



**GREATER  
DANDENONG**  
*City of Opportunity*

# **AGENDA**

**ORDINARY COUNCIL MEETING**

**MONDAY 14 OCTOBER 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 Rajaratna Sarma Premakantha Kurukkal from the Hindu Community, a member of the Greater Dandenong Interfaith Network.

### **1.3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Ordinary Meeting of Council held 23 September 2019.

#### **Recommendation**

**That the minutes of the Ordinary Meeting of Council held 23 September 2019 be confirmed.**

## 1.4 ASSEMBLIES OF COUNCIL

The following assemblies of Council occurred in the period 19 September to 9 October 2019:

Date	Meeting Type	Councillors Attending	Councillors Absent	Topics Discussed & Disclosures of Conflict of Interest
23/9/19	Pre-Council Meeting	Youhorn Chea, Tim Dark, Matthew Kirwan, Angela Long, Zaynoun Melhem (part), Jim Memeti, Sean O'Reilly, Maria Sampey, Sophie Tan, Loi Truong	Apologies - Roz Blades AM	- Council's SnowFest – winner of best Community Event at the Australian Event Awards held in Perth, 16-19 September 2019.. - Council is a finalist in the Victoria Tennis Awards 2019. - Recent success of the Multicultural Seniors Dance.

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## ORDINARY COUNCIL MEETING - AGENDA

**1.4 ASSEMBLIES OF COUNCIL (Cont.)**

Date	Meeting Type	Councillors Attending	Councillors Absent	Topics Discussed & Disclosures of Conflict of Interest
7/10/19	Councillor Briefing Session	Youhorn Chea, Tim Dark (part), Matthew Kirwan, Angela Long, Zaynoun Melhem (part), Jim Memeti, Sean O'Reilly, Maria Sampey, Sophie Tan, Loi Truong	Apologies - Roz Blades AM	<ul style="list-style-type: none"> <li>- Development Victoria update on the Coomoora Road development in Springvale South.</li> <li>- Discussion about the withdrawal of prosecution charges (under the <i>Food Act 1984</i>) against ICook Foods (CONFIDENTIAL).</li> <li>- Recent success of the Little Day Out, Short Cuts Film Festival and Home Exhibition Launch. Upcoming event - Little India Shopping Festival 12 &amp; 13 October 2019.</li> <li>- Greater Dandenong is a finalist in the Australian Migration and Settlement Awards for its mayoral taskforce supporting people seeking asylum.</li> <li>- Upcoming meetings with State and Federal governments regarding "City Deals".</li> <li>- Issues currently experienced by Dandenong Tennis Club at Greaves Reserve.</li> <li>- Query about future plans for an existing aged care facility in Conway Street, Dandenong.</li> <li>- Operational matters at Dandenong Market. (Cr Jim Memeti declared a conflict of interest in this item and left the Briefing Session at this time).</li> </ul>

## **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](http://www.legislation.vic.gov.au).

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

- 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.

## **1.6 ADOPTION OF AUDIT ADVISORY COMMITTEE MEETING MINUTES**

The Audit Advisory Committee held a meeting on 30 August 2019. Minutes of this meeting are presented to Council for adoption.

### **Recommendation**

**That the unconfirmed minutes of the Audit Advisory Committee meeting held on 30 August 2019 be adopted.**

<b>Item</b>	<b>Audit Advisory Committee Meeting Agenda Topic</b>
1	The Risk Management report was tabled to the Committee providing an update on several aspects of risk, including the status of Council's insurances and claims.
2	The Audit Advisory Committee received an update from Councils Auditor-General agent (Justin Brook – DMG Audit & Advisory) in respect of the VAGO Draft Closing Report for the Financial Year Ending 30 June 2019.
3	Councils Internal Auditor Crowe Horwath presented a status update on the Internal Audit program, which included a progress report and a summary of recent reports and publications which may have an impact on local government. Crowe Horwath tabled Internal Audit Reports on Legislative Compliance and Business Continuity Planning for the Audit Advisory Committees consideration.
4	The outcomes of the June 2019 quarterly financial report were tabled.
5	An update was provided to the Committee on the Local Government Performance Reporting Framework report for the 2018-19 Financial year.
6	A report was presented to the Committee on the outcomes of the recent IT Annual Penetration test results.
7	The Dandenong Market Pty Ltd presented their annual report, including the audited financial statements.
8	The Audit Advisory Committee considered the review of the Procurement Policy.
9	The Audit Advisory Committee received a follow up report in respect of Internal Audit Risk Recommendations.
10	The Annual Freedom of Information report for 2018-19 was tabled.
11	A report detailing the City of Greater Dandenong's responses to the VAGO audit surrounding fraud and corruption control was considered.
12	The Committee considered and endorsed the Audit Advisory Committee Annual Report for 2018-19.

## **2 OFFICERS' REPORTS**

### **2.1 DOCUMENTS FOR SEALING**

#### **2.1.1 Documents for Sealing**

File Id:	A2683601
Responsible Officer:	Director Corporate Services

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#### **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 four [4] items being presented to Council's meeting of 14 October 2019 for signing and sealing as follows:

1. A letter of recognition to Callie Miratana, Community Services for 10 years of service to the City of Greater Dandenong;
2. A letter of recognition to Ian Hales, Corporate Services for 20 years of service to the City of Greater Dandenong;
3. A letter of recognition to Lucy Nguyen, City Planning, Design and Amenity Services for 10 years of service to the City of Greater Dandenong; and
4. An Instrument of Appointment of Authorised Officer under the provisions of the Local Government Act 1989, the *Environment Protection Act* 1970, the *Infringements Act* 2006, the *Planning and Environment Act* 1987, the *Public Health and Wellbeing Act* 2008, the *Road Management Act* 2004, the *Road Safety Act* 1986, the *Sex Work Act* 1994, the *Subdivisions Act* 1988, the *Summary Offences Act* 1966, the *Victorian Civil and Administrative Tribunal Act* 1998 and the Regulations made under each of these Acts; the Local Laws made under the *Local Government Act* 1989; and any other Act, Regulation or delegated legislation (including the Greater Dandenong Planning Scheme) which relates to the powers of the Council made under the provisions and enactments described. This instrument enables the following Council officer to carry out the statutory responsibilities of the above Acts and is subject to policy and delegations previously adopted by Council:
  - James McLauchlan

#### **Recommendation**

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



## **2.2 DOCUMENTS FOR TABLING**

### **2.2.1 Documents for Tabling**

File Id:	qA228025
Responsible Officer:	Director Corporate Services

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#### **Report Summary**

Council receives various documents such as annual reports and minutes of committee meetings that deal with a variety of issues that are relevant to the City.

These reports are tabled at Council Meetings and therefore brought to the attention of Council.

#### **Recommendation Summary**

This report recommends that the listed items be received.

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**2.2.1 Documents for Tabling (Cont.)**

**List of Reports**

Author	Title
Local Government Inspectorate	Annual Report 2018/19
Emerson School	Year Book 2018
Telecommunications Industry Ombudsman	Annual Report 2018/19

A copy of each report is made available at the Council meeting or by contacting the Governance Unit on telephone 8571 5235.

**Recommendation**

**That the listed items be received.**

### 2.2.2 Petitions and Joint Letters

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

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### 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.**

### **2.2.2 Petitions and Joint Letters (Cont.)**

#### **Petitions and Joint Letters Tabled**

Council received no new petition, no joint letters, no submissions and a petition update prior to the Council Meeting of 14 October 2019.

***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.**

**2.2.2 Petitions and Joint Letters (Cont.)**

**DOCUMENTS FOR TABLING**

**PETITIONS AND JOINT LETTERS**

**ATTACHMENT 1**

**PETITIONS AND JOINT LETTERS**

**PAGES 5 (including cover)**

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.2.2 Petitions and Joint Letters (Cont.)**

Date Received	Petition Text (Prayer)	No. of Petitioners	Status	Responsible Officer Response
06/08/19	<p>• <b>Petition Text (Prayer)</b></p> <p><u>WJ TURNER RESERVE DRAFT MASTER PLAN – CALL FOR NEW COLLABORATIVE SOLUTION</u></p> <p>The Draft Masterplan for WJ Turner Reserve prepared by City of Greater Dandenong (dated July 2019) fails to acknowledge the existing shared use by Silvertown Primary School, and other key stakeholders such as Silvertown Cricket Club, over 40 years, and severely limits the opportunities for the school to continue to use this space in a flexible way.</p> <p>Silvertown Primary School want our almost 500 students and broader school community to have full access to this space and believe that many design elements of the Draft Plan limit this. How can inter-school sports football matches, cricket clinics, cross country, school athletics, annual Twilight Festival, movie nights and colour runs be accommodated with this self-limiting design? Why is a 2.5m path proposed directly across the space with exercise stations that will limit the activities that can take place?</p> <p>The reserve is the home of the Silvertown Cricket Club which has:</p> <ul style="list-style-type: none"> <li>- Junior playing list of up to 100 children supported by 150+ parents</li> <li>- Senior playing list of up to 60</li> <li>- 200+ attendees at Junior/Senior social functions</li> <li>- Community focused &amp; only CGD club who runs the following: Winter School Holiday Program</li> </ul> <p>Multicultural Program Community Cup (involving local schools)</p> <p>Girls Cricket</p> <p>Women's Social Team</p> <p>We are calling for a collaborative re-design of the Masterplan, incorporating input and serious consideration and regard for key stakeholders who have a long history of shared use of the space including Silvertown Primary School and Silvertown Cricket Club.</p>	710 as at 18/09/19	In Progress	<p>Tabled Council Meeting 12 August 2019</p> <p>7/08/19 Acknowledgement letter sent to the author of the petition.</p> <p>7/08/19 Referred to Director City Planning, Design and Amenity</p> <p><b>28/08/19</b> The community consultation period for the WJ Turner draft master plan is open until 8 September 2019. Once the consultation period closes, all submissions, including petitions will be considered, prior to progressing the master plan process.</p>

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.2.2 Petitions and Joint Letters (Cont.)**

Date Received	Petition Text (Prayer)	No of Petitioners	Status	Responsible Officer Response
02/09/19	<p>Petition Received via Change.org  <u><a href="#">Bring back the Easternats at Sandown!</a></u></p> <p>The Easternats at Sandown raceway was the pinnacle of events for car enthusiasts across the state and country. It brought in a large amount of money in for local businesses across the area and provided a safe environment for enthusiasts. Due to a heavy handed approach from both Dandenong city council and Victoria police combined they did their best to cancel the event and succeeded.</p> <p>We provide AA for alcoholics, we provide injecting rooms for drug addicts, Sporting arenas for athletes yet car enthusiasts are the ones bearing the brunt of punishment and lack of facilities via councils, police and the media itself.</p> <p>I say it's time bring back the Easternats at Sandown, to unite as one voice and provide better facilities in Victoria.</p> <p><b>BRING BACK THE EASTERNATS AT SANDOWN!</b></p>	1686 as at 09/10/19	In progress	<p>Tabled Council Meeting 9 September 2019</p> <p>2/09/19  Referred to Director City Planning, Design and Amenity</p>

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

**2.2.2 Petitions and Joint Letters (Cont.)**

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**2.2.2 Petitions and Joint Letters (Cont.)**

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## **2.3 CONTRACTS**

### **2.3.1 1920-02 Springvale Road Traffic Signals**

File Id: qA403908

Responsible Officer: Director Engineering Services

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#### **Report Summary**

This report details the Public Tender process undertaken by Council to select a suitably qualified and experience contractor for the Springvale Road Traffic Signals at the new Springvale Community Precinct.

#### **Recommendation Summary**

This report recommends that Council awards Contract No. 1920-02 for Springvale Road Traffic Signal to Prestige Paving Pty Ltd for the lump sum price of Six Hundred & Six-Sixty Thousand, Three Hundred & Twenty-One Dollars and Thirty-Seven Cents (\$660,321.37) including GST of \$60,029.22.

This is a Lump Sum contact and not subject to rise and fall.

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### 2.3.1 1920-02 Springvale Road Traffic Signals (Cont.)

#### Introduction

The Springvale Road Traffic Signal project will see a new set of traffic signals installed at the intersection of Springvale Road, Hillcrest Grove and Heather Grove in Springvale. The purpose of the new signals is to better control traffic movements into the new Springvale Precinct Project site following its completion.

#### Tender Process

This tender was advertised in The Age Newspaper on Saturday 20 July 2019 and closed at 2.00 pm on Wednesday 14 August 2019, at the close of tender advertising period four (4) tenders were received from the following companies:

1. Prestige Paving Pty Ltd
2. Bitu-mill (Civil) Pty Ltd
3. ACE Infrastructure Pty Ltd
4. CDN Constructor Pty Ltd

#### Tender Evaluation

The Tender Evaluation Panel comprised of the Coordinator Civil Projects, the Project Engineer (Works) and the Contracts & Administration Officer.

The tenders were evaluated using Council's Weighted Attributed Value Selection Method. The evaluation criteria and allocated weightings for evaluation are as follows:

	Evaluation Criteria	Weightings
1	Tender Sum/Rate	45%
2	Relevant Experience and Past Performance	25%
3	Project Plan, Program and Works Methodology	20%
4	Social Procurement	5%
5	Local Industry	5%
6	OHS	Pass / Fail
7	Environmental	Pass / Fail

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**2.3.1 1920-02 Springvale Road Traffic Signals (Cont.)**

The Evaluation Criteria 5 and 6 is given a Pass or Fail. The Evaluation Criteria 1 to 4 are given a point score between 0 to 5 as detailed in the following table:

Score	Description
5	Excellent
4	Very Good
3	Good, Better than Average
2	Acceptable
1	Marginally Acceptable
0	Not Acceptable

Each criterion is ranked on a point score of between 0 (fail) 5 (excellent). These rankings are then multiplied by the weighting to give a weighted attribute ranking for each criterion and totalled to give an overall evaluation score for all criteria.

Following an evaluation of the tender, the comparative point score based on the above criteria is as follows:

Tenderer	Price Points	Non-Price Points	Total Score	OHS	EMS
Prestige Paving	1.54	1.60	3.14	Pass	Pass
Bitu-mill	1.25	1.85	3.10	No assessment required	
ACE Infrastructure	1.00	1.63	2.63	No assessment required	
CDN Constructors	0.37	1.70	2.07	No assessment required	

**Note 1: The higher the price score – lower the tendered price.**

**Note 2: The higher the non-price score – represents better capability and capacity to undertake the service.**

Prestige Paving has completed several similar projects for Councils and for VicRoads. They have assembled a project team that hold all the necessary prequalification's to perform traffic signal, street lighting and civil works on the VicRoads road network. They rely on specialist subcontractors to install traffic signals and street lighting.

The company has been in business in Victoria for over 10 years and has steadily expanded its services from its beginnings in concreting to include asphaltting, road pavement and drainage construction as well as managing traffic signals and street lighting through specialist sub-contractors.

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### **2.3.1 1920-02 Springvale Road Traffic Signals (Cont.)**

Prestige Paving recently completed the Thomas and Scott Street traffic signals working directly for the City of Greater Dandenong. They completed these works to a high standard with particularly good performance when managing traffic through the worksite.

VicRoads project officers were consulted during the evaluation process and have had similar positive experiences with Prestige Paving. It should be noted that the traffic signals will become a VicRoads asset once completed so they will be involved with all aspects of the construction works.

### **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**

A bid for funding of this project will be submitted for council endorsement as part of the mid-year budget review process.

***Note: Schedule of Rates – A schedule of rates contract is one under which the amount that is payable to the contractor is calculated by applying an agreed schedule of rates to the quantity of work that is actually performed.***

***Lump Sum – A lump sum contract or a stipulated sum contract will require that the supplier agree to provide specified services for a stipulated or fixed price.***

### **Social Procurement**

Prestige Paving employs workers of all backgrounds and provides opportunities to anyone that is willing to apply for their vacant positions. They also sponsor sporting clubs.

### **Local Industry**

Prestige Paving will source some of the labour and material components associated with their tender submission within the City of Greater Dandenong.

### **Consultation**

During the tender evaluation process and in preparation of this report, relevant Council's Officers from Engineering were all consulted.

### **2.3.1 1920-02 Springvale Road Traffic Signals (Cont.)**

#### **Conclusion**

At the conclusion of the tender evaluation process, the evaluation panel agreed that the tender submission from Prestige Paving Pty Ltd represent the best value outcome for Council and should be accept due to:

1. Their conforming and lowest priced submission.
2. Their relevant experience in delivering similar projects for Victorian Council's and VicRoads.
3. Certified Occupations Health and Safety (OHS) and Environmental Management Systems
4. VicRoads pre-qualification

#### **Recommendation**

**That Council:**

1. **accepts the tender submission from Prestige Paving Pty Ltd for a fixed lump sum price of Six Hundred & Six-Sixty Thousand, Three Hundred & Twenty-One Dollars and Thirty-Seven Cents (\$660,321.37) including GST of \$60,029.22; and**
- 2 **signs and seals the contract documents when prepared.**

## **2.4 STATUTORY PLANNING APPLICATIONS**

### **2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503)**

File Id:	295680
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Submitted Plans Location of Objectors Clause 55 Assessment Clause 22.09 Assessment Clause 52.06 Assessment

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#### **Application Summary**

Applicant:	Linedesign
Proposal:	Development of the land for five (5) three-storey dwellings
Zone:	Clause 32.07 Residential Growth Zone (Schedule 2)
Overlay:	None
Ward:	Red Gum

The application proposes the development of the land for five (5) three-storey dwellings. A permit is required pursuant to Clause 32.07-5 of the Greater Dandenong Planning Scheme for the construction of two or more dwellings on a lot. This application is being brought before Council due to the application receiving three (3) objections

#### **Objectors Summary**

The application was advertised to the surrounding area through the erection of one (1) on-site notice facing Cleeland Street and the mailing of notices to adjoining and surrounding owners and occupiers. Three (3) objections were received to the application. Issues raised generally relate to matters of overlooking, overshadowing and noise.

#### **Assessment Summary**

As assessed, the current application is considered appropriate for approval. The subject site is located within an established residential area and identified as a 'Substantial Change Area' under Clause 22.09-3.2. These areas are expected to contain a greater proportion of well-designed and site responsive medium to high density residential developments.

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

The proposal is consistent with expectations for medium-high density development, which is guided by the policies, objectives and design principles of Clause 22.09 (Residential Development and Neighbourhood Character) and Clause 55 (Two or more dwellings on a lot), as well as other relevant state and local policies.

Overall, it is considered that the development exhibits a good standard of design and would provide residents with an appropriate level of amenity without being unreasonably detrimental to the amenity of the surrounding area.

**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 and this report recommends that the application be supported and that 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.



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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**Subject Site and Surrounds**

**Subject Site**

The subject land is legally identified as Lot 18 LP10395 and is more generally referred to as 53 Cleeland Street, Dandenong. The rectangular-shaped site is located on the western side of Cleeland Street and has an area of approximately 808 square metres, with a street frontage of 17.68 metres and a depth of 45.72 metres. McFarlane Crescent is located approximately 20 metres to the south.

The site has been improved by a single-storey weatherboard dwelling, which is setback approximately 9 metres from the eastern boundary (Cleeland Street), and a galvanised metal outbuilding, which is located to the south-west rear of the dwelling.

