2018 – 31 March 2019

Benchmark Indicator - Cash at Call



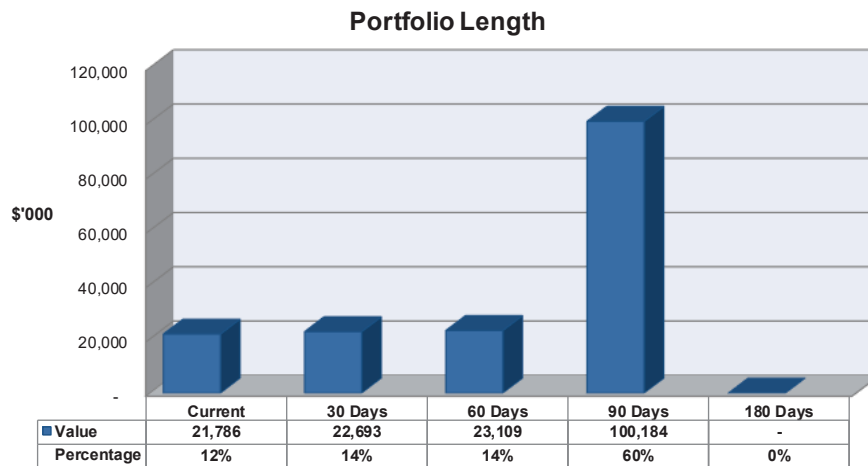
Benchmark Indicator - Term Deposits



2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019



2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Appendix 3

Directorate Analysis

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Total Operating Results For the period 1 July 2018 – 31 March 2019

CGD BY DIRECTORATE

| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET FORECAST \$'000 | FULL YEAR FORECAST \$'000 | MYB to VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
|----------------------------------|-------------------------|-------------------------|---------------------------|---|---------------------------------|------------------------------|--|
| Income | | | | | | | |
| Chief Executive Office | - | - | - | - | - | - | - |
| Greater Dandenong Business | 526 | 505 | 21 | 555 | 683 | 128 | 330 |
| Corporate Services | 3,203 | 2,986 | 217 | 4,054 | 4,196 | 142 | 4,054 |
| Engineering Services | 16,888 | 16,760 | 128 | 24,384 | 22,790 | (1,594) | 24,173 |
| City Planning Design and Amenity | 11,052 | 11,189 | (137) | 14,500 | 14,368 | (132) | 13,859 |
| Community Services | 17,298 | 17,171 | 127 | 22,515 | 21,730 | (785) | 20,552 |
| Non-Directorate ^(a) | 102,620 | 100,530 | 2,090 | 145,637 | 147,457 | 1,820 | 150,530 |
| Capital Works Program | 3,418 | 3,464 | (46) | 6,103 | 6,528 | 425 | 1,654 |
| Total income | 155,005 | 152,605 | 2,400 | 217,748 | 217,752 | 4 | 215,152 |
| Expenses | | | | | | | |
| Chief Executive Office | 514 | 488 | (26) | 640 | 657 | (17) | 640 |
| Greater Dandenong Business | 2,879 | 3,369 | 490 | 4,807 | 4,788 | 19 | 3,644 |
| Corporate Services | 15,067 | 16,059 | 992 | 21,288 | 21,214 | 74 | 21,095 |
| Engineering Services | 40,799 | 43,267 | 2,468 | 61,380 | 57,961 | 3,419 | 61,173 |
| City Planning Design and Amenity | 11,404 | 12,200 | 796 | 16,696 | 16,540 | 156 | 16,263 |
| Community Services | 32,068 | 35,249 | 3,181 | 46,835 | 50,064 | (3,229) | 41,892 |
| Non-Directorate ^(a) | 27,356 | 25,474 | (1,882) | 34,140 | 34,151 | (11) | 35,079 |
| Capital Works Program | - | - | - | - | - | - | - |
| Total expenses | 130,087 | 136,106 | 6,019 | 185,786 | 185,375 | 411 | 179,786 |
| Net surplus (deficit) | 24,918 | 16,499 | 8,419 | 31,962 | 32,377 | 415 | 35,366 |

^(a) Non Directorate includes non-attributable items such as rates income, developer's contributions, interest income, non-monetary assets, finance costs and depreciation.

Note. Total income and total expenditure may differ to the operating result on the previous page due to the treatment of proceeds from asset sales and associated written down value.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

CEO Directorate Operating Results For the period 1 July 2018 – 31 March 2019

| CEO DIRECTORATE | | | | | | | |
|--------------------------------|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|
| Notes | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
| Income | | | | | | | |
| Rates and charges | - | - | - | - | - | - | - |
| Statutory fees and fines | - | - | - | - | - | - | - |
| User fees | - | - | - | - | - | - | - |
| Grants - operating | - | - | - | - | - | - | - |
| Grants - capital | - | - | - | - | - | - | - |
| Contributions - monetary | - | - | - | - | - | - | - |
| Contributions - non-monetary | - | - | - | - | - | - | - |
| Asset sales | - | - | - | - | - | - | - |
| Other income | - | - | - | - | - | - | - |
| Total income | - | - | - | - | - | - | - |
| Expenses | | | | | | | |
| Employee costs | 418 | 405 | (13) | 542 | 553 | (11) | 542 |
| Materials and services | 90 | 78 | (12) | 92 | 98 | (6) | 92 |
| Bad and doubtful debts | - | - | - | - | - | - | - |
| Depreciation and amortisation | - | - | - | - | - | - | - |
| Borrowing costs | - | - | - | - | - | - | - |
| Carrying amount of assets sold | - | - | - | - | - | - | - |
| Other expenses | 6 | 5 | (1) | 6 | 6 | - | 6 |
| Total expenses | 514 | 488 | (26) | 640 | 657 | (17) | 640 |
| Net surplus (deficit) | (514) | (488) | (26) | (640) | (657) | (17) | (640) |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

| BUSINESS UNITS | | | | | | | |
|------------------------------|-------------------------|-------------------------|---------------------------|--|---------------------------------|---|--|
| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to YEAR FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
| Income | | | | | | | |
| CEO | - | - | - | - | - | - | - |
| Total income | - | - | - | - | - | - | - |
| Expenses | | | | | | | |
| CEO | 514 | 488 | (26) | 640 | 657 | (17) | 640 |
| Total expenses | 514 | 488 | (26) | 640 | 657 | (17) | 640 |
| Net surplus (deficit) | (514) | (488) | (26) | (640) | (657) | (17) | (640) |

Notes:

No comments required for this directorate.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Greater Dandenong Business Group Operating Results For the period 1 July 2018 – 31 March 2019

| GREATER DANDENONG BUSINESS GROUP | | | | | | | | |
|----------------------------------|-------|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|
| | Notes | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
| Income | | | | | | | | |
| Rates and charges | | - | - | - | - | - | - | |
| Statutory fees and fines | | - | - | - | - | - | - | |
| User fees | | 2 | 4 | (2) | 5 | 5 | - | 5 |
| Grants - operating | | 190 | 223 | (33) | 223 | 250 | 27 | 133 |
| Grants - capital | | - | - | - | - | - | - | - |
| Contributions - monetary | | 8 | - | 8 | - | 8 | 8 | - |
| Contributions - non-monetary | | - | - | - | - | - | - | - |
| Asset sales | | - | - | - | - | - | - | - |
| Other income | | 326 | 278 | 48 | 327 | 420 | 93 | 192 |
| Total income | | 526 | 505 | 21 | 555 | 683 | 128 | 330 |
| Expenses | | | | | | | | |
| Employee costs | 1 | 1,630 | 1,942 | 312 | 2,594 | 2,420 | 174 | 2,242 |
| Materials and services | 2 | 1,170 | 1,309 | 139 | 2,032 | 2,182 | (150) | 1,248 |
| Bad and doubtful debts | | - | - | - | - | - | - | - |
| Depreciation and amortisation | | - | - | - | - | - | - | - |
| Borrowing costs | | - | - | - | - | - | - | - |
| Carrying amount of assets sold | | - | - | - | - | - | - | - |
| Other expenses | | 79 | 118 | 39 | 181 | 186 | (5) | 154 |
| Total expenses | | 2,879 | 3,369 | 490 | 4,807 | 4,788 | 19 | 3,644 |
| Net surplus (deficit) | | | | | | | | |
| | | (2,353) | (2,864) | 511 | (4,252) | (4,105) | 147 | (3,314) |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

BUSINESS UNITS

| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to YEAR FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
|--------------------------------------|-------------------------|-------------------------|---------------------------|--|---------------------------------|---|--|
| Income | | | | | | | |
| Greater Dandenong Business Executive | 269 | 226 | 43 | 256 | 334 | 78 | 121 |
| Business Networks | 215 | 261 | (46) | 274 | 301 | 27 | 184 |
| Activity Centres Revitalisation | 38 | 4 | 34 | 5 | 41 | 36 | 5 |
| Economic Development | 4 | 14 | (10) | 20 | 7 | (13) | 20 |
| Total income | 526 | 505 | 21 | 555 | 683 | 128 | 330 |
| Expenses | | | | | | | |
| Greater Dandenong Business Executive | 658 | 580 | (78) | 691 | 789 | (98) | 518 |
| Business Networks | 762 | 938 | 176 | 1,315 | 1,307 | 8 | 763 |
| Activity Centres Revitalisation | 671 | 846 | 175 | 1,388 | 1,374 | 14 | 950 |
| Economic Development | 788 | 1,005 | 217 | 1,413 | 1,318 | 95 | 1,413 |
| Total expenses | 2,879 | 3,369 | 490 | 4,807 | 4,788 | 19 | 3,644 |
| Net surplus (deficit) | (2,353) | (2,864) | 511 | (4,252) | (4,105) | 147 | (3,314) |

Note – The Team 11 sub activity was transferred from Community Services to Greater Dandenong Business Executive in February 2019.

Notes:

Expenditure

Note 1 Employee costs (\$312,000 favourable) – The favourable variance is due to lower salary costs caused by vacant positions, extended leave taken by staff and lower than anticipated hours worked (Community Revitalisation Project \$156,000, Economic Development \$91,000, Activity Centres Revitalisation \$56,000 and Business Networking \$25,000). A favourable adjustment of \$173,000 has been reflected in the full year forecast.

Note 2 Materials and services (\$139,000 favourable) – The main items contributing to the favourable variance include:

- Administration costs (\$110,000) – lower expenditure for newsletters due to delay in commencement of projects (Economic Development \$76,000 and Indian Cultural Precinct \$30,000).
- Materials, maintenance and services (\$28,000) – lower expenditure due to delay in commencement of projects (Economic Development \$18,000 and Indian Cultural Precinct \$13,000).
- Contract services (\$24,000) – lower expenditure due to delay in commencement of projects (Activity Centres Revitalisation \$36,000).

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Corporate Services Directorate Operating Results For the period 1 July 2018 – 31 March 2019

| CORPORATE SERVICES DIRECTORATE | | | | | | | | |
|--------------------------------|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|----------|
| Notes | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 | |
| Income | | | | | | | | |
| Rates and charges | - | - | - | - | - | - | - | |
| Statutory fees and fines | 71 | 78 | (7) | 104 | 104 | - | 104 | |
| User fees | 17 | 9 | 8 | 12 | 18 | 6 | 12 | |
| Grants - operating | 40 | 40 | - | 41 | 40 | (1) | 41 | |
| Grants - capital | - | - | - | - | - | - | - | |
| Contributions - monetary | - | - | - | - | - | - | - | |
| Contributions - non-monetary | - | - | - | - | - | - | - | |
| Asset sales | - | - | - | - | - | - | - | |
| Other income | 3 | 3,075 | 2,859 | 216 | 3,897 | 4,034 | 137 | 3,897 |
| Total income | | 3,203 | 2,986 | 217 | 4,054 | 4,196 | 142 | 4,054 |
| Expenses | | | | | | | | |
| Employee costs | 4 | 9,219 | 9,805 | 586 | 13,153 | 12,988 | 165 | 13,004 |
| Materials and services | 5 | 4,558 | 5,105 | 547 | 6,585 | 6,646 | (61) | 6,541 |
| Bad and doubtful debts | - | - | - | - | - | - | - | - |
| Depreciation and amortisation | - | - | - | - | - | - | - | - |
| Borrowing costs | - | - | - | - | - | - | - | - |
| Carrying amount of assets sold | - | - | - | - | - | - | - | - |
| Other expenses | 6 | 1,290 | 1,149 | (141) | 1,550 | 1,580 | (30) | 1,550 |
| Total expenses | | 15,067 | 16,059 | 992 | 21,288 | 21,214 | 74 | 21,095 |
| Net surplus (deficit) | | (11,864) | (13,073) | 1,209 | (17,234) | (17,018) | 216 | (17,041) |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

| BUSINESS UNITS | | | | | | | |
|-------------------------------------|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|
| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
| Income | | | | | | | |
| Corporate Services Executive | - | - | - | - | - | - | - |
| Communications and Customer Service | 569 | 528 | 41 | 704 | 709 | 5 | 704 |
| Governance | 2,349 | 2,266 | 83 | 3,022 | 3,080 | 58 | 3,022 |
| Information Technology | 44 | - | 44 | - | 43 | 43 | - |
| Financial Services | 182 | 144 | 38 | 276 | 285 | 9 | 276 |
| People and Procurement Services | 59 | 48 | 11 | 52 | 79 | 27 | 52 |
| Total income | 3,203 | 2,986 | 217 | 4,054 | 4,196 | 142 | 4,054 |
| Expenses | | | | | | | |
| Corporate Services Executive | 382 | 416 | 34 | 571 | 554 | 17 | 571 |
| Communications and Customer Service | 3,832 | 4,363 | 531 | 5,839 | 5,686 | 153 | 5,839 |
| Governance | 2,124 | 2,284 | 160 | 3,021 | 3,066 | (45) | 3,021 |
| Information Technology | 3,439 | 3,383 | (56) | 4,480 | 4,491 | (11) | 4,392 |
| Financial Services | 1,928 | 2,000 | 72 | 2,697 | 2,700 | (3) | 2,651 |
| People and Procurement Services | 3,362 | 3,613 | 251 | 4,680 | 4,717 | (37) | 4,621 |
| Total expenses | 15,067 | 16,059 | 992 | 21,288 | 21,214 | 74 | 21,095 |
| Net surplus (deficit) | (11,864) | (13,073) | 1,209 | (17,234) | (17,018) | 216 | (17,041) |

Notes:

Income

Note 3 Other income (\$216,000 favourable) – The favourable variance is primarily due to higher than anticipated rental and recoveries income to date (Property Management Administration \$49,000, Senior Citizen Facilities \$24,000 and Jan Wilson Community Centre \$20,000) which are expected to balance out by the end of the financial year. In addition, higher income has been received for the Annual Mayoral Event which will be offset by associated donation expenditure (Members of Council \$33,000), unbudgeted Microsoft licencing recovery income (Information Technology \$44,000) which will be offset by licencing cost expenditure and higher rate debtor follow up recoveries (Property Revenue \$45,000). A favourable adjustment of \$137,000 has been reflected in the full year forecast.

Expenditure

Note 4 Employee costs (\$586,000 favourable) – The favourable variance is primarily due to lower salary costs caused by vacant positions, reduction in the use of casuals and changed working conditions (Call and Service Centres \$159,000, Civic Facilities \$90,000, IT Executive \$59,000, Governance \$31,000, Financial Services \$38,000, Corporate Services Executive \$17,000, Contracts \$18,000, Communications and Customer Service Executive \$17,000 and Records Management \$16,000), timing of delivery of programs (Occupational, Health and Safety \$119,000) and timing of training (Members of Council \$22,000). A favourable adjustment of \$164,000 has been reflected in the full year forecast.

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)Financial Report for the period 1 July 2018 – 31 March 2019

Note 5 Materials and services (\$547,000 favourable) – The main items contributing to the favourable variance include:

- Administration costs (\$240,000) – lower than anticipated costs for Council publications, postage, community education, subscriptions and catering (Communications and Customer Service Executive \$127,000, Records Management \$76,000 and Governance \$30,000).
- Consultants, professional services (\$198,000) – lower than anticipated legal costs (Organisational Development Executive \$97,000, Property Revenue \$24,000, Risk Management \$28,000 and Governance \$24,000).
- Utilities (\$78,000) – delay in receipt of invoices (Technical Services \$13,000, Civic Facilities \$11,000, Senior Citizens Facilities \$10,000, Members of Council \$10,000, Jan Wilson Community Centre \$8,000 and Paddy O'Donoghue Centre \$8,000).
- Materials, maintenance and services (\$43,000) – delay in receipt of invoices (Print Shop \$11,000, Call and Service Centres \$9,000, Senior Citizen Centres \$7,000, The Castle \$7,000, Property Management Administration \$6,000, Governance \$6,000, Southern Screen \$5,000 and Members of Council \$5,000).

This is partly offset by an unfavourable variance for Information technology (\$31,000) which is a combination of earlier than anticipated software expenditure (Technical Services \$38,000 and Governance \$30,000) and a delay in receipt of invoices (Organisational Development Executive \$38,000 and Occupational Health and Safety \$6,000).

Note 6 Other expenses (\$141,000 unfavourable) – The unfavourable variance is a result of invoices paid earlier than anticipated (Technical Services \$112,000 and Emergency Services \$14,000), which will correct in April. In addition, there has been higher expenditure for the Annual Mayoral Event which is offset by higher income received for this event.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Engineering Services Directorate Operating Results For the period 1 July 2018 – 31 March 2019

| ENGINEERING SERVICES DIRECTORATE | | | | | | | | |
|----------------------------------|-------|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|
| | Notes | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
| Income | | | | | | | | |
| Rates and charges | 7 | 14,651 | 14,508 | 143 | 19,352 | 19,458 | 106 | 19,352 |
| Statutory fees and fines | 8 | 209 | 122 | 87 | 162 | 441 | 279 | - |
| User fees | 9 | 372 | 660 | (288) | 912 | 593 | (319) | 1,000 |
| Grants - operating | | 243 | 280 | (37) | 280 | 280 | - | 143 |
| Grants - capital | | - | - | - | - | - | - | - |
| Contributions - monetary | | - | - | - | - | - | - | - |
| Contributions - non-monetary | | - | - | - | - | - | - | - |
| Asset sales | 10 | 438 | 635 | (197) | 847 | 847 | - | 847 |
| Other income * | 11 | 975 | 555 | 420 | 2,831 | 1,171 | (1,660) | 2,831 |
| Total income | | 16,888 | 16,760 | 128 | 24,384 | 22,790 | (1,594) | 24,173 |
| Expenses | | | | | | | | |
| Employee costs | 12 | 12,049 | 12,610 | 561 | 17,046 | 16,664 | 382 | 16,971 |
| Materials and services * | 13 | 28,435 | 30,370 | 1,935 | 43,907 | 40,775 | 3,132 | 43,875 |
| Bad and doubtful debts | | - | 8 | 8 | 16 | 16 | - | 16 |
| Depreciation and amortisation | | - | - | - | - | - | - | - |
| Borrowing costs | | - | - | - | - | - | - | - |
| Carrying amount of assets sold | 14 | 201 | 130 | (71) | 186 | 246 | (60) | 186 |
| Other expenses | | 114 | 149 | 35 | 225 | 260 | (35) | 125 |
| Total expenses | | 40,799 | 43,267 | 2,468 | 61,380 | 57,961 | 3,419 | 61,173 |
| Net surplus (deficit) | | (23,911) | (26,507) | 2,596 | (36,996) | (35,171) | 1,825 | (37,000) |

* The large 2018-19 forecast variances above relate mainly to the delay in landfill restoration works at Spring Valley Landfill and the associated recovery income expectation from member councils. Council's share of these costs are funded by reserves. The works will now take place in the 2019-20 financial year.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

BUSINESS UNITS

| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to YEAR FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
|-------------------------------------|-------------------------|-------------------------|---------------------------|--|---------------------------------|---|--|
| Income | | | | | | | |
| Engineering Services Executive | - | - | - | - | - | - | - |
| Infrastructure Services * | 16,074 | 15,850 | 224 | 23,138 | 21,557 | (1,581) | 23,002 |
| City Projects and Asset Improvement | 19 | 13 | 6 | 18 | 18 | - | 18 |
| Infrastructure Planning | 795 | 897 | (102) | 1,228 | 1,215 | (13) | 1,153 |
| Total income | 16,888 | 16,760 | 128 | 24,384 | 22,790 | (1,594) | 24,173 |
| Expenses | | | | | | | |
| Engineering Services Executive | 286 | 298 | 12 | 398 | 390 | 8 | 398 |
| Infrastructure Services * | 32,232 | 34,533 | 2,301 | 49,551 | 46,037 | 3,514 | 49,494 |
| City Projects and Asset Improvement | 7,002 | 6,901 | (101) | 9,299 | 9,476 | (177) | 9,289 |
| Infrastructure Planning | 1,279 | 1,535 | 256 | 2,132 | 2,058 | 74 | 1,992 |
| Total expenses | 40,799 | 43,267 | 2,468 | 61,380 | 57,961 | 3,419 | 61,173 |
| Net surplus (deficit) | (23,911) | (26,507) | 2,596 | (36,996) | (35,171) | 1,825 | (37,000) |

* The large 2018-19 forecast variances above relate mainly to the delay in landfill restoration works at Spring Valley Landfill and the associated recovery income expectation from member councils. Council's share of these costs are funded by reserves. The works will now take place in the 2019-20 financial year.

Notes:

Income

Note 7 Rates and charges - waste (\$143,000 favourable) – The favourable variance is due to better than anticipated income for additional waste services and supplementary waste charges. A favourable variance of \$106,000 has been reflected in the full year forecast.

Note 8 Statutory fees and fines (\$87,000 favourable) – The favourable variance is due to a reclassification of sub-division fee income to 'Statutory Fees' previously recognised and budgeted in 'User Fees' (Civil Development and Design \$87,000). The budget for sub-division fees is under 'User Fees' but actuals have been moved to 'Statutory Fees'. A favourable adjustment of \$278,000 has been reflected in the full year forecast.

Note 9 User fees (\$288,000 unfavourable) – Unfavourable variance due to the reclassification of sub-division fees to 'Statutory Fees' as per Note 8 above and lower than anticipated drainage plan approval fee income (Civil Development and Design \$235,000), combined with lower than anticipated asset protection fee income and pre-commencement inspection fee income that will not be achieved (Asset Protection \$61,000). An unfavourable adjustment of \$319,000 has been reflected in the full year forecast.

Note 10 Asset sales (\$197,000 unfavourable) – Unfavourable variance due to pending arrival of new plant and equipment currently on order before old plant can be sold (delivery lead times are difficult to forecast).

Note 11 Other income (\$420,000 favourable) – The favourable variance is a result of income from developers for Council to undertake corrective works at open space sites which did not meet the required standard at the time of hand-over to Council – which will be offset by associated expenditure (Parks Services \$268,000) and better than anticipated recovery income (Asset Protection \$100,000 and Roads \$50,000).

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Expenditure

Note 12 Employee costs (\$561,000 favourable) – Favourable variance due to delay in recruitment (Roads and Drains \$218,000, Parks Services \$165,000, Infrastructure Services and Planning Executive \$87,000, Asset Protection \$82,000, Transport \$54,000, Asset Management \$42,000, Civil Development and Design \$27,000 and Cleansing \$24,000) and reduced hours as staff member transitions to retirement (CIP Implementation \$31,000).

This favourable variance is partly offset by higher than anticipated temporary agency staff costs (City Projects and Asset Improvement Executive \$99,000 and Fleet Management \$37,000), unbudgeted costs for maternity leave payments (Building Maintenance \$20,000) and maternity leave payments unable to be transferred to the capital program (CIP Major Projects \$27,000).

A favourable adjustment of \$382,000 has been reflected in the full year forecast.

Note 13 Materials and services (\$1.94 million favourable) - The favourable variance is due to the timing of works and delay in receipt of invoices from contractors (Roads and Drains \$679,000, Waste Management \$517,000 and Cleansing \$252,000), lower than anticipated public lighting operation, maintenance and repair (OMR) costs and delay in expenditure relating to the street lighting light-emitting diode (LED) replacement program (Asset Management \$387,000).

This favourable variance is partly offset by higher than anticipated expenditure for general park maintenance (Parks Services \$230,000).

Note 14 Carrying amount of assets sold (\$71,000 unfavourable) - Higher than anticipated carrying amount of assets sold to date. This is a non-cash accounting entry.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

City Planning, Design & Amenity Directorate Results For the period 1 July 2018 – 31 March 2019

| CITY PLANNING, DESIGN & AMENITY | | | | | | | | |
|---------------------------------|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|----------------|
| Notes | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 | |
| Income | | | | | | | | |
| Rates and charges | - | - | - | - | - | - | - | - |
| Statutory fees and fines | 15 | 6,546 | 6,438 | 108 | 8,387 | 8,473 | 86 | 7,846 |
| User fees | 16 | 3,892 | 4,181 | (289) | 5,512 | 5,172 | (340) | 5,532 |
| Grants - operating | | 431 | 416 | 15 | 443 | 443 | - | 323 |
| Grants - capital | | - | - | - | - | - | - | - |
| Contributions - monetary | | - | - | - | - | - | - | - |
| Contributions - non-monetary | | - | - | - | - | - | - | - |
| Asset sales | | - | - | - | - | - | - | - |
| Other income | | 183 | 154 | 29 | 158 | 280 | 122 | 158 |
| Total income | | 11,052 | 11,189 | (137) | 14,500 | 14,368 | (132) | 13,859 |
| Expenses | | | | | | | | |
| Employee costs | 17 | 8,744 | 9,186 | 442 | 12,245 | 11,869 | 376 | 12,190 |
| Materials and services | 18 | 2,023 | 2,333 | 310 | 3,150 | 3,359 | (209) | 2,895 |
| Bad and doubtful debts | | 563 | 611 | 48 | 1,223 | 1,223 | - | 1,081 |
| Depreciation and amortisation | | - | - | - | - | - | - | - |
| Borrowing costs | | - | - | - | - | - | - | - |
| Carrying amount of assets sold | | - | - | - | - | - | - | - |
| Other expenses | | 74 | 69 | (5) | 78 | 89 | (11) | 97 |
| Total expenses | | 11,404 | 12,199 | 795 | 16,696 | 16,540 | 156 | 16,263 |
| Net surplus (deficit) | | (352) | (1,010) | 658 | (2,196) | (2,172) | 24 | (2,404) |

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

BUSINESS UNITS

| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
|---|-------------------------|-------------------------|---------------------------|--|------------------------------------|------------------------------|--|
| Income | | | | | | | |
| City Planning, Design and Amenity Exec. | 112 | 80 | 32 | 80 | 181 | 101 | 80 |
| Building Services | 598 | 477 | 121 | 640 | 751 | 111 | 557 |
| Planning and Design | 1,358 | 1,584 | (226) | 2,122 | 1,918 | (204) | 2,112 |
| Regulatory Services | 8,984 | 9,048 | (64) | 11,658 | 11,518 | (140) | 11,110 |
| Total income | 11,052 | 11,189 | (137) | 14,500 | 14,368 | (132) | 13,859 |
| Expenses | | | | | | | |
| City Planning, Design and Amenity Exec. | 499 | 419 | (80) | 535 | 630 | (95) | 535 |
| Building Services | 893 | 892 | (1) | 1,197 | 1,222 | (25) | 1,144 |
| Planning and Design | 3,469 | 4,181 | 712 | 5,600 | 5,224 | 376 | 5,344 |
| Regulatory Services | 6,543 | 6,707 | 164 | 9,364 | 9,464 | (100) | 9,240 |
| Total expenses | 11,404 | 12,199 | 795 | 16,696 | 16,540 | 156 | 16,263 |
| Net surplus (deficit) | (352) | (1,010) | 658 | (2,196) | (2,172) | 24 | (2,404) |

Notes:

Income

Note 15 Statutory fees and fines (\$108,000 favourable) – Favourable variance is due to better than anticipated income from parking fines and recoveries (Parking Management \$357,000) and hoarding, lodgement and permit fees (Building Services \$123,000).

This favourable variance is partly offset by a reduction in planning application fee income due to lower development activity (Statutory Planning \$198,000), lower than anticipated health/food infringements and a change in the street traders' registration process (Healthwise \$90,000).

Note 16 User fees (\$289,000 unfavourable) – Unfavourable variance is due to lower than anticipated income from off street ticket machines/meters (Parking Management \$299,000). An unfavourable variance of \$340,000 has been reflected in the full year forecast.

Expenditure

Note 17 Employee costs (\$442,000 favourable) – Favourable variance due to delay in recruitment (Statutory Planning \$228,000, Public Safety and Security \$54,000, Regulatory Services Administration \$53,000, Strategic Design and Sustainability Planning \$44,000, General Law Enforcement \$38,000, Parking Management \$28,000, Healthwise \$22,000 and Animal Management \$221,000). A favourable adjustment of \$377,000 has been reflected in the full year forecast.

Note 18 Materials and services (\$310,000 favourable) – Favourable variance due to delay in commencement of projects (Strategic Design and Sustainability Planning \$475,000) and delay in receipt of invoices (Public Safety and Security \$58,000 and Healthwise \$27,000).

This favourable variance is partly offset by higher than anticipated statutory lodgement fees (Parking Management \$120,000 and Animal Management \$59,000), legal costs (Statutory Planning \$38,000) and extension of the Level Crossing Removal Project to 31 December 2018 (\$75,000).

An unfavourable adjustment of \$137,000 has been reflected in the full year forecast which mainly relates to the Parking Management statutory lodgement fee expenditure.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Community Services Directorate Operating Results For the period 1 July 2018 – 31 March 2019

| COMMUNITY SERVICES DIRECTORATE | | | | | | | | | | | |
|--------------------------------|-------|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|----------|---------|----------|
| | Notes | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 | | | |
| Income | | | | | | | | | | | |
| Rates and charges | | - | - | - | - | - | - | - | | | |
| Statutory fees and fines | | - | - | - | - | - | - | - | | | |
| User fees | 19 | 1,652 | 1,879 | (227) | 2,669 | 2,440 | (229) | 3,079 | | | |
| Grants - operating | 20 | 14,540 | 14,197 | 343 | 18,411 | 17,943 | (468) | 16,094 | | | |
| Grants - capital | | - | - | - | - | - | - | - | | | |
| Contributions - monetary | | 63 | 41 | 22 | 41 | 76 | 35 | - | | | |
| Contributions - non-monetary | | - | - | - | - | - | - | - | | | |
| Asset sales | | - | - | - | - | - | - | - | | | |
| Other income | | 1,043 | 1,054 | (11) | 1,394 | 1,271 | (123) | 1,379 | | | |
| Total income | | 17,298 | 17,171 | 127 | 22,515 | 21,730 | (785) | 20,552 | | | |
| Expenses | | | | | | | | | | | |
| Employee costs | 21 | 22,453 | 25,681 | 3,228 | 34,337 | 33,579 | 758 | 30,806 | | | |
| Materials and services | 22 | 7,840 | 7,419 | (421) | 9,913 | 10,834 | (921) | 8,584 | | | |
| Bad and doubtful debts | | - | - | - | 1 | - | 1 | 1 | | | |
| Depreciation and amortisation | | - | - | - | - | - | - | - | | | |
| Borrowing costs | | - | - | - | - | - | - | - | | | |
| Carrying amount of assets sold | | - | - | - | - | - | - | - | | | |
| Other expenses | 23 | 1,775 | 2,149 | 374 | 2,584 | 5,651 | (3,067) | 2,501 | | | |
| Total expenses | | 32,068 | 35,249 | 3,181 | 46,835 | 50,064 | (3,229) | 41,892 | | | |
| Net surplus (deficit) | | | | | (14,770) | (18,078) | 3,308 | (24,320) | (28,334) | (4,014) | (21,340) |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

BUSINESS UNITS

| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to YEAR FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
|---------------------------------------|-------------------------|-------------------------|---------------------------|--|---------------------------------|---|--|
| Income | | | | | | | |
| Community Services Executive | - | - | - | - | - | - | - |
| Community Wellbeing | 8,400 | 7,754 | 646 | 10,142 | 10,508 | 366 | 8,697 |
| Community Care | 7,078 | 7,375 | (297) | 9,965 | 9,077 | (888) | 9,659 |
| Community Arts, Culture and Libraries | 1,820 | 2,042 | (222) | 2,408 | 2,145 | (263) | 2,196 |
| Total income | 17,298 | 17,171 | 127 | 22,515 | 21,730 | (785) | 20,552 |
| Expenses | | | | | | | |
| Community Services Executive | 329 | 333 | 4 | 452 | 450 | 2 | 452 |
| Community Wellbeing | 14,992 | 17,417 | 2,425 | 23,205 | 23,646 | (441) | 19,060 |
| Community Care | 9,146 | 9,657 | 511 | 12,914 | 15,642 | (2,728) | 12,689 |
| Community Arts, Culture and Libraries | 7,601 | 7,842 | 241 | 10,264 | 10,326 | (62) | 9,691 |
| Total expenses | 32,068 | 35,249 | 3,181 | 46,835 | 50,064 | (3,229) | 41,892 |
| Net surplus (deficit) | (14,770) | (18,078) | 3,308 | (24,320) | (28,334) | (4,014) | (21,340) |

Notes:

Income

Note 19 User fees (\$227,000 unfavourable) – Unfavourable variance due to lower than expected fee income (Family Day Care \$96,000 and Food Services \$53,000) - the former being offset by higher grant income and the latter being matched by lower program expenditure. In addition, lower than anticipated theatre, rental and sponsorship income contributes to this unfavourable variance (Drum Theatre \$62,000). An unfavourable adjustment of \$229,000 has been reflected in the full year forecast.

Note 20 Grants – operating (\$343,000 favourable) - Favourable variance due to:

Unbudgeted grant funding received for:

- Refugee Immunisation Project \$90,000 (reflected in the full year forecast)
- Community Funding (Neighbourhood House Program) \$39,000 (sent to Council in error)

Grants higher than budget for variable client based services:

- Family Day Care \$554,000 (mostly matched by higher payments to educators)
- Food Services \$21,000

Additional funding received:

- Right@Home \$12,000

The favourable variance is partially offset by:

Grants lower than budget for variable client based services:

- Home and Community Care \$245,000 (due to difference between actual and budgeted target achievements).

ORDINARY COUNCIL MEETING - AGENDA

2.5.1 Q3 Council Quarterly Performance Report (Cont.)

Financial Report for the period 1 July 2018 – 31 March 2019

Delay in receipt of grants for:

- Child First \$93,000
- Maternal and Child Health \$41,000
- Planned Activity Group \$27,000

An unfavourable adjustment of \$468,000 has been reflected in the full year forecast, mainly attributable to the Community Care department and estimates of target achievement in 2018-19.

Expenses

Note 21 Employee costs (\$3.23 million favourable) - Favourable variance due to delay in recruitment (Maternal and Child Health \$328,000, Enhanced MCH Program \$191,000, Cultural Development \$160,000, Access and Quality Systems \$141,000, Youth Engagement \$137,000, Children Support Services \$107,000, Senior Citizens Centres \$69,000, Youth and Family Support \$65,000, Community Property \$58,000, Youth Development \$40,000 and Community Development \$34,000), staff on extended leave (Library \$182,000, HACC – Assessment and Team Leaders \$103,000, Family Day Care \$99,000, Planned Activity Group \$91,000, Community Funding \$28,000 and Community Care Executive \$28,000) and lower overtime and training in Home and Community Care (HACC) (\$103,000).

This favourable variance is partly offset by higher than anticipated temporary agency staff costs (Festivals and Events \$57,000 and Sports Planning \$25,000).

Overall, a favourable variance of \$757,000 has been reflected in the full year forecast. Of the favourable year to date employee cost variance, \$1.33 million relates to grant funded programs in Community Services, which require an acquittal (Child First \$547,000, Playgroups Initiative \$252,000, Right@Home \$216,000, New Directions – Mothers and Babies \$109,000, Drug Strategy \$76,000, Preschool Field Officer \$51,000, Preventative Health \$37,000 and Best Start \$30,000). Any unspent grant funds relating to these programs will be carried forward to the 2019-20 financial year.

Note 22 Materials and services (\$421,000 unfavourable) - Unfavourable variance due to:

- Higher payments to educators (Family Day Care \$514,000). This is a client based service that varies throughout the year and matches the higher grant income in this program.
- IT costs (\$115,000) – mainly due to expenditure occurring earlier than anticipated (Home and Community Care \$40,000 and Library Services \$37,000). This will correct in coming months.

This unfavourable variance is offset by:

- Administration costs (\$147,000) – delay in receipt of invoices for events (Cultural Development \$33,000, New Directions – Mothers and Babies \$27,000, Sports Planning \$25,000, Drum Theatre \$20,000, Market Street Occasional Child Care Centre \$17,000 and Drug Strategy \$17,000) and community education programs (Community Development \$35,000).
- Materials and maintenance (\$114,000) – lower than anticipated expenditure (Food Services \$81,000, Drum Theatre \$26,000, New Directions – Mothers and Babies \$22,000, Family Day Care \$18,000, Playgroup Initiative \$14,000 and Sports Planning \$7,000), which is partly offset by higher than anticipated expenditure (HACC \$56,000 and HACC – Home Maintenance \$33,000).
- Utilities (\$87,000) – lower expenditure to date for Drum Theatre (\$21,000), Cultural Venues (\$14,000), Mills Reserve (\$12,000), HACC (\$9,000), Maternal and Child Health (\$6,000), Immunisation (\$5,000) and Family Day Care (\$3,000).

An unfavourable adjustment of \$920,000 has been reflected in the full year forecast, mainly in relation to Family Day Care (matched by higher grant funding) and increased leisure centre contract management costs.

Note 23 Other expenses (\$374,000 favourable) - Favourable variance mainly due to timing of community grant program (Community Funding \$291,000).

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Non-Directorate Operating Results For the period 1 July 2018 – 31 March 2019

| NON-DIRECTORATE | | | | | | | | |
|--|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|----------------|
| Notes | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 | |
| Income | | | | | | | | |
| Rates and charges | 24 | 92,010 | 91,373 | 637 | 120,736 | 121,328 | 592 | 120,223 |
| Statutory fees and fines | | 4 | - | 4 | - | 4 | 4 | - |
| User fees | | - | - | - | - | - | - | - |
| Grants - operating | | 4,467 | 4,467 | - | 5,955 | 5,955 | - | 11,415 |
| Grants - capital | | - | - | - | - | - | - | - |
| Contributions - monetary | 25 | 2,308 | 2,000 | 308 | 2,000 | 2,000 | - | 2,000 |
| Contributions - non-monetary | | 745 | 745 | - | 15,000 | 15,000 | - | 15,000 |
| Fair value adjustments for investment property | | - | - | - | - | - | - | - |
| Asset sales | | 20 | - | 20 | - | 20 | 20 | - |
| Other income | 26 | 3,066 | 1,945 | 1,121 | 1,946 | 3,150 | 1,204 | 1,892 |
| Total income | | 102,620 | 100,530 | 2,090 | 145,637 | 147,457 | 1,820 | 150,530 |
| Expenses | | | | | | | | |
| Employee costs | | 14 | 10 | (4) | 968 | 995 | (27) | 1,140 |
| Materials and services | | 366 | 375 | 9 | 492 | 510 | (18) | 492 |
| Prior year capital expenditure unable to be capitalised (non-cash) | 27 | 1,083 | - | (1,083) | - | - | - | - |
| Bad and doubtful debts | | - | - | - | - | - | - | - |
| Depreciation and amortisation | | 22,450 | 22,450 | - | 29,159 | 29,159 | - | 29,945 |
| Borrowing costs | | 2,366 | 2,366 | - | 3,171 | 3,171 | - | 3,171 |
| Carrying amount of assets sold | | - | - | - | - | - | - | - |
| Fair value adjustments expense | | - | - | - | - | - | - | - |
| Asset write offs | 28 | 839 | - | (839) | - | - | - | - |
| Other expenses | | 238 | 273 | 35 | 350 | 316 | 34 | 331 |
| Total expenses | | 27,356 | 25,474 | (1,882) | 34,140 | 34,151 | (11) | 35,079 |
| Net surplus (deficit) | | 75,264 | 75,056 | 208 | 111,497 | 113,306 | 1,809 | 115,451 |

Non Directorate includes non-attributable items such as rates income, fire services levy payable on Council properties, developer's contributions, interest income, gifted assets, carrying amount of assets disposed/written off and finance costs.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

BUSINESS UNITS

| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
|------------------------------|-------------------------|-------------------------|---------------------------|--|---------------------------------|--|--|
| Income | | | | | | | |
| Governance | 19 | - | 19 | - | 19 | 19 | - |
| Corporate Accounting | 100,294 | 98,530 | 1,764 | 143,637 | 145,438 | 1,801 | 148,530 |
| Planning and Design | 2,307 | 2,000 | 307 | 2,000 | 2,000 | - | 2,000 |
| Total income | 102,620 | 100,530 | 2,090 | 145,637 | 147,457 | 1,820 | 150,530 |
| Expenses | | | | | | | |
| Governance | 5 | 5 | - | 30 | 30 | - | 30 |
| Corporate Accounting | 27,336 | 25,469 | (1,867) | 34,110 | 34,103 | 7 | 35,049 |
| Planning and Design | 15 | - | (15) | - | 18 | (18) | - |
| Total expenses | 27,356 | 25,474 | (1,882) | 34,140 | 34,151 | (11) | 35,079 |
| Net surplus (deficit) | 75,264 | 75,056 | 208 | 111,497 | 113,306 | 1,809 | 115,451 |

Non Directorate includes non-attributable items such as rates income, fire services levy payable on Council properties, developer's contributions, interest income, gifted assets, carrying amount of assets disposed/written off and finance costs.

Notes:

Income

Note 24 Rates and charges (\$637,000 favourable) – Favourable variance due mainly to greater than anticipated supplementary rates income as a result of a more buoyant property market than forecast (Corporate Accounting \$581,000). A favourable adjustment of \$567,000 for supplementary rates income has been reflected in the full year forecast and transferred to the Major Projects reserve.

Note 25 Contributions - monetary (\$308,000 favourable) – Better than anticipated income from public open space contributions to date. The nature of these receipts makes timing difficult to predict. These funds are transferred to reserves.

Note 26 Other income (\$1.12 million favourable) – The favourable variance in interest revenue is due mainly to higher opening and current cash balances, resulting from the timing and delay of operating and capital cash outflows in the prior year and current year. A favourable adjustment of \$1.11 million for interest income has been reflected in the full year forecast and transferred to the Major Projects reserve.

Expenditure

Note 27 Prior year capital expenditure unable to be capitalised (\$1.08 million unfavourable) – This unfavourable variance is due to works in progress (prior year capital expenditure) that is not able to be capitalised to the asset register because it is not capital in nature, does not meet the capitalisation threshold or relates to non-Council owned assets (Corporate Accounting \$1.08 million). This is a non-cash entry that does not impact on Council's cash position.

Note 28 Asset write offs (\$839,000 unfavourable) – Unfavourable variance due to assets written off including drainage, buildings and footpaths. These are non-cash accounting entries.

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

Capital Works Program Operating Results For the period 1 July 2018 – 31 March 2019

| CAPITAL WORKS PROGRAM | | | | | | | |
|--------------------------------|-------------------------|-------------------------|---------------------------|--|---------------------------------|--|--|
| Notes | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
| Income | | | | | | | |
| Rates and charges | - | - | - | - | - | - | - |
| Statutory fees and fines | - | - | - | - | - | - | - |
| User fees | - | - | - | - | - | - | - |
| Grants - operating | - | - | - | - | - | - | - |
| Grants - capital | 3,256 | 3,274 | (18) | 5,042 | 5,082 | 40 | 1,256 |
| Contributions - monetary | 162 | 190 | (28) | 1,061 | 1,446 | 385 | 398 |
| Contributions - non-monetary | - | - | - | - | - | - | - |
| Asset sales | - | - | - | - | - | - | - |
| Other income | - | - | - | - | - | - | - |
| Total income | 3,418 | 3,464 | (46) | 6,103 | 6,528 | 425 | 1,654 |
| Expenses | | | | | | | |
| Employee costs | - | - | - | - | - | - | - |
| Materials and services | - | - | - | - | - | - | - |
| Bad and doubtful debts | - | - | - | - | - | - | - |
| Depreciation and amortisation | - | - | - | - | - | - | - |
| Borrowing costs | - | - | - | - | - | - | - |
| Carrying amount of assets sold | - | - | - | - | - | - | - |
| Other expenses | - | - | - | - | - | - | - |
| Total expenses | - | - | - | - | - | - | - |
| Net surplus (deficit) | 3,418 | 3,464 | (46) | 6,103 | 6,528 | 425 | 1,654 |

2.5.1 Q3 Council Quarterly Performance Report (Cont.)



Financial Report for the period 1 July 2018 – 31 March 2019

| BUSINESS UNITS | | | | | | | |
|------------------------------|-------------------------|-------------------------|---------------------------|--|------------------------------------|--|--|
| | YTD ACTUAL \$'000 | YTD BUDGET \$'000 | YTD VARIANCE \$'000 | ANNUAL MID YEAR BUDGET \$'000 | FULL YEAR FORECAST \$'000 | MYB to YEAR FORECAST VARIANCE \$'000 | ANNUAL ORIGINAL BUDGET \$'000 |
| Income | | | | | | | |
| Capital Works Program | 3,418 | 3,464 | (46) | 6,103 | 6,528 | 425 | 1,654 |
| Total income | 3,418 | 3,464 | (46) | 6,103 | 6,528 | 425 | 1,654 |
| Expenses | | | | | | | |
| Capital Works Program | - | - | - | - | - | - | - |
| Total expenses | - | - | - | - | - | - | - |
| Net surplus (deficit) | 3,418 | 3,464 | (46) | 6,103 | 6,528 | 425 | 1,654 |

Notes:

No comments required for this directorate.

2.6 OTHER

2.6.1 List of Registered Correspondence to Mayor and Councillors

| | |
|----------------------|---|
| File Id: | qA283304 |
| Responsible Officer: | Director Corporate Services |
| Attachments: | Correspondence Received 22 April – 3 May 2019 |

Report Summary

Subsequent to resolutions made by Council on 11 November 2013 and 25 February 2014 in relation to a listing of incoming correspondence addressed to the Mayor and Councillors, Attachment 1 provides a list of this correspondence for the period 22 April – 3 May 2019.

Recommendation

That the listed items provided in Attachment 1 for the period 22 April – 3 May 2019 be received and noted.

2.6.1 List of Registered Correspondence to Mayor and Councillors (Cont.)

OTHER

**LIST OF REGISTERED CORRESPONDENCE TO
MAYOR AND COUNCILLORS**

ATTACHMENT 1

**CORRESPONDENCE RECEIVED
22 APRIL – 3 MAY 2019**

PAGES 2 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.6.1 List of Registered Correspondence to Mayor and Councillors (Cont.)**Objective**

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 22/04/19 & 03/05/19 - for officer action - total = 2

| Correspondence Name | Correspondence Dated | Date Record Created | Objective ID | User Assigned |
|--|----------------------|---------------------|--------------|------------------------|
| Letter of complaint from resident of Noble Park regarding illegally parked truck. | 20-Apr-19 | 23-Apr-19 | FA161372 | Mayor & Councillors EA |
| Letter of complaint from NSW resident regarding Keysborough and planning development featured in a recent television production. | 25-Apr-19 | 26-Apr-19 | FA161488 | Mayor & Councillors EA |

Objective

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 22/04/19 & 03/05/19 - for information only - total = 5

| Correspondence Name | Correspondence Dated | Date Record Created | Objective ID | User Assigned |
|---|----------------------|---------------------|--------------|------------------------|
| Advice from Australian Paper regarding Energy from Waste Feasibility Study Report 2019. | | 24-Apr-19 | A5715339 | Mayor & Councillors EA |
| Request to Mayor from Boomerang Alliance to support recycling and phase out of single use plastics program in lead up to Federal Election. | 29-Apr-19 | 29-Apr-19 | A5722209 | Planning & Design |
| Letter of thanks to Mayor from one of Council's L2P volunteers. | 25-Apr-19 | 30-Apr-19 | A5723890 | Mayor & Councillors EA |
| Letter of thanks to past Mayor from the Director General (outgoing) of the Tapei Economic and Cultural Office in Melbourne with introduction to new Director General. | 18-Apr-19 | 01-May-19 | A5727465 | Mayor & Councillors EA |
| Copy (only) of letter to VicPol requesting assistance for large function to be held in May in Keysborough by the Buddhist Sri Lankan Association of Victoria. | 27-Apr-19 | 01-May-19 | A5727466 | Mayor & Councillors EA |

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

2.6.2 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 29 April & 6 May 2019

File Id: fA25545

Responsible Officer: Director Corporate Services

Report Summary

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 ordinary Council meetings.

The matters listed in this report were presented to Councillor Briefing Sessions & Pre-Council Meetings in April & May 2019.

Recommendation Summary

This report recommends that the information contained within it be received and noted.

2.6.2 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 29 April & 6 May 2019 (Cont.)**Matters Presented for Discussion**

| Item | | Briefing Session |
|----------|--|-----------------------------|
| 1 | <p><i>Meeting Procedure Local Law Review</i></p> <p>Councillor input was sought regarding proposed changes to Council's Meeting Procedure Local Law which will be presented to a future Council Meeting for adopting in principle.</p> | <i>29 April 2019</i> |
| 2 | <p><i>General Discussion</i></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) Open space acquisitions within the municipality. b) CEO and Councillor only session on CEO performance indicators.</p> | <i>29 April 2019</i> |
| 3 | <p><i>DMPL 2019-20 Business Plan/Budget</i></p> <p>Councillors were presented with the Dandenong Market Pty Ltd 2019-20 Business Plan for noting.</p> | <i>6 May 2019</i> |
| 4 | <p><i>Waste Update – Options for the metropolitan region (Confidential)</i></p> | <i>6 May 2019</i> |
| 5 | <p><i>Response to Notice of Motion No. 61 – Assisting Community Events at Harmony Square</i></p> <p>Councillor feedback was sought regarding proposed improvements to the community event application process in Harmony Square.</p> | <i>6 May 2019</i> |
| 6 | <p><i>Community Partnerships Funding – Use of unallocated funds 2019-20</i></p> <p>Councillor direction was sought on the proposed use of unallocated funds from the Community Partnership Funding Program budget 2019-20.</p> | <i>6 May 2019</i> |

2.6.2 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 29 April & 6 May 2019 (Cont.)

| | | |
|----------|---|--------------------------|
| 7 | <i>General Discussion</i> Councillors and Council officers briefly discussed the following topics: a) Application received to move electronic gaming machines from one venue within Greater Dandenong to another. b) Council winning Best Major Event for SnowFest under Victoria's Parks and Leisure Awards. c) Incident which recently occurred at Walker Street multideck carpark. d) Agenda items for Council Meeting of 13 May 2019. | <i>6 May 2019</i> |
|----------|---|--------------------------|

Apologies

- Councillor Jim Memeti submitted an apology for the Councillor Briefing Session on 29 April 2019.
- Councillors Jim Memeti and Zaynoun Melhem submitted apologies for the Councillor Briefing Session on 6 May 2019.

Recommendation**That:**

1. the information contained in this report be received and noted; and
2. the information discussed at the above listed Councillor Briefing Sessions/Pre-Council Meetings that was declared confidential in Item 4 by the Chief Executive Officer under Sections 77 and 89 of the *Local Government Act 1989* remains confidential until further advisement unless that information becomes the subject of a subsequent Council report.

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019

File Id:

Responsible Officer:

Director Community Services

Attachments:

Minutes of Positive Ageing Advisory Committee
Meeting on 14 February 2019
Minutes of Positive Ageing Advisory Committee
Meeting on 14 March 2019

Report Summary

At the Council meeting held 23 April 2018, Council resolved in part to *invite Advisory Committees and Reference Groups to submit meeting minutes for Council endorsement*. This resolution was in relation to allowing interested Councillors (and those that attend these Committees and Reference Groups) to speak to the meeting about items discussed at these meetings.

Recommendation Summary

This report recommends that the Minutes of the Positive Ageing Advisory Committee meeting provided in Attachment(s) to this report be noted and endorsed by Council.

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

Background

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 Statutory Meeting and is available via Council's website.

The resolution of Council made on 23 April 2018 provides for Minutes of meetings held by Advisory Committees and Reference Groups to be submitted to Council for noting and endorsing.

As such, the Minutes are provided as attachment to this report.

Proposal

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

Community Plan 'Imagine 2030'

People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Lifecycle and Social Support* – The generations supported

Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

Council Plan 2017-2021

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

People

- A creative city that respects and embraces diversity

Opportunity

- An open and effective Council

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

There are no financial implications associated with this report.

Consultation

Advisory Committees and Reference Groups have been advised of the need to submit minutes of meetings to Council for noting and endorsement.

Recommendation

That Council notes and endorses the Minutes of meetings for the Positive Ageing Advisory Committee as provided in Attachment Nos. 1 and 2 to this report.

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

OTHER

**MINUTES OF POSITIVE AGEING ADVISORY COMMITTEE
MEETINGS 14 FEBRUARY AND 14 MARCH 2019**

ATTACHMENT 1

**POSITIVE AGEING ADVISORY
COMMITTEE MEETING
HELD ON 14 FEBRUARY 2019**

PAGES 3 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

Advisory Committee or Reference Group Name: Positive Ageing Advisory Committee

Date of Meeting: 14 February 2019

Time of Meeting: 1.30 - 3pm

Meeting Location: Community Care Office, 383-385 Springvale Road, Springvale

Attendees:

Julie Klok (Chair), Councillor M Sampey (City of Greater Dandenong), Carol Drummond, Milena France, Christine Green, Morrie Hartman, Erica Moulang, Maria Erdeg, Mandy Gatliff (City of Greater Dandenong), Jayne Kierce (City of Greater Dandenong), Tracey Macleod (City of Greater Dandenong), Evita Lynch (City of Greater Dandenong – minute taker)

Apologies:

Councillor R Blades, Angela Kyriakopoulos, Antoine Claude Joseph, Merle Mitchell, Shirley Constantine.

Minutes:

| Item No. | Item | Action | Action By |
|----------|---|---|-----------------------------|
| 1. | Welcome and Introductions Welcome from the Chair and guest speakers were introduced | | |
| 2. | Previous Minutes & Business Arising <ul style="list-style-type: none"> • Apologies Noted • November Minutes accepted by EM and seconded by CD • The members welcomed the new Positive Ageing Team Leader • The committee was advised that a letter will go out to all the Seniors Clubs introducing the new Team Leader and the purpose of the role. | The Positive Ageing Team Leader to make contact with all the Clubs and groups | Positive Ageing Team Leader |
| 3. | Sports and Active Recreation Strategy consultation <ul style="list-style-type: none"> • Representatives from Council's Sports and Recreation team sought input from the Committee about older people's participation in sporting and recreational activities including barriers and opportunities. This feedback will be incorporated into the current consultation process, in order to develop a new Sport and Active Recreation Strategy. • Committee members are requested to complete the online or paper survey and to share this with their networks. | Committee members to complete survey and encourage others | PAAC members |

ORDINARY COUNCIL MEETING - AGENDA

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

| | | | |
|----|---|--|---------------------------------|
| 4. | Councils Recycling Service Presentation <ul style="list-style-type: none"> A representative from Council's Waste Services Department presented on Council's Waste and Recycling program. The Committee discussed community issues for older people about this topic and were advised how to report this. The Committee also provided input on how the waste management and recycling messages can be communicated with older people. | Members to contact Customer service if waste and recycling issues are found in the community | All |
| 5. | All-Abilities Playground Consultation <ul style="list-style-type: none"> Council is currently consulting with targeted parts of the community about the design of an All-abilities playground in Ross Reserve. This stage of the consultation is focused on people with a disability, carers and support organisations. This feedback will build on previous consultation and the broader community will be further consulted in stage two. Committee members are requested to complete the survey if they have any information to contribute about this topic | The survey will be sent to Committee members when finalised | Coordinator Community Access |
| 6. | Aged Care Royal Commission into Aged care Quality and Safety <ul style="list-style-type: none"> The Aged Care Royal Commission into Aged Care was discussed and Committee members provided input into issues. | Continue to provide input into the Royal Commission as relevant | Manager Community Care |
| 7. | Positive Ageing Strategy 2018 Action Plan Report <ul style="list-style-type: none"> A Council Officer distributed a progress report of the Positive Ageing Strategy 2017-25. | To be discussed at next meeting | Coordinator Community Access |
| 8. | Other Business <ul style="list-style-type: none"> A Committee member has resigned due to other commitments. A letter of appreciation will be developed. Meetings frequency and times were discussed. The Committee agreed to maintain monthly meetings. A discussion about upcoming workshops was held. | Information to be distributed when available. | Manager Community Care |
| 9. | Meeting closed at 3.20pm | | |

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

OTHER

**MINUTES OF POSITIVE AGEING ADVISORY COMMITTEE
MEETINGS 14 FEBRUARY AND 14 MARCH 2019**

ATTACHMENT 2

**POSITIVE AGEING ADVISORY
COMMITTEE MEETING
HELD ON 14 MARCH 2019**

PAGES 4 (including cover)

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

ORDINARY COUNCIL MEETING - AGENDA

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

Advisory Committee or Reference Group Name: Positive Ageing Advisory Committee

Date of Meeting: 14 March 2019

Time of Meeting: 1.30 – 3pm

Meeting Location: Community Care Office, 383-385 Springvale Road, Springvale

Attendees:

Committee: Julie Klok (Chair), Shirley Constantine, Carol Drummond, Maria Erdeg, Christine Green, Morrie Hartman, Angela Kyriakopoulos (by telephone), Merle Mitchell, Erica Moulang

Councillors:

Council Officers: Mandy Gatliff, Jayne Kierce, Tracey Macleod, Dianne Hebard (minute taker)

Visitors: Maree Keenan (City of Greater Dandenong), Darren Wilson (City of Greater Dandenong), Ed Cotter (City of Greater Dandenong)

Apologies:

Councillor Roz Blades, Antoine Claude Joseph, Milena France

Minutes:

| Item No. | Item | Action | Action By |
|----------|---|--------|-----------|
| 1. | Welcome and Introductions <ul style="list-style-type: none"> Welcome from the Chair Apologies noted Introduction to guest speakers: <ul style="list-style-type: none"> Maree Keenan (Team Leader Bushland and Garden Services) Darren Wilson (Environmental Planner) – joined later by Ed Cotter (Team Leader Sustainability Planning) | | |
| 2. | Previous Minutes & Business Arising Draft February minutes were accepted by Maria Erdeg and seconded by Shirley Constantine | | |
| 3 | Bushland and Park Strategies Council's Team Leader Bushland and Garden Services presented on Parks Services – Trees and Bushland, including the Urban Tree Strategy. The presentation included a background on parks and open space and why they are important. Resources such as the Environmental Events Program and the Biodiversity booklet were discussed. The Committee was asked to provide ideas on the Urban Tree Strategy Objective 1 - Greening our City. The following items were raised by Committee | | |

ORDINARY COUNCIL MEETING - AGENDA

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

| | | | |
|---|---|---|------------------|
| | <p>members:</p> <ul style="list-style-type: none"> Queried ordering of roses for the garden next to the Springvale Community Hub Queried tree lopping of street trees Observation that due to smaller dwellings, residents are less able to plant, hence more reliance on Council planting trees Council archives include a complete set of a guide of what trees to plant in gardens Queried policy of mainly planting one tree in each nature strip <p>Council officer asked the Committee for comments on things that impact them, for example, gumnuts on the footpath. ie, what issues come to mind when walking around. Also, advice was sought on how to get this information out to our older residents.</p> | <p>Committee asked to provide the Council officers:</p> <ul style="list-style-type: none"> ideas to assist Council achieve the Objective of "Greening our City", including comment on issues that impact older people advise Council on how to get the information out to older residents | All PAAC members |
| 4 | <p>Consultation for the Sustainability Strategy</p> <p>Council's Environmental Planner presented on the proposed Climate Change Strategy, giving a brief overview of Climate Change and seeking the Committee's help in formulating it.</p> <p>Council seeks information from the Committee on what people need help with. Team Leader Sustainability Planning asked the Committee to spread the word on Climate Change, such as taking advantage of the free energy assessment and rebate program for solar panels (flyers on which were sent to residents with recent rate notices).</p> <p>The Committee can help Council by:</p> <ul style="list-style-type: none"> Increasing their awareness of Climate Change issues Participating in Have Your Say consultations Helping to raise awareness in the community <p>Council officers from the Sustainability Planning team are available to facilitate a discussion with groups on what is Climate Change. They want the Committee to help inform the development of the Strategy, eg why be concerned about Climate Change.</p> <p>The Committee discussed how it can help by getting the message out to the older and vulnerable community, and also take note of possible language barriers.</p> <p>Council officers asked the Committee to write down their ideas and send to them in for passing on to the Sustainability Planning team.</p> | <p>Committee asked to provide advice to Council regarding:</p> <ul style="list-style-type: none"> what older people need help with in regard to effects of Climate Change how to get the message on Climate Change out to older and vulnerable people in the community | All PAAC members |

ORDINARY COUNCIL MEETING - AGENDA

2.6.3 Minutes of Positive Ageing Advisory Committee Meeting - 14 February and 14 March 2019 (Cont.)

| | | | |
|---|--|--|---------------------------|
| 5 | Aged Care Navigators Project The Community Care Manager advised that COTA Australia is the lead, in partnership with 30 consumer organisations, for 62 navigator trials across Australia. Some details of the program were discussed, including that Council has offered an office in Springvale, which will be an information hub, and it will be run by COTA volunteers. It is a 15 month project. | PAAC will be regularly updated | Community Care Manager |
| 7 | Positive Ageing Strategy Deferred to May meeting, however a committee member who has reviewed the strategy was invited to catch up with the Positive Ageing Team Leader. | Meet with Council officer regarding review of Positive Ageing Strategy | Relevant Committee member |
| 8 | Other Business <ul style="list-style-type: none"> - Aged Care Royal Commission - from 18 March 2019 the focus on the next round of hearings will be on home care services - Carers Victoria is seeking a speaker at a workshop regarding issues with aged care. One of the Committee members may be interested and will consider it. | Follow up on invitation to speak at workshop | Committee member |
| 9 | Meeting closed 3.10pm | | |

2.6.4 Players Hotel Electronic Gaming Machines (EGM) Application

File Id: A5747723
Responsible Officer: Director Community Services

Report Summary

Correspondence received by Council on 4 April 2019 advised that Castello Players Hotel Pty Ltd had applied to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) for approval to install 25 additional electronic gaming machines (EGMs) at Players Hotel in central Dandenong.