A driveway extends along the southern boundary from an existing single-width concrete crossing at Cleeland Street to the outbuilding at the rear. A pedestrian footpath along Cleeland Street is located adjacent to the site.

With the exception of the driveway and an informal car parking space within the front garden, the remainder of the front setback is generally clear, with shrubs and other vegetation located along the perimeter of the site. The rear garden features an open lawn area surrounded by established vegetation. The site does not contain any native vegetation or any other vegetation of significance.

The site features timber paling fencing along the side and rear boundaries between 1.6-1.8 metres in height, and low brick fencing along the front boundary.

An approximate 1.22-metre-wide drainage easement extends along the western (rear) boundary. The land slopes gently from the north-west to the south-east, with levels ranging between 34.5 metres and 33.5 metres to AHD.

**Surrounding Area**

The site is adjoined by:

- North: An approximate 808-square-metre allotment, which contains a single-storey weatherboard dwelling with a street setback of approximately 9 metres. North of this site is a large site containing a 3-storey apartment building and a unit development at the rear;
- East: Cleeland Street and opposite is an approximate 932-square-metre allotment that contains three dwellings;
- South: An approximate 808-square-metre allotment that contains a single-storey dwelling and associated outbuildings in the rear; and
- West: An approximate 833-square-metre site that contains two single-storey dwellings and one two-storey dwelling.

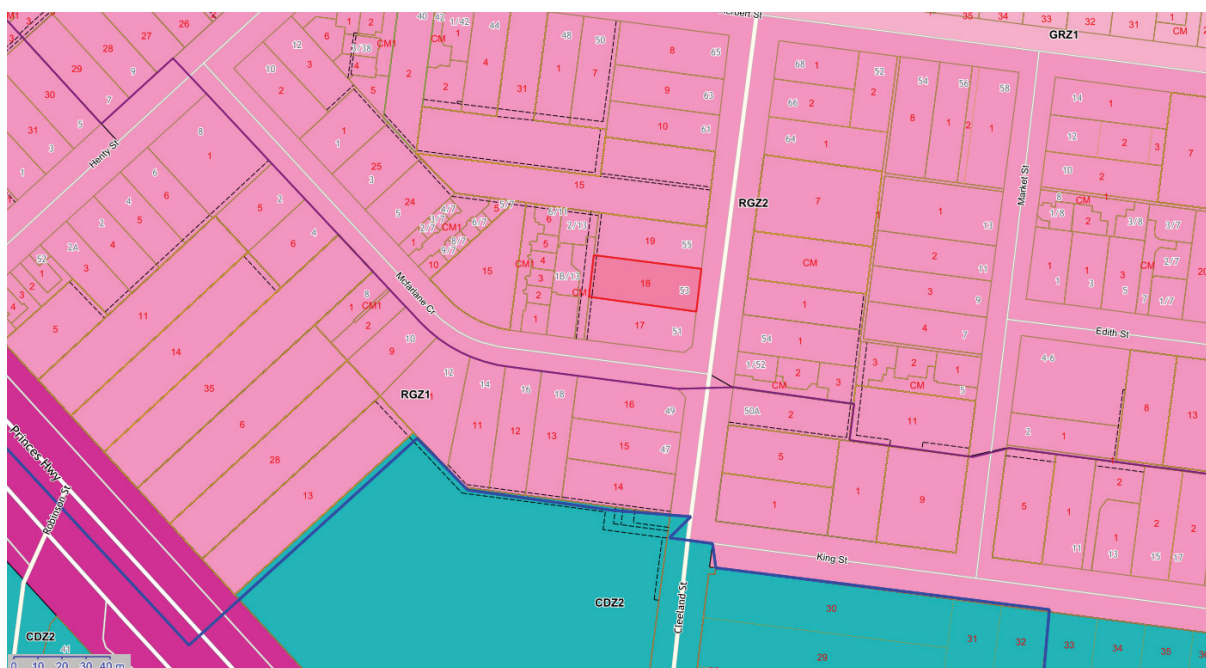
The land forms part of an established residential area located immediately north of the central Dandenong area, 200 metres to the north-east of Princes Highway, 980 metres to the north-east of Dandenong Station, and 1.9 kilometres to the east of Eastlink.

### 2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)

The site is located in proximity to a range of services and facilities, with Dandenong Hospital, Dandenong Plaza, Dandenong Market, Dandenong High School, Dandenong North Primary School, Chisolm TAFE, Pioneer Memorial Gardens and John Hemmings Memorial Park all located within a radius of approximately 1 kilometre.

While the immediate area is residential, the wider surrounding area is characterised by a mix of uses and development due to its location on the edge of the central Dandenong area. The area to the south becomes predominantly retail-oriented and the area to the north is mostly residential, with a dominance of single-storey brick dwellings setback from the street to allow for landscaped front gardens. More recently, there has been an emergence of a more intense style of development, including two-storey multi-unit developments, apartment buildings, and other land uses such as medical centres and dental practices.

#### Locality Plan



## Background

### Previous Applications

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

- Planning Permit PLN07/0326 issued on 30 June 2009 for the construction of ten (10) dwellings.

#### 2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)

##### **Subject Application**

The application was amended on 18 February 2019 *prior to public notification* in response to comments raised by Council's Planning Department. These changes generally involved modifications to the driveway, pedestrian paths and dwelling five (5) balcony to provide additional areas of landscaping.

The application was amended on 29 July *after public notification* in response to comments raised by Council's Planning Department that included the clearance height under the balconies overhanging the driveways. The plans were amended by increasing driveway widths, changing landscaping areas and relocating the dwelling five (5) balcony to ensure vehicles would not be obstructed by balconies. The amended application was re-advertised and no additional objections or submissions have been received.

##### **Proposal**

The application proposes the development of the land for five (5) three-storey dwellings, which are arranged in a linear formation along the east-west axis of the land, with a shared driveway extending along the northern boundary and shared pedestrian access along the southern boundary.

All dwellings feature a 'reverse' style of living, with kitchens, living areas and balconies on the first floor and bedrooms located throughout all floors. Dwellings one (1) to four (4) have a total of three (3) bedrooms each and Dwelling five (5) includes four (4) bedrooms. A double garage is provided at ground level for each dwelling.

A summary of the key details of the proposal is provided below:

Type of proposal	Multi-dwelling development	
Number of dwellings	Five (5) dwellings	
Levels	Three-storey	
Height	Maximum height of 11.6 metres	
Orientated to	Cleeland Street and the internal driveway and pedestrian access	
Changes to existing dwelling	Existing dwelling and outbuilding to be removed	
External materials	Ground floor:	Brown face brickwork Grey horizontal cladding Aluminium-framed windows Timber-look garage doors
	First floor:	White vertical cladding

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

		<p>Rendered cladding</p> <p>Aluminium-framed windows</p> <p>Obscure glass and timber fin balcony balustrades</p>
	Second floor:	<p>White vertical and grey horizontal cladding</p> <p>Rendered cladding</p> <p>Aluminium-framed windows</p>
	Roof:	<p>Charcoal steel sheet roofing</p> <p>Grey steel fascia and gutters</p>
Setbacks	<p><u>Ground floor:</u></p> <ul style="list-style-type: none"> <li>• North (side): 6.2 metres</li> <li>• East (front): 5.0 metres (or 3.5m including porch)</li> <li>• South (side): 0.15 metres (Dwelling 5) and 1.8 metres (Dwellings 1 to 4)</li> <li>• West (rear): 1.69 metres</li> </ul> <p><u>First floor:</u></p> <ul style="list-style-type: none"> <li>• North (side): 5.44 metres (or 4.25 metres including balcony)</li> <li>• East (front): 5.0 metres</li> <li>• South (side): 2.25 metres</li> <li>• West (rear): 3.79 metres (or 1.54 metres including balcony)</li> </ul> <p><u>Second floor:</u></p> <ul style="list-style-type: none"> <li>• North (side): 4.8 metres</li> <li>• East (front): 5.0 metres</li> <li>• South (side): 3.26 metres</li> <li>• West (rear): 5.55 metres</li> </ul>	
Private open space type	<p>Dwellings one (1) to four (4) include balconies on the northern side of the building. Each balcony has a depth of 2.1 metres and width of 6.3 metres (6.4m for balcony 1), providing areas of at least 13.4 square metres.</p>	

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	Dwelling five (5) includes a balcony on the western side and additional ground floor private open space at the rear ground level. The balcony measures 2.25 metres in depth by 6.5 metres and has an area of 14.6 square metres.
Number of car parking spaces required	Ten (10) car parking spaces for residents; no visitor spaces required
Number of car parking spaces provided	Ten (10 spaces) are provided in total
Type of car parking	Each dwelling has a double garage
Access	<p>The existing crossover which connects to Cleeland Street is to be removed and replaced with a new single-width crossover to the north.</p> <p>A proposed concrete driveway will extend along the northern boundary and provide access to the garages of all dwellings.</p>
Front fence	1.2-metre-high steel picket fence to replace existing low brick fence
Garden area required	No garden area required

*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:

- Clause 32.07-5 of the Residential Growth Zone - A permit is required to construct two or more dwellings on a lot

The relevant controls and policies are as follows:

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**Zoning Controls**

The subject site is located in a Residential Growth Zone (Schedule 2 – Residential Inner Area), as is the surrounding area, with the Comprehensive Development Zone (Schedule 2 – Central Dandenong) located approximately 90 metres to the south.

Pursuant to Clause 32.07-5 of the Residential Growth Zone, a permit is required to construct two or more dwellings on a lot.

The purpose of the Residential Growth Zone outlined at Clause 32.07 is:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To provide housing at increased densities in buildings up to and including four storey buildings.*
- *To encourage a diversity of housing types in locations offering good access to services and transport including activity centres and town centres.*
- *To encourage a scale of development that provides a transition between areas of more intensive use and development and other residential areas.*
- *To ensure residential development achieves design objectives specified in a schedule to this zone.*
- *To allow educational, recreational, religious, community and a limited range of other non-residential uses to serve local community needs in appropriate locations.*

Schedule 2 to the Residential Growth Zone includes the following design objectives:

- *To ensure the scale and built form of residential development responds to the existing site circumstances through articulated building elevations and well-proportioned massing and ground level setbacks which make a positive contribution to the public realm.*
- *To provide appropriate front, side and rear setbacks to allow for substantial high quality landscaping including canopy trees.*
- *To maximise the opportunities to create high quality landscaping, through minimal paving and hard surfaces within front setbacks.*
- *To ensure vehicle accessways and storage facilities do not visually dominate the streetscape.*
- *To ensure that residential development achieves high quality useable private open space outcomes for future residents*

The Schedule also varies the standards of Clause 55 relating to street setbacks, site coverage, landscaping, private open space and front fence height.

**Overlay Controls**

No overlays affect the subject site or surrounding area.



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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**State Planning Policy Framework**

The **Operation of the Planning Policy Framework** outlined at Clause 71.02 seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development. The objectives of planning in Victoria are noted as:

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

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

**Clause 11 Settlement**

**Clause 11 (Settlement)** encourages planning to facilitate sustainable development that takes full advantage of existing settlement patterns and investment in transport, utility, social, community and commercial infrastructure and services. It also encourages planning to contribute towards diversity of choice, energy efficiency, a high standard of urban design and amenity, and land use and transport integration.

Further guidance is provided by **Clause 11.01-1S (Settlement)**, which seeks to promote the sustainable growth and development of Victoria and deliver choice and opportunity for all Victorians through a network of settlements. It includes strategies to develop compact urban areas that are based around existing or planned activity centres to maximise accessibility to facilities and services.

**Clause 11.03-1S (Activity centres)** has an objective to encourage the concentration of major retail, residential, commercial, administrative, entertainment and cultural developments into activity centres that are highly accessible to the community. Amongst other things, this clause includes a strategy to encourage a diversity of housing types at higher densities in and around activity centres.

**Clause 15 Built Environment and Heritage**

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**Clause 15 (Built Environment and Heritage)** states that planning is to recognise the role of urban design, building design, heritage and energy and resource efficiency in delivering liveable and sustainable cities, towns and neighbourhoods.

It adds that planning should ensure all land use and development appropriately responds to its surrounding landscape and character, valued built form and cultural context. Planning should promote development that is environmentally sustainable and should minimise detrimental impacts on the built and natural environment.

According to the clause, planning should promote excellence in the built environment and create places that:

- *Are enjoyable, engaging and comfortable to be in.*
- *Accommodate people of abilities, ages and cultures.*
- *Contribute positively to local character and sense of place.*
- *Reflect the particular characteristics and cultural identity of the community.*
- *Enhance the function, amenity and safety of the public realm.*

These overall objectives are reinforced by a number of sub-clauses, including **Clause 15.01-1S (Urban design)** and **Clause 15.01-1R (Urban design – Metropolitan Melbourne)**, which seek to create urban environments that are safe, healthy, functional and enjoyable and that contribute to a sense of place and cultural identity.

**Clause 15.01-2S (Building design)** aims to achieve building design outcomes that contribute positively to the local context and enhance the public realm, while **Clause 15.01-5S (Neighbourhood character)** has an objective to recognise, support and protect neighbourhood character, cultural identity, and sense of place.

**Clause 15.01-4S (Healthy neighbourhoods)** has an objective to achieve neighbourhoods that foster healthy and active living and community wellbeing. **Clause 15.01-4R (Healthy neighbourhoods - Metropolitan Melbourne)** reinforces this, with a strategy to create a city of 20 minute neighbourhoods that give people the ability to meet most of their everyday needs within a 20 minute walk, cycle or local public transport trip from their home.

Sustainability is promoted by **Clause 15.02-1S (Energy and resource efficiency)**, which seeks to encourage land use and development that is energy and resource efficient, supports a cooler environment and minimises greenhouse gas emissions.

Clause 16 Housing

**Clause 16 (Housing)** contains three key objectives, which can be summarised as relating to housing diversity, sustainability of housing and the provision of land for affordable housing.



**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

These objectives are reinforced by a number of sub-clauses, including **Clause 16.01-1S (Integrated housing)**, which seeks to promote a housing market that meets community needs, and **Clause 16.01-1R (Integrated housing - Metropolitan Melbourne)**, which has a strategy to allow for a range of minimal, incremental and high change residential areas that balance the need to protect valued areas with the need to ensure choice and growth in housing.

**Clause 16.01-2S (Location of residential development)** promotes new housing in designated locations that offer good access to jobs, services and transport, while **Clause 16.01-2R (Housing opportunity areas - Metropolitan Melbourne)** seeks to facilitate increased housing in established areas to create a city of 20-minute neighbourhoods close to existing services, jobs, public transport and with appropriate infrastructure

**Clauses 16.01-3S (Housing diversity)** and **16.01-3R (Housing diversity - Metropolitan Melbourne)** aim to provide for a range of housing types to meet diverse needs and **Clause 16.01-4S (Housing affordability)** aims to deliver more affordable housing closer to jobs, transport and services.

Clause 18 Transport

**Clause 18.01-1S (Land use and transport planning)** has a strategy to plan urban development to make jobs and community services more accessible by ensuring access is provided to developments in accordance with forecast demand, taking advantage of all available modes of transport and to minimise adverse impacts on existing transport networks and the amenity of surrounding areas.

**Local Planning Policy Framework**

The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies. The MSS is contained within Clause 21 of the Scheme. The MSS at **Clause 21.02 (Municipal Profile)** notes the following:

- *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).*
- *Whilst there is a clear pre-dominance of single detached dwellings, there are a range of other types of dwellings including dual occupancies, villa-units, town houses and apartments. The highest concentration of older villa units and apartments and more recent multi-unit redevelopments have occurred around central Dandenong, Springvale and Noble Park activity centres (Clause 21.02-4).*
- *With diverse cultural groups that call Greater Dandenong home, there are certain distinct precincts that are emerging that have their own character. Their built form is characterised by buildings with flat unarticulated facades, prominent balconies, limited frontage/side setbacks, limited or no landscaping (Clause 21.02-4).*

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**Clause 21.03(AVision for Greater Dandenong)** outlines Greater Dandenong as being a municipality where housing diversity and choice is promoted in its various attractive neighbourhoods.

The objectives and strategies of the MSS are under four (4) main themes including: land use; built form; open space and natural environment; and infrastructure and transportation (considered individually under Clauses 21.04 to 21.07). Of particular relevance to this application are **Clauses 21.04 (Land Use)** and **21.05 (Built Form)**, including the following subclauses:

**Clause 21.04-1 (Housing and community)**, which includes the following:

- *Greater Dandenong's population is expected to rise by 22 percent, from 147,000 to 179,000 in the decade to 2024, placing pressure on transport networks, infrastructure, services and public open space.*
- *Approximately 9,950 new households will need to be accommodated across the municipality by 2024 (Greater Dandenong Housing Strategy 2014-2024).*
- *Supporting urban consolidation and providing housing in existing areas close to activity centres means that people do not need to travel as far to work, shop or to take part in sports/leisure activities thus reducing the environmental impacts of transport.*
- *Increases in housing density must be balanced by adequate provision of open space, good urban design and improvements to the public realm.*
- *Encourage the provision of housing that is adaptable to support the needs of the changing needs of present and future residents.*
- *Encourage innovative redevelopment and renewal of deteriorating housing stock and older styled higher-density apartments and multi-unit developments.*
- *Encourage new residential development that incorporates adequate space for the planting and the long term viability and safe retention of canopy trees.*
- *Respecting the valued, existing neighbourhood character within incremental and minimal change areas.*
- *Requiring medium-density developments to be site and locality responsive and to respect existing and proposed neighbourhood character.*

**Clause 21.05-1 (Urban design, character, streetscapes and landscapes)** contains the following relevant objectives and strategies:

- *To facilitate high quality building design and architecture.*
  - *Ensure building design is consistent with the identified future 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.*

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

- *Promote views of high quality landscapes and pleasing vistas from both the public and private 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.*
- *Recognising valued existing neighbourhood character and promoting identified future character as defined in the Residential Development and Neighbourhood Character Policy at Clause 22.09.*
- *To protect and improve streetscapes*
  - *Ensure that new developments improve streetscapes through generous landscape setbacks and canopy tree planting.*
  - *Ensure landscaping within private property that complements and improves the streetscapes and landscaping of public areas.*
- *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.*

**Clause 22.09 (Residential Development & Neighbourhood Character Policy)** contains the following objectives at Clause 22.09-2:

- *To guide the location and design of different types of residential development within Greater Dandenong, having regard to State and local planning policies, while respecting the valued characteristics and identified future character of residential neighbourhoods.*
- *To ensure that new residential development is consistent with the identified future character and preferred built form envisaged for the three Future Change Areas.*
- *To provide certainty about which areas are identified for, or protected from, increased residential development consistent with the purpose of the applicable zone.*
- *To facilitate high quality, well designed residential development and on-site landscaping.*
- *To promote a range of housing types to accommodate the future needs of the municipality's changing population.*
- *To ensure that residential development uses innovative, responsive and functional siting and design solutions that:*
  - *Achieve high quality internal amenity and private open space outcomes for future residents;*
  - *Make a positive contribution to the streetscape through quality design, contextual responsiveness and visual interest;*

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

- *Promote public realm safety by maximising passive surveillance.*
- *Demonstrate responsiveness to the site, adjoining interfaces, streetscape and landscape context;*
- *Respect the amenity of adjoining residents and the reasonable development potential of adjoining properties;*
- *Achieve environmentally sustainable design outcomes;*
- *Use quality, durable building materials that are integrated into the overall building form and façade; and*
- *Minimise the visual dominance of vehicle accessways and storage facilities, such as garages, car ports and basement entrances.*

*An assessment against Clause 22.09 is included as Attachment 4.*

**Particular Provisions**

**Clause 52.06 Car Parking**

**Clause 52.06 (Car Parking)** needs to be considered to determine the appropriateness of the car parking provision of the development. The purpose of this Clause is:

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

The table at Clause 52.06-5 sets out the car parking requirement that applies to the use of land for dwellings as follows:

- One (1) car parking space to each one (1) or two (2) bedroom dwelling; and
- Two (2) car parking spaces to each three (3) or more bedroom dwelling; plus
- One (1) car parking space for visitors to every five (5) dwellings for developments of five (5) or more dwellings (*this requirement for visitor spaces does not apply to land within the Principal Public Transport Network area*)

An application must meet the Design Standards for car parking included at Clause 52.06-9, unless the Responsible Authority agrees otherwise.