This report outlines the application, its implications for residents, and its relevance to Council's Electronic Gaming Policy.

The Policy discourages addition of EGMs to venues in areas of disadvantage, high gaming losses, or near sensitive land uses such as community centres and welfare agencies. A social impact analysis indicates that the application will would result in a net negative impact upon the local community.

Recommendation Summary

This report recommends that Council oppose the application by formal written submission to the VCGLR, give testimony at a hearing of the Commission to consider the application and engage legal counsel to support this process.

2.6.4 Players Hotel Electronic Gaming Machines (EGM) Application (Cont.)

Background

The Castello's application

The application states that benefits resulting from the installation of an additional 25 EGMs include an annual donation of \$25,000 to Jesuran Social Services, refurbishment of the hotel's premises, addition of meal facilities at the venue, employment of a further four full time staff and an overall reduction of five EGMs across the municipality as the machines are being relocated from another venue in Dandenong.

Context and social impacts of gambling

Fifteen hotels and clubs in Greater Dandenong operate 956 EGMs across the municipality. The density of EGMs in Greater Dandenong is 7.7 per 1,000 adults, the second highest level in Melbourne.

In 2017/18, \$121 million was lost to these EGMs – equivalent to \$968 per adult and the highest rate of EGM losses in Victoria.

Since their introduction to Victoria, over \$3.5 billion has been lost to EGMs in Greater Dandenong, equivalent to nearly \$60,000 for every household in this community. In 2016/17, losses incurred by residents who gamble on EGMs were equivalent to 22% of their income.

The impact of these losses is aggravated by the fact that Greater Dandenong has the lowest income levels, highest rate of unemployment, and highest prevalence of limited English fluency in Melbourne. Reflecting these and other conditions, Greater Dandenong is ranked as the second most disadvantaged local government in Victoria in the Commonwealth SEIFA Index of Relative Socio-economic Disadvantage.

Such levels of local gambling expenditure, coupled with social and economic disadvantage, make gambling harms an issue of long-standing concern for Council and for this community.

As many as 4,000 residents are severely harmed by gambling. For others on low or fixed incomes, even the regular loss of relatively small amounts may have a substantial impact upon their family's standard of living.

Gambling harms include: poverty, depression, family conflict and violence, alcohol and drug abuse, crime and homelessness. Such adverse impacts of gambling are widely documented in research and have been extensively reported to Council by welfare and community agencies in Greater Dandenong.

Employment generated by gambling is offset by job losses in other industries, as funds that would otherwise be spent on food, clothing and other goods are diverted to gambling. The Productivity Commission and Victorian Efficiency and Competition Commission have both concluded that EGM venues generate no net employment.

In response to these circumstances Council has campaigned persistently for gambling reform through its active engagement with the Alliance for Gambling Reform. This has included submissions to successive government inquiries into gambling, and by direct advocacy to State and Federal governments on behalf of its residents.

2.6.4 Players Hotel Electronic Gaming Machines (EGM) Application (Cont.)

Policy implications of the proposal

On April 4 2019, Council was formally advised by the VCGLR of a gaming application to move 25 of the 30 EGMs at the Jim Dandy Hotel, to Players Hotel (both in central Dandenong), with the remaining EGMs abandoned and the Jim Dandy closed as a gaming venue. This would double the number of EGMs at Players Hotel, and result in one less gaming venue and five fewer EGMs in Greater Dandenong.

The City of Greater Dandenong is the Responsible Authority in this application and under Section 6.5.3 of the Electronic Gaming policy endorsed on 10 December 2018 Council may respond to an EGM application by: informing the VCGLR that it does not wish to make a submission; opposing the application by written submission to the VCGLR; or opposing the application by presenting a submission, supplemented by oral testimony at a hearing to determine the application.

Additionally, Section 6.5.1 of the Electronic Gaming policy instructs that each application shall be assessed on a case-by-case basis, considering the full range of economic and social benefits and liabilities of any proposal. Council may decide to oppose an application where it concludes that the proposal would result in a net negative impact upon the local community.

Social impact analysis

The application predicts that in the first year after the installation of these EGMs, its annual gaming expenditure will rise by \$4.5 million and that overall gaming losses in Greater Dandenong will rise by at least \$1.9 million pa. Planned refurbishment of the hotel would further raise hotel patronage and gaming losses in the near future. The average level of gaming losses per adult among the community near the venue is already \$1,177 – more than double the metropolitan rate of losses and higher than the level in Greater Dandenong.

It is therefore of concern that the application would result in a substantial rise in gaming losses among members of a socially and economically vulnerable community, resulting in a worsening of financial hardship among its residents.

The main catchment of the Players Hotel is Dandenong, with rates of limited English fluency three times the metropolitan level, unemployment levels almost double those across Melbourne, early school leaving substantially higher than Melbourne levels, and incomes among the lowest in Melbourne. The impact of this application would therefore be inflicted upon vulnerable residents with low incomes and limited capacity to absorb a further rise in gaming losses.

Further, Players Hotel is a small venue with a strong gambling focus, long opening hours and close to the busy Lonsdale Street shopping strip – all of which tend to worsen the impact of gaming losses upon residents.

This application conflicts with sections of Council's Gaming Policy which discourage addition of EGMs to venues in areas of disadvantage, high gaming losses, or near sensitive land uses such as community centres and welfare agencies.

2.6.4 Players Hotel Electronic Gaming Machines (EGM) Application (Cont.)

Assessment of the application according to these criteria shows that the proposal would result in a net negative impact upon the local community. In light of these circumstances, it is proposed that Council object to this application.

Proposal

It is proposed that Council oppose the application by presenting a submission to the VCGLR by 5 June 2019, supplemented by oral testimony at a later hearing to determine the application. It is further proposed that legal counsel be engaged to assist at the hearing.

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

Community Plan 'Imagine 2030'

People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community
- *Outdoor Activity and Sports* – Recreation for everyone
- *Lifecycle and Social Support* – The generations supported

Place

- *Sense of Place* – One city many neighbourhoods
- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

Opportunity

- *Education, Learning and Information* – Knowledge
- *Leadership by the Council* – The leading Council

Council Plan 2017-2021

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

People

- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

2.6.4 Players Hotel Electronic Gaming Machines (EGM) Application (Cont.)

Place

- A healthy, liveable and sustainable city

Opportunity

- An open and effective Council

The strategies and plans that contribute to these outcomes are as follows:

- Community Wellbeing Plan 2017-2021
- Council Plan 2017-2021

Related Council Policies

- Electronic Gaming Policy 2018

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

The resource requirements associated with this report are estimated to be \$12,000 for legal representation at a hearing convened by the VCGLR.

Consultation

The community was consulted in the development of the Greater Dandenong Electronic Gaming Policy, which has guided the assessment of the application and the preparation of this report.

Conclusion

The application by Castello Players Hotel Pty Ltd would result in a net negative impact upon the local community and in light of these circumstances, it is proposed that Council object to this application.

2.6.4 Players Hotel Electronic Gaming Machines (EGM) Application (Cont.)

Recommendation

That Council:

1. **opposes the application for an additional 25 electronic gaming machines by Castello Players Hotel Pty Ltd by formal submission to the Victorian Commission for Gambling and Liquor Regulation (VCGLR);**
2. **provides funding for legal counsel to assist this process: and**
3. **supports its submission by giving testimony at the VCGLR hearing to consider the application.**

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square

File Id:

Responsible Officer:

Director Community Services

Attachments:

Guidelines for Activities and Events in Harmony Square
Event Planning Guide – August 2017
2017-18 Event Application Form

Report Summary

Harmony Square is a popular location for community events due to existing built infrastructure such as the screen, stage, power, toilets and free use of Council's chairs and hydration station.

In response to Notice of Motion No. 61 lodged at the Council meeting of 10 December 2018, this report reviews the costs and application process for community groups holding events at Harmony Square and proposes options to improve the event application and planning process.

Recommendation Summary

This report recommends that the following improvements to the event application process be endorsed.

1. Review and Update Guidelines for Events in Harmony Square.
2. Offer a reduced bond (\$200) for gatherings of less than 200 people.
3. Review and Update Event Application Process, including process for reviewing gatherings in response to social issues.
4. Install removable bollards at the intersection of Thomas Street and Walker Street.
5. Council grants to encourage events in Harmony Square.
6. Central Coordination of event application.
7. Promote availability of Harmony Square to residents and community groups.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Background

At the Council meeting of 10 December 2018, Notice of Motion Number 61 outlined the following:

Preamble

Community groups are finding holding events, functions and activities at Harmony Square difficult due to the complexity of the application process and the costs of running an event which can often involve security, road closures, sound system etc that are both expensive and also not clear at the time of applying to use the square and/or applying for a grant.

Having an active use of Harmony Square by community groups is important.

Motion

That Council receives a report by the end of March 2019 on the costs and application process for community groups holding events at Harmony Square and options for Council consideration to make the process easier, quicker and cheaper.

This report will articulate the current costs and application process for community groups holding events in Harmony Square, and offer options to improve this process for Council consideration, seeking to improve speed, cost and ease of application.

Costs and application process for community groups holding events at Harmony Square

Harmony Square is an important and popular location for community events. In the 2018 calendar year 57 events were held in Harmony Square, including fourteen community organised events, each with unique requirements and of varying sizes, setups and budgets. This is more than one activity per week, indicating that this busy public place is currently well utilised and highly active, with limited capacity for increased event activation.

The majority of community events held in Harmony Square in 2018 were self-funded, with three events receiving a combined total of \$28,058 in financial support from Council, in addition to event planning assistance.

Current Council charges for events in Harmony Square

Council charges for events in Harmony Square in 2018 ranged from the refundable \$500 bond (effectively no charge) to \$425 charged by the Urban Screen staff to provide technical support after hours. In some instances these costs were also subsidised via the Community Support Grants and Sponsorships programs.

Council developed the Guidelines for Activities and Events in Harmony Square in 2014, to encourage the community to host events there and provide information about the available infrastructure and schedule of Council charges at that time, referring users to the Council website for current charges. This comprehensive document also covers traffic, transport, parking, risk management, safety, charges and other information.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Council charges that may apply to community groups holding events in Harmony Square include the following:

| Fee Purpose | Current Council charges 2018-19 |
|--|---|
| Harmony Square hire fees | None |
| Refundable bond | \$500 for up to 2000 people \$1000 for 2000+ people |
| Umbrella set up | \$818 fixed cost (Umbrellas can be moved at no cost to the event organiser, with sufficient forward planning) |
| Meeting room hire rates | \$33 - \$68 per hour |
| Meeting room hire rates | \$33 - \$68 per hour |
| Screen usage – Urban Screen staff time | No charge during business hours Hourly rate after hours \$77p.h. first three hours- \$103 every hour after that |
| Public liability insurance | Organiser to provide |
| Security | Organiser to provide, if required (event dependent). |
| Waste Management | Organiser to provide, if required (event dependent). |
| Audio/PA System | Organiser to provide, if required (event dependent). Council's Urban Screen staff facilitate the quoting process providing specialised advice and preferred suppliers. |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Other event costs

While different events' size, scope and requirements vary significantly, the Guidelines for Activities and Events in Harmony Square are a helpful resource for event organisers to calculate the likely required numbers of bins, cleaners and security staff required. These services are to be supplied by the event organiser.

| | Up to 200 people | 200-500 people | 500-1000 people | 1000-2000 people | 2000-3000 people |
|------------------------|------------------|----------------------|----------------------|----------------------|----------------------|
| Additional bins | 0 | 1 waste 1 recycle | 2 waste 2 recycle | 4 waste 4 recycle | 6 waste 6 recycle |
| Cleaners | 0 | 0 | 1 cleaner | 1-2 cleaners | 4-5 cleaners |
| Security | Event dependant | 1 guard | 2 guards | 3-4 guards | 6 guards |

The security arrangements for events in Harmony Square must also be endorsed by Victoria Police.

Another useful tool that Council developed for community event organisers is The Event Planning Guide. This supplementary document provides generalised event planning guidance for organisers of events across the municipality, and outlines a list of typical items to consider in event budget planning including:

- Administration
- Entertainment
- First aid
- Traffic management
- Infrastructure hire (toilets, fencing, generators, marquee, furniture and staging)
- Rides hire
- Staffing (e.g. security)
- Production (audio/visual),
- Marketing and publicity,
- Venue hire
- Waste management.

A dollar estimate for each event budget item cost is not currently provided as costs vary so significantly for each event depending on specific requirements, and ultimately event organisers are responsible for their own costs and budgets. For example, entertainment and associated staging costs vary depending on programming intention, size, and scope of the event. The total budget for an event in Harmony Square may range in cost from \$500 to \$50,000 or more.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

In recent times security requirements have increased for public events, leading to additional costs to event organisers for items including bollards and security staff. In response there is currently a CIP bid in process for four removable bollards so any event in Harmony Square can access this protection without incurring additional costs.

Council subsidy for events in Harmony Square

For community organised events in Harmony Square Council currently subsidises venue hire by offering the site free of charge, with the Square infrastructure offering savings in terms of providing a basic stage, ambient lighting, toilets and power. A Council representative is also on site during every community event in Harmony Square to ensure access to the infrastructure, at no charge.

Council also supports the delivery of community events in Harmony Square by providing a member of the Festivals and Events team to attend the event from the start of the set up to the end of the bump-out, to ensure the group can access the Council facilities and provide advice and support as required.

In addition to this, eligible community event organisers may seek further financial support from Council to deliver events via the Community Support Grants and Sponsorships programs. In 2018 Council grant and sponsorship funding to the value of \$28,058 was provided to community organised events in Harmony Square.

The event application process**Current Event Application Process**

Events in public places are complex, with many elements and potential risks to consider. Almost all of Council's functional areas have a role to play in supporting the delivery of successful community events. The Festivals and Events team leads a whole of organisation approach to supporting events. To facilitate this Council has developed an award-winning collaborative approach to processing event requests.

Council's event application process has been recognised as a finalist in the 2017 LG Pro Awards Innovative Management Initiative and also receiving a Bronze Award from the Municipal Association of Victoria in the 2018 National Local Government Innovation Awards.

All potential organisers of events in Harmony Square apply according to the following Council application process:

STEP 1

Fill in and submit 'Intention to hold an event in Harmony Square' form, relevant and compliant certificate of public liability insurance, and accompanying event site plan to the Festivals and Events team within 90 days of proposed activity.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

STEP 2

A member of the Festivals and Events team contacts the organiser to discuss the planned activity in more detail.

STEP 3

Complete and submit the Event Application Forms (covering waste management, security, first aid, toilets, road closures and other relevant details) and event risk assessment. The Festivals and Events team provides advice and support during the event application process to assist community organisers with compliance.

STEP 4

Review of event application conducted by relevant officers from across Council, using collaborative software. Additional conversations and meetings may be requested with event organisers to support compliance, depending on the complexity of event requirements.

STEP 5

Provided the proposed event submission is compliant, the event permit is issued and the event can go ahead.

Gatherings in Harmony Square in response to social issues

An exception to the event application process occurs when community groups wish to organise a gathering in response to urgent social issue, such as a vigil in response to a significant national tragedy. To be responsive to community need for public connection and expression at these times, Council developed guidelines for the management of applications for gatherings in response to a social issue. The application deadlines for this process are waived and the application review process is expedited across the relevant departments by the Festivals and Events Team. Typically a gathering of this type is organised from 1-2 weeks after the application is submitted.

Proposal

The following are recommended to improve the event application process.

1. Review and Update Guidelines for Events in Harmony Square
Council Guidelines for Activities and Events in Harmony Square were initially developed in 2015. While this information primarily remains static, some details have changed in the past three years and is being updated to improve ease of access and understanding for users. Once updated, the Guidelines will be widely promoted in the municipality, as a reminder that Harmony Square is available for community use.
2. Offer a reduced bond for gatherings of less than 200 people
For many community groups, even a refundable bond of \$500 is a potential barrier to have a gathering or activity. It is recommended that Council require a \$200 bond for events of less than 200 people.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

3. Review and Update Event Application Process, including process for reviewing gatherings in response to social issues
The current event application process was initially developed in 2016, as were the guidelines for reviewing gatherings in response to social issues. The processes and associated documents have not been reviewed since this time. These guidelines are currently under review seeking to improve accessibility, processing speed and ease of application.
4. Install removable bollards at the intersection of Thomas and Walker streets
Council has approved the current CIP bid to purchase and install temporary bollards at this intersection.
5. Council grants to encourage more events in Harmony Square
Amendments to Council's Community Partnerships Funding includes some possibility of enhancing existing financial support for events in Harmony Square, should they be considered a strategic priority. Under a new category called the Strategic Project Grants, where projects are evaluated according to their alignment with Council's own strategic goals, an event in Harmony Square could attract additional funding if it was considered a strategic priority.
6. Central Coordination of event application
It is recommended where possible there be one key liaison for each event application.
7. Promote availability of Harmony Square to residents and community groups
It is recommended Harmony Square be promoted to residents and community groups as a place for informal gatherings as well as events and cultural celebrations.

Community Plan 'Imagine 2030' and Council Plan 2017-2021 – Strategic Objectives, Strategies and Plans

After consultation with the Greater Dandenong community on what kind of future they wanted to see for themselves and the City in 2030, the result was the Greater Dandenong Community Plan 'Imagine 2030'. This report is consistent with the following community visions:

Community Plan 'Imagine 2030'

People

- *Pride* – Best place best people
- *Cultural Diversity* – Model multicultural community

Place

- *Sense of Place* – One city many neighbourhoods

Opportunity

- *Tourism and visitors* – Diverse and interesting experiences

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Council Plan 2017-2021

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

People

- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

Place

- A city planned for the future

Opportunity

- An open and effective Council

The strategies and plans that contribute to these outcomes are as follows:

The 2016 Arts and Cultural Heritage Strategy articulated the strategic goal (4.2.12) to: “increase activation of Harmony Square by developing a program of innovative arts and cultural activities in conjunction with key community groups.”

Related Council Policies

Community Support Grants Policy

Victorian Charter of Human Rights and Responsibilities

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

Financial Implications

There are no financial implications associated with this report, however future decisions about the level of subsidy provided to stimulate event activity in Harmony Square will have associated costs.

Consultation

Internal stakeholders only

Conclusion

Harmony Square is an exceptional platform for the hosting of events and activations, which take place on average once a week. The recommended improvements contained in this report will further encourage the community to conduct their events and activations in this space.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Recommendation

That Council approves the recommended improvements to the event application process to encourage more events and activations for Harmony Square as follows:

- 1. review and Update Guidelines for Events in Harmony Square;**
- 2. offer a reduced bond (\$200) for gatherings of less than 200 people;**
- 3. review and Update Event Application Process, including process for reviewing gatherings in response to social issues;**
- 4. install removable bollards at the intersection of Thomas Street and Walker Street;**
- 5. Council grants to encourage events in Harmony Square;**
- 6. central Coordination of event application; and**
- 7. promote availability of Harmony Square to residents and community groups.**

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

OTHER

**RESPONSE TO NOTICE OF MOTION NO. 61
ASSISTING COMMUNITY EVENTS AT HARMONY SQUARE**

ATTACHMENT 1

**GUIDELINES FOR ACTIVITIES AND EVENTS
IN HARMONY SQUARE**

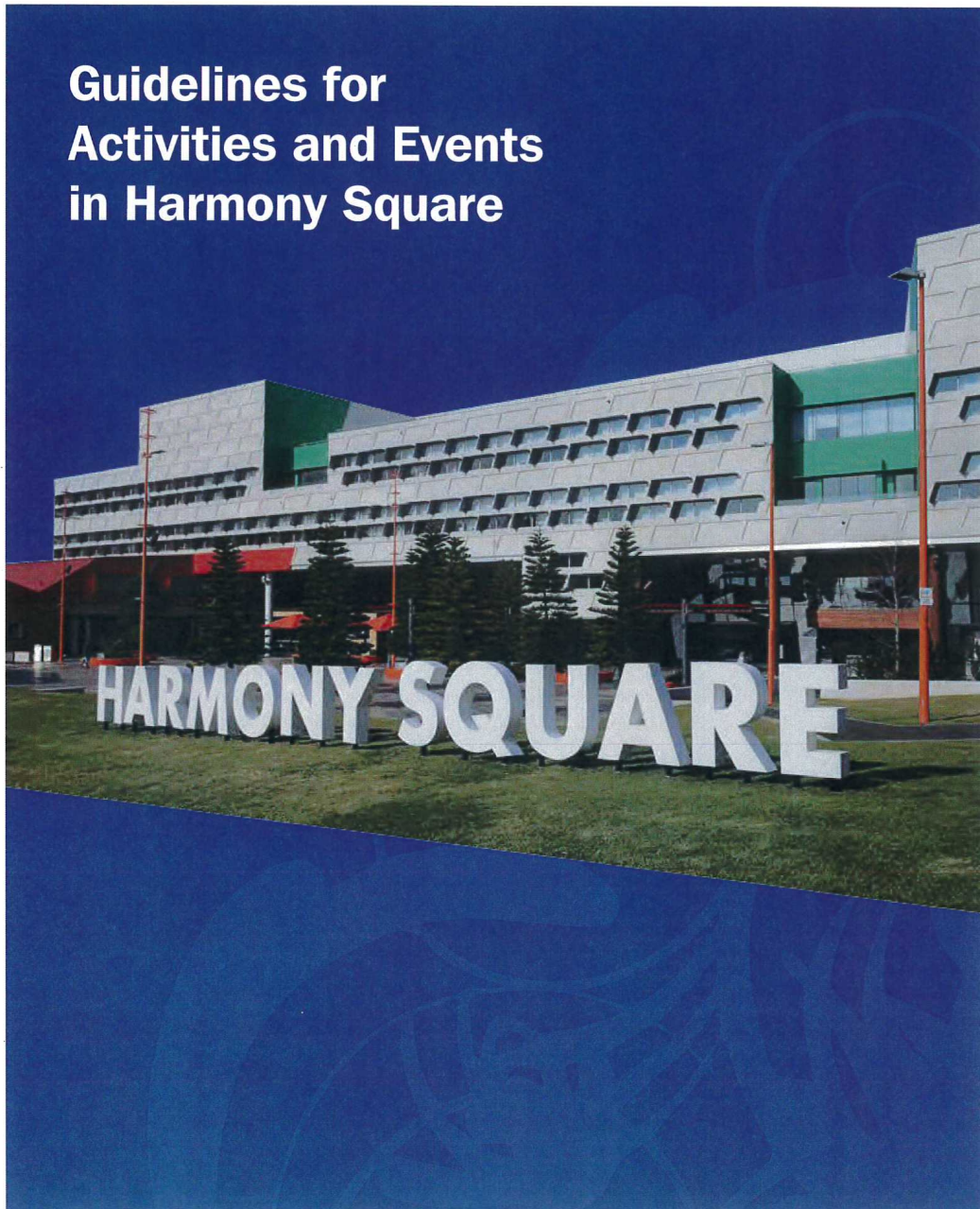
PAGES 29 (including cover)

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

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



Guidelines for Activities and Events in Harmony Square



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



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2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Introduction



1.1 Who can use Harmony Square?

Council encourages everyone to consider using Harmony Square and the Big Screen for their events and gatherings.

The activities undertaken in Harmony Square may be informal such as incidental gatherings and ad hoc screenings, or they may be more formal activities such as movie nights, craft markets, public information launches, public ceremonies and cultural performances.

Harmony Square acts as the 'front door' to the Civic Centre and Dandenong Library. As such, Council reserves the right to limit certain activities in the square to ensure the activities are a good fit with the area and infrastructure.

1.2 Scope of the Guidelines

These guidelines provide practical information for event organisers holding activities or events in the square. They include details of what infrastructure and facilities are available in the square, venue restrictions, technical specifications and potential charges accrued in using the square.

These guidelines are designed to work alongside the *Event Planning Guide (EPG)* to support delivery of quality activities and events. Please refer to the *EPG* for a comprehensive guide on things to consider when planning an event. Other relevant documentation includes the *Event Application Forms (Forms 1A–12)*.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

How do I organise an event in Harmony Square?

Here is some helpful information:

1

STEP 1

Fill in and submit *Form 1A Intention to hold an event in Harmony Square and accompanying site plan* to the Festivals and Events team (events@cgd.vic.gov.au) within 45 days of activity.



2

STEP 2

A member of the Festival and Events team will contact you to discuss your planned activity in more detail to advise you of what to do next.



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

3

STEP 3

If your activity is expected to attract more than 200 attendees, you will also need to complete and submit the *Event Application Forms* covering all aspects of your event from developing a detailed site plan, risk assessment, to providing public liability insurance details.

If you have any questions, get in touch with the Festivals and Events Team.

Email: events@cgd.vic.gov.au

Phone: 8571 5205



Other things to consider

Good planning

Planning is the most important part of running a successful event. Starting well in advance is crucial.

Duty of Care

It is your legal duty of care as an event organiser to familiarise yourself with your official Duty of Care and ensure you follow your duty of care through all stages of your event.

Duty of Care of event organisers

Event organisers have a duty of care under the *Victorian Occupational Health and Safety Act 2004* to provide a safe operational environment. Under this legislation, event organisers must ensure so far as reasonably practicable that: people are not exposed to risks arising from the operation; and any place where employees and self-employed persons work is safe.

The definition of this duty is broad. Proactive attention by event organisers may be achieved by a process of identification, assessment and control of safety risks.

In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders.

Worksafe Victoria – Advice for Managing Major Events Safely

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

The venue

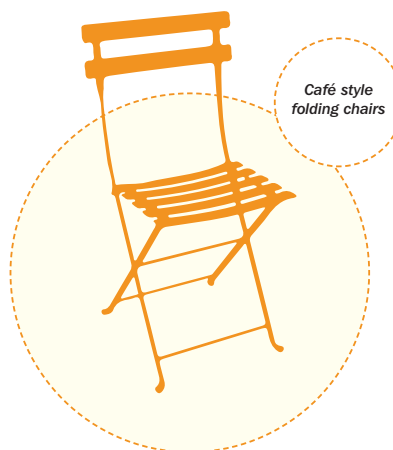


2.1 What is available to users in Harmony Square

The following may be made available to organisers of activities and events in the Harmony Square:

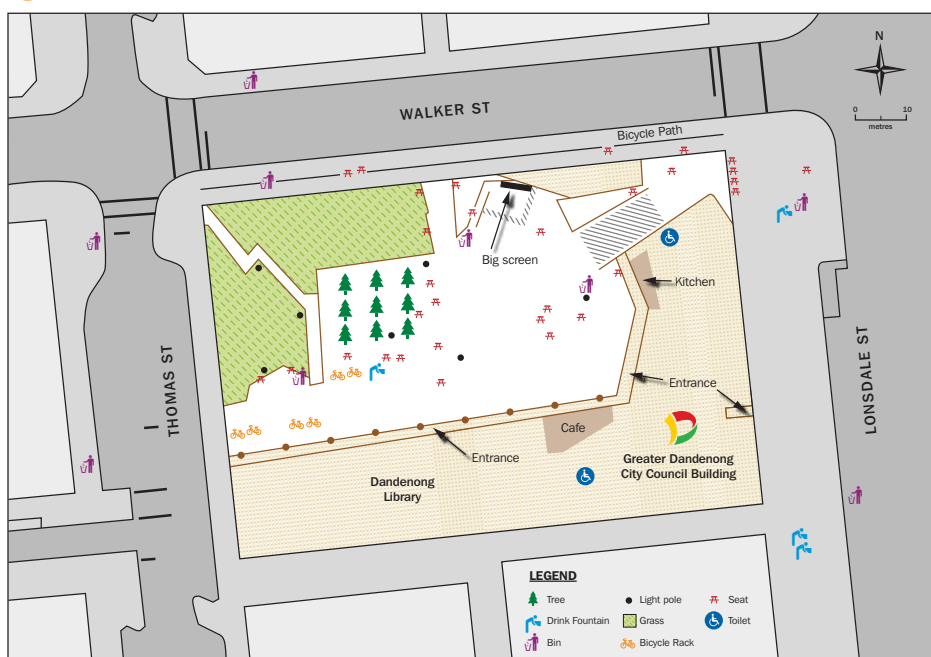
- * 8 X 4 metre outdoor digital screen with capability for live or pre-scheduled content.
- * Accessible stage area 7.5m x 5m approximately.
- * Permanent sound equipment.
- * Lawn area and some fixed open-air seating.
- * Umbrellas which can be installed as required into permanent sleeve bolted positions in square.
- * 75 café style folding chairs. Please see Appendix 9.3 for more information about these chairs.
- * Readily available power and ambient fixed lighting.

Note: Some costs may apply and installation will need to be requested for some items.



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

2.2 Site Map 1 – Harmony Square in Dandenong



2.3 Site restrictions

The following restrictions apply to Harmony Square:

- * No unstructured ball games.
- * No alcohol.
- * No smoking.
- * Maximum capacity of 3000 people at a given time (capacity may be less than 3000 depending on the amount of event equipment or marquees in the square).
- * Weight restriction of vehicles and structures of 10 tonnes.
- * Recommended maximum of five food stalls in the square, due to power and space restrictions. Restrictions in the size and capacity of the food stalls will also apply.
- * Approval will not be given to any activities that contravene laws or accepted community standards.
- * Approval will not be given to any activities that are reasonably likely to offend, insult or intimidate other people.
- * Harmony Square is a public open space, and therefore fenced-off, closed ticketed events or paid activities will not be permitted.

2.4 Political stall restrictions

The following restrictions apply to political information stalls in Harmony Square.

- * Only political parties with members in the state or federal parliament will be permitted.
- * A display will only be permitted in a pre-designated zone, away from doorways.
- * Not permitted during a pre-election period.
- * The political stall can consist of one table and banner; vehicles or teams of people handing out brochures will not be permitted.
- * Any rubbish (handouts etc.) that are dropped are to be collected and disposed of by the organiser.
- * The Council reserves the right to refuse any application.

Guidelines for Activities and Events in Harmony Square • 7

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Facilities

3.1 Screen specifications

Hardware specifications for the screen include:

- * Full concert quality PA system with extra fill speakers.
- * Ross Video 'Carbonite' 24 input live production video switcher/mixer.
- * Ability to overlay titles, graphics, logos and 'lower thirds' etc.
- * Ability to display live web streams, websites and dynamic content.
- * Free-to-air television and Foxtel.
- * HD pan tilt zoom cameras in the square.
- * Blu Ray and DVD playback.
- * Live tweet and SMS support to screen.
- * Video, audio, communications and network points throughout the square.
- * Optical fibre ties to the Drum Theatre.
- * Screen content may also be screened on the customer service screens throughout the municipal buildings including libraries.

Most events requiring active use of the screen will involve some level of technical support from Council staff or volunteer crew. This may incur additional charges (depending on staff capacity and complexity of screen activation). Please refer to *Table 1* for event levels and related technical specifications.

3.2 Conditions for screen content

Material can only be shown on the big screen under the following conditions:

- * Content submitted to the City of Greater Dandenong must have copyright clearance in regards to the use of non-original material. This includes both sound and visual clips.
- * Content cannot be defamatory, discriminatory, insulting or offensive in any way. Council reserves the right, at its discretion, to refuse any content submitted without reason being given.
- * Entries must be in English or with English subtitles, otherwise an English transcript must be provided.
- * The City of Greater Dandenong is unable to return USB keys, DVDs or HDDs that are submitted with content.
- * As screen content will be displayed in a public place, theatrical content that is subject to rating must be 'PG' rated or lower. If material has been given exception by the Classification Board, this must be sighted.
- * Content must be provided at least two weeks prior to screening date.
- * Content must be 1920 x 1080 in resolution, MPEG4 file type for video, JPEG for stills. No Powerpoint or other format will be accepted.



3.3 Screen advertising

Harmony Square's Big Screen is able to include advertising as part of a wide variety of content shown. This can assist in driving positive community outcomes (for both commercial and non-commercial purposes).

If content is advertising or advocating on behalf of a community service or event it may not be considered as advertising. Please contact the Urban Screen Coordinator on 8571 5176 to discuss the nature of your content and how we can support it. Advertising content must still meet our general requirements outlined in 3.2.

3.4 Stage

Organisers planning on utilising the stage at their event are advised to note the following:

- * When using the stage the complexity and timing of the event and its inter-operation with the screen will determine the level of staffing or external support needed.
- * If external AV support is needed, a quote will be provided via Council, from one of our preferred suppliers.
- * Basic wireless microphone and audio mixing capability is available if the stage event is able to be staffed by Council staff and volunteers.
- * If Council has approved of the organisers using their own PA or audio equipment, it will need to be tagged and tested.
- * Note that there is no permanent shade over the stage, although two red umbrellas could potentially be utilised for this purpose.
- * Environment Protection Authority (EPA) regulations on noise limits apply to activations both on stage and on the screen.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



Table 1: Technical specifications for screen use

| EVENT 'LEVELS' | | |
|--|--|--|
| EVENT TYPE | CAPACITY | STAFFING |
| Full event production, full external AV crew. (Example: live bands, performances) | Multiple live cameras, vision mix, slides, pre-roll content, screen synced to stage, bands requiring full audio mix, foldback etc. | External AV crew, possibly supplemented with staff/volunteers. |
| Internally produced event, multimedia staff. (Example: Public information launches, speeches) | Installed camera only, live vision mix, slides, pre-roll content. 2 x wireless mics. | Multimedia staff or volunteers. |
| Pre-scheduled content only, actively monitored. (Example: AFL match shown at a pre-set time) | Pre-scheduled, passive, vision source. Security briefed to watch for technical or public concerns. | On call multimedia staff or volunteers. |
| Pre-scheduled content only, zero staff support. (Example: Advertising content shown) | Pre-scheduled, passive vision source. | N/A. |

For more details, and to discuss your screen requirements contact the Urban Screen Coordinator, Media and Communications Department, 8571 5176.

3.5 Lawn and trees

Organisers planning on utilising the lawn and trees area at their event or activation are advised to note the following:

- * Stages or temporary structures are discouraged on the lawn site due to potential damage to the grass, underground plumbing and uneven ground surface.
- * The lawn is subject to ongoing maintenance through a sprinkler system so may be wet at certain times of the day.
- * Decorating the trees is not possible due to the risk of permanent damage.

3.6 Umbrellas and chairs

There are 17 large market umbrellas with permanent sleeve bolted positions in the square. Of these, 15 sleeves are located in the square between the screen and the Library entrance. The remaining two are located on the stage. Note that having umbrellas in the square will interfere with the sight-lines to the screen and impact the camera-feed for the square on to the screen.

Due to the size and weight of the umbrellas, they are required to be set up and removed by Council's approved contractors.

Depending on the type of activation, 75 orange café-style chairs may be made available for use; additional chairs will have to be hired separately.

Please note that the use of umbrellas and chairs may incur additional charges. Please see *Schedule of Charges* in section 8.

3.7 Retail facilities in the square

A commercially operated coffee shop is adjacent to the Library, facing out onto Harmony Square. Organisers may need to contact the coffee shop operator to ensure the cafe will be open on weekends for special events.

Other retail outlets are operating at the top and bottom of the main stairs leading to Lonsdale Street, and along Lonsdale Street. It is worth considering how your event may impact on these shops and vice versa.

For more details, and to discuss your equipment requirements contact the Festival and Events Team, 8571 5205.



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Amenities and temporary facilities

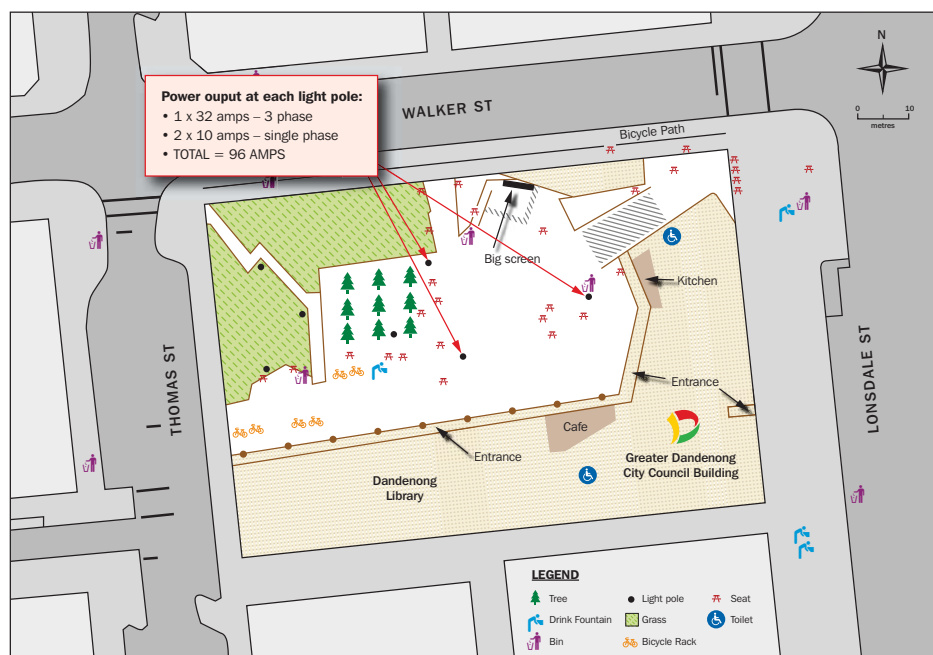
4.1 Power and lighting

Organisers planning on utilising power and lighting at their activity or event are advised to note the following:

- * Access to mains power is readily available across the site at various locations.
- * Power is accessed from the 3 larger light poles located in front of the Library. Please see *Site Map 2* for details of electricity and output available.
- * A qualified electrician may be required to be on standby during an event that uses power in the square. This may incur additional costs (see *Schedule of Charges* in Section 8).
- * There is fixed lighting at night within the square.



Site Map 2: Location of power points and power output



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



4.2 Temporary infrastructure

Organisers bringing temporary infrastructure such as marquees and other event equipment are asked to note the following:

- * All marquees must be weighted as per the product specifications. These should be made available for Council's viewing on request. If the specifications are not available, a minimum acceptable weight per leg is 39kg.
- * Consider space allocation when erecting marquees – the more space taken with temporary structures, the less attendees can fit into the square space.
- * Trestle tables should be dressed with a suitable cover. Consider clips to secure tablecloths and bands around materials to prevent being blown away by the wind.
- * Consideration must be given to pedestrians travelling through the square to other locations.
- * All marquees involving the preparation and selling of food must have a plastic tarpaulin base to stop food dripping on to the porous paving. The event organiser will be responsible for any damage to the paving in the Square.

4.3 Covered area

Along the front of the Library, facing out to the square, the awnings create a sheltered area. In case of bad/hot weather, organisers may consider using the sheltered area to place tables and stalls.

Organisers planning on utilising the covered area are asked to note the following:

- * Organisers are required to ensure there is an accessible path of travel for the public to get in and out of the Library and municipal building, also keeping emergency exits clear.
- * Organisers will need to apply to Council well in advance for permission to use this sheltered area, providing a detailed site plan.
- * Any activities that impede public entrance ways and emergency exits will be directed to move.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Amenities and temporary facilities

4.4 Water

There is one permanent drinking water fountain within the square. Water points in the ground are located beside each of the larger light posts. They are easily accessible and have a cock-hose for straight-forward connection (see Site Map 3).

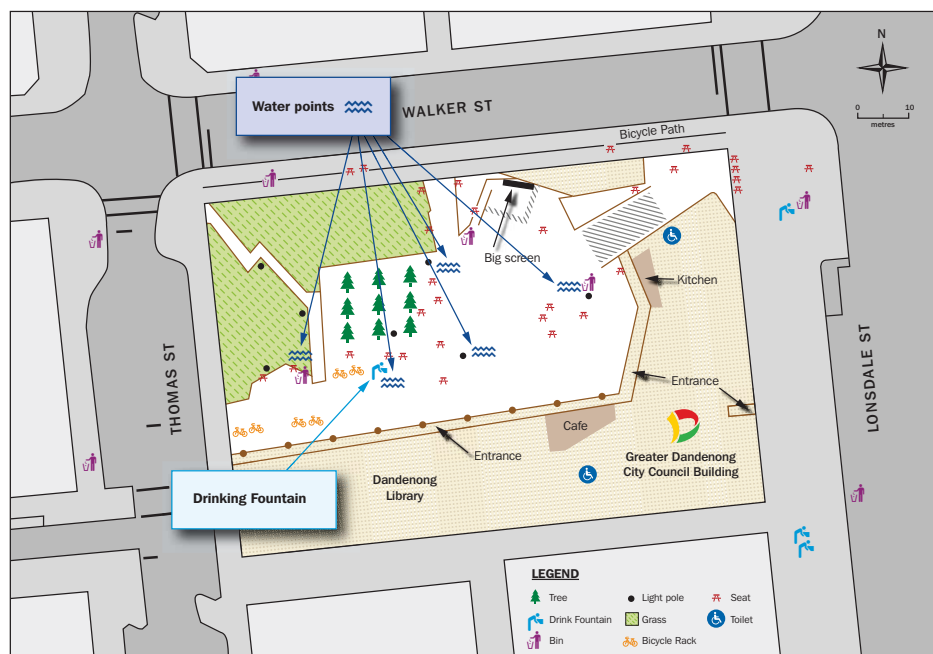
Organisers planning on accessing water points within Harmony Square are asked to note the following:

- * Hydration stations (usually 3m by 3m) should ideally be set up in close proximity to water supply points to avoid the necessity for long cables.
- * When using a hydration station, drainage of excess water to avoid flooding should be considered. Drainage of excess water must be directed into storm water grates, not drained into the base of the trees or the enclosed plant beds near the orange seating areas.
- * All water accessible from the identified ground water points is suitable for drinking.
- * Grey water, oil or other liquid generated by an event must be taken off site and appropriately disposed off.



Drinking fountain

Site Map 3: Location of water points from the ground



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Amenities and temporary facilities

4.5 Toilets

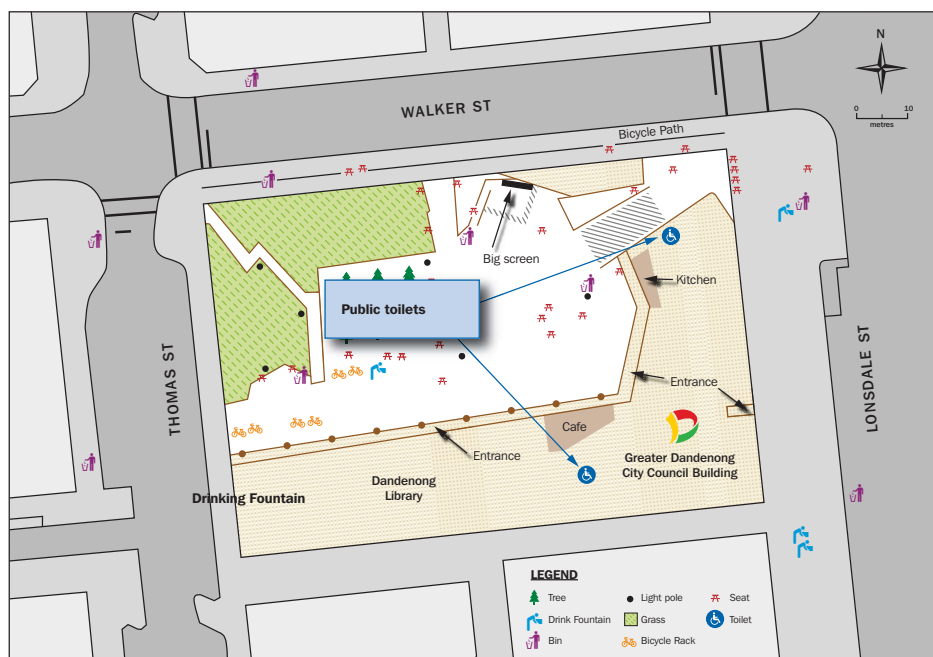
Public toilets are available for those using the square. These are located in the foyer by the Library and near the Lonsdale Street stairs. Refer to *Site Map 4* for their locations. Depending on the number of attendees at the event or activation, portable toilets may need to be included in your event plan, particularly during out of business hours when the foyer toilets may not be available.

Organisers planning on utilising the toilets in Harmony Square for their event are asked to note the following:

- * Public toilets must be regularly checked and cleaned throughout and after an event. Please see *Schedule of Charges* in section 8 for indicative costs.
- * The accessible toilet also includes a shower and change room. To access these facilities, you will require the MLAK keys. Keys are available from the Dandenong Library or the Council customer service centre. **For further information please phone 8571 1000.**

| | MALE | | | FEMALE | | ACCESSIBLE TOILET | |
|--------------------------------------|----------|----------|-------------|-----------|-------------|-------------------|-------------|
| | Toilets | Urinals | Hand basins | Toilets | Hand basins | Toilets | Hand basins |
| Library foyer | 3 | 7 | 2 | 8 | 3 | 1 | 1 |
| Lonsdale St (Level 1) | 1 | 2 | 2 | 2 | 2 | 1 | 1 |
| Total (during business hours) | 4 | 9 | 4 | 10 | 5 | 2 | 2 |
| Total (out of hours) | 1 | 2 | 2 | 2 | 2 | 1 | 1 |

Site Map 4: Location of public toilets



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



4.6 Additional rooms for hire

In addition to the square, several rooms are available for hire inside the Civic Centre. Please go to the following link to access the relevant information: [Dandenong Municipal Office meeting room hire](#).

For more details contact the Civic Facilities Coordinator, 8571 5340.

4.7 Maintenance of the square

The square and public toilets must be cleaned and maintained both during and after an event or activity, to avoid waste building up or damage.

Organisers of events or activities that will require additional cleaning are asked to note the following:

- * Levels of cleaning required will vary depending on the type of event. Please see *Schedule of Charges* in section 8 for indicative costs.
- * The paving in the square has been coated with a protective seal, which is easily damaged when removing food or other material from the ground. Therefore ALL activity and food stalls must put down protective properly secured tarpaulins to ensure the paving is not damaged.
- * Gaffer tape, or any other tape, is not permitted anywhere in the square as they leave a damaging residue.
- * Any other activities that may cause damage to the square will not be permitted.

4.8 Waste management

The waste bins in the square are sufficient for everyday use. Additional bins will be required for an event or activity that generates more waste, particularly those with food stalls.

Organisers of events or activities that are likely to generate additional waste beyond normal everyday use of the square are asked to note the following:

- * Extra bins are available for hire from Council (refer to *Event Application Form 4* for more information).
- * It is the event organiser's responsibility to ensure that the site is left in the same condition as before the event. Council's Waste Management Unit may be available to assist with extra cleaning if required. Note that there may be a cost associated with this service.
- * Council encourages all organisers to deliver waste wise events.
- * All events in the square must include the use of recycling bins.
- * Food stallholders can potentially dispose of dirty water, oil or other liquid by-products of food preparation using the waste disposal drain inside the kitchen. This option is only available if the event organiser has arranged it with Council prior to the event; note there may be a cost associated with this. If this arrangement is not in place, food stallholders are required to take their liquid waste off site and dispose of it appropriately.

For advice and more details contact the Waste and Cleansing Team, 8571 1755.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Traffic, transport and parking

5.1 Impact on traffic and pedestrians

Harmony Square was designed to provide ample space for pedestrians moving in and out of the area. Provided an event does not exceed maximum capacity of 3000 attendees (standing room only) at any given time, little or no impact on traffic or pedestrian movements is foreseen.

Road or lane closures may be required for events with activities on the pavements surrounding the square. If this is the case of surrounding streets, it is advised that you contact Council to discuss your proposed plan with a member of the Transport Team. Phone 8571 5233.

5.2 Transport

Issues concerning transport to and from the venue are dependent on the timing and scale of the event. During business hours, car parking is limited and public transport options should be encouraged. Out of hours, several multi deck and on street car parks are located within a short distance from the square. Some parking will incur a fee.

5.2.1 Public transport

The site is easily accessed by train with Dandenong Station within a one minute walk and various bus stops are all located nearby.

5.2.2 Car parking

Car parking is available within a short distance from Harmony Square. Disabled parking is available on Thomas Street and on the ground level in the Walker Street multi deck car park.

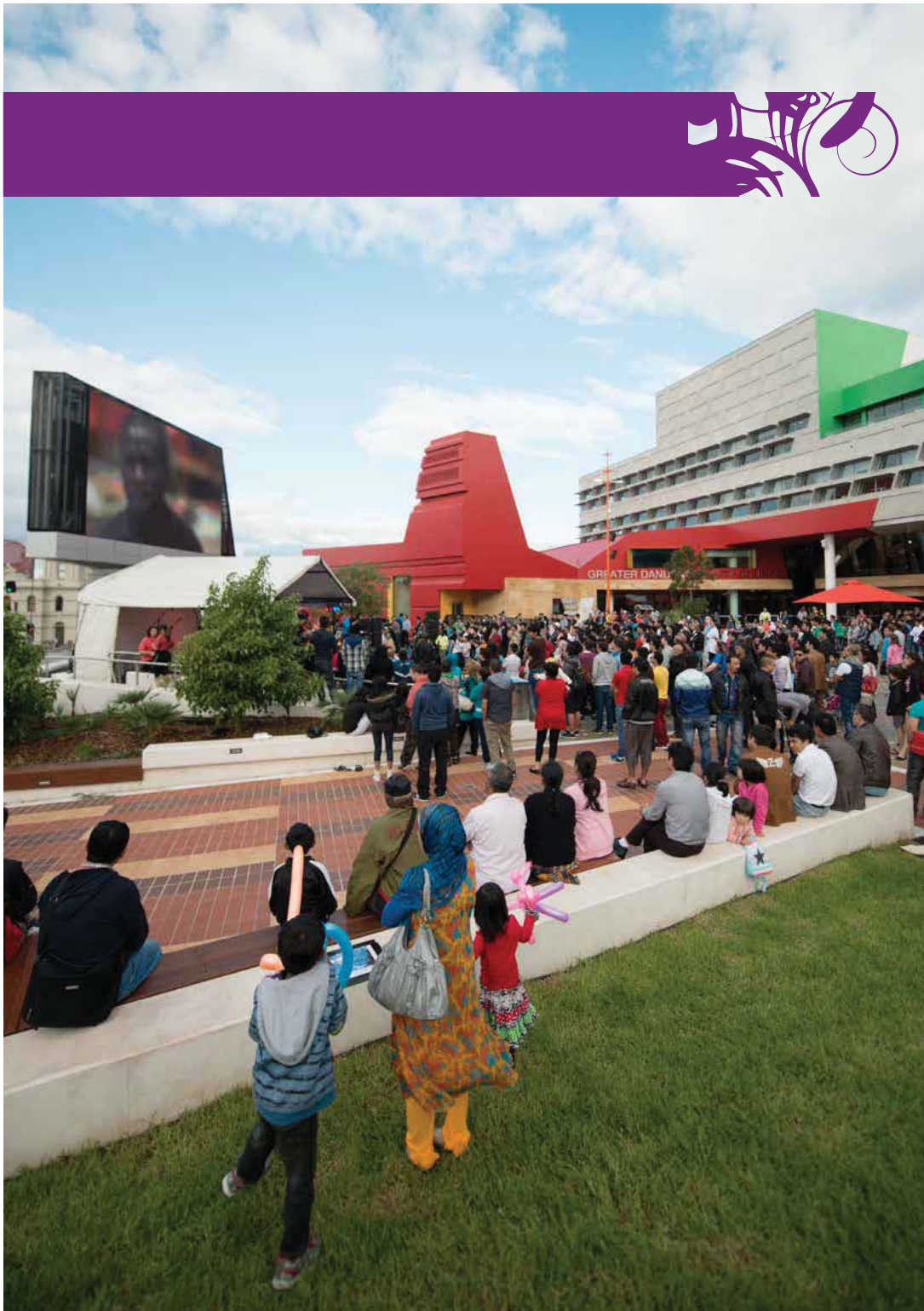
There is paid parking in the vicinity of the Harmony Square in the following locations:

| LOCATION | COST PER HOUR | COST PER DAY |
|--|---------------|--------------|
| 240-248 Thomas Street multi deck car park, Dandenong | \$1.30 | \$30.00 |
| 23-37 Walker Street multi deck car park, Dandenong | \$1.30 | \$9.10 |
| 2 Mason Street, Dandenong | \$1.30 | \$8.60 |

Rates are correct as of 1 July 2015 and are subject to change.



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Risk management and safety

6.1 Identified risk issues in the square

To ensure public safety and minimise risk, planned activities in the square must not exceed 3000 people at any given time. This is based on the Building permit for the square. Depending on what is planned in the square, the overall capacity of people in the area at a given time may vary; more infrastructure will mean less people will be permitted in the square.

In developing a site plan for your event, you are responsible for ensuring uninterrupted flow of the general public in and out of Harmony Square. Pedestrian traffic into the Council offices and Library during business hours, should not be disrupted. Events of more than 200 people must supply Council with a risk assessment using the template in the Event Application Forms.



6.2 Public liability insurance

For events in the square that include food or market stalls, stage performances that are likely to attract more than 200 people, public liability insurance is required. The need for public liability insurance for other activations in the space will be assessed on a case by case basis.

For community groups planning to hold an event, Council officers can provide information about specialist insurance providers established to manage the insurance needs for not for profit clubs and community groups within Australia.

If you are unable to obtain insurance cover elsewhere, please contact Council's Risk Management Coordinator on 8571 5115 who may be able to advise you (subject to specific case).

6.3 Security

Organisers are responsible for ensuring they have adequate security during their activity or event.

Organisers of events or activities are asked to note the following:

- * Depending on the size and nature of the activity or event Council may require the organiser to engage their own security.
- * If an event occurs during Council and Library business hours, additional security may be required to ensure security is not compromised inside the Council buildings. This will incur an additional cost (see *Schedule of Charges* in section 8).

For more details contact the Building Maintenance Team on 8571 5142.

6.4 Noise

Organisers of events or activities with amplified music are asked to note the following:

- * Organisers must ensure audio from events does not exceed 65 dbA (A-weighted) as stated in Environmental Protection Authority's State Environment Protection Policies (SEPPs).
- * Organisers must ensure audio operating hours run between the hours of 12pm and 10pm. If an event is under five hours long, hours can extend to 11pm.
- * Waivers may be given for social or charitable events.

6.5 Emergency management

All organisers using the square for an activity where more than 200 people are expected to attend will need to document how emergencies will be managed should they arise.

For example, events for over 200 attendees will require a qualified first aider to be onsite and depending on the type of event planned a first aid station may be required.

Victoria Police should be notified of any event or activity expected to attract more than 200 people and, depending on the nature of event, will help to determine the level of their involvement. Emergency Wardens should also be established for larger events.

Please note that events taking place during Council and Library business hours need to take into consideration that in an emergency situation there may also be an evacuation of the municipal buildings at the same time, as an event.

For more information on emergency management procedures and to obtain a recommended evacuation plan for the square, please contact the Festivals and Events Team on 8571 5205.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



6.6 Setting up and clearing out after an event

Due to the public nature of the square, setting up and clearing out after an event needs to be carefully considered and planned. Keeping pedestrians safe in the square and surrounding area is paramount. For this reason there is a preference for vehicles to load and unload in the driveway off Walker Street.

Where organisers can demonstrate that it is essential to have vehicle access, the square is available via both Thomas and Walker streets. Removal of bollards must be arranged in advance.

All vehicles must adhere to maximum speed of 5kph limit in the square, have headlights on and be accompanied by a Council officer or security guard.

The setup of complex activities (such as events with marquees, food/market stalls, stage equipment) should be cordoned off with appropriate signage to mitigate any risk to the public.

In some cases it may be necessary to set up outside of business hours where the activity is deemed a high risk to pedestrians walking through the space. This may incur additional costs.

Note that set up for activities must take care not to damage paving in the square through the use of cable trays and the like.

6.7 Permits and bond

Event Permit

Activities of 200 or more attendees will be classified as an event and will necessitate the completion of event application forms. An event permit will need to be issued by Council before the activity can go ahead.

Activities of 200 or less people will still require written permission from Council to go ahead, although a full event permit will not be required.

Bond

A refundable bond is required as a security for any damage, extra cleaning or breach of the conditions of hire. The refundable bond amount will vary, depending on the size and nature of the event. An event or activity will not be permitted to go ahead until a bond cheque has been received or credit card details have been provided to Council.

The bond process is as follows:

- * Council will advise the organiser of the amount of the refundable bond after the application has been assessed.
- * The organiser will issue Council a refundable bond cheque or provide credit card details. This cheque will not be banked/ credit card will not be processed in the first instance, but will be retained by Council for the duration.
- * Should the event go as planned incurring no additional costs, Council will either return the refundable bond cheque to the organisers or destroy the cheque/credit card details as soon as possible after the event.

* Should there be additional costs incurred the bond payment will be banked by Council. Should the additional costs incurred be less than the bond amount, the difference will be refunded to the organiser.

* Should the additional costs incurred exceed the amount of the bond, the organiser will be liable for the excess amount.

For more details contact the Festival and Events Team on 8571 5205.

6.8 Cancellations

All organisers are asked to note the following in case their event or activity needs to be cancelled for any reason:

- * Should an event or activity need to be cancelled for any reason, it is the responsibility of the organiser to alert the public who might otherwise attend the activity.
- * In the event of a cancellation the refundable bond will be returned to the organiser, provided no additional costs were incurred by Council due to the activity or its cancellation.
- * Should the additional costs incurred by the activity or its cancellation be less than the bond amount, the difference will be refunded to the organiser.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Schedule of charges

There is no hire charge for using the square and screen, unless a technician is required on site or on standby. However, please consider the following additional costs that will be need to be covered by organisers.