*An assessment against Clause 52.06 is included as Attachment 5.*

**Clause 55 Two or more dwellings on a lot and residential buildings**

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

Pursuant to Clause 55 of the Greater Dandenong Planning Scheme, the provisions of this clause apply to an application to *construct two or more dwellings on a lot*.

The purposes of this clause are:

- *To implement the Municipal Planning Strategy and the Planning Policy Framework.*
- *To achieve residential development that respects the existing neighbourhood character or which contributes to a preferred neighbourhood character.*
- *To encourage residential development that provides reasonable standards of amenity for existing and new residents.*
- *To encourage residential development that is responsive to the site and the neighbourhood.*

A development must meet all of the objectives of Clause 55 and should meet all the standard of the clause.

If a zone or a schedule to a zone specified a requirement of a standard different from a requirement set out in this clause, the requirement in the zone or a schedule to the zone applies.

*An assessment against Clause 55 is included as Attachment 3.*

**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.

**Proposed Planning Scheme Amendments**

There are no proposed Planning Scheme amendments relevant to this application.

**Restrictive Covenants**

There are no covenants or other restrictions that apply to 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.

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**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.

**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 the following Council departments for their consideration. The comments provided will be considered in the assessment of the application.

Civil Development	No objections, subject to conditions on permit
Transport Planning	No objections, subject to conditions on permit
Asset Planning	No objections, subject to conditions on permit
Bushland and Gardening	No objections, subject to conditions on permit
Waste	No objections and no conditions

**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; and
- Placing one (1) sign on site facing Cleeland Street.

The notification has been carried out correctly and Council has received three (3) objections to date.

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

**Consultation**

A consultative meeting was held on 9 May 2019 with one (1) of the objectors in attendance. Whilst the issues were discussed at length there was no resolution and the objections stand as received.



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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**Summary of Grounds of Submissions/Objections**

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

- **Overlooking**

The proposal incorporates appropriate measures to address overlooking on all levels of the development, with fencing, screening, obscure glazing and/or windows with sill heights of at least 1.7 metres above floor level. The proposal satisfactorily responds to the overlooking standards and objectives of Clause 55.

- **Noise**

While the proposal involves an intensification of the residential use of the land, residential noise is not unexpected in this area, especially given the Residential Growth zoning of the land and proximity to the Dandenong Activity Centre. The proposal satisfactorily responds to the noise standards and objectives of Clause 55. It is considered appropriately located and designed to minimise any noise impacts. It also specifies double-glazing for all windows on the first floor of the northern side of the development. Like existing residents, any future occupants will be subject to the Environment Protection (Residential Noise) Regulations 2018.

- **Impact on solar access / overshadowing**

The three-storey height of the development will result in changes to solar access and shadowing but is not considered to result in any unreasonable impact. The proposal complies with the Clause 55 standards and objectives relating to building height, energy efficiency and overshadowing of open space. While the development does not comply with the standard relating to north-facing windows because of its setbacks from the neighbouring to the south, it still allows for adequate solar access to existing north-facing habitable room windows when regard is given to the existing conditions, and this is discussed in the assessment section of the report. It is also noted that the objections received are from the occupiers/owners of properties to the north and east, which means they retain full northern solar access and are affected by minimal overshadowing.

**Assessment**

The application has been assessed against the relevant sections of the Greater Dandenong Planning Scheme, including:

- State and Local Planning Policy Framework;
- Clause 32.07 Residential Growth Zone (Schedule 2);
- Clause 52.06 Car Parking;
- Clause 55 Two or more dwellings on a lot and residential buildings; and
- Clause 65 Decision Guidelines.

The subject site is located within an established residential area and on the residential periphery of the Dandenong Activity Centre, making it well-suited to higher density residential development. This suitability is further reinforced by the site's zoning as Residential Growth, its identification as being

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

in a 'Substantial Change Area', and its location within proximity to services and transport. Despite delivering higher density housing, the proposal is complementary to the emerging neighbourhood character of the surrounding area, with a design, footprint, setbacks and landscaping that generally matches the preferred character of the area.

**Clause 22.09 (Residential Development & Neighbourhood Character Policy)** applies to all residential developments requiring a planning permit in a residential zone. It identifies existing character and identified future character and provides design principles across three 'future change areas': Substantial, Incremental and Limited.

The subject site forms part of the 'substantial change area', which is expected to undergo a relatively high level of change with medium to high density housing (of up to three or four storeys). Change in the substantial change area is expected achieve the future built form character, rather than to maintain existing character.

The 'identified future character' outlined under Clause 22.09-3.2 identifies that *the built form of substantial change areas will evolve over time to contain a greater proportion of well designed and site responsive medium to high density residential developments.*

The development meets the key themes of the design principles listed at 22.09-3.1 and 22.09.3.2, as demonstrated in the attached assessment of the proposal.

With regard to the above preferred character, it is considered the proposal delivers on the objectives of clauses **15.01 (Urban Environment)** and **21.05-1 (Built Form)**, which require development to respond to urban design, character, streetscape and landscape issues. The development includes adequate side and rear setbacks for landscaping opportunities, a strong design theme that reinforces the residential nature of the area and the incorporation of other measures to minimise visual impacts and amenity concerns.

The proposal's consistency with the identified future character and preferred built form also means that it is in accordance with **Clause 21.05-1 (Urban design, character, streetscapes and landscapes)** and **Clause (21.04-1 Housing and community)**, which reinforce the expectation for development to achieve high quality outcomes that has regard for the surrounding environment and built form.

The proposal responds to the vision for Greater Dandenong as outlined in **Clause 21.03-1 (Vision)** for a municipality where housing diversity and choice is promoted in its various attractive neighbourhoods. In particular, the proposal delivers on a number of strategies contained at **Clause 21.03-2 (Achieving the Vision)** such as those relating to sustainable development, integrated transport and attractive and safe environment.

As previously discussed, the predominant housing form of the surrounding area is single dwellings on a lot; although more recent activity has seen the emergence of new uses and different types of development in the surrounding area. Compared to the dominant single-dwelling-on-a-lot pattern, the proposal delivers an alternative product in the form of higher density townhouses with smaller open space areas, which responds to clauses **16.01-3S (Housing Diversity)**, **16.01-1R (Integrated**



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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**housing - Metropolitan Melbourne)** and **21.04-1(Housing and Community)**. These clauses emphasise the importance of balancing the protection of neighbourhood character with the need to ensure choice and growth in housing.

The proposal helps to reduce pressure on the urban fringe by providing five (5) dwellings on a lot where currently only one dwelling exists, thereby ensuring that the housing required for a growing population is facilitated in accordance with the strategies of **Clause 11.01S (Settlement)**, which also seek to capitalise on opportunities for infill development.

The application is further supported by **Clause 16.01-2R (Housing opportunity areas - Metropolitan Melbourne)**, which has strategies to facilitate increased housing in established areas to create a city of 20-minute neighbourhoods close to existing services, jobs and public transport, and in areas with appropriate infrastructure. The proposal responds to this clause by providing additional housing on the periphery of the Dandenong activity centre.

The appropriateness of the proposal is further demonstrated by its compliance with **Clause 55 (Two or more dwellings on a lot and Residential buildings)**, which seeks to ensure residential development respects the existing or preferred neighbourhood character while also providing reasonable standards of amenity for new and existing residents. The proposal complies with all objectives of Clause 55 and the majority of its standards, except in the below instances, where variations are required (and supported). The development is also consistent with the majority of the design principles of Clause 22.09.

Clause 22.09 (Design principles relating to excessive screening):

This clause has design principles that seek to improve internal amenity of proposed dwellings and deliver appropriate built form. Amongst other things, the principles seek to achieve this by minimising screening. The proposed design includes screening on all elevations with the exception of the street-facing elevation. This screening helps to avoid overlooking issues but is contrary to the design principles of Clause 22.09. In this case, the screening is considered acceptable as the orientation and size of the site makes it difficult to avoid screening, and the design and materials palette is appropriately articulated and varied to avoid the screening appearing as dominant or repetitive.

Despite the use of screening, the impact on internal amenity will be minimised via the north-facing living areas and balconies, which will still receive high levels of light. The screening provided by this development also means that the future development of adjoining lots will avoid overlooking issues and therefore will not require the same level of screening.

Clause 55.03-1 (Street setback):

This clause seeks to ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site, with the standard requiring the development to have a 5-metre street setback.

The main building meets the 5-metre setback requirement but the porch encroaches this setback by 1.5 metres and it has a maximum height of approximately 4.4 metres. This 600mm encroachment into the street setback is considered acceptable as the porch is of a relatively minor size and helps to provide articulation and a feature that is common in the surrounding area.

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**Clause 55.04-1 (Side and rear setbacks):

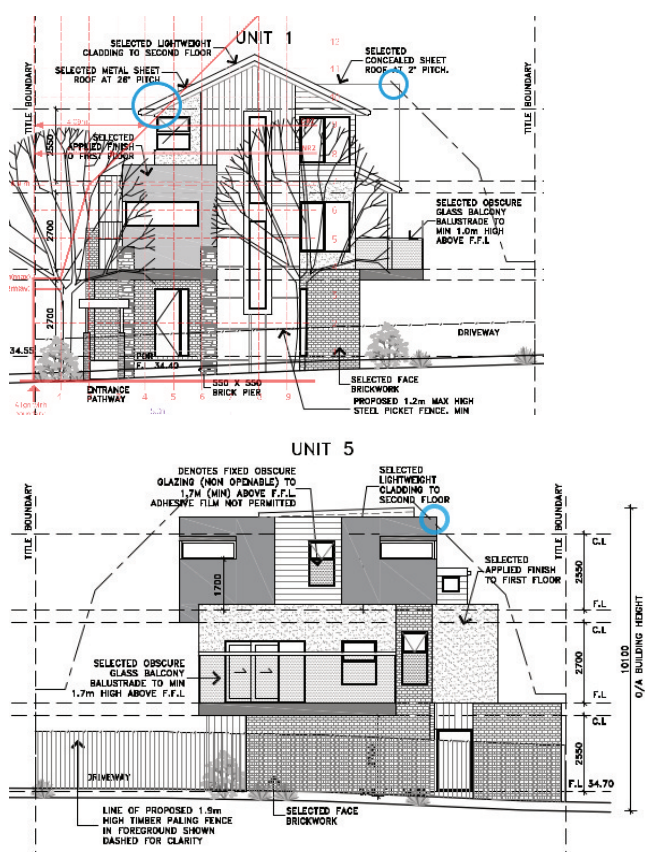
This clause seeks to ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings. It has a standard that requires buildings to be setback from side and rear boundaries proportionate to their height.

The development is appropriately setback from the rear boundary, but does not meet the setback standard on the side boundaries.

The encroachment is minor on the north side, with the heights of the second floor exceeding the height required of the standard by up to approximately 200mm for Dwelling 1, decreasing to approximately 100mm for Dwellings 2 to 4, and less than 100mm for Dwelling 5. The first floor of the north side complies with the standard.

The encroachment is also minor on the south side, with the first floor in compliance with the standard (except for part of Dwelling 1) and the second floor of all dwellings encroaching for between 100mm and 500mm at selected parts of the building.

The encroachments are illustrated in the images below:



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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

Despite not meeting the standard, when regard is given to the decision guidelines, the reduced setback is considered appropriate for the following reasons:

- The minor scale of the encroachments means that they would not have any perceptible visual impact.
- The existing dwelling to the north has its driveway along the shared boundary which helps to minimise amenity impacts because it provides additional buffer between that of the existing dwelling and the proposed development.
- Amenity impacts to the existing dwelling to the south are minimised as the existing dwelling has minimal north-facing windows and a number of outbuildings along the shared boundary.
- Part of the encroachments are associated with eaves, which are allowable encroachments, and are a desirable feature due to the benefits they provide;
- There is modulation to the built form along both sides of the development, which provides some relief to the reduced setback and means only selected parts of the development fail to comply with the standard.
- The reduced setback is considered appropriate when regard is given to the character expectations for higher density development and the site's context and proximity to central Dandenong.

Clause 55.04-4 (North-facing windows):

This clause seeks to allow adequate solar access to existing north-facing habitable room windows, with a proposed building required to be setback from the relevant boundary depending on its height.

In this case, proposed Dwellings 1 and 2 are close to habitable room windows of the adjoining existing dwelling to the south. The first floor encroaches approximately 600mm into the required setback and the second floor encroaches approximately 1500mm. The remainder of the proposed dwellings comply with the standard as they are not located adjacent to any existing north-facing windows.

While the standard has not been met, when regard is given to the decision guidelines, the outcome is not expected to have an unreasonable amenity impact on the dwelling at 51 Cleeland Street for the following reasons:

- While the north windows of the front room of the dwelling will be impacted, this room also benefits from extensive windows on the eastern side of the room, as well as windows on other sides of the dwelling.
- Vegetation screening along this boundary already blocks solar access of the dwelling's north facing windows; and
- The dwelling has skylights (which will only be minimally overshadowed), which will help to offset impacts associated with the any loss of solar access to the north facing windows.

**Car Parking**

In regards to car parking, the proposal provides the ten (10) spaces required by **Clause 52.06 (Car Parking)**, with visitor spaces not required due the site's location within the Principal Public Transport Network area.

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

Overall, the proposal supports objectives for increased housing in established areas and in areas with appropriate infrastructure and access to jobs and public transport while delivering an additional form of housing choice that meets the preferred future character of this substantial change area. The proposal is consistent with the purpose and design objectives of the zone and represents the orderly planning of the area.

**Sustainability**

In response to the sustainability objectives of the Planning Scheme, including Clause 22.06 (Environmentally Sustainable Development), it is noted that the application was submitted prior to gazettal of Clause 22.06 and therefore the provisions of this clause do not apply. Notwithstanding this, the proposal has incorporated a number of sustainability principles, such as north-facing living spaces, balconies and solar hot water systems and canopy trees for shade.

**Conclusion**

The proposal is consistent with the provisions of the Greater Dandenong Planning Scheme, including the zoning requirements, local policy direction, application of Clause 55, and the decision guidelines of Clause 65.

**Recommendation**

**That Council resolves to issue a Notice of Decision to grant a permit in respect of the land known and described as Lot 18 LP10395, 53 Cleeland Street, Dandenong 3175, for the development of the land for five (5) three-storey dwellings in accordance with the plans submitted with the application subject to the following conditions:**

- 1. Prior to the endorsement of plans, one (1) copy of amended plans drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. No buildings or works may 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. Show the balcony of Unit 5 on the southern elevation**
  - 1.2. Arrows on the southern elevation referring to fixed obscure glazing for Units 3 and 4 to point to the correct location.**
  - 1.3. The reference to selected lightweight cladding on the southern elevation for ground floor wall to be updated to face brickwork.**

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

- 3. Except with the prior written consent of the Responsible Authority, before the development starts:**

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

- 3.1. Tree 1 (street tree) as identified in the submitted arborist report (Aboricultural Impact Assessment & Tree Protection Management Plan, prepared by All Trees Consulting Services Pty Ltd) must be retained and protected in accordance with Australian Standards AS4970-2009, including fencing.**

**Any excavation or other works undertaken within the Tree Protection Zone of this tree must be undertaken with care to avoid damage.**

**The developer must arrange for Council arborist inspection on the day of excavation.**

- 3.2. Trees 2 & 3 as identified in the submitted arborist report (Aboricultural Impact Assessment & Tree Protection Management Plan, prepared by All Trees Consulting Services Pty Ltd) must be retained and protected in accordance with Australian Standards AS4970-2009.**

- 4. Before the development starts, drainage plans must be submitted to and approved by the Responsible Authority. Stormwater discharge is to be retained on site to the pre-development level of peak stormwater discharge, to the satisfaction of the Responsible Authority.**
- 5. Except with the prior written consent of the Responsible Authority, the layout of the land and the size, design and location of the buildings and works permitted must always accord with the endorsed plan and must not be altered or modified.**
- 6. Except with the prior written consent of the Responsible Authority, the approved buildings must not be occupied until all buildings and works and the conditions of this permit have been complied with.**
- 7. Except with the prior written consent of the Responsible Authority, floor levels shown on the endorsed plan/s must not be altered or modified.**
- 8. Before the development is occupied:**
- 8.1. Standard concrete vehicular crossing/s must be constructed to suit the proposed driveway/s in accordance with the Council's standard specifications. Any vehicle crossing no longer required must be removed and the land, footpath and kerb and channel reinstated, to the satisfaction of the Responsible Authority;**
- 8.2. Access to the site and any associated roadwork must be constructed, all to the satisfaction of the Responsible Authority;**
- 8.3. All piping and ducting above the ground floor storey of the building, except downpipes, must be concealed;**

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

- 8.4. 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 so as to prevent any adverse effect outside the land;**
- 8.5. All boundary walls in the development must be constructed, cleaned and finished;**
- 8.6. All obscure glazing to the windows shown on the endorsed plans must be provided through frosted glass or similarly treated glass. Adhesive film or similar removable material must not be used;**
- 8.7. All privacy screens and other measures to prevent overlooking as shown on the endorsed plans must be installed; and**
- 8.8. Landscaping in accordance with the endorsed landscaping plan and schedule must be completed.**

**All to the satisfaction of the Responsible Authority.**

- 9. Provision must be made for the drainage of the site including landscaped and pavement areas, all to the satisfaction of the Responsible Authority.**
- 10. Service units, including air conditioning/heating units, must not be located on any balcony areas or where they will be visible from any public area unless appropriately screened or integrated with the development.**
- 11. All glazing must at all times be maintained to the satisfaction of the Responsible Authority.**
- 12. All privacy screens and other measures to prevent overlooking as shown on the endorsed plans must at all times be maintained to the satisfaction of the Responsible Authority.**
- 13. Earthworks must be undertaken in a manner that minimises soil erosion. Exposed areas of soil must be stabilised to prevent soil erosion. The time for which soil remains exposed and unestablished must be minimised to the satisfaction of the Responsible Authority.**
- 14. Sediment control measures must be undertaken during construction to the satisfaction of the Responsible Authority to ensure that the development subject land is adequately managed in such a way that no mud, dirt, sand, soil, clay or stones are washed into or allowed to enter the stormwater drainage system.**
- 15. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the Responsible Authority and used for no other purpose. Any dead, diseased or damaged plants are to be replaced.**