Note: Fees and Charges are revised annually. Refer to the online version of this document for the latest Fees and Charges, www.greaterdandenong.com

Current as of 1 July 2015.

| EVENT/ACTIVATION | DETAILS | COSTS |
|------------------------------------|--|----------------------|
| Gatherings up to 200 people | | |
| Refundable deposit (bond) | – | \$500 |
| Bin hire | Not required – adequate bins on site | – |
| Clean up | – | Organiser to provide |
| Security | Depending on type/time of event | Organiser to provide |
| Events 200–500 people | | |
| Refundable deposit (bond) | – | \$500 |
| Bin hire | 1 rubbish, 1 recycling | \$15 per bin |
| Clean up | – | Organiser to provide |
| Security | 1 licensed security guard | Organiser to provide |
| Events 500–1000 people | | |
| Refundable deposit (bond) | – | \$500 |
| Bin hire | 2 rubbish, 2 recycling | \$15 per bin |
| Clean up | 1 cleaner | Organiser to provide |
| Security | 2 licensed security guards | Organiser to provide |
| Events 1000–2000 people | | |
| Refundable deposit (bond) | – | \$500 or more |
| Bin hire | 4 rubbish, 4 recycling | \$15 per bin |
| Clean up | 1–2 cleaners | Organiser to provide |
| Security | 3–4 licensed security guards | Organiser to provide |
| Events 2000–3000 people | | |
| Refundable deposit (bond) | – | \$1000 |
| Bin hire | 6 rubbish, 6 recycling | \$15 per bin |
| Clean up | 4–5 dedicated cleaners during event to keep square/toilets clean, prevent damage | Organiser to provide |
| Security | 6 licensed security guards | Organiser to provide |
| Qualified on-call electrician | May be required on standby for events | Organiser to provide |
| Qualified on-call plumber | reliant on power/water | |

Note: The fees and charges may be subject to change after 1 July each year. The Festivals and Events Team will advise organisers of any changes to the fees as soon as practicable.

ORDINARY COUNCIL MEETING - AGENDA

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

| ADDITIONAL COSTS | | |
|---|---|--|
| Umbrellas/chairs | 2 contractors to put up and bring in umbrellas/chairs | \$750 – fixed costs for any number of umbrellas/chairs |
| Meeting rooms Council chamber (capacity 50) Formal meeting room (capacity 50) Community room 1 (capacity 15) Community room 2 (capacity 15) | Fixed rates for room hire where needed in conjunction with activation of the square | \$30–\$62 p/h (community group rates) \$38–78 p/h (standard rates) |
| Public liability insurance | Required for all planned activities in the square | Organiser to provide |
| Screen usage | | |
| Internally produced event | 1 multimedia staff/volunteer | During business hours (dependent on capacity), potentially no cost Outside of business hours: \$75 p/h (first 2 hours) \$100 p/h (additional hours) |
| Full event production | External AV crew with 1–2 multimedia staff/volunteer | Quoted on a per job basis with preferred contractors |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Other useful information

8.1 Operating hours

Council office business hours:
Hours of operation: 8.30am–5pm Monday to Friday

Library opening hours
Monday to Friday: 9am–9pm
Saturday: 10am–5pm
Sunday: 12pm–5pm
Selected public holidays: 2pm–5pm

8.2 Contact list

Main contact:

| DEPARTMENT | ROLE | CONTACT DETAILS |
|----------------------|--|--|
| Festivals and Events | Responsible for oversight of event, managing central booking calendar and processing of all event forms. | Festivals & Events Officer, 8571 5205 |

Other departments you may need to contact:

| DEPARTMENT | ROLE | CONTACT DETAILS |
|--------------------------|--|---|
| Regulatory Services | Provision of event permit provided all conditions have been met. | Coordinator, Residential Amenity, 8571 1452 |
| Building Maintenance | Responsible for ensuring security and maintenance of the square. | Municipal Building Operations Coordinator, 8571 5142 |
| Building Services | Responsible for assessing the suitability of the space for the event. | Municipal Building Surveyor, 8571 1486 |
| Media and Communications | Responsible for promotional advice to event organisers. | Senior Media and Communications Coordinator, 8571 5104 |
| Screen Bookings | Responsible for bookings and content development for the Big Screen. | Screen Coordinator, 8571 5176 |
| Risk Management | Information and advice on obtaining insurance. Risk and emergency management assessment. | Risk Management Coordinator, 8571 5177 |
| Public Health | Responsible for ensuring all food stallholders are registered and have lodged their Statement of Trade. | Food Safety Coordinator, 8571 1401 |
| Waste Management | Advice and support on developing a waste management plan. Bins and bin cap hire. Cleaning arrangements. | Waste and Cleansing Team Leader, 8571 1755 |
| Traffic | Traffic issues relating to events in the square. Assessment and approval of traffic management plans. | Traffic Engineer, 8571 5233 |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Other resources



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



9.1 Event planning guide

Please contact the Festivals and Events Team for your copy of the Event Planning Guide.

Ph: 8571 5205

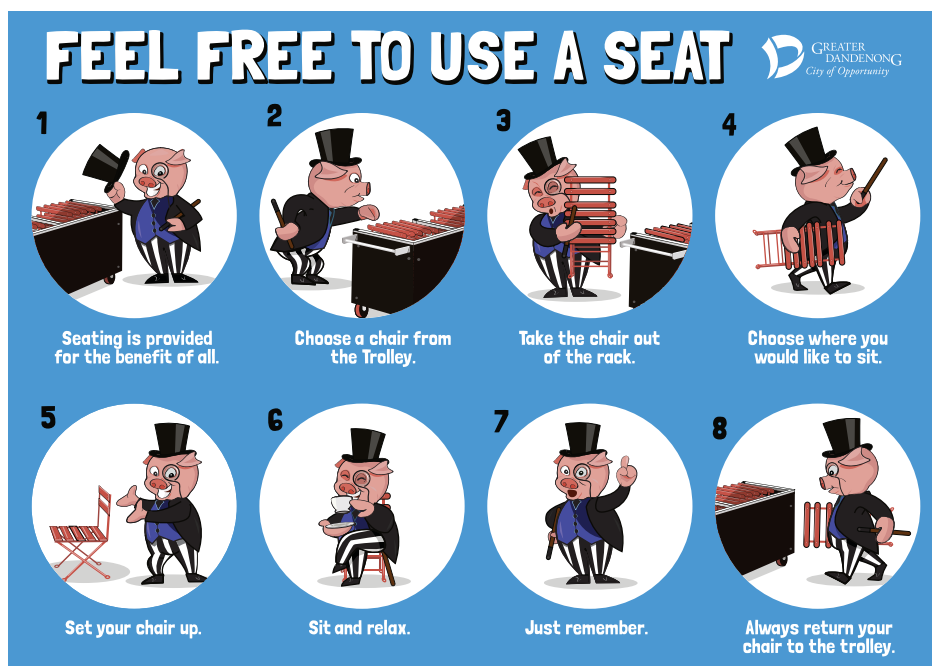
Email: events@cgd.vic.gov.au

9.3 Public seating instructions

The orange folding chairs are supplied with a trolley designed to allow people to pick up their own chair off the trolley. Events and activities making use of the orange chairs may wish to request the Dandy Pig animation be shown on the Big Screen while the event is in progress.

9.2 Event application forms

The *Event Application Forms 1–13* are available on the Council website, in the Plan Your Event section.



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



| | | |
|--|--|---|
|  Phone 8571 1000 |  TTY: 133 677 Speak and listen: 1300 555 727 Internet: www.iprelay.com.au | Find us online  www.greaterdandenong.com |
|  Fax 8571 5196 |  TIS: 13 14 50 |    www.facebook.com/greaterdandenong www.twitter.com/greaterdandy www.youtube.com/citygreaterdandenong |
|  council@cgd.vic.gov.au | | |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

OTHER

**RESPONSE TO NOTICE OF MOTION NO. 61
ASSISTING COMMUNITY EVENTS AT HARMONY SQUARE**

ATTACHMENT 2

EVENT PLANNING GUIDE – AUGUST 2017

PAGES 53 (including cover)

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

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

**CGD
Event
Planning
Guide**

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2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

SECTION I – PLANNING OVERVIEW AND EVENT APPLICATION PROCESS

Thinking about holding an event? Here is some helpful information:

STEP 1

Fill in and submit [Intention to hold an event form online](#) within 60 days of planned activity.

STEP 2

Council's Festival and Events team will contact you to discuss the planned activity in more detail.

STEP 3

If the activity is expected to attract more than 200 attendees, complete and submit [Event Application Forms Parts A and B \(PDF - 689KB\)](#) within 45 days of the event. This form requires a detailed site plan, risk assessment, and public liability insurance.

Get in touch with the Festivals and Events team to discuss the application.

events@cgd.vic.gov.au
(03) 8571 1000

Event Application Deadlines

*** 60 days prior** – complete and submit [Intention to Hold an Event Form online](#)

*** 45 days prior** – submit the following:

1. [Event Application Forms Parts A and B \(PDF - 689KB\)](#)
2. Public Liability Insurance (minimum \$20 million cover)
3. Site plan
4. Traffic management plan, if applicable

*** 30 days prior** - submit event on [Council's online event calendar](#)

*** 14 days prior** – submit the following:

1. List of food stalls
2. Event emergency management procedure:
 - o Parks, Reserves and Open Spaces - [Event emergency procedure template for events in parks and reserves \(PDF - 678KB\)](#)
 - o Harmony Square - [Event emergency Procedure template for events in Harmony Square \(PDF - 2.9MB\)](#)

*** 5 working days prior** – cut-off date for submitting a statement of trade for food (streptrader.health.vic.gov.au)

Refer to Council website greaterdandenong.com: Events in Council Parks and Reserves for further details.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)**CGD
Event
Planning
Guide****Event Organiser's Duty of Care****Duty of care of event organisers**

Event organisers have a duty of care under the Victorian Occupational Health and Safety Act 2004 to provide a safe operational environment. Under this legislation, event organisers must ensure so far as reasonably practicable that people are not exposed to risks arising from the operation, and any place where employees and self-employed persons work is safe. The definition of this duty is broad. Proactive attention by event organisers may be achieved by a process of identification, assessment and control of safety risks.

Event organisers will also owe a duty of care to the public attending the event or those that may be affected by the event, including their property. Therefore, event organisers should take all reasonable measures to ensure the event is conducted in a safe manner. This may be achieved by event organisers undertaking a process of identification, assessment and control of risks.

In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders.

WorkSafe Victoria – Advice for Managing Major Events Safety

Local Law Act**28. Street Parties, Festivals and Processions - Current**

- 28.1 A person must not, without a permit, hold a street party, festival or a procession in any public place.
- 28.2 In considering whether or not to issue a permit in respect of this clause, Council must consider, as appropriate:
- whether appropriate traffic management planning has been prepared for the event;
 - whether there should be notification of property occupiers within a reasonable radius of the event;
 - if applicable, whether an appropriate food safety management plan has been prepared;
 - whether the agreement of the Victoria Police and the responsible Road Authority has been obtained and their requirements met, including an appropriate Traffic detour signing scheme;
 - whether an Emergency Management Plan is required;
 - the group of people or the organisation on whose behalf the application is being made;
 - the streets which are sought to be closed;
 - the date and times for the event;
 - those who are being invited to the event;
 - any proposals for fireworks to be included in the event;
 - proposed arrangements for cleaning and returning the area to its pre-event condition;
 - any other relevant matter.
- 28.3 Where an application is to conduct an event on a road, the application must be made forty-five (45) days before the event is to take place.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)**CGD
Event
Planning
Guide****Workflow of the Event Application Process**

The following flow charts show the event application process for events on Council and private land.

Refer to [Council website](#) for full details.

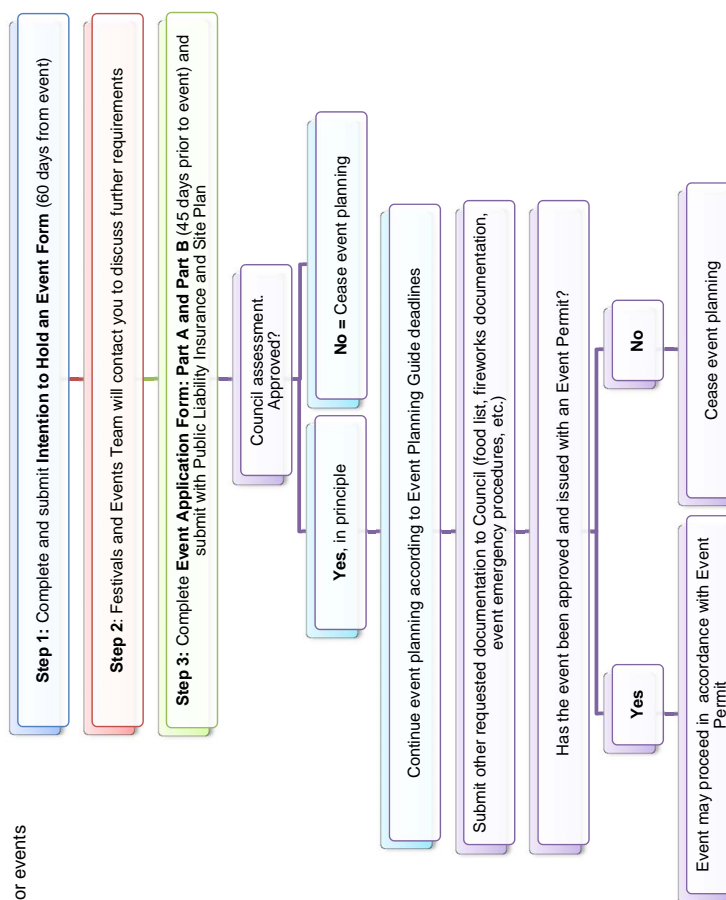
Events on Council Land

Figure 1 – Flow chart for events on Council land

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

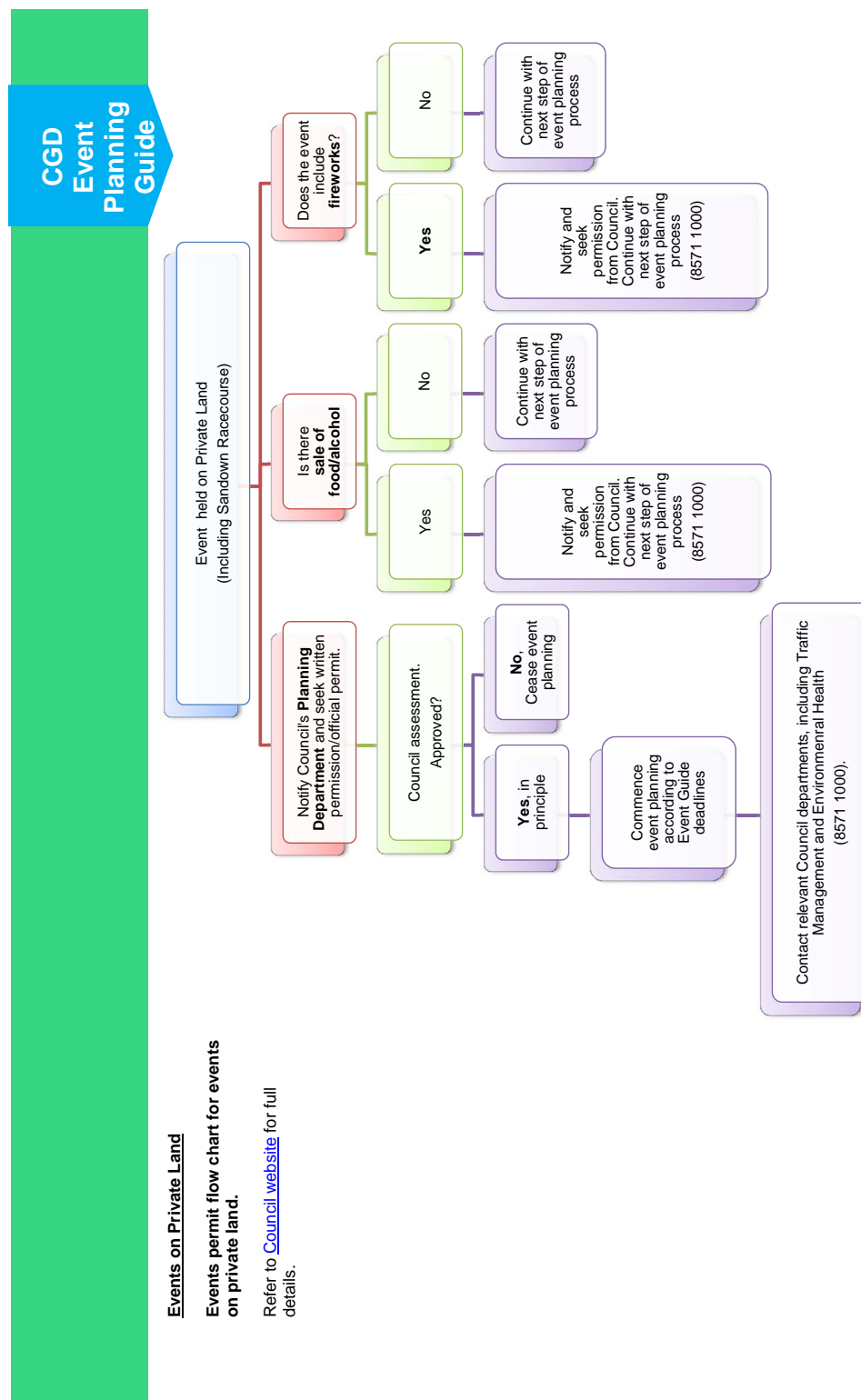


Figure 2 - Flow chart for events on private land

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

SECTION II – EVENT APPLICATION

Depending on the size of the event, different application processes apply. Events with over 200 expected attendees held on Council land require an event permit. Follow the process below to apply for an event permit.

Event Application Forms

- **Step 1: [Intention to hold an event form online](#) (due 60 days prior to event)**
- **Step 2: [Event Application Forms Parts A and B \(PDF - 689KB\)](#) (due 45 days prior to event)**

Fees and Charges

The following fees and charges apply for events on Council land. Once the Event Application Forms have been received, a quote will be prepared for consideration.

- [Event Application - Fee Schedule \(PDF - 51.8KB\)](#)
- [Parks and Reserve Hire - View casual hire fees and charges \(PDF - 52KB\)](#).
- All invoices are to be paid within payment terms prior to the event to secure the booking/service.

INTENTION TO HOLD AN EVENT FORM

As a first step to notify Council of the event, and to check venue availability, an Intention to Hold an Event Form should be submitted.

[Intention to hold an event form online](#)

Deadline: 60 days prior to event

While the deadline submission for the Intention to Hold an Event Form is 60 days prior to the event, it is recommended that it is submitted to Council between 5-10 months in advance. It is also advisable to lock in the event venue as soon as the date is known to avoid disappointment.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

PART A: EVENT APPLICATION FORM

Deadline: 45 days prior to event

Download: [Event Application Forms Parts A and B \(PDF - 689KB\)](#).

1. Event Organiser Details

The event organiser is responsible for the overall management of the event and is the key contact for Council. This person must be easily contactable in the lead up to the event, on the event day and post event.

It is up to the event organiser to form the Event Organising Committee to share the roles and responsibilities. The members of the organising committee provide support to the Event Organiser who is ultimately responsible for all aspects of the event, including:

- Financial management
- Creative direction
- Operations
- Infrastructure and logistics
- Volunteer/staff coordination
- Traffic management
- Event safety
- Marketing and publicity
- Permits & licenses
- Catering and alcohol management

2. Event Details

When completing this section include as much detail as possible.

When choosing the event location, refer to the [complete list of all parks and reserves](#) within the City of Greater Dandenong.

When selecting an event location an organiser should consider:

- Location – proximity to public transport, foot traffic and nearby residents.
- Site restrictions – i.e. there may be limitations on the use of pegged marquees due to underground services.
- Parking facilities – establishing if there is enough nearby parking to accommodate the expected number of attendees.
- Existing infrastructure –including toilets, drinking water, lighting and power.
- Accessibility – are people able to access the venue and/or event.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

3. Mandatory Attachments

3.1 Event Site Map (Mandatory)

A site map must be attached to the Event Application Form for the application to be assessed.

The site plan should be to scale, easy to read, ideally in grid format and include clearly identifiable emergency access points, surrounding streets and landmarks.

Site plan must include:

- All temporary infrastructure including marquees, rides, stage, toilets, drinking water location, food and market stalls, temporary fencing, parking, waste and placement of bins and collections points, and generators with fire extinguishers.
- Entry points and travel paths for vehicles and pedestrians.
- Event Coordination Centre/Event HQ, lost children location.
- Emergency assembly area and first aid (these areas should also be clearly signed on the day of the event).
- Waste management details: bin/waste station locations, bin drop off/pick up locations, access for waste truck, etc.

To obtain a map of the event location, contact the Festivals and Events Team on 8571 1000 or email events@cgd.vic.gov.au. Google Maps may also be used

Useful Link:

- [Example - Site Plan \(PDF - 3.37MB\)](#)

Additional information for the site plan:

3.1.1 Event Coordination Centre/Event HQ

The 'control point' of the event is the Event Coordination Centre (ECC) or the Event HQ. The ECC must have all the relevant information required for the event available at all times. It is also where all major decisions are made. The ECC is generally managed by one or more people with knowledge of the event.

The ECC should be equipped with key event documentation including:

- Event Plan
- Site Plan
- Risk Management Plan (refer to Event Application Part B for a template)
- Event Emergency Procedures
- Insurance and Risk Documents
- Event Running Sheet
- Site induction information
- Contact List
- Contractor and Staff Sign In
- Event Communications Log – with a dedicated Communications Officer monitoring the radio channels and noting the on-air conversations between event staff.

In the case of emergency, the Event Coordination Centre becomes the Emergency Control Centre that implements the Event Emergency Procedures and liaises with the Emergency Services.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)**CGD
Event
Planning
Guide****3.1.2 Access around the site**

The entry and exit points to the event must cater for the type of crowd, number of event attendees and various situations that could arise during the event.

A safe and compliant event site plan must include:

- Suitable access for emergency services and their vehicles.
- Suitable vehicle and pedestrian access – travel surface, efficient and safe pathway.
- Suitable access for wheelchairs, prams and scooters.
- Pedestrian access points of correct width compliant with the Building Code of Australia.
- Pedestrian exit points evenly distributed around the event site (particularly for emergency evacuation).
- Paths of travel to exit doors kept clear of obstructions, including electrical equipment.
- Pathways connecting the car parks to the event should be checked for trip hazards, must be adequately illuminated with signs directing attendees to the event site.

Useful Link:

- [Example - Site plan \(PDF - 3.37MB\)](#)

3.2 Public Liability Insurance (Mandatory)

Events in Greater Dandenong are required to have Public Liability Insurance cover of a minimum of 20 million dollars in the name of the event organisers/organising organisation.

The Policy must cover the event and the types of activities featured in the event; and include the event set up and pack down time. The Policy must be underwritten by insurers authorized to conduct insurance business in Australia. Insurance cover should also cover property, equipment and volunteers.

The event organiser is also responsible for ensuring that all stallholders, caterers, suppliers, performers, contractors have their own current Public Liability Insurance Policies.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

4. Event Inclusions

4.1 Alcohol sold or BYO permitted

Any individual vendor intending to sell or supply alcohol at the event must obtain a liquor licence through the Victoria Commission for Gambling and Liquor Regulations. There are different types of licences required for certain types of events and selling arrangements.

Approval of a liquor licence is not approval for the event, nor does an event permit guarantee a liquor licence.

If alcohol is intended to be served (e.g. BYO alcohol) but not sold, the event may still require a liquor licence. Contact the Victoria Commission for Gambling and Liquor for the latest information via phone on 1300 182 457 or email contact@vcglr.vic.gov.au.

If alcohol is being either sold or served at the event, an Alcohol Plan must be prepared.

An Alcohol Plan should include:

- The type of alcohol that will be available.
- The containers in which it will be served (plastic containers required in parks).
- Provisions for container collection during and after the event.
- Designated dry areas.
- Food vending/provision areas and types of food available.
- The number and location of security personnel who will manage the area.
- The location of toilets and the ratio of toilets per attendees.
- The number of bar staff and their training levels.
- The proposed trading hours of the alcohol serving areas.

Consumption of alcohol is not permitted in public places. The drinking of alcohol in public places is regulated by Council's Local Laws Department and enforced by [Victoria Police](#).

Useful Links:

- [Alcohol and Liquor Licensing](#)
- [Victorian Commission for Gambling and Liquor Regulation](#)
- [Victoria Police](#)

4.2 Animals

Council recommends that measures are put in place to ensure that animal displays and events featuring animals meet all animal welfare standards and they are maintained to the highest level.

- Displays are properly staffed and set up is suitable.
- Animals are not in direct sun, with natural or built shade to be provided.
- Animal farm and display providers have adequate shade, food and water for animals.
- Animal farm and display providers have adequate hand washing facilities or anti-bacterial gel.
- Animals are rested frequently (especially in higher temperatures).

Useful Link:

- [Council website – Animal Welfare](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

4.3 Fireworks or pyrotechnics

Fireworks (including firecrackers) displays are to be conducted only by licensed pyrotechnicians. If a fireworks display is planned at the event, the contracted pyrotechnician must complete a WorkSafe Application for a ["Licence To Use Fireworks As A Pyrotechnician"](#).

The event organiser or fireworks contractor will need to officially notify Council by submitting an appropriate application prior to the event, including submitting an Application for Fireworks Display. The event will need to comply with the City of Greater Dandenong's [Fireworks Policy](#).

It is a requirement of the permit that nearby residents are notified about any upcoming fireworks displays, via:

- Letterbox drop to residents within 1.5km radius of the event for fireworks or a 0.5km notification radius for firecrackers.
- Deadline for letterbox drop is 3-7 days prior to event.
- The content of the letter box drop must be approved by Council.
- An advertisement must be placed with the Public Notices section of two local newspapers at least 7 days prior to the display.
- Council must be advised of the two local newspapers at least 14 days before the display and the content of the ads must be approved by Council.

Due to the severe impact that fireworks can have on animals, it is recommended that the resident notification and advertising includes a phrase such as *"Please ensure that your pets are secured during this time"*.

The Council's Local Laws Department will advise the precise notification requirements after the application has been received.

Useful Links:

- [Fireworks Policy](#)
- [WorkSafe Licence To Use Fireworks As A Pyrotechnician](#)

4.4 Live/amplified music, other amplified noises

To help minimise the impact of the event on nearby residents, it is good practice to consider all noise the event will generate, including music playing through a PA system, vehicle movement, amusement rides, generators and the audience. The Event Plan should detail how noise will be monitored during the event, strategies to manage and reduce noise, and a contact number for noise complaints.

Nearby residents must be notified about the activities creating noise and the times and date/s when vulnerable people and pets may be affected. Notification can take place through a letterbox drop or by advertising in the local newspaper.

To minimise the impact of noise, speakers should be located as far away as possible from residential areas and noise during early morning and late evening should be avoided. Speakers should be directed away from residential properties/areas wherever possible.

Allowable days and times for residential noise

- Monday to Thursday: 7am - 10pm
- Friday: 7am - 11pm
- Saturday: 9am - 11pm
- Sunday: 9am - 11pm
- Public holidays: 9am - 11pm

Useful Links:

- [EPA website - Noise prevention and control](#)
- [City of Greater Dandenong Noise Complaints](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

5. Essential Services

5.1 Communication System

A communication system must be put in place to allow communication between event staff and specific contractors with event attendees for both general information sharing and in case of an emergency.

Communicating with the crowd

For messages to the event crowd, consider:

- What sound levels are required for announcements to be heard over spectator noise?
- Will the audience easily understand announcements?
- Are multiple language announcements required?
- Are the instructions clear and easy to understand

If a public address system is not available you can use police or first aid vehicle address systems in the case of emergency, loud hailers are another possible alternative.

Communicating with event staff

Two way radios are highly recommended to be used at events to ensure instant reliable communication between event staff and key contractors. This is particularly important at large scale events of more than 1,000 people. Mobile phones are not recommended for communication at events as the phone network can be unreliable, particularly for larger events where many people are accessing the phone network.

The event communication system should be multi-modal and not rely on one single system. The communication system should also have its own backup power supply.

5.2 First Aid Arrangements

Providing first aid is a compulsory requirement at public events. First aid posts must be properly equipped and easy to find. It is recommended to have at least two first aid officers for events of up to 2,000 people, with more officers required for larger events. To determine the exact numbers of first aiders consult the first aid provider and emergency service representatives.

At a minimum First Aid Posts at the event should be fitted with:

- Chairs and tables.
- Power and running water (if running water is not available, bottled water).
- Easily identifiable signage.
- First Aid Equipment.

Some events may require standby ambulance support. The paramedics will work alongside recognised first aid providers to ensure that those patients that are seriously ill or injured receive rapid, paramedic-level care and transport to hospital were required.

The Ambulance Victoria Events team can conduct a risk assessment of an event to establish the most appropriate level of first aid required, and if applicable, develop a Health Event Emergency Procedures.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

5.3 Toilets

Required toilet facilities for events without alcohol:

| Max. people at a time | No. of toilets including hand washing facilities | No. of Disabled toilet including hand basin |
|-----------------------|---|---|
| <200 | 1 | 1 |
| <1000 | 4 | 1 |
| <2000 | 9 | 1 |
| <3000 | 14 | 1 |
| 4000 | 19 | 1 |
| >4000 | Add 1 toilet and hand basin per 200 persons or part thereof | 1 |

Required toilet facilities for events where alcohol is available: It is recommended that the number of toilets and basin be doubled to the above table where alcohol is consumed at an event.

The above figures may be reduced at the discretion of the Event team for shorter events, as follows:

| Duration of Event | Required percentage of quantity |
|-------------------|---------------------------------|
| 8 hours plus | 100% |
| 6 - 8 hours | 80% |
| 4 - 6 hours | 75% |
| Less than 4 hours | 70% |

It is recommended that there is a mix of standard and accessible Disability Discrimination Act (DDA) compliant toilets.

The following should be taken into consideration when planning toilet facilities at the event:

- Toilets should be located on flat ground in well lit (night event) and accessible areas, for example close to paths.
- Toilets should be located away from food vendors, storage and service areas.
- There should be a clear path of travel to disabled toilets.
- Baby change/breast feeding facilities are highly recommended.
- Sharps disposal facilities must be provided.
- Toilet facilities to be cleaned and restocked over the duration of the event, with event crew or cleaners delegated responsibility for this task.
- Toilets must be positioned appropriately for wet weather conditions.
- Toilets must include hand washing and drying equipment.
- Adequate way finding signage or direction maps must be provided within the event area to direct a person to the nearest toilet facilities.

Toilet management: Toilets should be cleaned and restocked with toilet paper and soap, with regular scheduled cleans over the course of the event. Include frequency and a timetable for cleaning during the event. If utilising public toilets, the costs of extra cleans should be incorporated in the budget. Council will provide a quote for the cleaning charge.

Useful Link:

- Public Toilet Map - <https://toiletmap.gov.au>

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

5.5. Security

The event organiser is responsible for all security and crowd control aspects of the event. A number of factors determine whether security is required at the event. These factors include the target audience, number of event attendees, whether alcohol is available as well as the programming/entertainment.

Security providers should be licensed under the *Private Agents Act 1966*, have their own Public Liability Insurance and have event and crowd control experience.

In a major event, the security provider should be involved in the emergency management response within the Event Emergency Procedures. A representative from the security provider, Police and emergency services should attend a meeting with the event organiser prior to the event.

An Event Emergency Procedures document should contain information containing evacuation routes and points, emergency response, site map detailing first aid and police points, and security details.

Adequate security should be provided during bump in/bump out of the event.

Event Emergency Procedures Links:

- [Event Emergency Procedure Template for events in Parks and Reserves](#)
- [Event Emergency Procedure Template for events in Harmony Square](#)

5.6 Shade and Shelter

Shelter and shaded areas should be available for event attendees, event staff, participants and volunteers. Sunscreen should also be available for attendees and staff at outdoor events.

5.7 Water

It is a compulsory requirement to provide free drinking water for attendees at all public events in Greater Dandenong. Under the Building Code of Australia, event organisers must provide one drinking fountain or drinking tap for every 200 event attendees or part thereof.

The location of the drinking water should be clearly indicated via directional signage. This location should be marked on the event site plan.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

6. Waste Management

Public events can generate significant waste and rubbish. Inadequate waste management can result in safety hazards, odours, attract pests and lead to transmission of diseases to both staff and event attendees.

Waste and recycling bins for the public must be provided around the site. An external cleansing company must be contracted to implement the waste management services, oversee waste collection and sort and recycle waste.

A waste management plan must be developed to prevent build-up of waste on site and ensure the efficient and safe removal of waste. It is the event organiser's responsibility to ensure the Waste Management Plan is appropriate for the size and type of event, and is correctly executed before, during and after the event.

The Waste Management Plan should include the following details:

- Site Maintenance
 - Anticipated volumes of waste and recycling.
 - Who will coordinate and oversee the overall waste management of the event.
 - How liquids and waste will be controlled to avoid spillage – stains, slip/trip risks, entry to drainage/waterways and amenity appearance.
- Bins:
 - The number and locations of bins and how the rubbish will be monitored and controlled at the event. Note that bins may need to be emptied into an onsite skip or on-site compactor during the event.
 - Confirmation that the bins are to the Australian Waste and Recycling standard.
 - Where the waste and recyclables will be disposed.

- Ground litter management: the site must be kept clean during the event and all litter on the ground is removed over the course of the event. It is recommended that staff/volunteers/cleaners are allocated this task. Provide staff/volunteers with personal protective equipment (such as gloves and rubbish pickers) and provide training on the potential hazards of waste and safe waste handling methods.
- Stallholder waste: Stalls generate significant rubbish at events, particularly food and packaging waste, as well as include grease, fats and oils, etc. Food waste should be immediately placed in a covered bin then removed to a separate location well away from any food preparation, consumption or storage areas.
- Grey water/sullage disposal: Food stallholders will have liquids such as oil and contaminated water to dispose of during and after the event. In this case sullage bins should be provided for their use or a sullage point should be made available within close proximity. Sullage bins or sullage point should be identified on the site plan. All sullage must go to sewer and not to stormwater or grassed areas. The Waste Management Plan, needs to identify what happens to 'sullage bins' and allocate responsibility for emptying the bins. It is the organisers/traders responsibility to remove all sullage.
- Sharps and needles disposal: Sharps or needles should not be placed in waste or recycling bins as they can cause injury to event attendees, staff or stallholders. A Sharps Container must be on hand at the Event Coordination Centre.
- Toilet management: Toilets should be cleaned and restocked with toilet paper and soap, with regular scheduled cleans over the course of the event.

Useful Link:

- [Waste Management Factsheet](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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7. Food and Beverages

A food stall or temporary food premises is defined as any business/organisation that operates from either a mobile vehicle or from a temporary structure, such as a marquee, that sells or gives food and drink away.

Food seller is responsible for ensuring the food is safe to eat and does not cause food poisoning and/or allergic reaction. The event organiser has a duty of care to ensure all food stalls are safely run.

Useful Link:

- www.health.vic.gov.au/foodsafety

7.1 Registering food stalls on Sreatrader

If the event involves selling food to the public, the food vendors must have a current Food Act Registration with [Sreatrader](#). Sreatrader is an online registration and notification system for temporary and mobile food businesses in Victoria. The food vendor will need to register with their principle council which is usually where the vehicle is stored or where they store food or equipment.

In addition to being registered on Sreatrader, all food vendors must also submit a Statement of Trade (SOT) to Sreatrader no later than five (5) working days prior to the event. If the food vendors do not complete these steps, they will not be allowed to sell food at the event. Selling food without a current registration, or without submitting a statement of trade in good time, is an offence and fines may be issued.

7.2 Council Requirement – Event Application deadline

- **14 days prior** – List of food stalls to be submitted to Council.
- **5 working days prior** – cut-off date for submitting a Statement of Trade for food (sreatrader.health.vic.gov.au).

8. Road Closures and Public Transport

A Traffic Management Plan must be developed for every proposed event that will impact traffic conditions or pedestrian movements, including emergency access routes.

The *Road Management Act* requires the event organiser to gain consent from the coordinating road authority.

If the event only impacts local roads, the event organiser will need to apply to the Greater Dandenong City Council for permission to use the roads. This is part of the event application process. If the event impacts a major road and/or freeway, a permit will be required from both VicRoads and from the Council.

8.1 Major road closure requiring VicRoads approval

VicRoads requires a complete Traffic Management Plan and application to be submitted at least 45 days prior to the event to review applications for changed road conditions on major roads. The application should be submitted with the following documentation:

- Event Plan
- Traffic Management Plan
- In-principle approval from the City of Greater Dandenong
- Public Liability Insurance - Certificate of Currency.

If the event only impacts local roads, VicRoads permission may still be necessary if the event requires exemptions from the Road Rules or other laws. For example, a parade float often requires an exemption to allow adult passengers to travel without seatbelt.

Useful Link:

- [Example - Traffic Management guide \(PDF-76.7KB\)](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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8.2 Local road closure requiring Council approval

Greater Dandenong City Council requires a completed Traffic Management Plan and Event Application Forms to be submitted at least 45 days prior to the event to review applications for changed road conditions on local roads. The application should be submitted with the following documentation:

- Event Application Forms (Part A and Part B)
- Traffic Management Plan
- Site Plan
- Public Liability Insurance.

Regardless of whether the affected roads are controlled by Vic Roads or by Council, a qualified traffic management company must produce and implement the Traffic Management Plan. For events of this type, qualified traffic management personnel must be in attendance at the event at all times.

Vic Roads must be notified for closure on Vic Roads. If approved, a Memorandum of Authorisation (MOA) will be issued in accordance with the Road Safety (Traffic Management) Regulations 2009 [Victorian Law Today website \(External link\)](#).

8.3 Public notification of a road closure

If the event involves a major road closure and/or impact public transport, a public advertisement must be placed in a local newspaper publication approximately 14 days prior to the event date.

The information should include:

- Name, date and location of the event
- Road closure locations, times and alternative routes (map)
- Public transport changes.

8.4 Public transport

If the event is likely to have an impact on public transport services, it is a requirement under Victorian legislation to notify Public Transport Victoria by submitting an event notification form.

- For events attracting up to 10,000 people, notification must be received 120 days prior to the event.
- For events attracting more than 10,000 people, notification must be received 150 days prior to the event.

An Information Kit is available from Public Transport Victoria including the event notification process, details about the Public Transport Plan, timelines and potential costs.

To download the Information Kit for Event Organisers visit www.ptv.vic.gov.au/special-events

Phone: 1800 800 007

Email: event.notification@ptv.vic.gov.au



Register event:

8.5 Parking

Depending on the size of the event, it may be required to develop a Parking Plan as part of the Traffic Management Plan.

The Parking Plan will need to be determined if there is adequate public parking close to the event site or if there is an area within the event site that can be used as temporary parking.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)**CGD
Event
Planning
Guide****9. Notifications**

There are a number of service providers that will need to be notified and consulted during the planning of the event. This consultation is vital to the success of the event as cooperation is more likely when these key stakeholders are well informed. Some may need to be advised as a courtesy while others will be more directly involved.

In the lead-up to the event a formal letter/email should be sent to all stakeholders. The communication should contain the following information:

- Name, date and location of the event (including set up and pack down times).
- The purpose of the event.
- Expected numbers.
- Event program and activities being conducted as part of the event
- Likely disruptions to residents and businesses (noise, fireworks, transport, road closures, etc.)
- Contact number and email address for further information and queries (for before, during and after the event).

A series of planning meetings should be conducted with the relevant stakeholders well in advance of the event to allow time for both planned and unexpected changes.

A pre-event briefing meeting should be conducted around seven days prior to the event to clarify issues of emergency procedures, communication, timetables, food, security, public health and safety, alcohol service, ticketing and traffic management.

Keep detailed records of all key stakeholder meetings and contacts. Include the date, organisation, attendees, and details of conversations, actions, and contact person.

Apart from public parking, also consider accessible, VIP, performer, staff, volunteer, disabled and contractor parking. A designated area for emergency vehicles will also need to be made available.

Suitably qualified traffic controllers or marshals should be appointed to manage parking.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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9.1 Victoria Police

Depending on the size and nature of the event, police may be required to be involved in the planning and during the event. Contact the local Police Station to discuss the event in the initial planning stages to determine the level of involvement required. There may be a fee associated with this service.

- Dandenong Police Station - 9767 7444
dandenong.uni@police.vic.gov.au
- Springvale Police Station - 8558 8600
springvale.uni@police.vic.gov.au

9.2 CFA

The Country Fire Authority (CFA) is a first responder for fires and similar emergencies in Greater Dandenong. CFA also enforce fire restrictions during the Fire Danger Period and on Total Fire Ban days and issue permits and exemptions for fires at events during these times.

A CFA permit may be required to light a fire during an event, depending on the time of year. Both the event organiser and the stallholder must apply for a permit to light a fire on a Total Fire Ban day.

Event Organiser's responsibilities

There is an additional requirement for a separate application from any of the food stallholders who wish to have a fire.

Depending on the time of year of the event, the event organiser will need to apply for two permits for the event to have a fire on site. Contact the CFA a month prior to the event to clarify requirements.

1. **Schedule 40 Permit** – this permit is needed just in case the event happens to fall on a **Total Fire Ban Day** and a fire is planned at the event.
Note: applying for this permit the day before the event may be too late.



Total Fire Ban (TFB)

2. **Schedule 14 Permit** – this permit is required to have a fire on site at the event during the declared **Fire Danger Period**. This permit is required to light a fire regardless of whether the event takes place on a total fire ban day. The Fire Danger Period will differ from year to year, and typically covers December – April in metropolitan areas. During the Fire Danger Period CFA will be enforcing fire restrictions. This means that lighting a fire in the open air is not permitted unless the event has a permit and complies with certain requirements.



Fire Danger Period (FDP)

Food stallholder's responsibilities

- Food stalls that involve setting up and lighting a fire on a Total Fire Ban Day to operate a BBQ, cooker, hotplate or spit in the outdoors must apply to the CFA for a permit to run their activity on that date. Applying for this permit the day before may be too late. These food stallholders should contact the CFA a month prior to the event date to ensure they have enough time to apply. There will also be additional safety conditions they will need to meet.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

9.5 Notifying local residents and nearby traders

It is a requirement to give nearby residents and traders notice about the event. Council will advise of the specific area to be notified. This is both a courtesy and to allow residents/businesses an opportunity to plan for the likely impact of the event on the surrounding area.

If the event is held in a Council sporting reserve, there is a requirement to notify relevant sporting clubs and reserve users.

10. Event Organising Committee

The Event Organising Committee will play a vital role in the success of the event. The Committee must meet on a regular basis to review, change and update the event progress. Below are some common role statements that can be adapted to meet the specific event requirements.

10.1 Event Organiser

This role has overall responsibility for the management of the event and the application for an event permit. They make sure that the lines of communication are open and people understand their roles and responsibilities.

This person is generally the one to work with Council in making sure that all the documentation is undertaken and the necessary permits are obtained in plenty of time. They are generally responsible for Occupational Health and Safety issues and making sure that public liability insurance coverage is adequate to cover the event.

- Food stalls with BBQs that are fired by gas or electricity can be operated on a Total Fire Ban Day provided they are designed exclusively for cooking food (including portable BBQs) and also meet the CFA safety requirements.

Contact CFA regarding all safety conditions associated with these permits.

The penalties for lighting fires illegally during the Fire Danger Period and on Total Fire Ban Days include large fines and possible imprisonment.

For more information contact Dandenong CFA on 9767 1800.

Useful Links

- www.cfa.vic.gov.au/warnings-restrictions/fire-permits
- <http://www.cfa.vic.gov.au/warnings-restrictions/can/>
- [checklist](#)
- www.esv.vic.gov.au

9.3 SES Greater Dandenong

The SES is a first responder for flood, storm and other emergencies. SES may also be able to provide lighting, communications, and emergency response readiness at events.

Phone: 132 500 for emergencies, for all other enquiries please email greaterdandenong@ses.vic.gov.au

9.4 Public Transport Victoria

Contact 1800 800 007 or email: event.notification@ptv.vic.gov.au

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

10.2 Site Manager/Supervisor

This role manages all aspects of the site and event operations, including:

- event bump in and bump out.
- safe operation of all event equipment.
- providing a safe work environment for all staff, contractors and volunteers.
- conducting event site inductions.
- maintaining event safety for all event participants and attendees by addressing hazards that might occur during the course of the event involving electrical cords, gas cylinders.
- responsibility for checking for and rectifying any damage during and after the event, particularly regarding site safety and the preservation of Council assets.

10.3 Assistant Site Manager/Site Management Support

Support crew for the Site Manager, addressing issues as directed by the Site Manager.

10.4 Food Stall Coordinator

Managing food stallholder requirements at events is time consuming – it is not recommended that this responsibility be managed by the event organiser. A Food Stall Coordinator should be appointed to coordinate all food stalls in the lead up to the event and on the event day.

This person is responsible for the food area during event bump in and bump out ensuring all stallholders are directed to the correct position and have all that they require in terms of bins, portable (drinking) water, power, lighting, etc. This role can be potentially responsible for the sighting of all firefighting equipment required by stallholders, and any tested and tagged electrical equipment or leads.

10.5 Safety Officer

This role contributes to the production of risk assessment documents and providing on the ground risk assessments. They contribute to activating emergency evacuation procedures if necessary, maintaining relevant documentation and reporting relating to work site incidents and conducting site inductions as required.

10.5.1 Place of Public Entertainment (POPE) Requirement

Building Regulations 2006, identify that where an Occupancy Permit for a Place of Public Entertainment has been issued, a qualified Safety Officer/s must be in attendance to provide for the safety of the public.

In such circumstance, it is a requirement for the Safety Officer to check the safety of the place of public entertainment before the event commences and to be in attendance during the event to identify and respond to any safety matters (*Building Regulations 2006*, Part 11-1105).

Useful Link:

- [Application for Occupancy Permit \(Places of Public Entertainment\) \(PDF - 204KB\)](#)

10.6 Chief Warden (in case of emergency)

In the event of an emergency, the event becomes under the control of the Chief Warden. The Chief Warden may be a dedicated role performed on the day, or a temporary role performed by a key member of the Event Organising Committee.

The Chief Warden's tasks are to respond to an emergency in the appropriate way. An example response might be:

- Take control of the situation at the appropriate control point, if safe to do so.
- Ensure Emergency Services are notified.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

10.7.1 Volunteers – safety and legal issues

Volunteers are an invaluable way to manage tasks at the event. It is important that the volunteers have the necessary skills to carry out their duties as well as processes in case of emergency situations. All volunteers should be provided with pre-event training including clarifying their roles and responsibilities, communications processes and emergency management procedures.

Volunteers will require coverage under the event's insurance policy. It is important to check with the event's insurance provider if volunteers require coverage for personal accidents, covering persons while they are engaged in any activity directly or indirectly associated with, or on behalf of, the event.

For more information on volunteering please visit:
www.volunteeringaustralia.org.

10.8 Communications Manager

This role is responsible for promoting the event and seeking media coverage. Good media coverage can give a significant boost to audience numbers. This role is also the point of contact for any media who attend the event on the day. This person should be well trained to deal with the media, particularly in the event of an emergency.

10.9 Stage Manager

The role of the stage manager is to manage the performers, MC and to prepare the stage/performance running sheet. On the day of the event, the stage manager ensures that all the performers and MC are on schedule and as per the running sheet. The stage manager may also provide the lighting and sound technicians with support and advice.

- Ensure all event attendees and staff are removed from the hazard area.
- Hand over control to the Emergency Services on arrival.
- Assist the Emergency Services as required.
- Complete an incident report form after the incident.

10.7 Volunteer Coordinator

Making sure that people are assigned specific tasks that suit their skill level and feel valued is an important aspect of successful event management. The Volunteer Coordinator's task is managing people. They need to communicate clearly and be enthusiastic leaders.

The Volunteer Coordinator's tasks also include keeping the register of volunteers for insurance purposes.

Below are some suggestions to build a volunteer base and to keep volunteers involved year after year:

- Respect and acknowledge each volunteer for the value that they bring to the event.
- Each allocated task should be clearly defined with no grey areas.
- Make the goals simple, realistic and understandable.
- Encourage teamwork.
- Be accessible when there are problems and address concerns without delay.
- Make sure that volunteers are given public acknowledgement both verbally and in writing.
- Always let volunteers know of changes to policies and procedures and reasons for such changes.
- Seek out feedback and suggestions. Where possible involve volunteers in the decision making and evaluation process.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



10.10 Security Coordinator / Money collection

Responsibilities include ensuring the safety of participants and organisers. All monies collected are held in a highly secure area and are regularly taken from site for banking.

Safe and secure collection for the money collected at gates should be organised by a professional company to prevent event staff/volunteers being in an unsafe environment.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

PART B – RISK MANAGEMENT

Deadline: 45 days prior to event

All events have risks. The level of risk is determined by weighing up the potential consequences and the likelihood of the risk taking place. It is the responsibility of the event organiser to identify and mitigate all reasonably foreseeable risks, not just deal with the consequences.

Each event requires a risk assessment to develop a Risk Management Plan. It may be useful to involve major event stakeholders in this process, including the Council, Victoria Police, event security, and other emergency services.

It is the responsibility of the event organiser to ensure that the risk planning and emergency responses are not limited to the fields shown in this or any other Council form. The onus is on the event organiser to prepare for all possible contingencies (refer to the "Duty of Care" statement).

Risk Assessment

The Risk Matrix is the first four columns of the Risk Management Plan template, found on pages 6-12 of the Event Application Form Part B.

Step 1 – read through the typical risks experienced at events, as shown in the **Risk** column of Part B – Risk Management.

Step 2 – for each risk, indicate in the **Likelihood** column how likely it is the risk will happen at the event.

| Level | Descriptor | Description |
|-------|----------------|---|
| A | Almost certain | Is expected to occur in most circumstances, 90% chance of occurring |
| B | Likely | Will probably occur in most circumstances, 50% chance of occurring |
| C | Possible | Might occur at some stage, 25% chance of occurring |
| D | Unlikely | Could occur at some stage, 10% chance of occurring |
| E | Rare | May occur in exceptional circumstances |

Step 3 – for each risk, indicate in the **Consequence** column the foreseeable consequences of that risk happening at the event.

| Level | Descriptor | Examples of detailed descriptions in terms of its effect on organisation |
|-------|---------------|--|
| 1 | Insignificant | No injuries, low financial loss and disruption |
| 2 | Minor | First aid treatment, on site release immediately contained, medium financial loss |
| 3 | Moderate | Medical treatment required, on site release contained with outside assistance, moderate financial loss / political impact |
| 4 | Major | Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss, long term loss of critical infrastructure |
| 5 | Catastrophic | Death, toxic release off site with detrimental effect, huge financial loss, permanent loss of critical infrastructure. |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Risk Management Plan

Once the assessment is complete, completing the Risk Management Plan involves filling in the remaining two columns of the template provided:

- Identify how to minimise each risk – the preventative action required.
- Complete the preventative action in the lead up to or on the day of the event, as required.
- Identify how to respond should the risk occur – response action required (in case of emergency).
- Should the risk occur, complete the response action.

Useful Link:

- [Example - Risk Management Plan \(PDF - 683KB\)](#)

Step 4 – now that both the likelihood and consequences of the risk happening are identified, **rate the level of risk** at the event and put that in the **Level of Risk** column.

| Likelihood | Consequences | | | | |
|--------------------|--------------------|------------|---------------|------------|-------------------|
| | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| A - Almost certain | High | High | Extreme | Extreme | Extreme |
| B - Likely | Medium | High | High | Extreme | Extreme |
| C - Possible | Low | Medium | High | Extreme | Extreme |
| D - Unlikely | Low | Low | Medium | High | Extreme |
| E - Rare | Low | Low | Medium | High | High |

For example, a risk with a **possible** likelihood of occurring that has **minor** consequences is a **MEDIUM** level risk, as shown below.

| Likelihood | Consequences | | | | |
|--------------------|--------------------|------------|---------------|------------|-------------------|
| | Insignificant 1 | Minor 2 | Moderate 3 | Major 4 | Catastrophic 5 |
| A - Almost certain | High | High | Extreme | Extreme | Extreme |
| B - Likely | Medium | High | High | Extreme | Extreme |
| C - Possible | Low | Medium | High | Extreme | Extreme |
| D - Unlikely | Low | Low | Medium | High | Extreme |
| E - Rare | Low | Low | Medium | High | High |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Risk Items – Resources and Further Information

Risk Items 1-6: Security

Choosing appropriate security is essential to the success of an event and the safety of the public. Security is a requirement for all events.

The security provider will be a key partner in dealing with many risks at the event, particularly for items 1-6 of the Risk Management Plan:

1. Injuries to patron – overcrowding, crowd crushes, collisions, trip hazards, high risk attendees, access and egress, (e.g. VIPs, public figures)
2. Drug or alcohol affected attendees - disorderly conduct
3. Risks associated with presence of alcohol being served/permitted
4. Lost children
5. Dealing of cash
6. Security threats - bomb threats, terrorists activity, unauthorised access to restricted area

Developing a security plan with the security provider will clarify roles and responsibilities of security staff. The attitude of the security personnel should be friendly and professional in order to help maintain a positive atmosphere among event attendees. The main responsibilities to consider are crowd control, cash protection, equipment protection and the procedure for confiscated or prohibited items.

Other roles and responsibilities of security personnel may include but not limited to:

- control of access to stage or performance area
- security control at entrances and exits
- minimising risk by patrolling areas
- control of vehicle traffic and marshalling
- searches for alcohol, drugs and weapons
- crowd dispersion
- assisting emergency services if necessary.

An event briefing prior to event is good practice to enable security personnel to perform their duties effectively. This briefing must provide security personnel with:

- Details of the venue layout, including entrances, exits, first aid posts, and any potential hazards.
- Clear direction on the management of unacceptable behaviour.
- Details of emergency and evacuation plans, such as raising alarms, protocols for requesting assistance and evacuation procedures.
- Instruction for the operation, deactivation and isolation of any on-site machinery and utility supply in case of emergency.

Additionally, security personnel must be able to communicate with each other, the site manager and First Aid staff.

Each company that provides a security or crowd controlling function at the event must be a part of the planning for the event and be licensed under the *Private Agents Act 1966*. This includes security for performers. These agencies must attend briefing meetings with police and other emergency services, as required.

Overcrowding

Building Code of Australia stipulates the numbers of people allowed within any given time. The maximum capacity of a venue may also be nominated on the liquor licence and the Occupancy Permit.

To avoid overcrowding at outdoor events, event organisers must ensure that all crowd requirements for facilities, amenities and resources such as toilets, shelter and water are met including allowing 1sqm space per person.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Risk Items 7-8: Temporary Major and Minor Structures Marquees and Rides

Items 7 and 8 deal with temporary structures such as marquees, canopies, stages, scaffolding, temporary seating stands and pre-fabricated buildings. Moving and inflatable rides are also considered to be temporary structures and have many inherent risks.

- All structures must be secured.
- Stakes must not be entered into the ground without first confirming underground services.
- Vehicle movement for installation and the type of vehicle/plant/equipment must be detailed.
- Protection measures must be put in place as appropriate.
- In the event of wet weather/saturated ground conditions, vehicle movement and parking plans will need to be altered if damage to areas of Council land/grounds is likely to occur.

Risk Item 7-8 Special condition: All major and minor temporary structures, including marquees, rides, seating stands, etc. must be installed as per manufacturing specifications and operated by certified personnel. By submitting the risk management plan (Part B of event application forms), event organiser agrees to comply with this condition.

Risk Item 4: Lost/Found Children

Event organisers must manage the risk of lost children at events. This must include setting up a sign-posted location where found children can be looked after and where their parents/carers can look for them. This will also be the location where parents notify staff about lost children.

All staff and volunteers working at the event must be aware of the procedures to be followed for lost/found children. The lost children's area must be staffed with appropriately qualified employees or volunteers. It is recommended that this area is managed only by staff/volunteers with a *Working With Children Check*.

Should an unaccompanied child be brought in to the lost children's area (i.e. found child), the event staff/volunteers should make all reasonable checks that the person collecting a child is their parent or carer. If there are any doubts, the child should not be relinquished until this can be verified.

Should a parent/carer report a lost child at the event, do not make a public announcement. The correct procedure is to alert all available event staff/volunteers/security via two-way radio, providing a description of the missing child. The search procedure should already have been discussed at the pre-event briefing. All staff engaged in the search should be notified when the child has been found.

Useful Links:

- Templates are available for lost/found children forms - [Lost and Found Children Form \(PDF - 193KB\)](#)
- Procedure for Lost Children is included in the [Event emergency procedure template for events in parks and reserves \(Word - 253KB\)](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Moving Rides

The following items should be checked on hire of an amusement device. It is the responsibility of the event organiser to ensure that all the details are checked and are compliant. WorkSafe inspect event sites and rides to ensure that statutory obligations are met by all organisers and operators and that the event is safe for all.

Some of the things which the WorkSafe inspectors look for include:

- Amusement device/structure/ride safety logbook documentation.
- Patron use system such as height and size.
- Electrical, leads, RCDs and weather protection.
- Corrosion, maintenance and inspection.
- The device is suitable for its intended use.
- There is sufficient signage on the ride and clear conditions of use.
- The inspections and maintenance records are up-to-date in the log book.
- The supplier has appropriate Public Liability Insurance.
- The supplier provides up to date information, including:
 - Safe Work Method Statements
 - Risk Management Plan
 - Plant registration
 - The purpose of the amusement device and its proper use
 - Transporting, handling, setting-up, using and dismantling the device.
- Erection of the structure according to the manufacturers designed specifications, by competent and or/qualified employees/contractor.
- Fire extinguishers and fire blankets and all electrical leads, appliances and equipment tested and tagged in date.

Inflatable Structures

When hiring an inflatable structure, it is the event organiser's responsibility to ensure, so far as is reasonably practicable, that it is safe. This includes checking the providers insurance and paperwork, ensuring that all ropes are attached to the device and fastened to adequate anchorage and that there is adequate soft-fall and appropriate fencing.

Operators of the inflatable structure must monitor generators for safe operation and comfortable noise limits, as well as monitoring that the prevailing wind conditions do not exceed the limitations of the equipment.

A person hiring an inflatable structure should check that:

- The device is suitable for its intended use.
- The inspections and maintenance records are up-to-date in the log book.
- The supplier has appropriate public liability insurance.
- The supplier provides information about
 - Plant registration
 - The purpose of the amusement device and its proper use.
 - Transporting, handling, setting-up, using and dismantling the device.

Useful WorkSafe Links:

- [Amusement Devices Info Sheet for Annual Inspection and Records](#)
- [Amusement Devices Info Sheet for Inflatable Devices](#)
- [Amusement Devices Info Sheet for Operators](#)
- [Amusement Devices Info Sheet for Owners and Managers](#)
- [Guide for Amusement Devices](#)
- [National Audit Tool](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Risk item 9: Food vendors
Refer to 7. Food Vendors.

Risk item 10: Open Flames
Refer to 9.2 CFA.

Risk item 11: Water
Refer to 5.7 Water.

Risk item 12-13: Power Supply and Powered Equipment
All equipment used at an event site must be tested and tagged by a licensed electrician.

Power and electrical equipment are some of the greatest safety risks at an event.

Many food stalls, amusements, staging, entertainment and activities will require power. It is important to determine if the event venue has access to power and if so, whether it can accommodate the requirements of the event. If the venue cannot accommodate the power requirements, portable generators must be arranged for and cabling provided to the individual stalls and activities.