**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

- 16. All residential waste must be stored within the specified bin storage area for each dwelling. Garbage bins are to be placed on the street for collection in a tidy manner on the appropriate waste collection day for the area.**
- 17. This permit will expire if:-**
  - 17.1. The development or any stage of it does not start within two (2) years of the date of this permit; or**
  - 17.2. 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.**

**The owner or occupier of the land may in writing request the Responsible Authority to extend the expiry date to complete the development or a stage of the development if:**

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

**Permit Notes**

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

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

**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.**

**As this is an established site, the proposed internal drainage should be connected to the existing legal point of discharge. The applicant may apply for local drainage information, if available; otherwise on site verification should be undertaken by the applicant.**

**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.**

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**No buildings or works shall be constructed over any easement without the written consent of the relevant authorities.**

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



**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 53 CLEELAND STREET,  
DANDENONG (PLANNING APPLICATION NO. PLN18/0503)**

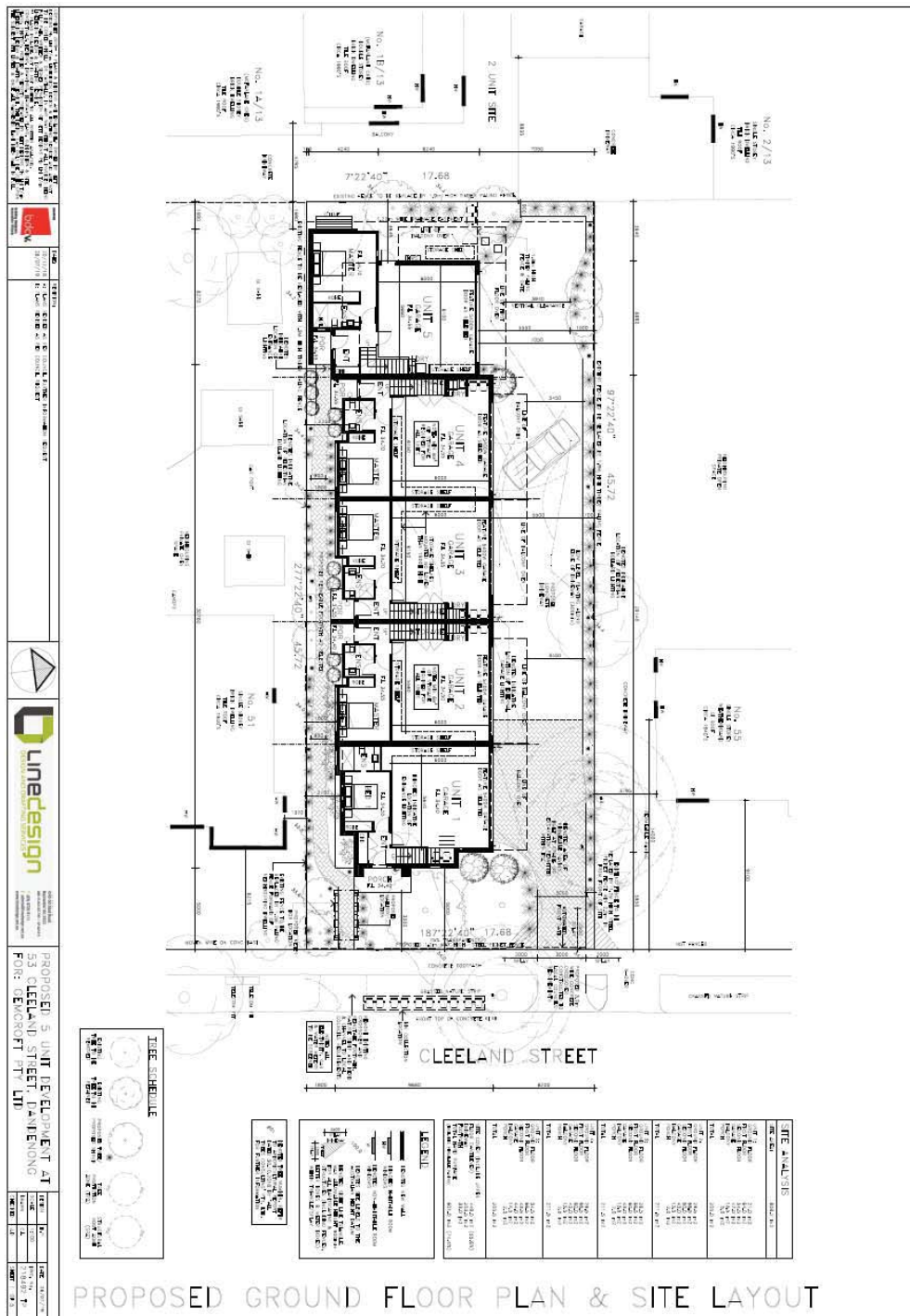
**ATTACHMENT 1**

**SUBMITTED PLANS**

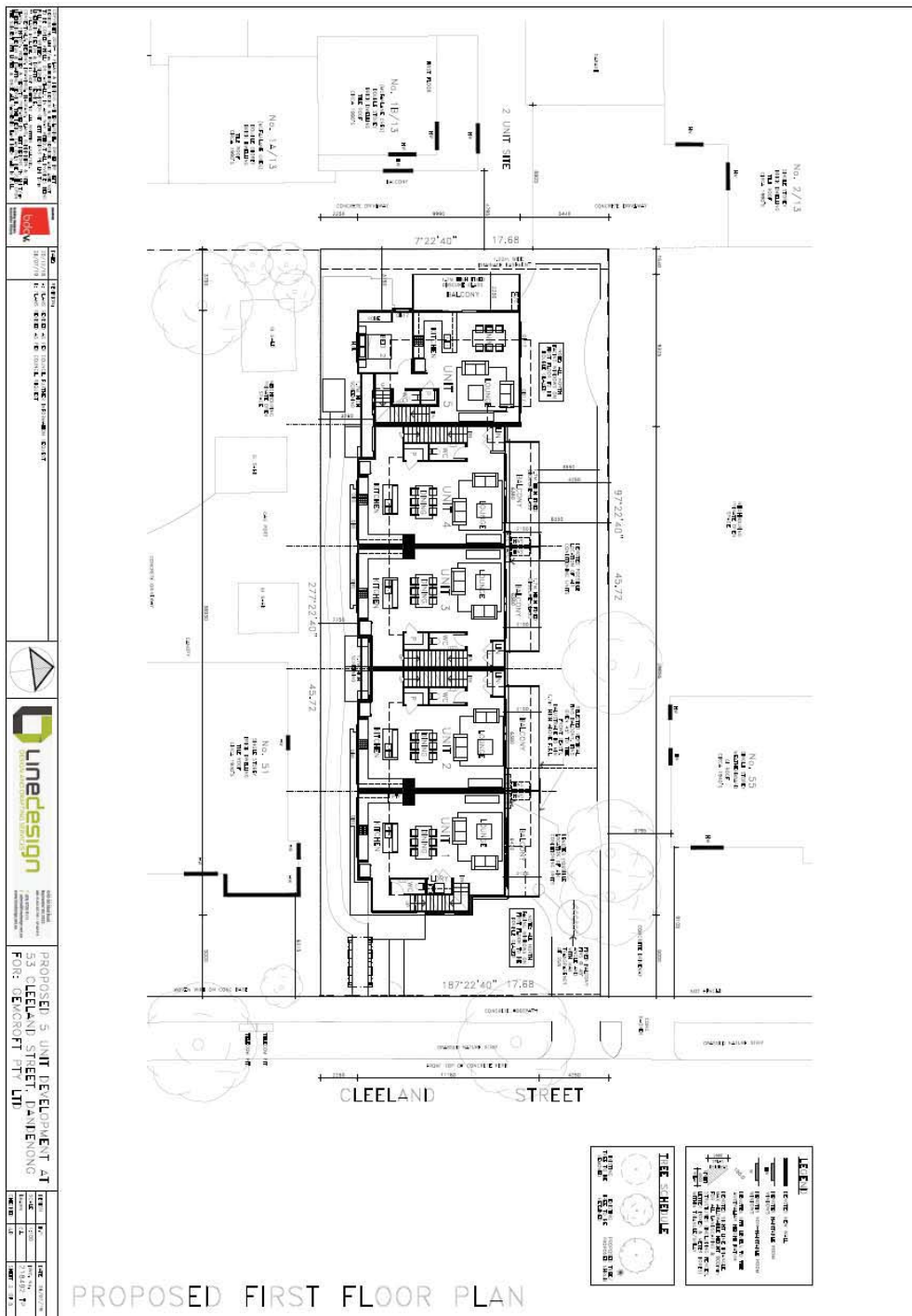
**PAGES 7 (including cover)**

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

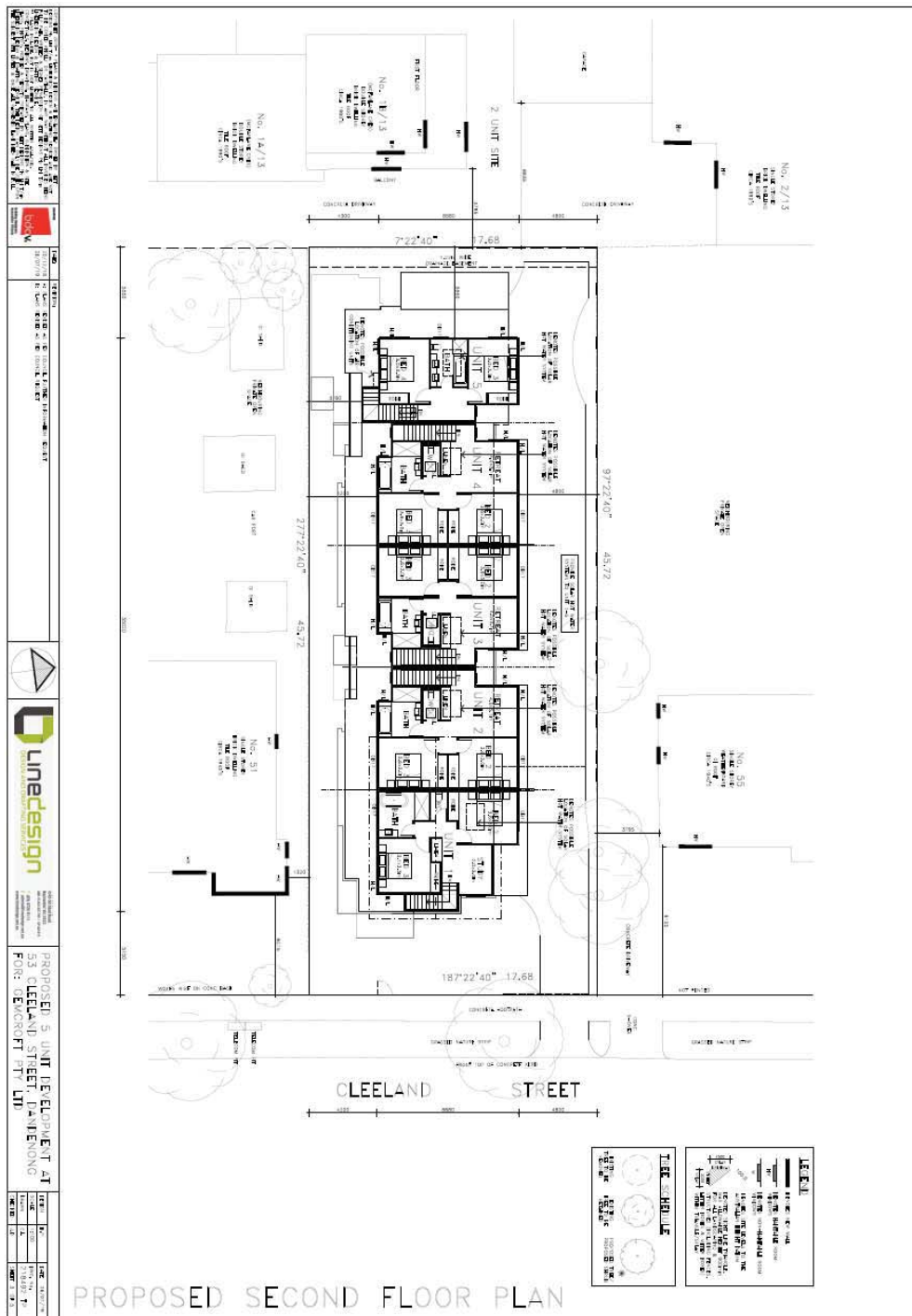
**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**



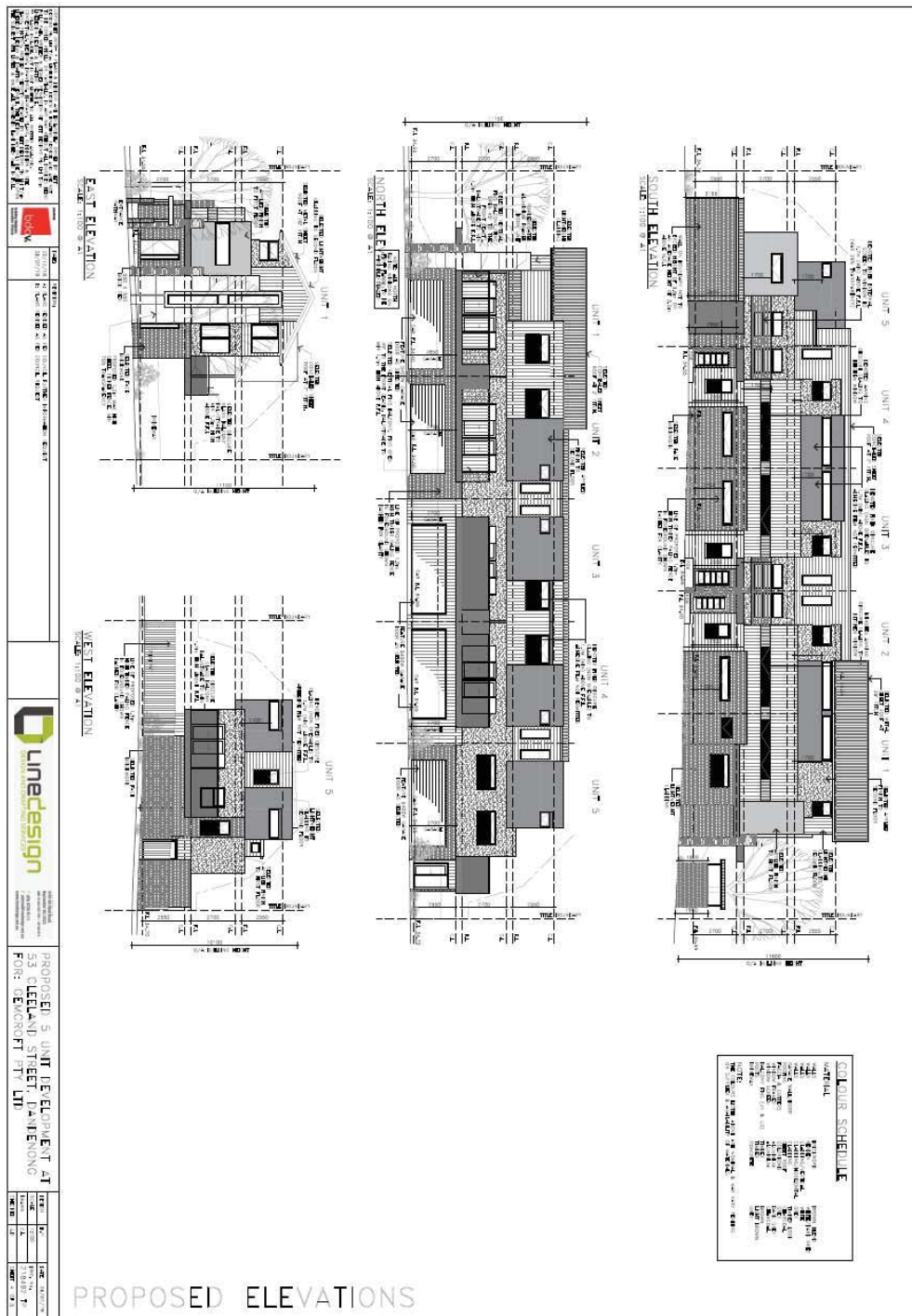
**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**



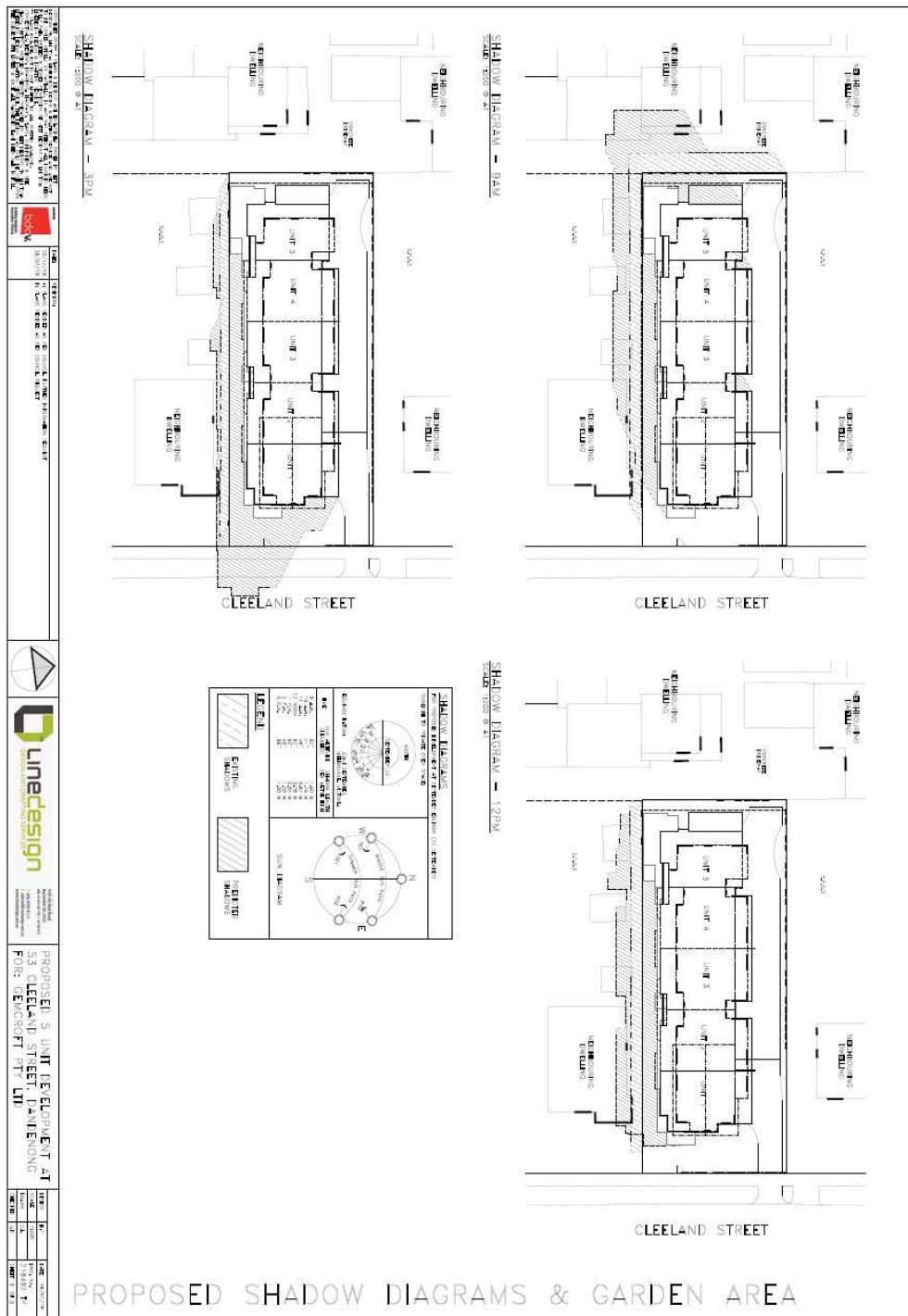
## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

## ORDINARY COUNCIL MEETING - AGENDA

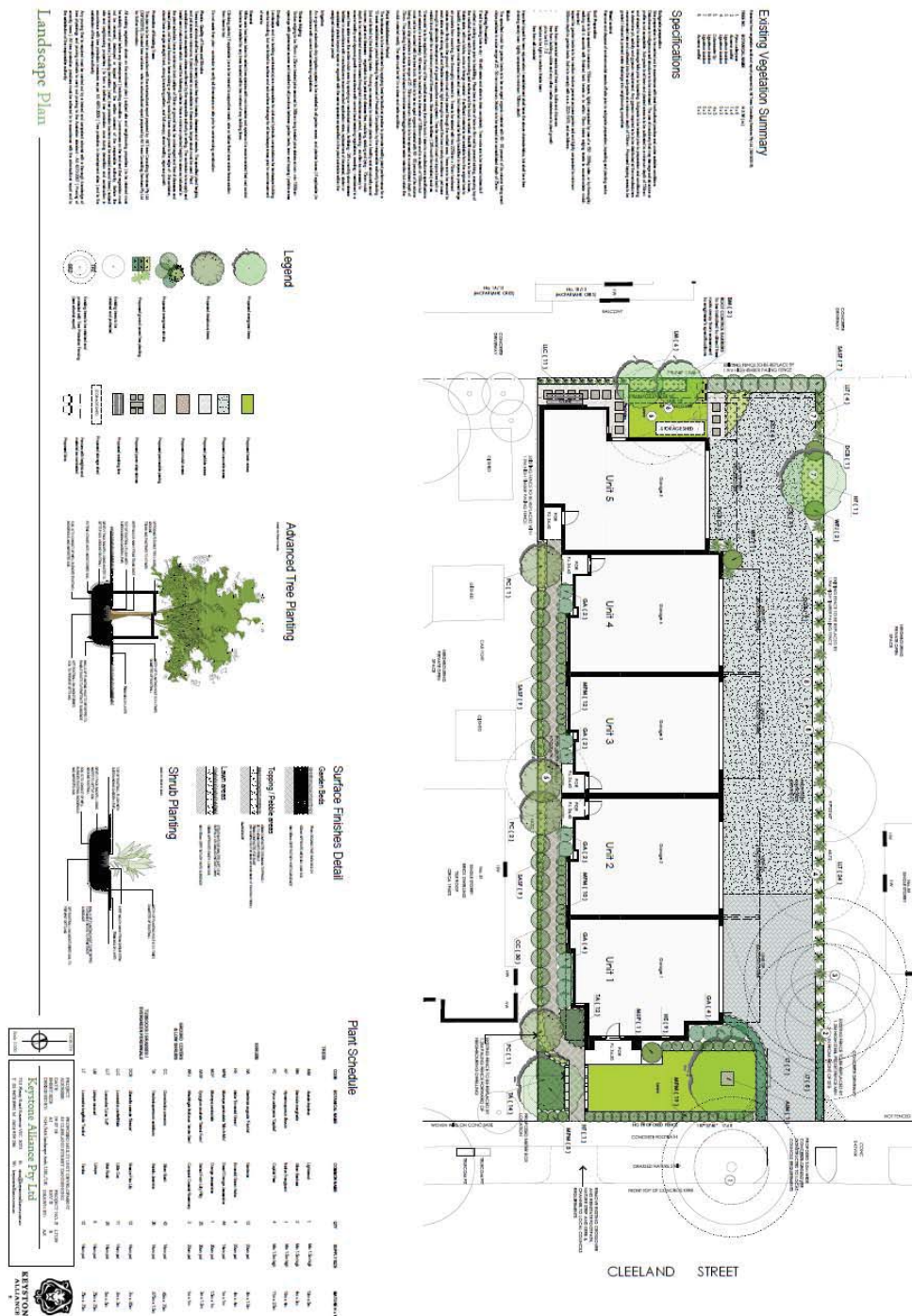
**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**





#### 2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)



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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 53 CLEELAND STREET,  
DANDENONG (PLANNING APPLICATION NO. PLN18/0503)**

**ATTACHMENT 2**

**LOCATION OF OBJECTORS**

**PAGES 2 (including cover)**

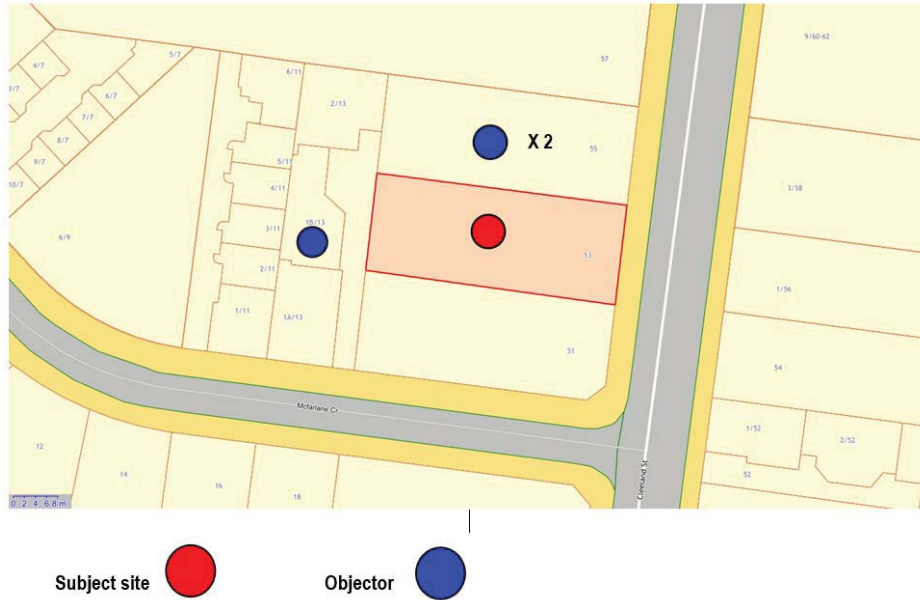
*If the details of the attachment are unclear please contact Governance on 8571 5235.*



ORDINARY COUNCIL MEETING - AGENDA

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**



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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 53 CLEELAND STREET,  
DANDENONG (PLANNING APPLICATION NO. PLN18/0503)**

**ATTACHMENT 3**

**CLAUSE 55 ASSESSMENT**

**PAGES 41 (including cover)**

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Assessment Table - Two or More Dwellings on a Lot and Residential Buildings (Clause 55)****Clause 55.02-1 Neighbourhood character objectives**

Title & Objective	Standard (Summarised)	Standard Met/Standard Not Met/NA
Standard B1	The design response must be appropriate to the neighbourhood and the site.	<p><b>✓ Standard met</b></p> <p>The design response is considered appropriate in the context of the site and surrounding area, with a proposal for a higher density residential development in an established and well-serviced neighbourhood close to Dandenong Activity Centre.</p> <p>At a site level, the design response has considered matters relating to overshadowing and overlooking, with compliance with the majority of standards and all objectives.</p> <p>The provision of areas of landscaping responds to the landscaped character of the surrounding area and the use of brickwork, horizontal/vertical cladding, and pitched roofing generally matches the style and materials palette of the wider area.</p> <p>Despite proposing five dwellings on a lot that currently accommodates a single lot, the proposal has been designed in a way to respect the area while delivering on the expectations for higher density development.</p>
	The proposed design response must respect the existing or preferred neighbourhood character and respond to the features of the site.	<p><b>✓ Standard met</b></p> <p>The design response is considered to achieve the future character of the area as outlined in Clause 22.09, with the proposal consisting of a well-designed and site-responsive higher density residential development that provides articulated elevations, appropriate building setbacks, useable private open space and areas for landscaping.</p>
Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	The neighbourhood and site description.	
	The design response.	
Objectives	To ensure that the design respects the existing neighbourhood character or contributes to a preferred neighbourhood character.	<p><b>✓ Objective met</b></p> <p>The objectives have been achieved as the standards have been met.</p>
	To ensure that development responds to the features of the site and the surrounding area.	

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.02-2 Residential policy objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B2</b>	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.	<b>✓ Standard met</b> A response to relevant policy for housing in the PPF and LPPF has been submitted with the application.
<b>Decision Guidelines</b>	The SPPF and the LPPF including the MSS and local planning policies. The design response.	
<b>Objectives</b>	To ensure that residential development is provided in accordance with any policy for housing in the SFPF and the LPPF, including the MSS and local planning policies. To support medium densities in areas where development can take advantage of public and community infrastructure and services.	<b>✓ Objective met</b> The objectives have been achieved as the standard has been met.

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.02-3 Dwelling diversity objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B3	Developments of ten or more dwellings should provide a range of dwelling sizes and types, including: <ul style="list-style-type: none"> <li>• Dwellings with a different number of bedrooms.</li> <li>• At least one dwelling that contains a kitchen, bath or shower, and a toilet and wash basin at ground floor level.</li> </ul>	<b>Not applicable</b> Not applicable as the application is for less than 10 dwellings.
Objective	To encourage a range of dwellings sizes and types in developments of ten or more dwellings.	<b>Not applicable</b>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.02-4 Infrastructure objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B4</b>	Development should be connected to reticulated services, including reticulated sewerage, drainage, electricity and gas, if available.	<b>✓ Standard met</b> The proposed development is located in an area where it can be connected to reticulated services, including sewerage, drainage, electricity, gas and water.
	Development should not unreasonably exceed the capacity of utility services and infrastructure, including reticulated services and roads.	<b>✓ Standard met</b> The proposed development is not expected to overload infrastructure.
	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.	<b>✓ Standard met</b> No capacity issues are identified.
	The capacity of the existing infrastructure.	
<b>Decision Guidelines</b>	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.	
<b>Objectives</b>	To ensure development is provided with appropriate utility services and infrastructure.	<b>✓ Objective met</b>
	To ensure development does not unreasonably overload the capacity of utility services and infrastructure.	The objectives have been achieved as the standard has been met.

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.02-5 Integration with the street objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B5	Developments should provide adequate vehicle and pedestrian links that maintain or enhance local accessibility.	<p>✓ <b>Standard met</b></p> <p>The development provides adequate vehicle and pedestrian links, with all dwellings provided with driveway and pedestrian access.</p>
	Developments should be oriented to front existing and proposed streets.	<p>✓ <b>Standard met</b></p> <p>Dwelling 1 is located adjacent to Cleeland Street and has been oriented to face this street, with a street-facing entrance, balcony and glazing.</p> <p>The remaining units are unique in their orientation, with their entrances facing a pedestrian accessway that extends along the southern boundary, and garage access via a driveway extending along the north boundary. It is considered the development provides an appropriate frontage to these interfaces, with entrances and habitable room windows facing the pedestrian accessway, and balconies facing the vehicle access.</p>
	High fencing in front of dwellings should be avoided if practicable.	<p>✓ <b>Standard met, with condition</b></p> <p>The proposal includes new 1.2-metre-high steel picket fencing, which has 75 per cent transparency.</p>
	Development next to existing public open space should be laid out to complement the open space.	<p>✓ <b>Standard met</b></p> <p>The proposed development is not located adjacent to any public open space.</p>
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.	<p>✓ <b>Objective met</b></p> <p>The objective has been achieved as the standard has been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.03-1 Street setback objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA															
Standard B6	<p>Walls of buildings should be set back from streets at least the distance specified in a schedule to the zone:</p> <p><b>RGZ: 5 metres or as per Table B1, whichever is the lesser.</b></p> <p><b>GRZ: 7.5 metres or as per Table B1, whichever is the lesser.</b></p> <p><b>NRZ: As per Table B1.</b></p> <p><b>Table B1 Street setback</b></p> <table data-bbox="448 931 507 1648"> <thead> <tr> <th>Development context</th><th>Minimum setback from front street (metres)</th><th>Minimum setback from a side street (metres)</th></tr> </thead> <tbody> <tr> <td data-bbox="507 1384 584 1648">There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.</td><td data-bbox="507 1160 635 1384">The average distance of the setbacks of the front walls of the existing buildings on the abutting allotments facing the front street or 9 metres, whichever is the lesser.</td><td data-bbox="507 931 533 1160">Not applicable</td></tr> <tr> <td data-bbox="643 1384 754 1648">There is an existing building on one abutting allotment facing the same street and no existing building on the other abutting allotment facing the same street, and the site is not on a corner.</td><td data-bbox="643 1160 754 1384">The same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser.</td><td data-bbox="643 931 668 1160">Not applicable</td></tr> <tr> <td data-bbox="762 1384 839 1648">There is no existing building on either of the abutting allotments facing the same street, and the site is not on a corner.</td><td data-bbox="762 1160 839 1384">6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.</td><td data-bbox="762 931 788 1160">Not applicable</td></tr> <tr> <td data-bbox="847 1384 873 1648">The site is on a corner.</td><td data-bbox="847 1160 1007 1384">If there is a building on the abutting allotment facing the front street, the same distance as the setback of the front wall of the existing building on the abutting allotment facing the front street or 9 metres, whichever is the lesser. If there is no building on the abutting allotment facing the front street, 6 metres for streets in a Road Zone, Category 1, and 4 metres for other streets.</td><td data-bbox="847 931 1007 1160">Front walls of new development fronting the side street of a corner site should be setback at least the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 3 metres, whichever is the lesser. Side walls of new development on a corner site should be setback the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 2 metres, whichever is the lesser.</td></tr> </tbody> </table>	Development context	Minimum setback from front street (metres)	Minimum setback from a side street (metres)	There is an existing building on both the abutting allotments facing the same street, and the site is not on a corner.	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Side walls of new development on a corner site should be setback the same distance as the setback of the front wall of any existing building on the abutting allotment facing the side street or 2 metres, whichever is the lesser.	<p><b>★ Standard not met</b></p> <p>The proposed development has a minimum setback of 5 metres (excluding front porch) or approximately 3.5 metres including porch, which extends 1.5 metres within the front setback and has a maximum height of approximately 4.4 metres.</p> <p>Based on this, the porch is not an allowable encroachment and the street setback is determined to be 3.5 metres.</p> <p>The dwelling at 55 Cleeland Street has a setback of 9.105 metres and the dwelling at 51 Cleeland Street has a setback of 6.215 metres.</p> <p>Based on these setbacks, the minimum setback of the proposed development should be 5.0 metres, which is not met.</p>
Development context	Minimum setback from front street (metres)	Minimum setback from a side street (metres)															
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## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

<b>Decision Guidelines</b>	Any relevant neighbourhood character objective, policy or statement set out in this scheme.	
	The design response.	
	Whether a different setback would be more appropriate taking into account the prevailing setbacks of existing buildings on nearby lots.	
	The visual impact of the building when viewed from the street and from adjoining properties.	
	The value of retaining vegetation within the front setback.	
<b>Objective</b>	To ensure that the setbacks of buildings from a street respect the existing or preferred neighbourhood character and make efficient use of the site.	<p><b>✓ Objective met</b></p> <p>The preferred character acknowledges a higher density form of development and overall, it is considered the development, including its street setback, contributes towards the preferred character.</p> <p>The main building meets the 5 metre setback requirement and while the porch encroaches this setback, it is considered acceptable as the porch is of a relatively minor size and helps to provide articulation and a feature that is common in the surrounding area.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.03-2 Building height objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B7	<p>The maximum building height should not exceed the maximum height specified in the zone, schedule to the zone or an overlay that applies to the land.</p> <p><u>RGZ: 13.5 metres discretionary maximum (refer Clause 32.07-8 for details)</u></p> <p><u>GRZ: 11 metres / 3 storeys mandatory maximum (refer Clause 32.08-9)</u></p> <p><u>NRZ: 9 metres / 2 storeys mandatory maximum (refer Clause 32.09-9)</u></p> <p>If no maximum height is specified in the zone, schedule to the zone or an overlay, the maximum building height should not exceed 9 metres, unless the slope of the natural ground level at any cross section wider than 8 metres of the site of the building is 2.5 degrees or more, in which case the maximum building height should not exceed 10 metres.</p> <p>Changes of building height between existing buildings and new buildings should be graduated.</p>	<p><b>Standard met</b></p> <p>The maximum height is 11.6 metres.</p> <p><b>N/A</b></p> <p><b>Standard met</b></p> <p>The development incorporates measures and techniques to achieve modulation and articulation to deliver a sense of transition between the neighbouring sites, which have been developed with lower heights. It is also noted that the wider streetscape features changes in heights between single storey developments and up to 3 storey developments.</p>
Decision Guidelines	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <p>Any maximum building height specified in the zone, a schedule to the zone or an overlay applying to the land.</p> <p>The design response.</p> <p>The effect of the slope of the site on the height of the building.</p> <p>The relationship between the proposed building height and the height of existing adjacent buildings.</p> <p>The visual impact of the building when viewed from the street and from adjoining properties.</p>	
Objective	To ensure that the height of buildings respects the existing or preferred neighbourhood character	<p><b>Objective met</b></p> <p>The objective has been achieved as the standard has been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.03-3 Site coverage objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B8	<p>The site area covered by buildings should not exceed:</p> <ul style="list-style-type: none"> <li>The maximum site coverage specified in a schedule to the zone, or</li> <li>If no maximum site coverage is specified in a schedule to the zone, 60 per cent.</li> </ul> <p><u>RGZ1: 70%</u>  <u>RGZ2: 70%</u>  <u>RGZ3: 70%</u>  <u>GRZ1: 60% (none specified)</u>  <u>GRZ2: 60% (none specified)</u>  <u>NRZ1: 50%</u></p>	<p><b>Standard met</b></p> <p>The site has a combined site area of 808 square metres, with approximately 454 square metres or 56 per cent of the site covered by buildings.</p>
Decision Guidelines	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <p>The design response.</p> <p>The existing site coverage and any constraints imposed by existing development or the features of the site.</p> <p>The site coverage of adjacent properties</p> <p>The effect of the visual bulk of the building and whether this is acceptable in the neighbourhood.</p>	
Objective	To ensure that the site coverage respects the existing or preferred neighbourhood character and responds to the features of the site.	<p><b>Objective met</b></p> <p>The objective has been achieved as the standard has been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.03-4 Permeability objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B9	<p>The site area covered by the pervious surfaces should be at least:</p> <ul style="list-style-type: none"> <li>The minimum areas specified in a schedule to the zone, or</li> <li>If no minimum is specified in a schedule to the zone, 20 per cent of the site.</li> </ul> <p><u>RGZ1</u>: 20%  <u>RGZ2</u>: 20% (<i>none specified</i>)  <u>RGZ3</u>: 20% (<i>none specified</i>)  <u>GRZ1</u>: 30%  <u>GRZ2</u>: 20% (<i>none specified</i>)  <u>NRZ1</u>: 40%</p>	<p><b>Standard met</b></p> <p>The site has a combined site area of 808 square metres, with approximately 190 square metres or 23 per cent of the site covered by permeable surfaces.</p>
Decision Guidelines	<p>The design response.</p> <p>The existing site coverage and any constraints imposed by existing development.</p> <p>The capacity of the drainage network to accommodate additional stormwater.</p> <p>The capacity of the site to absorb run-off.</p> <p>The practicality of achieving the minimum site coverage of pervious surfaces, particularly on lots of less than 300 square metres.</p>	
Objectives	<p>To reduce the impact of increased stormwater run-off on the drainage system.</p> <p>To facilitate on-site stormwater infiltration.</p>	<p><b>Objectives met</b></p> <p>The objectives have been achieved as the standard has been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.03-5 Energy efficiency objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B10	Buildings should be: <ul style="list-style-type: none"> <li>• Oriented to make appropriate use of solar energy.</li> <li>• Sited and designed to ensure that the energy efficiency of existing dwellings on adjoining lots is not unreasonably reduced.</li> </ul>	<p><b>✓ Standard met</b></p> <p>The proposed development has been oriented to make appropriate use of solar energy and the energy efficiency of existing dwellings is not unreasonable reduced.</p>
	Living areas and private open space should be located on the north side of the development, if practicable.	<p><b>✓ Standard met</b></p> <p>Living areas and private open space have been located on the north side of the development where possible.</p>
	Developments should be designed so that solar access to north-facing windows is maximised.	<p><b>✓ Standard met</b></p> <p>It is considered that solar access to north-facing windows has been maximised, with all north-facing rooms featuring north-facing windows. Non-habitable rooms have generally been positioned within the southern side of the development.</p>
Decision Guidelines	The design response.	
	The size, orientation and slope of the lot.	
	The existing amount of solar access to abutting properties.	
	The availability of solar access to north-facing windows on the site.	
Objectives	To achieve and protect energy efficient dwellings and residential buildings.	<p><b>✓ Objectives met</b></p> <p>The objectives have been achieved as the standards have been met.</p>
	To ensure the orientation and layout of development reduce fossil fuel energy use and make appropriate use of daylight and solar energy.	