It is good practice to find out how much power is required prior to an event through consultation with stallholders, activity providers and contractors during the planning stages of the event. This information should be recorded and provided to the generator company.

It is a requirement that all power cords are kept safely away from event attendees and will not pose tripping or electrocution hazards to the public or staff. The use of cable trays is highly recommended as a safe way to manage power cords at public events.

All electrical leads and equipment must conform to statutory authorities and industry codes or standards. Earth leakage protection must be used in conjunction with all power tools and extension leads.

Generators must be fenced off securely and all electrical leads and appliances must be tested and tagged by a licensed electrician.

Leads must be fixed overhead or away from pedestrian or vehicular traffic in accordance with the Australian Standard (AS/NZS 3002:2002) for Electrical Installations-Shows and Carnivals.

If the event is held in the evening or at dusk, adequate lighting must be provided at toilet facilities, car parks and pathways to ensure public safety. If the venue does not have sufficient lighting, portable light towers should be hired. Stalls will also require extra power for lighting.

It is highly recommended that a qualified electrician manage electrical installations and be available for the duration of the event.

Consider bio-diesel for a more environmentally-friendly fuel alternative.

Required Fire Fighting Equipment for Electrical Equipment

Electrical generator equipment or switch boards

- 1 x 2A 20B or 1 x 2A 40B. Type dependent of capacity of electrical equipment.

Flammable liquids and/or gas containers

- 1 x 2A 40B dry chemical powder extinguisher.

Extinguishers must be located adjacent to (minimum 2m from) any electrical generator, switchboards or any area where food preparation is being carried out that involves cooking or any flammable liquid or gas container.

Risk item 7-8 Special condition: All electrical equipment used at an event site must be tested and tagged by a licensed electrician. . By submitting the risk management plan (Part B of event application forms), event organiser agrees to comply with this condition.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)**CGD
Event
Planning
Guide****Risk Item 14: Motor vehicles**

Refer to 12.3 Site Rules.

Risk Item 15: Noise

Refer to 4.4. Live/amplified music, other amplified noises

Risk Item 16: Hazardous substances**Gas Cylinders**

Liquefied Petroleum Gas (LPG) is the fuel used by many food stalls. Frequently the portable pressurized, gas cylinders are not adequately maintained and not secured when transported and stored at the event.

If such cylinders fall over and the cylinder neck or valve is cracked, the uncontrolled release of the stored pressurized gas can turn the cylinder into a deadly projectile.

Event organisers are advised to provide a Gas Safety at Public Events Checklist for gas appliances and for stallholders using gas appliances. The checklist is available on the Energy Safe Victoria website www.esv.vic.gov.au

The event organiser should ensure that each stallholder returns the checklist to the event organiser and that a copy is kept on site at all times.

The ESV Code of Practice should be used as a planning guide and risk management tool for all events where LPG will be used. The intent of the Code of Practice is to ensure an acceptable level of gas safety and minimise the possibility of gas related incidents.

The Code should be used in conjunction with the Australian and New Zealand Standard 1596, AS 5601 and WorkSafe 'Advice for Managing Events Safety' and all relevant codes within.

Useful Gas Safety Links:

- ESV Code of Practice <http://www.esv.vic.gov.au/For-Consumers/Gas-safety-in-your-business/Major-events-gas-safety>
- WorkSafe https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0010/12502/major-events-organisers_advice.pdf
- www.esv.vic.gov.au
- [Checklist](#)

Required Firefighting Equipment for food stalls

The following is required firefighting equipment at food stalls with a deep fryer.

Kitchen with a deep fat fryer

- 1 x 40BE (approx 4.5kg) dry chemical powder extinguisher
- 1 x 2A 4F (approx 9 litre) wet chemical extinguisher and one fire blanket.

Kitchen without a deep fat fryer

- 1 x 2A, 20BE dry chemical powder extinguisher and one fire blanket

Extinguishers should be located adjacent to (minimum 2m from) any food preparation area involving cooking. A fire blanket complying with AS/ANZ 3504 should also be provided and located adjacent to (minimum 2m from) appliances used for cooking or deep-frying.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

| | |
|---|--|
| <p>Risk Item 17: Animals Refer to 4.2 Animals (e.g. animal farm).</p> <p>Risk Item 18: Waste Management Refer to Section 6 Waste Management.</p> <p>Risk Item 19: Work Activities <u>Staff Training</u> The event organiser has an obligation to provide for the safety of the audience, and appropriate care, safety and training of all personnel working at the event as per the <i>Victorian Occupational Health & Safety Act 1985</i>.</p> <p><u>Event Safety Inductions</u> It is important to induct stallholders, staff, volunteers, contractors and suppliers of safety and emergency practices, site rules and regulations prior to the event.</p> <p>The inductions should include information regarding and not limited to:</p> <ul style="list-style-type: none"> • General event information • Communications processes • Car parking • Vehicle access • Site map and site rules • Bump in/bump out details • Emergency management/evacuation procedures • First aid • Lost children procedures • Fire extinguishers • Gas cylinders • Housekeeping and waste management • Injury/incident/hazard reporting • Weather • Manual handling and safe operating procedures • Lighting (if relevant) | <ul style="list-style-type: none"> • Personal protective equipment • Temporary infrastructure <p>Risk Item 20: Communications Refer to 5.1 Communication System.</p> <p>Risk Item 21: Confined spaces Refer to WorkSafe – confined spaces</p> <p>Risk Item 22: Working at heights Refer to WorkSafe – working at heights</p> <p>Risk Item 23: Traffic issues Refer to 7 Road Closures and Public Transport.</p> <p>Risk Item 24: Event not approved It is advised that all required documentation is submitted to Council by the due dates and that the event organiser contact Council for advice.</p> <p>Risk Item 25: Funding It is advised that adequate funding is sourced to ensure that the event does not run at a deficit. Refer to Section 21. Financial Management.</p> |
|---|--|

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Risk Item 26: Extreme weather

It is advised that an event organiser monitor long range forecasts in the week leading up to the event and to plan accordingly.

Events should be considered for cancellation or postponement under the following weather conditions:

- The forecast temperature for the day of the event reaches and/or exceeds 35 degrees Celsius. The temperature should be monitored from the Bureau of Meteorology systems commencing five (5) days before the event and with a decision being taken two (2) days prior to the event taking place.
- During hail, heavy rain or thunder storms.
- Excessive wind conditions apply – Beaufort Scale wind factor 6 (22-27 knots) and above. The scale can be checked on the Victorian Bureau of Meteorology website.
- In some instances a decision may be made on the day of the event if there is a sudden change to conditions, such as a sudden severe rain or violent wind. The site manager/event organiser will make the decision about any required cancellation.
- Consider notification methods of event cancellation.

Useful Link:

- [Working in heat WorkSafe Guidance note](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

EVENT EMERGENCY PROCEDURES

The Event Emergency Procedures, including an Evacuation Plan is a document that outlines the procedures which the Emergency Control Centre will implement in the case of an emergency situation. The Plan should be prepared in accordance with AS 3745-2002 Emergency control organisation and procedures for buildings, structures and workplaces.

Deadline: 14 days prior to event

The Emergency Procedures should be distributed to all key stakeholders and should include:

- Emergency contacts
- Event command structure
- Identify personnel who can authorize evacuation
- Identify how the event will be interrupted
- Identify access and evacuation routes
- Identify meeting points for emergency services
- Identify evacuation areas for all participants and attendees
- Roles and responsibilities of the Emergency Control Staff.

It should also outline steps that wardens should take if an emergency situation arises and should include perceived risks which may include:

- Armed or dangerous intruder
- Bomb threat
- Building damage including earthquake, windstorm, etc.
- Civil disturbance
- Explosion, fire, flood, etc.
- Electrical failure
- Hazardous materials incident
- Medical emergency
- Missing person
- Vehicle accident (on site)
- Adverse or extreme weather.

Event Management and staff need to be informed about how to communicate that an emergency has occurred, the chain of command, what their responsibilities are, and the role they may be required to play in evacuating attendees.

Incident Reporting

In any major incident, for the purposes of the law, the venue is considered a crime scene and thus under total control of the police. Should the presence of emergency services be required at the event, a post-emergency report must be prepared and sent to Council the first working day after the event.

Useful Links:

- [Event Emergency Procedure Template for events in Parks and Reserves](#)
- [Event Emergency Procedure Template for events in Harmony Square](#)
- [Incident Report Form \(PDF - 209KB\)](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

SECTION III – ADDITIONAL CRITICAL EVENT PLANNING INFORMATION

Event Plan Documentation

Each event should have a well thought-out Event Plan. The Event Application Form (part A and B) can form the basis of an Event Plan. The Event Plan should include the following documents:

- Risk Management Plan.
- Event Emergency Procedures.
- Event Running Sheet - schedule of activities/tasks, which includes the bump in (set up), event duration and bump out (pack down), and who is responsible for each task.
- Stage Program - description of entertainment and activities and times for each act.
- Contact information.
- Traffic Management Plan.
- Marketing Plan.

A copy of the final Event Plan should be kept by all key members of the Event Organising Committee, key stakeholders such as Council and emergency service providers, and be easily accessible on the event day.

11.1 Event Paperwork

When preparing for an event, it is good practice to keep track of all the paperwork. This needs to be kept in good order for both legal and logistical reasons.

It is good practice to delegate this task to a member of the Event Organising Committee. The documents to save should include and not limited to:

- Event Management Plan
- Event Application Form – Part A and Part B (Council requirement)
- Site plan
- Committee members contact details
- Stakeholder contact details
- Record of meetings - minutes
- Applications for licences/permits
- Licences/permits
- Inward correspondence
- Outward correspondence
- File notes of telephone conversations
- Quotes for services or products
- Sponsorship letters
- Contracts
- Accounts
- Employee/volunteer records
- Promotional material – posters, flyers, banners, etc.
- Logos and branding
- Event program
- Running sheet
- Media releases
- Media coverage
- Register of Incidents at the event and action taken
- Event Emergency Procedures
- Post event report
- Event Permit

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Other permits and regulatory issues

12.1 Planning Permits

Depending on the event and where the venue, there may be a need to apply for a [Planning Permit](#).

Even if the event is held in a building that is a place of assembly (such as a community hall) or a place of worship (such as a temple, church or other denominational building), the event organiser or the building owner may need other types of planning consent from Council to hold the event.

If a permit or planning consent form is required and not obtained, the event organiser may be liable to fines and further legal action.

Contact Council's Planning and Design Department for advice, phone 8571 1575.

12.2 Place of Public Entertainment Permits

An Occupancy Permit for a Place of Public Entertainment (POPE) is required if it is intended to erect one or more of the following temporary structures:

- A stage or platform exceeding 150m2
- A tent, marquee or booth with a floor area greater than 100m2
- A seating stand that accommodates more than 20 persons
- A prefabricated building exceeding 100m2.

The City of Greater Dandenong is committed to ensuring public safety during mass gatherings. Council, through its Municipal Building Surveyor, has a duty of care to enforce the requirement that occupancy permits for places of public entertainment are in place.

It is the event organiser's responsibility to understand the legal requirements if hosting public entertainment in a building or on other lands.

A court penalty can apply where a person conducts entertainment without a relevant permit.

For further information contact Council on 8571 1000 or email council@cgd.vic.gov.au.

Useful Link:

- [Application for Occupancy Permit \(Places of Public Entertainment\)](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Event Planning Practices

13.1 Planning Meetings

Meeting should be held with key stakeholders well in advance of the event to allow adequate time to prepare and submit required documentation for permits, secure stallholders and entertainment and finalise funding opportunities.

13.2 Briefing Meeting - Before Event

Event briefing should be conducted seven days prior to the event to clarify issues and brief all key stakeholders regarding site layout, traffic management, emergency procedures, communication, security, event safety. It is also an opportunity to provide final clarification of roles and responsibilities.

13.3 Debrief Meeting - Post Event

A formal debrief should be held within 14 days of the event. This is an opportunity for key stakeholders to present their feedback about the event, what worked, what didn't work and why.

13.4 Post Event Evaluation

The information from the debrief meeting should be collated by the Event Organising Committee and compiled into a report.

It is best practice to seek feedback from all those involved in the event including stallholders, food vendors, performers, sponsors, staff and volunteers. The feedback from these personnel will assist in creating an evaluation report of the event. The evaluation report will take into account the key areas of the event and assessing what worked well and areas of improvement. This report will assist in preparing the event for future years.

Accessibility

An Accessibility Plan should be created to ensure that the event is accessible for attendees, participants, performers and staff.

The Federal *Disability Discrimination Act 1992* (D.D.A.) provides protection for everyone in Australia against discrimination based on disability. Event organisers should become familiar with this legislation and its operation in conjunction with other legislation: <https://www.humanrights.gov.au/>.

Factors to consider in planning an accessible event include:

- Recharge stations for motorised scooters and wheelchairs
- Parking bays located as close as possible to the event entry
- Clear, accessible path of travel to any building/venue where the event is being hosted
- Accessible toilets on site
- Clear signage (large print, audio components) located at the entry and within the event site
- Accessible counter height for display/sale items
- Display 'companion card' acceptance at ticket office/booths
- Accessible viewing/lookout areas in a variety of locations
- Appropriate handrails and contrasting line marking on steps, ramps.
- Appropriate lighting to pathways, toilets, etc., for night-time use
- Hearing augmentation equipment (audio loop), Auslan interpreters for deaf or hearing impaired persons
- Accessible utilities such as public telephone, picnic tables, barbecues, drinks fountains, rubbish/litter bins
- Promotional material indicating accessible facilities, location of accessible parking bays, toilets and entry and exit on the site map
- Access to public transport
- Disabled access to stages
- Doors and access points at standard door width (800mm).

Useful Link:

- [Accessible events checklist \(PDF - 1.14KB\)](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Sustainability

Consider the environmental impact of the event. Not only will this help the environment, but it can improve the image of the event. Simple questions like: is my event waste-wise? can my event use less electricity or water? Or are my event partners sustainable or ethical? can go a long way to help you deliver a sustainable event.

The Sustainable Living Foundation has developed a detailed online events planning resource for sustainable events:
<http://www.eventplanner.info/eventplanner/>.

Child Friendly Events



City of Greater Dandenong is a Child Friendly City where children and young people are valued, respected and celebrated and opportunities are provided for:

- Improved health and wellbeing.
- A connected community.
- Improved learning and development.
- Safer and accessible communities.
- Young voices to be heard.

Providing all children with the opportunity to grow, learn, develop and thrive in a safe and caring environment is a responsibility we all share across the community.

- **Be physically active** - Opportunities to ride, walk and participate in interactive activities and sport
- **Connect to the natural environment** - Be outdoors by participating in gardening, planting trees and interacting with animals
- **Build skills** - Hands on activities which helps to build and develop new skills
- **Be creative, artistic and entertained** - View, explore and develop all sorts of art including the importance of cultural art. Participating in dance, song and music and being entertained by artists and artistic performances.
- **Celebrate cultural diversity** - Through parks, sports and team building activities, music programs, the library, art, and cultural foods
- **Support environmental sustainability** - Participate in gardening, planting, composting, recycling, walking and cycling in the city and to and from school
- **Be healthy** - Learn about vegetables and locally sourced foods

Useful Link:

- [Child friendly event planning checklist \(PDF - 159KB\)](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Healthy Bites

Make your next event Healthy Bites!

Healthy Bites is an exciting new initiative that aims to increase the amount of healthy food available to our community. City of Greater Dandenong in partnership with Monash Health are encouraging event organisers to make their next event a healthy one by encouraging food vendors at events to participate in Healthy Bites.



Monash Health expert health promotion and dietitian team will work with vendors to increase the healthy options on their menus, and will support these vendors by assessing their menus and providing advice about how to make menu items healthier. Vendors that meet the Healthy Bites criteria will receive unique promotional opportunities including on the Council website, facebook page and relevant publications. Outlets will also receive Healthy Bites collateral such as flyers, certificates and stickers to promote healthy bites menu items.

Each menu item awarded the Healthy Bites sticker is low in saturated fat and salt, and high in fibre with at least one serve of fruit or vegetables.

For more information about Healthy Bites, or to sign up, please contact Jacinda Roberts, Dietitian and Health Promotion Practitioner
Jacinda.Roberts@monashhealth.org.

Smoking and Tobacco

There are strict laws currently in place in Victoria regarding the sale of tobacco products and smoking in public buildings. The City of Greater Dandenong and other State Government authorities are responsible for enforcing these laws, actioning any reports and issuing infringements where required.

Smoke Free Outdoor Dining changes to Legislative Requirements are in effect from 1 August 2018.

It is the responsibility of the event organiser to ensure that these regulations are enforced at their event.

For more information visit the [Health Vic](http://www.health.vic) website.

Music Licensing Considerations

Consider Copyright Law protecting music:

APRA/AMCOS - Provides licences covering the copyright in the song (lyrics, composition etc) and represents the interests of composers and publishers.
<http://apraamcos.com.au/>

PPCA - Provides licences covering the recording and/or music video of the song (a particular recorded performance), and represents the interests of recording artists and record labels.
<http://www.pppca.com.au/>

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Event Signage

A signage plan should be created once the layout of the site and position of equipment/infrastructure is confirmed.

Conflure signs are an inexpensive and weather-proof option to advise event attendees of designated areas and important information.

Signage should include the following information:

- Information
- Alcohol areas and rules of consumption (if applicable)
- Baby feeding and change areas
- Emergency evacuation routes and assembly areas
- First aid
- Food areas
- Emergency Assembly points
- No smoking areas
- Parking information - taxi pick up, accessible parking
- Stage entertainment program
- Public information centre
- Lost Children Centre
- Start/finish areas (sporting events/parades etc)
- Ticket sale points
- Toilets
- Water
- Gas Appliance
- Etc.



Contractor Management

20.1 Engaging Contractors

When engaging contractors, it is important to do research to find the best provider for the service. Although price pays an integral part in choosing a contractor there are also other factors that should contribute to the final decision.

It is beneficial for the event coordinator to look at the following information when choosing contractors:

- Three company references
- Copy of their current Public Liability Insurance
- History of participation at similar scale events
- Safe Work Method Statements for the tasks to be performed
- Relevant staff certificates and qualifications.

20.2 Supplier Indemnities

A written contractor's booking confirmation outlines the nature of the contractor's involvement and supply of services to the event.

The booking confirmation should include the following information and be signed by both parties prior to the event.

- Supplier contact details
- Event information
- Event set up - pack down details
- Service requirements
- Agreed fee, payment terms and invoice details
- Site map
- Insurance and indemnity arrangements.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

20.3 Site Rules

The Site Rules is a document to assist contractors in conforming to the rules and regulations necessary to maintain event standards consistent with best practice. The Site Rules should include:

- Bump in/bump out times
- Vehicles on site including warning signs and speed limits
- Emergency/evacuation procedures
- First aid
- Waste management procedures
- Fire extinguishers
- Gas cylinders
- Electrical management issues
- Injury/incident/hazard reporting
- Manual handling
- Noise
- Personal protective equipment
- Security details
- Temporary infrastructure.

20.4 Performer confirmations

Performer confirmations are an ideal way of ensuring the performers and entertainment providers know the event details and expectations. These should include:

- Event time and location
- Stage program and running sheet
- Performance time and time they need to arrive prior
- Parking
- Contact on arrival
- Performer Code of Conduct
- Event Cancellation Policy
- Payment details
- Performer riders/technical requirements/catering details
- Site map.

Below are some sample terms that can be adapted to suit an event's agreements with their contractors:

- Each Party agrees to indemnify and to keep indemnified the other Party, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made against them, or any of them, in connection with each Party's performance or purported performance of their obligations under this agreement and be directly related to the negligent acts, errors or omission of each Party.
- Each Party's liability to indemnify the other Party shall be reduced proportionally to the extent that any act or omission of the Party's, its servants or agents, contributed to the loss or liability.
- Each Party shall at all times during the agreed Term, be the holder of a current Public liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the Party providing coverage for a minimum sum of \$20 million (or more). The Public Liability Policy shall be affected with an insurer approved by the other Party.
- The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by each Party, without prejudice to each party's obligations as insured under their own respective policy.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

Event Marketing and Promotion

It is recommended that the marketing planning begin a minimum of three months prior to the event.

21.1 Community Event Roadside Signage

Council's community event roadside signs are a great way for local community and not-for-profit groups to promote their events.

Nine signs have been installed across Greater Dandenong and community groups can book one or more of the signs. The locations are:

1. Bennet Street, Dandenong – near Greaves Reserve (double-sided board).
2. Heatherton Road, Dandenong – south of Heatherton Road (Council Reserve after Stud Road intersection).
3. Lonsdale Street, Dandenong – 500 metres south of Dandenong facing to outbound traffic.
4. Corner Clow Street and Power Road, Dandenong (near Robert Booth Reserve).
5. Clow Street, Dandenong – Clow Street car park (double-sided board).
6. Cheltenham Road, Keysborough – facing outbound traffic and west of the Dingley Bypass intersection.
7. Heatherton Road, Noble Park – between Mons Parade and railway crossing.
8. Heatherton Road, Springvale – south of Springvale Road and bordering to Burden Park Reserve (double-sided board).
9. Princes Highway, Springvale, south of Springvale Road.

Signage bookings are available for two week periods starting on a Monday at 12pm. Signs must be booked through Council. Bookings are free but

signage costs must be covered by individual groups and signs need to be made and installed by a professional signage contractor.

Please note that the signs are not booked until written confirmation is received from Council. Further information is available on [Council website](#).

21.2 Council Events Calendar Listing

The City of Greater Dandenong's online events calendar is a great way to promote an event. To be listed in Council's event calendar, the event must be held in the City of Greater Dandenong (or close to its borders). Most local community events are suitable to be promoted on the events calendar, including festivals, community forums, regular public meetings, etc. Events listings relating to or held by a group which conflicts with Council's or the community's values may not be approved.

Please allow at least two weeks for the listing to be added to the calendar. Further information is available on [Council website](#).

21.3 The City Magazine

Council's monthly magazine is distributed to every household in Greater Dandenong. It features all the latest news and events from the City of Greater Dandenong.

The City accepts submissions to promote local community events. Send a maximum of 200 words along with a JPEG photograph to share the story. Content must be sent eight weeks in advance, may be edited and it cannot be guaranteed that the item will appear in the magazine. Submissions can be emailed to news@cgd.vic.gov.au.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

21.4 Stakeholder Magazine

Greater Dandenong's quarterly business magazine, *Stakeholder*, reports on local business news and activity. The magazine contains information on market trends, major developments, industry-specific issues and events, expert commentary and stories on laws and government decisions that impact businesses.

To enquire about promoting the event in the Stakeholder magazine, phone 8571 1550. Stakeholder is produced quarterly and has long-lead times for printing.

21.5 Local Media

Local Newspapers/Radio contact details

Dandenong Journal
Phone: 5941 0666
editor@starnewsgroup.com.au
Springvale Dandenong Leader
Phone: 9875 8333
dandenong@leadernewspapers.com.au

Metro Melbourne Newspapers

The Age / The Sunday Age
Phone: 8667 2250
newsdesk@theage.com.au
Herald Sun / Sunday Herald Sun
Phone: 9292 2000
news@heraldsun.com.au

Radio

Three SER 97.7FM
Phone: 5996 6933
info@casevradio.com.au

Tourism Online Listings:

- Destination Melbourne: info@destination.melbourne
- Weekend Notes: mail@weekendnotes.com
- Visit Victoria: majorevents@visitvictoria.com.au

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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Financial Management

22.1 Budget

Developing a budget for an event is an essential part in effective event planning. The budget may be set in terms of funding allocated however there are other avenues to increase the overall event budget.

The income should be equal to or greater than the total of the expenditure in the budget. If the expenditure is higher, expenditure may need to be reduced, or additional income may be sourced until the income and expenditure balance. When creating a budget there should be funding left aside for contingencies including weather, reduced income, additional expenses.

Table 1: Budget template

| Income | Amount | Expenditure | Amount |
|-------------------|-----------|---|-----------|
| Donations | | Administration | |
| Site Fees | | Council Fees and Charges (Parks Hire Fee, Event permit fee, POPE, bond, etc.) | |
| Ride Fees | | Entertainers Performers | |
| Ticket Sales | | First Aid | |
| Advertising Sales | | Traffic Management | |
| Sponsorship | | Infrastructure Hire (Toilets, Fencing, Generators, Marquee, Furniture and Staging) | |
| Funding | | Rides hire | |
| Grants | | Staff | |
| | | Production (Audio/Visual) | |
| | | Marketing and Publicity | |
| | | Venue Hire | |
| | | Waste Management | |
| | | Etc. | |
| TOTAL | \$ | TOTAL | \$ |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

22.2 Grants

The City of Greater Dandenong provides a Community Support Grants Program of up to \$20,000 to support the activities of local communities. Funding is available to assist local groups and organisations with programs and events that will benefit the Greater Dandenong community.

For further information contact: Council's Community Development Officer on 8571 5179,

Useful Links:

- <http://www.greaterdandenong.com/document/7235/community-support-grants-program>
- [Council website](#)
- [Links to non-council funding opportunities](#)

22.3 Sponsorship

Corporate sponsorship is an excellent way to increase the income for an event. In-kind sponsorship arrangements can also be beneficial, with products or services instead of cash.

Most companies require at least six months to consider sponsorship proposals; therefore it is important to start seeking financial support as early as possible. Allowing a long lead-time will also allow event budget planning to take into account sponsorship funding secured.

It is important to create an agreement with the sponsor outlining the benefits for the sponsorship in return for their financial or in-kind support.

ORDINARY COUNCIL MEETING - AGENDA

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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SECTION IV - Event Timeline and Checklist

Event deadlines can vary depending on the size of the event and other factors. The following table shows Council's recommended event planning timelines.