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.03-6 Open space objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B11</b>	<p>If any public or communal open space is provided on site, it should:</p> <ul style="list-style-type: none"> <li>• Be substantially fronted by dwellings, where appropriate.</li> <li>• Provide outlook for as many dwellings as practicable.</li> <li>• Be designed to protect any natural features on the site.</li> <li>• Be accessible and useable.</li> </ul>	<p><b>Not applicable</b></p> <p>Not applicable as no public or communal open space is proposed.</p>
<b>Decision Guidelines</b>	<p>Any relevant plan or policy for open space in the SPPF and the LPPF, including the MSS and local planning policies.</p> <p>The design response.</p>	
<b>Objective</b>	To integrate the layout of development with any public and communal open space provided in or adjacent to the development.	<b>Not applicable</b>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.03-7 Safety objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B12</b>	Entrances to dwellings and residential buildings should not be obscured or isolated from the street and internal accessways.	<b>✓ Standard met</b> The entries of all dwellings are prominent and identifiable, with Dwelling 1 visible from the street and the remaining entrances identified via a define entry feature structure.
	Planting which creates unsafe spaces along streets and accessways should be avoided.	<b>✓ Standard met</b> There is no planting that creates unsafe spaces along streets and accessways.
	Developments should be designed to provide good lighting, visibility and surveillance of car parks and internal accessways.	<b>✓ Standard met</b> The development has been 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.	<b>✓ Standard met</b> The development includes appropriate measures to avoid private spaces being used as public thoroughfares.
	The design response.	
<b>Decision Guidelines Objectives</b>	To ensure the layout of development provides for the safety and security of residents and property.	<b>✓ Objective met</b> The objective has been achieved as the standards have been met.

#### 2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)

Clause 55.03-6 Landscaping objectives		
Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B13	<p>The landscape layout and design should:</p> <ul style="list-style-type: none"> <li>Protect any predominant landscape features of the neighbourhood.</li> <li>Take into account the soil type and drainage patterns of the site.</li> <li>Allow for intended vegetation growth and structural protection of buildings.</li> <li>In locations of habitat importance, maintain existing habitat and provide for new habitat for plants and animals.</li> <li>Provide a safe, attractive and functional environment for residents.</li> </ul>	<p><b>✓ Standard met</b></p> <p>A landscape plan has been provided that delivers an appropriate landscaping outcome.</p>
	<p>Development should provide for the retention or planting of trees, where these are part of the character of the neighbourhood.</p>	<p><b>✓ Standard met</b></p> <p>It is noted that trees do not form a significant part of the character of the area, with most properties featuring only small trees or shrubs and plants as part of their landscaping.</p> <p>All trees are to be removed from the subject site.</p>
	<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>	<p><b>✓ Standard met</b></p> <p>No significant trees have been removed in the prior 12 months.</p>
	<p>The landscape design should specify landscape themes, vegetation (location and species), paving and lighting.</p>	<p><b>✓ Standard met</b></p> <p>The landscape plan includes plant details, species type and location, as well as paving details. Lighting has not been shown on the architectural plans.</p>
	<p>Development should meet any additional landscape requirements specified in a schedule to the zone.</p> <p><b><u>All schedules to all residential zones:</u></b></p> <p><b><i>“70% of ground level front setback, and side and rear setbacks, planted with substantial landscaping and canopy trees.”</i></b></p>	<p><b>✓ Standard met</b></p> <p>More than 70 per cent of the width of the front setback is retained for landscaping, with approximately 13 metres of the 17.68 metre front boundary length available for landscaping.</p> <p>Landscaping is also provided along rear and side boundaries.</p>
Decision Guidelines	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p>	
	<p>Any relevant plan or policy for landscape design in the SPPF and the LPPF, including the MSS and local planning policies.</p> <p>The design response.</p>	



## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	The location and size of gardens and the predominant plant types in the neighbourhood.
	The health of any trees to be removed.
	Whether a tree was removed to gain a development advantage.
<b>Objectives</b>	To encourage development that respects the landscape character of the neighbourhood.
	To encourage development that maintains and enhances habitat for plants and animals in locations of habitat importance.
	To provide appropriate landscaping.
	To encourage the retention of mature vegetation on the site.
	<p><b>✓ Objective met</b></p> <p>The objectives have been achieved as the standards have been met.</p>

**Clause 55.03-9 Access objective**

<b>Standards</b>		<b>Standard Met/Standard Not Met/NA</b>
<b>Title &amp; Objective</b> <b>Standard B14</b>	The width of accessways or car spaces should not exceed:	<b>✓ Standard met</b>
	<ul style="list-style-type: none"> <li>33 per cent of the street frontage, or</li> <li>if the width of the street frontage is less than 20 metres, 40 per cent of the street frontage.</li> </ul>	The street frontage measures 17.68 metres and the width of frontage consisting of accessways is 3.0 metres, or 17.6 per cent.
	No more than one single-width crossover should be provided for each dwelling fronting a street.	<b>✓ Standard met</b>
	The location of crossovers should maximise retention of on-street car parking spaces.	One single-width crossover is proposed to serve all five dwellings.
		<b>✓ Standard met</b>
		The development maximises the retention of on-street car parking spaces. The proposed 3 metre wide crossover replaces an existing crossover, which will be required to be reinstated. As such, there is no loss of on-street car parking.
<b>Decision Guidelines</b>	The number of access points to a road in a Road Zone should be minimised.	<b>Not applicable</b>
	Developments must provide for access for service, emergency and delivery vehicles.	Not applicable as the site does not access a Road Zone.
		<b>✓ Standard met</b>
		The development provides appropriate access for service, emergency and delivery vehicles.
	The design response.	
	The impact on neighbourhood character.	
	The reduction of on-street car parking spaces.	
	The effect on any significant vegetation on the site and footpath.	

ORDINARY COUNCIL MEETING - AGENDA

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

<b>Objectives</b>	To ensure the number and design of vehicle crossovers respects the neighbourhood character.	<b>✓ Objective met</b> The objectives have been achieved as the standards have been met.
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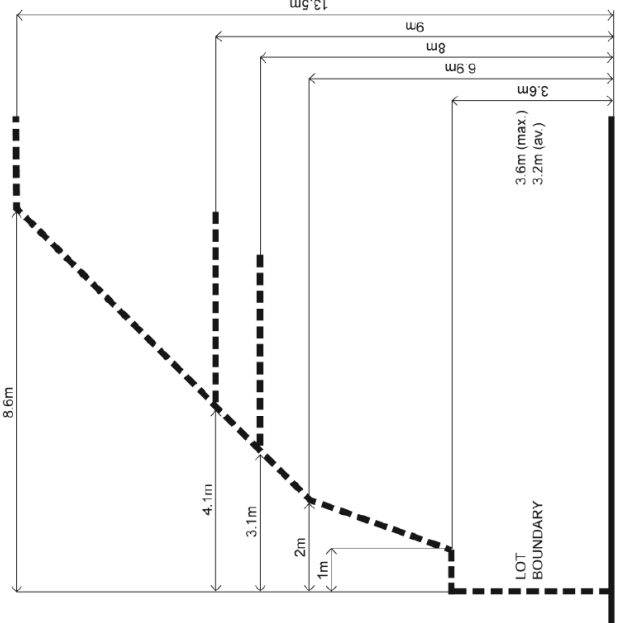
## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.03-10 Parking location objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B15</b>	Car parking facilities should: <ul style="list-style-type: none"> <li>• Be reasonably close and convenient to dwellings and residential buildings.</li> <li>• Be secure.</li> <li>• Be well ventilated if enclosed.</li> </ul>	<b>✓ Standard met</b> Each dwelling is provided with a double garage that is secure and close and convenient to dwellings.
	Shared accessways or car parks of other dwellings and residential buildings 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.	<b>✓ Standard met</b> There are no shared accessways or car parks within 1.5 metres of the windows of habitable rooms.
<b>Decision Guidelines</b>	The design response.	
<b>Objectives</b>	To provide convenient parking for residents and visitors vehicles. To protect residents from vehicular noise within developments.	<b>✓ Objectives met</b> The objectives have been achieved as the standards have been met.

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.04-1 Side and rear setbacks objective**

Title & Objective Standard B17	Standards	Standard Met/Standard Not Met/NA
	<p>A new building not on or within 200mm of a boundary should be setback from side or rear boundaries:</p> <ul style="list-style-type: none"> <li>At least the distance specified in a schedule to the zone, or</li> </ul> <p><b>NRZ1: "A building wall opposite an area of secluded private open space or a window to a living room of an existing dwelling should be setback a minimum of 2 metres."</b></p> <ul style="list-style-type: none"> <li>If no distance is specified in a schedule to the zone, 1 metre, plus 0.3 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres.</li> </ul> <p><b>Diagram B1 Side and rear setbacks</b></p> 	<p><b>Standard not met</b></p> <p>The development is appropriately setback from the rear boundary but does not meet the setback standard on the side boundaries.</p> <p>The encroachment is minor on the north side, with the wall heights of the second floor exceeding the height required of the standard by up to approximately 200mm for Dwelling 1, decreasing to approximately 100mm for Dwellings 2 to 4, and less than 100mm for Dwelling 5.</p> <p>The encroachment on the southern side consists of:</p> <ul style="list-style-type: none"> <li>The wall height of the first floor of Dwelling 1 exceeds the height required of the standard by up to approximately 500mm for only the first approximate 2.5 metres of the dwelling. The remainder of the first floor of the development complies with the standard.</li> <li>The wall height of the second floor of Dwelling 1 and 2 exceeds the height required of the standard by approximately 400mm.</li> <li>The wall height of the second floor of Dwelling 3 and 4 exceeds the height required of the standard by approximately 500mm.</li> <li>The wall height of the second floor of Dwelling 5 exceeds the height required of the standard by approximately 100mm.</li> </ul>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	<p>Sunblinds, verandahs, porches, eaves, fascias, gutters, masonry chimneys, flues, pipes, domestic fuel or water tanks, and heating or cooling equipment or other services may encroach not more than 0.5 metres into the setbacks of this standard.</p> <p>Landings having an area of not more than 2 square metres and less than 1 metre high, stairways, ramps, pergolas, shade sails and carports may encroach into the setbacks of this standard.</p>	<p><b>Not applicable</b></p> <p>Not applicable as there are no encroachments within the setbacks.</p> <p>Up to 500mm of the encroachment on the north side consists of eaves</p>
<b>Decision Guidelines</b>	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <p>The design response.</p> <p>The impact on the amenity of the habitable room windows and secluded private open space of existing dwellings.</p> <p>Whether the wall is opposite an existing or simultaneously constructed wall built to the boundary.</p> <p>Whether the wall abuts a side or rear lane.</p>	
<b>Objectives</b>	<p>To ensure that the height and setback of a building from a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.</p>	<p><b>✓ Objective met</b></p> <p>Despite not meeting the standard, when regard is given to the decision guidelines, the reduced setback is considered appropriate for the following reasons:</p> <ul style="list-style-type: none"> <li>The existing dwelling to the north has its driveway along the shared boundary which helps to minimise amenity impacts because it provides additional buffer between that of the existing dwelling and the proposed development.</li> <li>Amenity impacts to the existing dwelling to the south are minimised as the existing dwelling has minimal north-facing windows and a number of outbuildings along the shared boundary.</li> <li>Part of the encroachments are associated with eaves, which are allowable encroachments, and are a desirable feature due to the benefits they provide;</li> <li>There is modulation to the built form along both sides of the development, which provides some relief to the reduced setback and means only selected parts of the development fail to comply with the standard.</li> <li>The reduced setback is considered appropriate when regard is given to the character expectations for higher density development and the site's context and proximity to central Dandenong.</li> </ul>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.04-2 Walls on boundaries objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B18</b>	<p>A new wall constructed on or within 200mm of a side or rear boundary of a lot or a carport constructed on or within 1 metre of a side or rear boundary of lot should not abut the boundary:</p> <ul style="list-style-type: none"> <li>• For a length of more than the distance specified in the schedule to the zone; or</li> <li>• If no distance is specified in a schedule to the zone, for a length of more than: <ul style="list-style-type: none"> <li>– 10 metres plus 25 per cent of the remaining length of the boundary of an adjoining lot, or</li> <li>– Where there are existing or simultaneously constructed walls or carports abutting the boundary on an abutting lot, the length of the existing or simultaneously constructed walls or carports, whichever is the greater.</li> </ul> </li> </ul> <p>A new wall or carport may fully abut a side or rear boundary where slope and retaining walls or fences would result in the effective height of the wall or carport being less than 2 metres on the abutting property.</p> <p>A building on a boundary includes a building set back up to 200mm from a boundary.</p> <p>The height of a new wall constructed on or within 200 mm of a side or rear boundary or a carport constructed on or within 1 metre of a side or rear boundary should not exceed an average of 3.2 metres with no part higher than 3.6 metres unless abutting a higher existing or simultaneously constructed wall.</p>	<p><b>Standard met</b> The ground floor master bedroom, bathroom and porch of Dwelling 5 extend along the southern (side) boundary for a distance of 8.27 metres.</p> <p><b>Not applicable</b> Not applicable as no such slope exists</p> <p>The wall in question is setback 150mm from the side boundary</p> <p><b>Standard met</b> The maximum height is 3.155m and the average height is less than 3.2 metres.</p>
<b>Decision Guidelines</b>	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <p>The design response.</p> <p>The extent to which walls on boundaries are part of the neighbourhood character.</p> <p>The impact on the amenity of existing dwellings.</p> <p>The opportunity to minimise the length of walls on boundaries by aligning a new wall on a boundary with an existing wall on a lot of an adjoining property.</p> <p>The orientation of the boundary that the wall is being built on.</p>	

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	<p>The width of the lot.</p> <p>The extent to which the slope and retaining walls or fences reduce the effective height of the wall.</p> <p>Whether the wall abuts a side or rear lane.</p> <p>The need to increase the wall height to screen a box gutter.</p>	
<b>Objectives</b>	<p>To ensure that the location, length and height of a wall on a boundary respects the existing or preferred neighbourhood character and limits the impact on the amenity of existing dwellings.</p>	<p>✓ <b>Objective met</b></p> <p>The objective has been achieved as the standards have been met.</p>

**Clause 55.04-3 Daylight to existing windows objective**

<b>Standards</b>		<b>Standard Met/Standard Not Met/NA</b>
<b>Title &amp; Objective Standard B19</b>	<p>Buildings opposite an existing habitable room window should provide for a light court to the existing window that has a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky. The calculation of the area may include land on the abutting lot.</p> <p>Walls or carports more than 3 metres in height opposite an existing habitable room window should be set back from the window at least 50 per cent of the height of the new wall if the wall is within a 55 degree arc from the centre of the existing window. The arc may be swung to within 35 degrees of the plane of the wall containing the existing window.</p> <p><b>Diagram B2 Daylight to existing windows</b></p>	<p>✓ <b>Standard met</b></p> <p>There are no existing habitable room windows within 3 metres of the proposed development.</p> <p>✓ <b>Standard met</b></p> <p>All walls exceed the requirement of this standard, with the southern walls of units 1 and 2 being closest to the thresholds of the standard.</p>
<b>Decision</b>	<p>Where the existing window is above ground floor level, the wall height is measured from the floor level of the room containing the window.</p> <p>The design response.</p>	

ORDINARY COUNCIL MEETING - AGENDA

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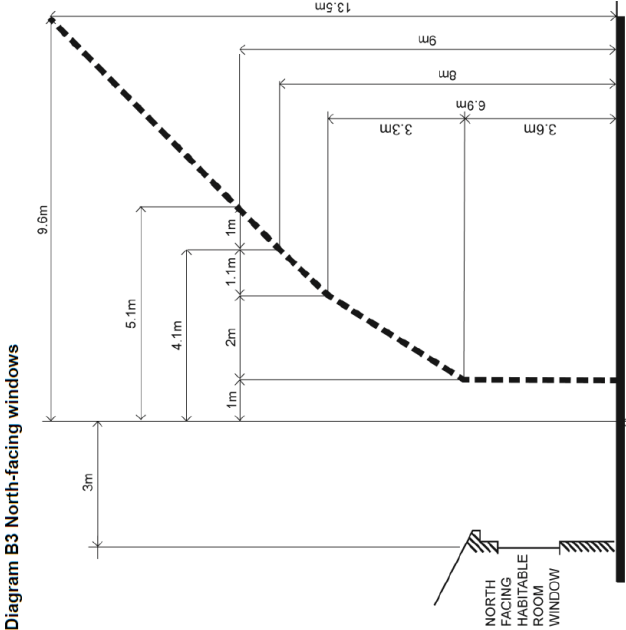
**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

<b>Guidelines</b>	The extent to which the existing dwelling has provided for reasonable daylight access to its habitable rooms through the siting and orientation of its habitable room windows. The impact on the amenity of existing dwellings.	
<b>Objective</b>	To allow adequate daylight into existing habitable room windows.	<b>✓ Objective met</b> The objective has been achieved as the standards have been met.