Table 2 – Recommended event timelines and checklist

| Event Item | Details | Small scale events (200-1,000 people) | Large scale events (>1,000 people) | Responsible | Status |
|----------------------------|---|---------------------------------------|------------------------------------|-------------|--------|
| Event Concept | Identify event aims, objectives, investigate similar events – what works, what doesn't? How will this event create a point of difference? | 12 months | 18 months | | |
| Event Planning | Establish goals and objectives, conduct a situational analysis. | 11-12 months | 12-18 months | | |
| Target Market | Identify the target market for the event and subsequent preferences, expected attendance numbers, attendance and behavior at similar events, etc. | 11 months | 12-18 months | | |
| Date | Select the date for event. Consider other events, public holidays, time of the year, weather, etc. Refer to Council's Online Events Calendar . | 10 months | 11-12 months | | |
| Venue/location | Identify venue/location and investigate potential opportunities/hazards etc. Prepare a draft site plan outlining the main facilities of the location, contingency plan, venue capacity – does it meet expected attendance numbers, is there water on site, power for event participants, parking, access, public transport, etc. Useful Links: <ul style="list-style-type: none"> • Venues for Hire • Parks and Reserves • Event Application - Fee Schedule (PDF - 51.8KB) • Casual Hire of Reserves, Sports Grounds and Parks • Harmony Square Guidelines (PDF - 4.18MB) | 9 months | 11-12 months | | |
| Contact Council | Contact Council's Festival and Events team, 8571 1000 events@cgd.vic.gov.au | 8-9 months | 12 months | | |
| Event Organising Committee | Create an Event Organising Committee, allocate roles and responsibilities. | 8 months | 12 months | | |
| Entry Fee | Decide if an entry fee will be charged, and establish an amount, identify collection entry/points. If fencing is planned for the site, submit an Application for Occupancy Permit (Places of Public Entertainment) (PDF - 204KB) . | 6 months | 11 months | | |
| Funding and Sponsorship | Start to source sponsorship, investigate funding opportunities, prepare proposals and submit applications. | 6 months | 11 months | | |
| Recommended: | Submit Intention to Hold an Event Form to Council to check venue | 5 months | 10 months | | |

ORDINARY COUNCIL MEETING - AGENDA

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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| Event Item | Details | Small scale events (200-1,000 people) | Large scale events (>1,000 people) | Responsible | Status |
|---|--|---------------------------------------|------------------------------------|-------------|--------|
| Intention to Hold and Event Form | availability and to formally notify Council of the proposed event. The deadline for submission is 60 days before the event although the earlier the better. | | | | |
| Stakeholders | Identify all event stakeholders, prepare stakeholder management plans, notification, etc. | 5 months | 10 months | | |
| Budget | Develop draft budget (income and expenditure) | 4 months | 8 months | | |
| Marketing Plan – Planning and Development | Consider the budget, distribution and design requirements, signage opportunities, printing schedule, mail outs and available contacts/mailling lists. Consider the best way to communicate to the target market and to reach as many as prospective event attendees as possible. Identify promotional opportunities for potential sponsors. | 4 months | 8 months | | |
| Event Programming | Consider event concept, target market and budget. Consider Streetrader registration and insurance requirements for food stall holders. Consider the possibility of including community groups and offering fundraising opportunities. Consider insurance requirements for event participants, contractors, performers, etc. | 4 months | 7 months | | |
| Entertainment | Book performers and entertainment. Consider Copyright Law protecting music: http://apraamcos.com.au/ http://www.bpsa.com.au/ | 4 months | 7 months | | |
| Event Requirements/ Infrastructure | Identify all event requirements based on budget, event programming and target market such as shade, seating, dance floor, marquees, generators, First Aid, security, water, toilets, waste services, lighting, portable ramps, seating stands, etc. Consider the implication of getting permits for temporary structures. Application for Occupancy Permit (Places of Public Entertainment) (PDF - 204KB) Application for Siting Permit - Temporary Structures (PDF - 207KB) | 4 months | 7 months | | |
| Stallholders - Sourcing | Source stallholders and food vendors | 4 months | 7 months | | |
| Marketing and Promotion - Design | Prepare marketing material List event on Council's Online Event Calendar . | 3 months | 6 months | | |
| Site Plan | Create a draft to scale site plan. Identify all event details including entry points, marquee locations, activities, toilets, First Aid, water, emergency assembly points, generators, rides, stalls, Event Control Centre or Event HQ, Lost Children Area, etc. | 3 months | 6 months | | |

ORDINARY COUNCIL MEETING - AGENDA

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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| Event Item | Details | Small scale events (200-1,000 people) | Large scale events (>1,000 people) | Responsible | Status |
|--|---|---------------------------------------|------------------------------------|-------------|--------|
| Accessible Event | Ensure that the event is accessible for attendees, participants, performers and staff. | | | | |
| Traffic Management Plan | Organise a Traffic Management Plan and engage a provider. | 3 months | 5 months | | |
| Liquor Licence | Apply for liquor licence if required: Alcohol and Liquor Licensing | 3 months | 5 months | | |
| Public Transport Notification | Notify Public Transport Victoria of any road changes and of large scale events. | 3 months | 4 months | | |
| Fireworks | Arrange fireworks and approvals. Fireworks Policy (PDF - 185KB) | 3 months | 4 months | | |
| Council requirement: Intention to Hold an Event Form | Complete and submit <i>Intention to Hold an Event Form</i> | 2 months (60 days) | 2 months (60 days) | | |
| Budget | Review and finalise budget | 2 months | 4 months | | |
| Emergency Services | Contact emergency services required at the event (police, first aid, fire) | 2 months | 3 months | | |
| Staff and Volunteers | Book staff and volunteers for event. | 2 months | 3 months | | |
| Water | The provision of free drinking water at events is a compulsory requirement. | 2 months | 3 months | | |
| Waste Management | Arrange adequate waste management services. Consider ensuring that your event is Waste Wise by promoting recycling for attendees and participants/vendors. Consider waste water (sullage) management. | 2 months | 3 months | | |
| Marketing and Promotion- Printing | Print promotional material i.e. brochures, posters | 2 month | 2 months | | |
| Public Liability Insurance | Source Public Liability Insurance. Events in Greater Dandenong are required to have Public Liability Insurance cover of a minimum of 20 million dollars. | 2 month | 2 months | | |
| Council requirement: 1. Event Application Forms 2. Public Liability Insurance 3. Site Plan 4. Traffic Management Plan | Complete and submit Event Application Forms Parts A and B (PDF - 689KB) , submit a site plan and Public Liability Insurance, and Traffic Management Plan (if required). Useful Links: <ul style="list-style-type: none"> Event Application - Terms and Conditions (PDF - 33.8KB) Event Application - Fee Schedule (PDF - 51.8KB) Event Safety Checklist (PDF - 74KB) Example - Risk Management Plan (PDF - 683KB) Example - Site Plan (PDF - 3.37MB) | 1.5 months (45 days) | 1.5 months (45 days) | | |
| Stallholders - Confirmation | Confirm all stall holders and their requirements, including power, set up, space, timing, etc. | 1 month | 2 months | | |

ORDINARY COUNCIL MEETING - AGENDA

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

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| Event Item | Details | Small scale events (200-1,000 people) | Large scale events (>1,000 people) | Responsible | Status |
|---|---|---|---|-------------|--------|
| Invoice payment | An invoice will be issued for hire of the space, waste services, POPE permit, etc. Paying this invoice secures the booking for the location/service. <ul style="list-style-type: none"> Event Application - Fee Schedule (PDF - 51.8KB) View casual hire fees and charges (PDF - 52KB) | 1 month | 1 month | | |
| Resident Notification | Inform nearby residents of event. Council will provide direction on this item. | 1 month | 1 month | | |
| Site Plan (Final) | Finalise site plan and plot out all the stalls. Submit to Council along with Food Stalls List. | 2-4 weeks | 1 month | | |
| Induction | Staff and contractor briefings /official induction | 2-4 weeks | 1 month | | |
| Council requirement: Food Stalls List | Submit a complete list of food stalls. | 2 weeks (14 days) | 2 weeks (14 weeks) | | |
| Council requirement: Event Emergency Procedure | Fill in and submit the Event Emergency Procedure Template using one of the documents linked below: <ul style="list-style-type: none"> Event Emergency Procedure Template for events in Parks and Reserves (DOCX - 253KB) Event Emergency Procedure Template for events in Harmony Square (DOCX - 418KB) | 2 weeks (14 days) | 2 weeks (14 weeks) | | |
| Event Documentation | Print out all event documentation and forms which may be required at the event including: Event Management Plan, Running Sheet, contact list, Lost Children, Incident Report form , etc. | 1-2 weeks | 1-2 weeks | | |
| Council requirement: Statement of Trade Induction | Cutoff date for submitting a Statement of Trade (SOT) for food on Streetrader. | 1 week (5 days) | 1 week (5 days) | | |
| Post Event Notification | Start-of-shift induction by Site Manager - for all event staff Thank you letter for stalls, volunteers, sponsors and staff. | Event day Post event – within 1 week | Event day Post event – within 1 week | | |
| Evaluation | Evaluation/feedback/debrief with event stakeholders and staff. | Post event – within 2 weeks | Post event – within 2 weeks | | |
| Post Event Reporting | A post event evaluation report should be produced looking at all areas of the event, improvement options, future funding possibilities, final event budget, etc. | Post event | Post event | | |

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2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

SECTION V – USEFUL TEMPLATES AND LINKS

Accessibility

- Australian Human Rights Commission: <https://www.humanrights.gov.au/>
- [Accessible events checklist \(PDF - 114KB\)](#)

Alcohol and Liquor Licensing

- [Alcohol and Liquor Licensing](#)
- [Victorian Commission for Gambling and Liquor Regulation](#)
- [Victoria Police](#)

Animal Management Links

- [City of Greater Dandenong website – Animal Welfare](#)
- [RSPCA: https://www.rspca.org.au/](https://www.rspca.org.au/)

CFA, Gas Safety and Dial Before you Dig

- CFA: www.cfa.vic.gov.au/warnings-restrictions/fire-permits
- CFA: <http://www.cfa.vic.gov.au/warnings-restrictions/can/>
- Energy Safe Victoria - [checklist](#)
- Energy Safe Victoria www.esv.vic.gov.au/
- Energy Safe Victoria Code of Practice <http://www.esv.vic.gov.au/For-Consumers/Gas-safety-in-your-business/Major-events-gas-safety>
- WorkSafe: https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0010/12502/major_events_organisers_advice.pdf
- [Dial Before You Dig](#)

Child Friendly Events

- [Child friendly event planning checklist \(PDF - 159KB\)](#)

Council Website Links – Useful for event planning

- [City of Greater Dandenong website](#)
- [Plan Your Event](#)
- [Events on Private Land](#)
- [Council Venues for Hire](#)
- [Casual Hire of Reserves, Sports Grounds and Parks](#)
- [Public Spaces and Public Squares](#)

Downloadable reference documents

- [Event Application - Terms and Conditions \(PDF - 33.8KB\)](#)
- [Event Application - Fee Schedule \(PDF - 51.8KB\)](#)
- [Event Safety Checklist \(PDF - 74KB\)](#)

Environmental Health

- streetworker.health.vic.gov.au
- www.health.vic.gov.au/foodsafety

Event Application Process – forms required for submission

- [Intention to hold an event form online \(due 60 days prior to event\)](#)
- [Event Application Forms Parts A and B \(PDF - 689KB\)](#) (due 45 days prior to event)
- [Event Emergency Procedure Template for events in Parks and Reserves \(DOCX - 253KB\)](#) (due 14 days prior to event)
- [Event Emergency Procedure Template for events in Harmony Square \(DOCX - 418KB\)](#) (due 14 days prior to event)
- [Application for Occupancy Permit \(Places of Public Entertainment\) \(PDF - 204KB\)](#)
- [Application for Siting Permit - Temporary Structures \(PDF - 207KB\)](#)

Fees and Charges

- [Event Application - Fee Schedule \(PDF - 51.8KB\)](#)
- [View casual hire fees and charges \(PDF - 52KB\)](#)

Fireworks


- [Fireworks Policy](#)
- [Licence To Use Fireworks As A Pyrotechnician](#)

Grants and Sponsorship

- [Community Support Grant Program](#)
- [Links to Non-Council Grants Funding](#)
- [Sponsorship Policy \(PDF - 32.7KB\)](#)

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

CGD Event Planning Guide

| | |
|--|---|
| <p>Harmony Square Links</p> <ul style="list-style-type: none"> • Harmony Square Guidelines (PDF - 4.18MB) • Harmony Square – Urban Screen • Harmony Square <p>Music Licenses</p> <ul style="list-style-type: none"> • APRA/AMCOS: http://apraamcos.com.au/ • PPCA: http://www.pzca.com.au/ <p>Noise</p> <ul style="list-style-type: none"> • Residential Noise Conditions • EPA website - Noise prevention and control • Noise • Partying safe <p>Parking</p> <ul style="list-style-type: none"> • Parking restrictions <p>Planning Requirements</p> <ul style="list-style-type: none"> • Planning Permit • Planning and Design Department <p>Promotional and Networking Links</p> <ul style="list-style-type: none"> • Promote your Event • Publicity – event calendar listing • Event Signage • The City Magazine • Stakeholder Magazine • Council Enewsletter • Event Organiser's Network • Arts and Culture | <p>Safety</p> <ul style="list-style-type: none"> • WorkSafe Victoria - Advice for Managing Major Events Safely • WorkSafe – confined spaces • WorkSafe – working at heights • Working in heat WorkSafe Guidance note • Safe Work Australia • Partying safe <p>Sustainability</p> <ul style="list-style-type: none"> • http://www.eventplanner.info/eventplanner/ <p>Templates and Examples</p> <ul style="list-style-type: none"> • Lost and Found Children Form (PDF - 193KB) • Incident Report Form (PDF - 209KB) • Example - Risk Management Plan (PDF - 683KB) • Example - Site Plan (PDF - 3.37MB) <p>Traffic and Public Transport</p> <ul style="list-style-type: none"> • Victorian Law Today website • Public Transport Victoria: www.ptv.vic.gov.au/specialevents • Public Transport Victoria: Information Kit for Event Organisers •  <p>Volunteers</p> <ul style="list-style-type: none"> • Volunteering Australia: www.volunteeringaustralia.org • Greater Dandenong Volunteer Resource Service: http://sev.org.au/ <p>Waste Management</p> <ul style="list-style-type: none"> • Waste Management Factsheet |
|--|---|

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



City of Greater Dandenong
Festivals and Events
8571 1000 | events@cgd.vic.gov.au
225 Lonsdale St Dandenong
PO Box 200 Dandenong VIC 3175
<http://www.greaterdandenong.com>

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

OTHER

**RESPONSE TO NOTICE OF MOTION NO. 61
ASSISTING COMMUNITY EVENTS AT HARMONY SQUARE**

ATTACHMENT 3

2017-18 EVENT APPLICATION FORM

PAGES 13 (including cover)

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

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



2017/18 Event Application Form: Part A

Events over 200 people on Council land require an Event Permit. To apply for an Event Permit, submit 2017/18 Event Application Form: Part A and Part B: Risk Management Plan.

Deadline for submission of the Event Application Form is 45 days prior to event. Applications not meeting this deadline will not be accepted.

1. Event organiser details

Responsible organisation (legal name): _____
Website/Facebook URL: _____
ABN: _____
Event organiser's name: _____
Contact phone (mobile): _____ Contact phone (business): _____
Email: _____
Address: _____
Postal address (if different): _____

2. Event details

Event name: _____
Event location: _____
Event date/s: _____ Event times: _____
Bump in time: _____ Site returned to normal by: _____
Expected attendance: _____
Entry fee or free event: _____
Detailed description of event: _____

3. Mandatory attachments

The following documents are mandatory and must be attached to this Event Application Form at the time of submission or the application will not be processed.

Event Site Plan - Attached

Details of all infrastructure and facilities must be included to scale on an event site plan and attached to this application. Scaled maps of all Council reserves are available on request. Google Maps is also an acceptable format. The site plan should include all temporary infrastructure, including all marquees, rides, stage, toilets, food and market stalls, temporary fencing, waste details (bins/waste station locations and bin drop off/pick locations), event HQ, generators, fire extinguishers, emergency assembly area and first aid location.

Public Liability Insurance Certificate – Attached

Public Liability Insurance to a minimum value of twenty million dollars (\$20,000,000) which is current at the time of the event is compulsory for all events on Council land. The Policy must cover the event and the types of activities featured in the event; and include the event set up and pack down time.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Event Application Form: Part A



4. Event inclusions. Will the event include any of the following? (Provide details.)

| | | | |
|---|-----|----|--|
| Alcohol sold, supplied or BYO permitted: | Yes | No | |
| Animals (e.g. animal farm) : | Yes | No | |
| Fireworks or pyrotechnics: | Yes | No | |
| Generators (quantity, size/capacity): | Yes | No | |
| Live/amplified music (other amplified noises): | Yes | No | |
| Marquees (quantity, dimensions): | Yes | No | |
| Rides/attractions (number/detail of rides/attractions): | Yes | No | |
| Seating (number provided): | Yes | No | |
| Other details: | | | |

5. Essential services

Communications system for event staff: Mobile phones Two way radios ☐ Public Address System ☐

First aid arrangements:

Toilets – total number provided for attendees: _____ existing toilets and portable toilets

Security Company Name: _____

Total Number of Security Guards. Specify times: _____

Shade and Shelter: What arrangements will be made for adequate shade and shelter? _____

Water: How will free water be provided to the public? (Compulsory requirement for all events held on Council land.) _____

6. Waste management

Contracted Waste Management Company name: _____

Number of **Waste Bins** supplied: _____ Number of **Recycling Bins** supplied: _____

Bins delivery time/date: _____ Bins pick up time/date: _____ Bins left overnight? Yes No

Waste arrangements (waste skip details, waste truck etc.) _____

How often will bins be **monitored/emptied**? _____

Liquid waste (oil/grey water) arrangements: _____

Details for onsite **litter control staff** (number/shifts): _____

7. Food and beverages

Food will be provided: Free of charge Sold for money No food at event

How many food and beverage stalls will there be at the event? _____

A final list of food traders must be provided to Council including business names, ABN, contact phone numbers, **no later than two weeks before the event**. All food stalls must be marked on the final site plan and provided to Council along with the final list of food traders.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Event Application Form: Part A



Streatrader

To legally operate a temporary or mobile food premises in Victoria, all of the event's food stallholders must:

1. be registered with one local council to operate anywhere in Victoria, and
2. lodge an online Statement of Trade (SOT) which officially advises the City of Greater Dandenong that the food stall will be operating within the city, no later than five days before the event.

To complete these steps, direct all stallholders to the website streatrader.health.vic.gov.au

If stallholders do not complete these steps satisfactorily, they will not be legally allowed to sell food at the event.

8. Road closures and public transport

Are there any proposed road closures/changed traffic conditions for the event? Yes No

Date: _____ Time of Closure: _____

Which streets/roads will be affected? _____

Has a Traffic Management Plan been prepared? Yes No Details: _____

Please attach this plan or provide a map identifying the areas of closure. A completed Traffic Management Plan must be supplied 45 days prior to the event or the road closure will not be approved.

Traffic Management Contractor: _____

Has a VicRoads permit been applied for? Yes No Details: _____

Does the road closure impact on public transport (e.g. bus)? Yes No Details: _____

9. Notifications

Emergency Services must be notified of this event. Victoria Police must be notified prior to submission of this application.

Select all notified services and provide details about when identified.

Police: Date notified: _____ Ambulance Victoria: Date notified: _____

CFA: Date notified: _____ Public Transport Victoria (if affected): Date notified: _____ N/A:

SES: Date notified: _____

10. Event organising committee

| Title | Name | Mobile number | Email address |
|--|------|---------------|---------------|
| Event Organiser | | | |
| Site Manager | | | |
| Assistant Site Manager | | | |
| Food Stall Coordinator | | | |
| Safety Officer | | | |
| Chief Warden (in case of emergency) | | | |
| Waste/Cleansing Supervisor | | | |
| Volunteer Coordinator | | | |
| Stage Manager | | | |
| Promotion Coordinator | | | |

Event Application Form: Part A



Event organisers have a duty of care under the Victorian Occupational Health and Safety Act 2004 to provide a safe operational environment. Under this legislation, event organisers must ensure so far as reasonably practicable that: people are not exposed to risks arising from the operation; and any place where employees and self-employed persons work is safe. The definition of this duty is broad. Proactive attention by event organisers may be achieved by a process of identification, assessment and control of safety risks. Event organisers will also owe a duty of care to the public attending the event or those that may be affected by the event, including their property. Therefore, event organisers should take all reasonable measures to ensure the event is conducted in a safe manner. This may be achieved by event organisers undertaking a process of identification, assessment and control of risks.

In some circumstances, there may be several parties who owe a concurrent duty of care. It is important that safety is comprehensively managed and communicated by and between all relevant duty holders.

Worksafe Victoria – Advice for Managing Major Events Safely

I have read and understood the [Event Application Terms and Conditions 2017/18](#) and the Duty of Care of Event Organisers and agree to comply with all conditions set therein and any special conditions which may be listed on the Event Permit once issued.

Signed for and on behalf of the Applicant/Event Organiser:

Name: _____

Signature: _____

Date: _____

Please forward this completed form to:

Festival and Events Unit
City of Greater Dandenong
PO Box 200 Dandenong, VIC 3175
events@cgd.vic.gov.au | 8571 5239

For applications submitted electronically, please tick the box: Yes, I have read and agree.

For applications submitted in hard copy format, please sign and fo

: cfa q

1. [Quebec's A to Z of A to Z](#)
2. [POPE Application Form](#)
3. [Sitting Application Form](#)
4. [Lost and Found Children Form](#)
5. [Incident Report Form](#)
6. [Event Application Terms and Conditions 2017/18](#)

Fees and charges

7. [Fees and Charges Schedule 2017/18](#)
8. [Parks Casual Hire Fees and Charges 2017/18](#)

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9. [Example - Site Plan](#)
10. [Example - Risk Management Plan](#)
11. [Example - Traffic Management](#)

Emergency procedures

12. [Event Emergency Procedure - AUJ • BAU • ALC](#)
13. [Event Emergency Procedure - Harmony Square](#)

Checklists, factsheets and guidelines

14. [Öç^ \Ösac Ö @ & | a c](#)
15. [Accessible Event Checklist](#)
16. [Y æ \(\) ^ Ö ^ \(^ \) Ö Ö Ö @ ^ c](#)
17. [Pæ \(\) ^ Ö ^ æ ^ Ö ^ Ö | a ^ *](#)
18. [Child Friendly Event Planning Guide](#)
19. [Crowded Places Self-Assessment Tool](#)
20. [Crowded Places Security Audit](#)
21. [Australia's Strategy for Protecting Crowded Places from Terrorism](#)

Council website - useful links

22. [Events in Council Parks and Reserves](#)
23. [Publicity – event calendar listing](#)
24. [Publicity – event signage](#)
25. [Event Organisers Network](#)
26. [Casual Hire of Reserves, Sports Grounds and Parks](#)

 Phone 8571 1000
 Fax 8571 5196
 council@cgd.vic.gov.au

 TTY: 133 677
 Speak and listen: 1300 555 727
 Internet: www.iprelay.com.au
 TIS: 13 14 50

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 www.twitter.com/greaterdandy
 www.youtube.com/citygreaterdandenong

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 8571 1000.

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Event application form: Part B - Risk Management



All events have risk. It is the responsibility of the event organiser to identify and mitigate all reasonably foreseeable risks. The level of risk is determined by the weighing up the potential consequences with the likelihood of the risk taking place.

It is the responsibility of the event organiser to ensure that the risk planning and emergency responses are not limited to the fields shown in this or any other Council form; the onus is on the event organiser to prepare for all possible contingencies (refer to the "Duty of Care" statement).

How to fill in the risk matrix

Start to work through the suggested lists of typical risks experienced at events, shown in the first column of the template on pages 6-12 of this form. Any additional risks should be added to this form.

For each risk, indicate in the appropriate column, how likely it is the risk will happen, the consequence of that happening and provide a rating for each risk based on this analysis, referring to the tables below.

For example, a risk that is **likely** to happen and has **insignificant** consequences, carries a **MEDIUM level** risk.

For further explanation of how to complete the risk assessment, refer to the Event Planning Guide Draft.

Measure of Likelihood

| Level | Descriptor | Description |
|-------|----------------|---|
| A | Almost certain | Is expected to occur in most circumstances, 90% chance of occurring |
| B | Likely | Will probably occur in most circumstances, 50% chance of occurring |
| C | Possible | Might occur at some stage, 25% chance of occurring |
| D | Unlikely | Could occur at some stage, 10% chance of occurring |
| E | Rare | May occur in exceptional circumstances |

Measure of Consequences

| Level | Descriptor | Examples of detailed descriptions in terms of its effect on organisation |
|-------|---------------|--|
| 1 | Insignificant | No injuries, low financial loss and disruption |
| 2 | Minor | First aid treatment, on site release immediately contained, medium financial loss |
| 3 | Moderate | Medical treatment required, on site release contained with outside assistance, moderate financial loss / political impact |
| 4 | Major | Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss, long term loss of critical infrastructure |
| 5 | Catastrophic | Death, toxic release off site with detrimental effect, huge financial loss, permanent loss of critical infrastructure. |

Rating the level of risk (low, medium, high or extreme)

| Likelihood | Consequences | | | | |
|--------------------|-------------------|-----------|--------------|-----------|------------------|
| | Insignificant - 1 | Minor - 2 | Moderate - 3 | Major - 4 | Catastrophic - 5 |
| A - Almost certain | High | High | Extreme | Extreme | Extreme |
| B - Likely | Medium | High | High | Extreme | Extreme |
| C - Possible | Low | Medium | High | Extreme | Extreme |
| D - Unlikely | Low | Low | Medium | High | Extreme |
| E - Rare | Low | Low | Medium | High | High |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Event application form: Part B - Risk Management

Risk matrix and management plan template

| Risk | Likelihood | Consequence | Level of risk | Preventative action required (strategies to prevent risk) | Response action required (in case of emergency) |
|--|------------|-------------|---------------|---|--|
| Example only Marquee collapse | Unlikely | Moderate | Medium | <ul style="list-style-type: none"> Employ a qualified hire company to install marquee. Obtain structural certification from installation company on the day of the event. | <ul style="list-style-type: none"> Evacuate affected area Secure equipment until end of the event. |
| 1. Injuries to patrons: <ul style="list-style-type: none"> Overcrowding: Crowd crushes: Collisions: Trip hazards: High Risk Attendees (e.g. VIPs, public figures) | | | | | |
| 2. Drug or alcohol affected attendees: <ul style="list-style-type: none"> Disorderly conduct: | | | | | |
| 3. Risks associated with presence of alcohol being served/permitted <ul style="list-style-type: none"> Broken glass on ground: | | | | | |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Event application form: Part B - Risk Management



Risk matrix and management plan template - continued

| Risk | Likelihood | Consequence | Level of risk | Preventative action required (strategies to prevent risk) | Response action required (in case of emergency) |
|---|------------|-------------|---------------|---|---|
| 4. Lost children: • If a lost child is brought in: • If an adult reports a lost child: | | | | | |
| 5. Dealing with cash: | | | | | |
| 6. Security threats: • Bomb threats: • Terrorists activity: • Unauthorised access to restricted area: | | | | | |
| 7. *Risks with major temporary structures (eg collapse): • Seating stands: • Large marquees: • Children's rides: • Other (specify): | | | | | |

***Special condition: All major and minor temporary structures, including marquees, rides, seating stands, etc. must be installed as per the manufacturing specifications and operated by certified personnel. By submitting this risk management plan, event organiser agrees to comply with this condition.**

7

Updated 26/06/2017

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



Event application form: Part B - Risk Management

Risk matrix and management plan template - continued

| Risk | Likelihood | Consequence | Level of risk | Preventative action required (strategies to prevent risk) | Response action required (in case of emergency) |
|---|------------|-------------|---------------|---|---|
| 8. • Risks with minor temporary structures (e.g. blown over by wind): • Marquees: • Chairs: | | | | | |
| 9. Risk with use of temporary food vendors (e.g. food poisoning outbreak): | | | | | |
| 10. Risks with use of open flames • Fire in a food stall: • Gas cylinder explosion: | | | | | |
| 11. Risk with water supply: • Water failure: • Pegging of marquees strikes underground plumbing, flooding: | | | | | |

***Special condition: All major and minor temporary structures, including marquees, rides, seating stands, etc. must be installed as per the manufacturing specifications and operated by certified personnel.** By submitting this risk management plan, event organiser agrees to comply with this condition.

Updated 26/06/2017

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Event application form: Part B - Risk Management

Risk matrix and management plan template - continued

| Risk | Likelihood | Consequence | Level of risk | Preventative action required (strategies to prevent risk) | Response action required (in case of emergency) |
|--|------------|-------------|---------------|--|--|
| 12. **Risks with power supply: <ul style="list-style-type: none"> • Electrocutation: • Power failure: • Lighting failure: • Underground services: | | | | | |
| 13. **Risk with presence of general electrical equipment, such as generators, mixing decks, amplifiers: <ul style="list-style-type: none"> • Electrical fire: • Cables tripping hazard: • Faulty installation: | | | | | |
| 14. Risks with presence of motor vehicles, cranes or forklifts: <ul style="list-style-type: none"> • Moving vehicles at the event site: • Attendees climbing into cranes or forklifts: | | | | | |
| 15. Activities likely to create noise levels higher than acceptable to nearby residents (e.g. PA system): <ul style="list-style-type: none"> • Bands or technical crew turning up the music too loud: • Powered equipment: • Ride generators: | | | | | |

****Special condition: All electrical equipment used at an event site must be tested and tagged by a licensed electrician. By submitting this risk management plan, event organiser agrees to comply with this condition.**

Updated 26/06/2017

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)

Event application form: Part B - Risk Management



Risk matrix and management plan template - continued

| Risk | Likelihood | Consequence | Level of risk | Preventative action required (strategies to prevent risk) | Response action required (in case of emergency) |
|---|------------|-------------|---------------|---|---|
| 16. Risks with presence of hazardous substances: <ul style="list-style-type: none"> Fuel storage (e.g. gas cylinders): Cleaning products: Waste water: Pyrotechnics: Poisons: Deep fryers | | | | | |
| 17. Risks with presence of animals: <ul style="list-style-type: none"> Animal farm: People bringing dogs to event: | | | | | |
| 18. Risks with waste management: <ul style="list-style-type: none"> Overflowing bins: Excessive litter at end of event: Unclean toilets: | | | | | |
| 19. Risks with staffing – both volunteers and paid staff: <ul style="list-style-type: none"> Loss of key personnel just before or during the event: Untrained staff: Unfamiliar equipment being used: Staff without background checks: | | | | | |

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Updated 26/06/2017

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



Event application form: Part B - Risk Management

Risk matrix and management plan template - continued

| Risk | Likelihood | Consequence | Level of risk | Preventative action required (strategies to prevent risk) | Response action required (in case of emergency) |
|---|------------|-------------|---------------|---|---|
| 20. Risks with on-site communications: <ul style="list-style-type: none"> Local mobile phone towers become overloaded, no mobile network available: | | | | | |
| 21. Risk of event staff working in confined spaces: | | | | | |
| 22. Risk of event staff working at heights: <ul style="list-style-type: none"> Staff using ladders: Overhead power lines: Rigging/lighting: | | | | | |
| 23. Traffic issues: <ul style="list-style-type: none"> Lack of parking: Inadequate access for emergency vehicles: Traffic not flowing smoothly in immediate area: | | | | | |

2.6.5 Response to Notice of Motion No. 61 - Assisting Community Events at Harmony Square (Cont.)



**Event application form:
Part B - Risk Management**

Risk matrix and management plan template - continued

| Risk | Likelihood | Consequence | Level of risk | Preventative action required (strategies to prevent risk) | Response action required (in case of emergency) |
|---|------------|-------------|---------------|--|--|
| 24. Event approval not obtained: | | | | | |
| 25. Inadequate funding for event: | | | | | |
| 26. Extreme weather: • Extreme heat (i.e. 40C+): • Thunderstorms: • Fire ban days: | | | | | |
| 27. Other risks: | | | | | |

3 NOTICES OF MOTION

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

The guidelines for submitting a notice of motion to a Council meeting are included in the current Meeting Procedure Local Law.

4 REPORTS FROM COUNCILLORS/DELEGATES AND COUNCILLORS' QUESTIONS

At each Ordinary Meeting of Council all Councillors will have the opportunity to speak for exactly four (4) minutes on any meetings, conferences or events they have recently attended.

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 Member of Governance by 9am the day following the meeting.

Question time is provided to enable Councillors to address questions to the Administration. The guidelines for asking questions at a Council meeting are included in the current Meeting Procedure Local Law.

5 QUESTION TIME - PUBLIC

Question Time at Council meetings provides an opportunity for members of the public in the gallery to address questions to the councillors and/or officers of the City of Greater Dandenong.

Questions from the Gallery

1. Members of the public may submit questions from the gallery by completing a '*Ask a Question at a Council meeting*' form available at Council meetings and at www.greaterdandenong.com under Council - Council Meetings. Questions are limited to a maximum of three (3) questions per individual and a maximum of 300 words per question including the preamble.

2. Questions will be read aloud and in most cases an answer will be given on the spot. However, sometimes a councillor/officer may indicate that they require further time to research an answer. In this case the answer will be made in writing to the person who asked the question and may also appear in the Question Time Responses section at www.greaterdandenong.com under Council - Council Meetings.

3. Questions will be answered unless the Chairperson and/or Chief Executive Officer has determined that the relevant question relates to:

- personnel matters,
- the personal hardship of any resident or ratepayers,
- industrial matters,
- contractual matters,
- proposed developments,
- legal advice,
- matters affecting the security of Council property,
- any other matter which Council considers would prejudice the Council or any person,
- a matter which may disadvantage Council or any person,
- a matter in respect of which Council has no power to act,
- a question that is defamatory, indecent, abusive or objectionable in language or substance and is asked to embarrass a Councillor or Council officer,
- a question that is repetitive of a question already answered (whether at the same or an earlier meeting).

No debate or discussion of a question or an answer shall be permitted other than for the purposes of clarification.

Every question will receive a written reply, even if it is answered at the meeting.

6 URGENT BUSINESS

No business may be admitted as urgent business unless it:

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