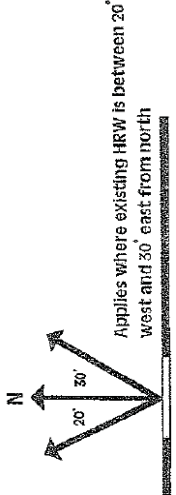
## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.04-4 North-facing windows objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B20</b>  If a north-facing habitable room window of an existing dwelling is within 3 metres of a boundary on an abutting lot, a building should be setback from the boundary 1 metre, plus 0.6 metres for every metre of height over 3.6 metres up to 6.9 metres, plus 1 metre for every metre of height over 6.9 metres, for a distance of 3 metres from the edge of each side of the window.  <b>Diagram B3 North-facing windows</b> 	<p><b>Standard not met</b></p> <p>The dwelling to the south at 51 Cleeland Street has three north-facing habitable room windows within 3 metres of the boundary.</p> <p>The second floor of Dwellings 1 and 2 has a maximum wall height of approximately 9.8 metres, which results in a setback requirement of 5.88 metres from the boundary. The proposal has a setback of only 4.3 metres.</p> <p>The first floor of Dwellings 1 and 2 has a maximum wall height of approximately 7.0 metres, which results in a setback requirement of 3.08 metres from the boundary. The proposal has a setback of only 2.4 metres.</p> <p>There are no issues on any other boundaries.</p>	
	A north facing window is a window with an axis perpendicular to its surface orientated north 20 degrees west to north 30 degrees east.	

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	 <p>Applies where existing HRW is between 20° west and 30° east from north</p>	
<b>Decision Guidelines</b>	<p>The design response.</p> <p>Existing sunlight to the north-facing habitable room window of the existing dwelling.</p> <p>The impact on the amenity of existing dwellings.</p> <p>To allow adequate solar access to existing north-facing habitable room windows.</p>	
<b>Objective</b>		<p>✓ <b>Objective met</b></p> <p>While the standard has not been met, when regard is given to the decision guidelines, the outcome is not expected to have an unreasonable amenity impact on the dwelling at 51 Cleeland Street for the following reasons:</p> <ul style="list-style-type: none"> <li>• While the north windows of the front room of the dwelling will be impacted, this room also benefits from extensive windows on the eastern side of the room, as well as windows on other sides of the dwelling.</li> <li>• Vegetation screening along this boundary already blocks solar access of the dwelling's north facing windows; and</li> <li>• The dwelling has skylights, which will help to offset impacts associated with the impact on north facing windows.</li> </ul>

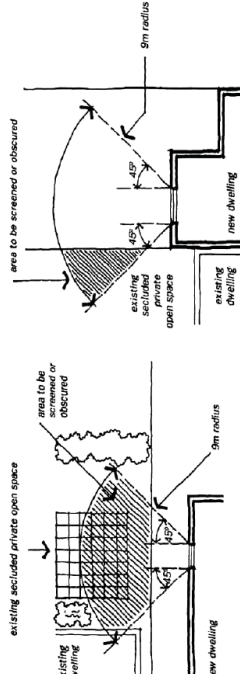
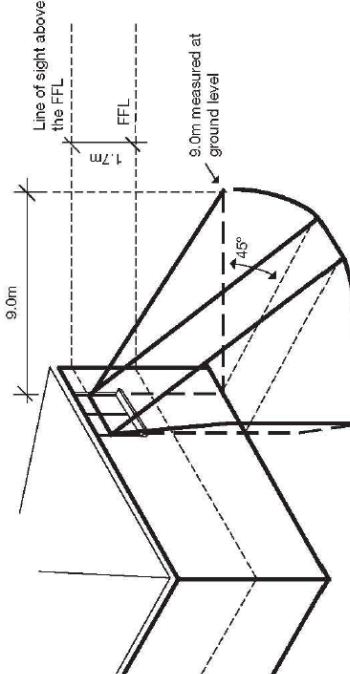
## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.04-5 Overshadowing open space objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B21</b>	Where sunlight to the secluded private open space of an existing dwelling is reduced, at least 75 per cent, or 40 square metres with a minimum dimension of 3 metres, whichever is the lesser area, of the secluded private open space should receive a minimum of five hours of sunlight between 9am and 3pm on 22 Sept.  If existing sunlight to the secluded private open space of an existing dwelling is less than the requirements of this standard, the amount of sunlight should not be further reduced.	<b>✓ Standard met</b> The submitted shadow diagrams show compliance with this standard.
<b>Decision Guidelines</b>	The design response.  The impact on the amenity of existing dwellings.  Existing sunlight penetration to the secluded private open space of the existing dwelling.  The time of day that sunlight will be available to the secluded private open space of the existing dwelling.  The effect of a reduction in sunlight on the existing use of the existing secluded private open space.	<b>Not applicable</b>
<b>Objective</b>	To ensure buildings do not significantly overshadow existing secluded private open space.	<b>✓ Objective met</b> The objective has been achieved as the standards have been met.

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.04-6 Overlooking objective**

Title & Objective Standard B22	Standards	Standard Met/Standard Not Met/NA
	<p>A habitable room window, balcony, terrace, deck or patio should be located and designed to avoid direct views into the secluded private open space of an existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio. Views should be measured within a 45 degree angle from the plane of the window or perimeter of the balcony, terrace, deck or patio, and from a height of 1.7 metres above floor level.</p> <p><b>Diagram B4 Overlooking open space</b></p>  	<p><b>Standard met, with conditions</b></p> <p>Due to its interfaces, there is potential for overlooking to the north, west and south.</p> <p>On the north side, overlooking has been addressed via:</p> <ul style="list-style-type: none"> <li>• Ground floor: 1.9m high timber paling fence;</li> <li>• First floor: 1.7m high obscured glazed; balustrading and 1.7m high 45-degree vertical fins for balconies;</li> <li>• Second floor: all habitable room windows feature obscure glazing and/or window sills at least 1.7m above floor level.</li> </ul> <p>On the south side, overlooking has been addressed via:</p> <ul style="list-style-type: none"> <li>• Ground floor: 1.9m high timber paling fence and obscure glazing;</li> <li>• First floor: all habitable room windows feature obscure glazing, screens, and/or window sills at least 1.7m above floor level;</li> <li>• Second floor: all habitable room windows feature obscure glazing, screens, and/or window sills at least 1.7m above floor level.</li> </ul> <p>On the west side, overlooking has been addressed via:</p> <ul style="list-style-type: none"> <li>• Ground floor: 1.9m high timber paling fence;</li> <li>• First floor: all habitable room windows feature obscure glazing to at least 1.7m above floor level and 1.7m high balustrading for balcony;</li> <li>• Second floor: all habitable room windows feature obscure glazing, and/or window sills at least 1.7m above floor level.</li> </ul>
	<p>A habitable room window, balcony, terrace, deck or patio with a direct view into a habitable room window of existing dwelling within a horizontal distance of 9 metres (measured at ground level) of the window, balcony, terrace, deck or patio should be either:</p> <ul style="list-style-type: none"> <li>• Offset a minimum of 1.5 metres from the edge of one window to the edge of the other.</li> </ul>	

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	<ul style="list-style-type: none"> <li>• Have sill heights of at least 1.7 metres above floor level.</li> <li>• Have fixed, obscure glazing in any part of the window below 1.7 metre above floor level.</li> <li>• Have permanently fixed external screens to at least 1.7 metres above floor level and be no more than 25 per cent transparent.</li> </ul>	
	Obscure glazing in any part of the window below 1.7 metres above floor level may be openable provided that there are no direct views as specified in this standard.	
	Screens used to obscure a view should be: <ul style="list-style-type: none"> <li>• Perforated panels or trellis with a maximum of 25 per cent openings or solid translucent panels.</li> <li>• Permanent, fixed and durable.</li> <li>• Designed and coloured to blend in with the development.</li> </ul>	
	The standard does not apply to a new habitable room window, balcony, terrace, deck or patio which faces a property boundary where there is a visual barrier at least 1.8 metres high and the floor level of the habitable room, balcony, terrace, deck or patio is less than 0.8 metres above ground level at the boundary.	
<b>Decision Guidelines</b>	The design response.	
	The impact on the amenity of the secluded private open space or habitable room window.	
	The existing extent of overlooking into the secluded private open space and habitable room window of existing dwellings.	
	The internal daylight to and amenity of the proposed dwelling or residential building.	
<b>Objective</b>	To limit views into existing secluded private open space and habitable room windows.	<b>✓ Objective met</b> The objective has been achieved as the standards have been met.

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.04-7 Internal views objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B23	Windows and balconies should be designed to prevent overlooking of more than 50 per cent of the secluded private open space of a lower-level dwelling or residential building directly below and within the same development.	<b>✓ Standard met</b> There are no dwellings located directly below other dwellings within the same development.
Decision Guidelines	The design response.	
Objective	To limit views into the secluded private open space and habitable room windows of dwellings and residential buildings within a development.	<b>✓ Objective met</b> The objective has been achieved as the standard has been met.

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.04-8 Noise impacts objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B24</b>	Noise sources, such as mechanical plant, should not be located near bedrooms of immediately adjacent existing dwellings.	<b>✓ Standard met</b> The proposed development does not show any noise sources located near adjacent dwellings.
	Noise sensitive rooms and secluded private open spaces of new dwellings and residential buildings should take into account of noise sources on immediately adjacent properties.	<b>✓ Standard met</b> Noise sensitive rooms and secluded private open spaces of dwellings are located away from any potential noise sources, with all surrounding properties of a residential nature.
	Dwellings and residential buildings close to busy roads, railway lines or industry should be designed to limit noise levels in habitable rooms.	<b>✓ Standard met</b> The site is located away from busy roads, railway lines and industrial areas.
	The design response.	
<b>Decision Guidelines Objectives</b>	To contain noise sources within development that may affect existing dwellings. To protect residents from external noise.	<b>✓ Objectives met</b> The objectives have been achieved as the standards have been met.

## ORDINARY COUNCIL MEETING - AGENDA

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**
**Clause 55.05-1 Accessibility objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B25	The dwelling entries of the ground floor of dwellings and residential buildings should be accessible or able to be easily made accessible to people with limited mobility.	<b>✓ Standard met</b> The dwellings have entries at street level that should be accessible or able to be made easily accessible for people with limited mobility.
Objective	To encourage the consideration of the needs of people with limited mobility in the design of developments.	<b>✓ Objective met</b> The objective has been achieved as the standard has been met.



## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.05-2 Dwelling entry objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B26	<p>Entries to dwellings and residential buildings should:</p> <ul style="list-style-type: none"> <li>• Be visible and easily identifiable from streets and other public areas.</li> <li>• Provide shelter, a sense of personal address and a transitional space around the entry.</li> </ul>	<p>✓ <b>Standard not met</b></p> <p>The entries to all dwellings provide shelter, a sense of personal address and transitional space. The entries are visible and easily identifiable from either the street or internal pedestrian path.</p> <p>The development incorporates appropriate design treatment, materials and pathways to provide identification and visibility of entries.</p>
Objective	To provide each dwelling or residential building with its own sense of identity.	<p>✓ <b>Objective met</b></p> <p>The objective has been achieved as the standard has been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.05-3 Daylight to new windows objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B27	<p>A window in a habitable room should be located to face:</p> <ul style="list-style-type: none"> <li>• An outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky, not including land on an abutting lot, or</li> <li>• A verandah provided it is open for at least on third of its perimeter, or</li> <li>• A carport provided it has two or more open sides and is open for at least on third of its perimeter.</li> </ul>	<p>✓ <b>Standard met</b></p> <p>All windows in habitable rooms have been located to face outdoor space clear to the sky or a light court with a minimum area of 3 square metres and minimum dimension of 1 metre clear to the sky.</p>
Decision Guidelines	<p>The design response.</p> <p>Whether there are other windows in the habitable room which have access to daylight.</p>	
Objective	To allow adequate daylight into new habitable room windows.	<p>✓ <b>Objective met</b></p> <p>The objective has been achieved as the standard has been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.05-4 Private open space objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B28	<p>A dwelling or residential building should have private open space of an area and dimensions specified in a schedule to the zone.</p> <p><u>RGZ1</u>: <u>None specified</u></p> <p><u>RGZ2</u>: <u>"As per B28; or a balcony or rooftop with a minimum area of 10 square metres with a minimum width of 2 metres that is directly accessible from a living room."</u></p> <p><u>RGZ3</u>: <u>"As per B28; or a balcony or rooftop with a minimum area of 10 square metres with a minimum width of 2 metres that is directly accessible from the main living area."</u></p> <p><u>GRZ1</u>: <u>"An area of 50 square metres of ground level, private open space, with an area of secluded private open space at the side or rear of the dwelling with a minimum area of 30 square metres and a minimum dimension of 5 metres and convenient access from a living room; or</u></p> <p>A balcony or rooftop with a minimum area of 10 square metres with a minimum width of 2 metres that is directly accessible from the main living area."</p> <p><u>GRZ2</u>: <u>"As per the B28 40 sq m requirement, with the 25 sq m of secluded private open space at ground level having a minimum dimension of 5 metres; or</u></p> <p>A balcony or rooftop with a minimum area of 10 square metres with a minimum width of 2 metres that is directly accessible from the main living area."</p> <p><u>NRZ1</u>: <u>"An area of 60 square metres of ground level, private open space, with an area of secluded private open space at the side or rear of the dwelling with a minimum area of 40 square metres with a minimum dimension of 5 metres and convenient access from a living room; or</u></p> <p>A balcony or rooftop with a minimum area of 10 square metres with a minimum width of 2 metres that is directly accessible from the main living area."</p>	<p><b>Standard met</b></p> <p>All dwellings are provided with a first-floor balcony, which have a width of 2.1 metres (2.25 for unit 5), a length of at least 6.38 metres and a minimum area of at least 13.4 square metres. Access is provided from the living areas of each dwelling.</p>

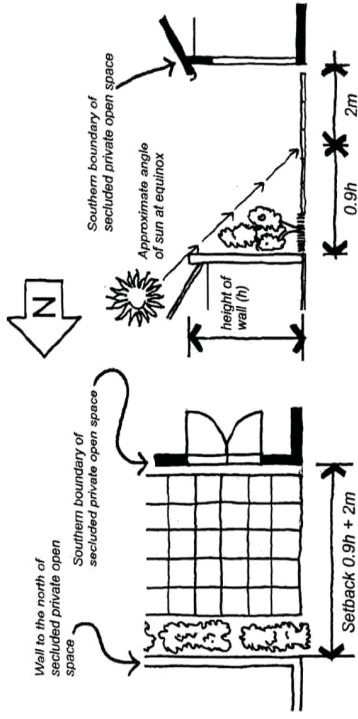
## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	<p>If no area or dimensions are specified in a schedule to the zone, a dwelling or residential building should have private open space consisting of:</p> <ul style="list-style-type: none"> <li>• An area of 40 square metres, with one part of the private open space to consist of secluded private open space at the side or rear of the dwelling or residential building with a minimum area of 25 square metres; a minimum dimension of 3 metres and convenient access from a living room, or</li> <li>• A balcony of 8 square metres with a minimum width of 1.6 metres and convenient access from a living room, or</li> <li>• A roof-top area of 10 square metres with a minimum width of 2 metres and convenient access from a living room.</li> </ul> <p>The balcony requirements in Clause 55.05-4 do not apply to an apartment development.</p>	
<b>Decision Guidelines</b>	The design response.	
	The useability of the private open space, including its size and accessibility.	
	The availability of and access to public or communal open space.	
	The orientation of the lot to the street and the sun.	
<b>Objective</b>	To provide adequate private open space for the reasonable recreation and service needs of residents.	<p><b>✓ Objective met</b> The objective has been achieved as the standard has been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.05-5 Solar access to open space objective**

Title & Objective Standard B29	Standards	Standard Met/Standard Not Met/NA
	<p>The private open space should be located on the north side of the dwelling or residential building, if appropriate.</p> <p>The southern boundary of secluded private open space should be set back from any wall on the north of the space at least <math>(2 + 0.9h)</math> metres, where 'h' is the height of the wall.</p> <p><b>Diagram B5 Solar access to open space</b></p> 	<p><b>Standard met</b> The balconies of all dwellings are located on the northern side of the building.</p> <p><b>Standard met</b> There are no walls to the north of any balconies.</p>
Decision Guidelines	<p>The design response.</p> <p>The useability and amenity of the secluded private open space based on the sunlight it will receive.</p>	
Objective	<p>To allow solar access into the secluded private open space of new dwellings and residential buildings.</p>	<p><b>Objective met</b> The objective has been achieved as the standards have been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.05-6 Storage objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B30	Each dwelling should have convenient access to at least 6 cubic metres of externally accessible, secure storage space.	<p>✓ <b>Standard met</b></p> <p>Each dwelling has been provided with storage within garage areas.</p>
Objective	To provide adequate storage facilities for each dwelling.	<p>✓ <b>Objective met</b></p> <p>The objective has been achieved as the standards have been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.06-1 Design detail objective**

Title & Objective Standard B31	Standards	Standard Met/Standard Not Met/NA
	<p>The design of buildings, including:</p> <ul style="list-style-type: none"> <li>• Façade articulation and detailing,</li> <li>• Window and door proportions,</li> <li>• Roof form, and</li> <li>• Verandahs, eaves and parapets,</li> </ul> <p>should respect the existing or preferred neighbourhood character.</p> <p>Garages and carports should be visually compatible with the development and the existing or preferred neighbourhood character.</p>	<p><b>✓ Standard met</b></p> <p>The existing residential character is predominantly defined by mostly single-storey brick dwellings setback from the street to allow for landscaped front gardens. Given the zoning of the site and its identification as a substantial change area, the preferred character is more relevant.</p> <p>Based on this, the detailed design of the development is acceptable, with design elements that reinforce the residential nature of the area and reflect preferred higher density pattern of the development.</p>
<b>Decision Guidelines</b>	<p>Any relevant neighbourhood character objective, policy or statement set out in this scheme.</p> <p>The design response.</p> <p>The effect on the visual bulk of the building and whether this is acceptable in the neighbourhood setting.</p> <p>Whether the design is innovative and of a high architectural standard.</p>	<p><b>✓ Standard met</b></p> <p>All car parking spaces are provided within garages that are integrated within the development and consistent with the preferred neighbourhood character.</p>
<b>Objective</b>	To encourage design detail that respects the existing or preferred neighbourhood character.	<p><b>✓ Objective met</b></p> <p>The objective has been achieved as the standards have been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.06-2 Front fences objective**

Title & Objective	Standards	Standard Met/Standard Not Met/NA						
Standard B32	The design of front fences should complement the design of the dwelling or residential building and any front fences on adjoining properties.	<b>Standard met</b> The proposed steel picket fencing is considered compatible with the streetscape and allows for visual connection between the street and the site.						
	A front fence within 3 metres of a street should not exceed: <ul style="list-style-type: none"><li>The maximum height specified in a schedule to the zone, or</li></ul> <b>All schedules to all residential zones:</b> <i>“Maximum 1.5 metre height in streets in Road Zone Category 1 1.2 metre maximum height for other streets”</i> <ul style="list-style-type: none"><li>If no maximum height is specified in a schedule to the zone, the maximum height specified in Table B3.</li></ul>	<b>Standard met</b> The height of the proposed front fence is 1.2m.						
	<b>Table B3 Maximum front fence height</b>							
	<table><tr><th>Street Context</th><th>Maximum front fence height</th></tr><tr><td>Streets in a Road Zone, Category 1</td><td>2 metres</td></tr><tr><td>Other streets</td><td>1.5 metres</td></tr></table>	Street Context	Maximum front fence height	Streets in a Road Zone, Category 1	2 metres	Other streets	1.5 metres	
	Street Context	Maximum front fence height						
Streets in a Road Zone, Category 1	2 metres							
Other streets	1.5 metres							
Decision Guidelines	Any relevant neighbourhood character objective, policy or statement set out in this scheme.  The design response.  The setback, height and appearance of front fences on adjacent properties.  The extent to which slope and retaining walls reduce the effective height of the front fence.  Whether the fence is needed to minimise noise intrusion.							
Objective	To encourage front fence design that respects the existing or preferred neighbourhood character.	<b>Objective met</b> The objective has been achieved as the standards have been met.						



## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.06-3 Common property objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
Standard B33	Developments should clearly delineate public, communal and private areas.	<p>✓ <b>Standard met</b></p> <p>Public, communal and private areas are able to be clearly delineated.</p>
	Common property, where provided, should be functional and capable of efficient management.	<p>✓ <b>Standard met</b></p> <p>While no common property is proposed as part of this application, it is considered that any future common property can be functional and capable of efficient management.</p>
Objectives	<p>To ensure that communal open space, car parking, access areas and site facilities are practical, attractive and easily maintained.</p> <p>To avoid future management difficulties in areas of common ownership.</p>	<p>✓ <b>Objective met</b></p> <p>The objective has been achieved as the standards have been met.</p>

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 55.06-4 Site services objectives**

Title & Objective	Standards	Standard Met/Standard Not Met/NA
<b>Standard B34</b>	The design and layout of dwellings and residential buildings should provide sufficient space (including easements where required) and facilities for services to be installed and maintained efficiently and economically.	<b>Standard met</b> The development provides sufficient space for facilities and services.
	Bin and recycling enclosures, mailboxes and other site facilities should be adequate in size, durable, waterproof and blend in with the development.	<b>Standard met with conditions</b> Bin and recycling enclosures, mailboxes and other facilities are considered appropriately designed and located. This will be reinforced via permit conditions.
	Bin and recycling enclosures should be located for convenient access by residents.	<b>Standard</b> Bin and recycling enclosures are located within the garages of each dwelling.
	Mailboxes should be provided and located for convenient access as required by Australia Post.	<b>Standard met</b> Mailboxes are shown along street frontage.
<b>Decision Guidelines Objectives</b>	The design response.	
	To ensure that site services can be installed and easily maintained.	<b>Objectives met</b>
	To ensure that site facilities are accessible, adequate and attractive.	The objectives have been achieved as the standards have been met.

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 53 CLEELAND STREET,  
DANDENONG (PLANNING APPLICATION NO. PLN18/0503)**

**ATTACHMENT 4**

**CLAUSE 22.09 ASSESSMENT**

**PAGES 10 (including cover)**

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Assessment Table for Clause 22****Clause 22.09-3.1 Design Principles for all residential developments**

Title /Objective	Principles	Principle met/Principle not met/NA
<b>Safety</b>	To encourage the provision of safer residential neighbourhoods, new development should enable passive surveillance through designs that:	
	Incorporate active frontages including ground floor habitable room windows.	<p>✓ <b>Principle met</b></p> <p>All dwellings incorporate street-facing (or pedestrian path facing), entrance porches and habitable room windows.</p>
	Maximise the number of habitable room windows on all levels of residential buildings that overlook the public realm, streets, laneways, internal access ways and car parking areas.	<p>✓ <b>Principle met</b></p> <p>All dwellings incorporate habitable room windows that overlook the street, and while screened, also provide windows on all other sides.</p>
	Use semi-transparent fences to the street frontage.	<p>✓ <b>Principle met</b></p> <p>Front fencing is proposed of steel pickets, with 75 per cent transparency.</p>
	Light communal spaces including main entrances and car parking areas with high mounted sensor-lights.	<p>✓ <b>Principle met</b></p> <p>Lighting shown for pathways, accessways, garages and porches.</p>
	Ensure that all main entrances are visible and easily identifiable from the street.	<p>✓ <b>Principle met</b></p> <p>The entrances to all dwellings are visible and identifiable from their respective frontages.</p>
	Locate non-habitable rooms such as bathrooms, away from entrances and street frontage.	<p>✓ <b>Principle met</b></p> <p>Non-habitable rooms have generally been located internally and away from frontages.</p>
<b>Landscaping</b>	Residential development should:	

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	Provide substantial, high quality on-site landscaping, including screen planting and canopy trees along ground level front and side and rear boundaries.	✓ <b>Principle met</b> The development incorporates adequate landscaping along all boundaries, including canopy trees.
	Provide substantial, high quality landscaping along vehicular accessways.	✓ <b>Principle met</b> The accessway has space available for landscaping.
	Include the planting of at least one substantial canopy tree to each front setback and ground level secluded private open space area.	✓ <b>Principle met</b> The front and rear setbacks have adequate space to accommodate canopy trees, and the landscape plans include canopy trees within both the front and rear setback.
	Planting trees that are common to and perform well in the area.	✓ <b>Principle met</b> The selected species are considered appropriate.
	Avoid the removal of existing mature trees by incorporating their retention into the site design.	✓ <b>Principle met</b> There is no significant vegetation on site.
	Use landscaping to soften the appearance of the built form when viewed from the street and to respect the amenity of adjoining properties.	✓ <b>Principle met</b> The development incorporates adequate areas of open space to ensure landscaping can be planted to help soften built form.
	Ensure that landscaping also addresses the Safety Design Principles.	✓ <b>Principle met</b>
	Canopy trees should be planted in well proportioned setbacks/private open space that are sufficient to accommodate their future growth to maturity.	✓ <b>Principle met</b> The front and rear private setbacks have adequate space to accommodate the growth of canopy trees to maturity.

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	Landscaping should minimise the impact of increased storm water runoff through water sensitive urban design and reduced impervious surfaces.	<p>✓ <b>Principle met</b> The development meets the permeability standards of Clause 55 and the proposed landscaping will further help to minimise the impact of increased stormwater runoff.</p> <p>✓ <b>Principle met</b></p>
Car parking	Landscaping should be sustainable, drought tolerant, and include indigenous species and be supported through the provision of rainwater tanks.	
	The existing level of on-street car parking should be maintained by avoiding second crossovers on allotments with frontage widths less than 17 metres.	<p>✓ <b>Principle met</b> Only one crossover is proposed</p>
	On-site car parking should be: <ul style="list-style-type: none"> <li>Well integrated into the design of the building,</li> <li>Generally hidden from view or appropriately screened where necessary,</li> <li>Located to the side or rear of the site so as to not dominate the streetscape and to maximise soft landscaping opportunities at ground level.</li> </ul>	<p>✓ <b>Principle met</b> The double garages of each dwelling are integrated into the building</p>
	Where car parking is located within the front setback it should be: <ul style="list-style-type: none"> <li>Fully located within the site boundary; and</li> <li>Capable of fully accommodating a vehicle between a garage or carport and the site boundary.</li> </ul>	<b>Not applicable</b>
	Developments with basement car parking should consider flooding concerns where applicable.	<b>Not applicable</b>
Setbacks, front boundary and width	Residential developments should:	
	Provide a front setback with fence design and height in keeping with the predominant street pattern.	<p>✓ <b>Principle met</b> The proposed metal picket fencing is compatible with the streetscape.</p>
	Maintain the apparent frontage width pattern.	<p>✓ <b>Principle met</b> The frontage width pattern will remain unchanged.</p>
	Provide appropriate side setbacks between buildings to enable screen planting where required, and at least one generous side setback to enable the retention of trees and/or the planting and future growth of trees to maturity.	<p>✓ <b>Principle met</b> The side setbacks can accommodate screening planting in selected areas, including small canopy trees.</p>

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	Provide open or low scale front fences to allow a visual connection between landscaping in front gardens and street tree planting.	<p>✓ <b>Principle met</b> The steel picket fencing has a low 1.2m height and 75 per cent transparency.</p>
Private open space	All residential developments should provide good quality, useable private open space for each dwelling directly accessible from the main living area.	<p>✓ <b>Principle met</b> The proposal meets the private open space requirements of Clause 55 and the dimensions of SPOS and access from living areas promotes useability.</p>
	Ground level private open space areas should be able to accommodate boundary landscaping, domestic services and outdoor furniture so as to maximise the useability of the space.	<p>✓ <b>Principle met</b> All private open space is expected to be able to accommodate the multiple requirements of furniture, domestic services and landscaping.</p>
	Private open space should be positioned to maximise solar access.	<p>✓ <b>Principle met</b> All balconies are on the north side of dwellings.</p>
	Upper floor levels of the same dwelling should avoid encroaching secluded private open space areas to ensure the solar access, useability and amenity of the space is not adversely affected.	<p>✓ <b>Principle met</b></p>
	Upper level dwellings should avoid encroaching the secluded private open space of a separate lower level dwelling so as to ensure good solar access and amenity for the lower level dwelling.	<p><b>Not applicable</b> There are no upper level dwellings above lower level dwellings.</p>
Bulk & Built Form	All residential developments should respect the dominant façade pattern of the streetscape by: <ul style="list-style-type: none"> <li>Using similarly proportioned roof forms, windows, doors and verandahs; and</li> <li>Maintaining the proportion of wall space to windows and door openings.</li> </ul>	<p>✓ <b>Principle met</b> The use of pitched gable roofing, entry porches, brick and weatherboard material and matching window forms is responsive to the façade pattern of the wider area.  The proportion of wall space to windows and door openings is considered consistent with surrounding dwellings.</p>
	Balconies should be designed to reduce the need for screening from adjoining dwellings and properties.	<p>✗ <b>Principle not met</b> All balconies feature screening and this is unavoidable given the orientation of the land.</p>

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

Site Design	<p>The development of new dwellings to the rear of existing retained dwellings is discouraged where:</p> <ul style="list-style-type: none"> <li>• The siting of the retained dwelling would not enable an acceptable future site layout for either the proposed or future dwelling; or</li> <li>• The retention of the existing dwelling detracts from the identified future character.</li> </ul> <p>On sites adjacent to identified heritage buildings, infill development should respect the adjoining heritage by:</p> <ul style="list-style-type: none"> <li>• Not exceeding the height of the neighbouring significant building;</li> <li>• Minimising the visibility of higher sections of the new building; and</li> <li>• Setting higher sections back at least the depth of one room from the frontage.</li> </ul>	<p><b>Not applicable</b></p> <p>Not applicable as existing dwellings are not being retained.</p>
	<p>Residential development should:</p> <p>Preserve the amenity of adjoining dwellings through responsive site design that considers the privacy, solar access and outlook of adjoining properties.</p>	<p><b>Not applicable</b></p> <p>Not applicable as site is not adjacent to identified heritage buildings.</p>
	<p>Maximise thermal performance and energy efficiency of the built form by addressing orientation, passive design and fabric performance</p>	<p><b>✓ Principle met</b></p> <p>The amenity of adjoining dwellings is not expected to be unreasonably impacted.</p> <p>The development incorporates screening measures on windows of upper floor levels to manage overlooking, provides adequate setbacks to accommodate landscaping to provide some visual relief to the built form and does not result in only minimal overshadowing.</p> <p><b>✓ Principle met</b></p> <p>The development is considered to achieve appropriate energy efficiency and performance outcomes.</p>

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



## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	Ensure that building height, massing articulation responds sensitively to existing residential interfaces, site circumstances, setbacks and streetscape and reduces the need for screening.	<p>✓ <b>Principle met</b></p> <p>The development proposes three-storey dwellings, with surrounding sites featuring only single storey dwellings.</p> <p>Despite the difference in heights, the development provides an appropriate response via:</p> <ul style="list-style-type: none"> <li>• Recessed upper floors;</li> <li>• Screening to protect from overlooking;</li> <li>• Ground floor setbacks that allow for canopy trees and other screen planting;</li> <li>• Minimal overshadowing of adjoining properties; and</li> <li>• A design that incorporates materials, colours and roof forms that complement the surrounding dwellings.</li> </ul>
	Provide sufficient setbacks (including the location of basements) to ensure the retention of existing trees and to accommodate the future growth of new trees.	<p>✓ <b>Principle met</b></p> <p>There are no significant trees on site but the development allows for appropriate space to accommodate future trees.</p>
	Provide suitable storage provisions for the management of operational waste	<p>✓ <b>Principle met</b></p> <p>Storage areas for bins are provided within the garage of each dwelling</p>
	Appropriately located suitable facilities to encourage public transport use, cycling and walking.	<p>✓ <b>Principle met</b></p> <p>The site is located within proximity of Dandenong Activity Centre, which is considered walkable and facilitates the use of public transport, walking and cycling.</p>
<b>Materials &amp;</b>	<b>Residential development should:</b>	

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

Finishes	Use quality, durable building materials and finishes that are designed for residential purposes.	<p>✓ <b>Principle met</b> The proposed materials of face brickwork, horizontal and vertical cladding are considered suitable for residential application.</p> <p>✓ <b>Principle met</b></p>
	Avoid the use of commercial or industrial style building materials and finishes.	
	Avoid using materials such as rendered cement sheeting, unarticulated surfaces and excessive repetitive use of materials.	<p>✓ <b>Principle met</b> All surfaces are appropriately articulated and avoid repetition.</p>
	Use a consistent simple palette of materials, colours finishes and architectural detailing.	<p>✓ <b>Principle met</b> The palette is generally simple and consistent, with complementary colours and limited amount of materials.</p>
	Maximise the ongoing affordability and sustainability of residential developments through the selection of low maintenance, resource and energy efficient materials and finishes that can be reasonably expected to endure for the life of the building.	<p>✓ <b>Principle met</b> The materials are considered to be reasonable in terms of their durability, affordability and maintenance requirements.</p>
Domestic services normal to a dwelling and Building services	In order to minimise the impact of domestic and building services on the streetscape, adjacent properties, public realm and amenity of future residents, new residential development should:	
	Ensure that all domestic and building services are visually integrated into the design of the building and appropriately positioned or screened so as to not be seen from the street or adjoining properties.	<p>✓ <b>Principle met, with conditions</b> A condition of permit will require services to be visually integrated into the design of the development.</p>
	Be designed to avoid the location of domestic and building services: <ul style="list-style-type: none"> <li>• Within secluded private open space areas, including balconies; and</li> <li>• Where they may have noise impacts on adjoining habitable rooms and secluded private open space areas.</li> </ul>	<p>✓ <b>Principle met</b> While some services are shown on balconies, it is noted that these balconies are larger than required and can therefore adequately accommodate such services.</p>
Internal Amenity	Residential development should:	

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	Ensure that dwelling layouts have connectivity between the main living area and private open space.	<b>✓ Principle met</b> The SPOS of each dwelling is directly accessible from the living area.
	Be designed to avoid reliance on borrowed light to habitable rooms.	<b>✓ Principle met</b> All habitable rooms are provided with direct light sources.
	Ensure that balconies and habitable room windows are designed and located to reduce the need for excessive screening.	<b>✓ Principle met</b> The proposal includes screening and the orientation makes this difficult to avoid.
	Ensure that dwellings without ground level main living areas meet the Standards of Clauses 55.03-5, 55.04-1, 6 & 7, 55.05-3, 4 & 5.	<b>✓ Principle met</b> All standards have been met with the exception of 55.04-1 relating to side and rear setbacks. This has discussed in the Clause 55 assessment, and the development is considered to comply with the objective of 55.04-1.

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 22.09-3.2 Design principles for Substantial Change Areas – Residential Growth Zone (RGZ)**

Titles & Objectives	Principles	Principle met/Principle not met/NA
Preferred housing types	The preferred housing types for the Substantial Change Area are medium to high density	✓ Principle met
Building Height	The preferred maximum building height for land within the RGZ1 and RGZ2 is up to 4 storeys, including ground level.	✓ Principle met
Bulk & Built Form	Building bulk and height can be relatively uniform throughout the depth of sites, where articulated building elevations and well proportioned ground level setbacks to upper levels are provided at the front, side and rear of buildings to allow for substantial landscaping to soften the built form.	✓ Principle met
	Upper level tiering may be appropriate in some cases with upper levels recessed from view. Tiered building profiles that result in excessive upper level setbacks should be avoided.	✓ Principle met
	Separation between upper levels of dwellings on a site is not generally needed, provided the building portrays a high standard of design and does not result in unreasonable amenity impacts.	✓ Principle met
	The bulk and mass of the upper levels of any dwelling should not have an unreasonable adverse impact on the amenity of adjacent residential secluded private open spaces.	✓ Principle met
	Residential development should be well articulated through the use of contrast, texture, variation in forms, materials, openings, colours and the inclusion of vertical design elements.	✓ Principle met
Site Design	High density residential developments should provide safe and innovative communal open spaces.	✓ Principle met

**Note: Other requirements also apply. These can be found at the schedule to the applicable zone.**

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

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**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 53 CLEELAND STREET,  
DANDENONG (PLANNING APPLICATION NO. PLN18/0503)**

**ATTACHMENT 5**

**CLAUSE 52.06 ASSESSMENT**

**PAGES 6 (including cover)**

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

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Assessment Table - Clause 52****Clause 52.06-10 Decision guidelines**

Before deciding that a plan prepared under Clause 52.06-8 is satisfactory the responsible authority must consider, as appropriate:

Design guidelines	<ul style="list-style-type: none"> <li>• The role and function of nearby roads and the ease and safety with which vehicles gain access to the site.</li> <li>• The ease and safety with which vehicles access and circulate within the parking area.</li> <li>• The provision for pedestrian movement within and around the parking area.</li> <li>• The provision of parking facilities for cyclists and disabled people.</li> <li>• The protection and enhancement of the streetscape.</li> <li>• The provision of landscaping for screening and shade.</li> <li>• The measures proposed to enhance the security of people using the parking area particularly at night.</li> <li>• The amenity of the locality and any increased noise or disturbance to dwellings and the amenity of pedestrians.</li> <li>• The workability and allocation of spaces of any mechanical parking arrangement.</li> <li>• The design and construction standards proposed for paving, drainage, line marking, signage, lighting and other relevant matters.</li> <li>• The type and size of vehicle likely to use the parking area.</li> <li>• Whether the layout of car parking spaces and access lanes is consistent with the specific standards or an appropriate variation.</li> <li>• The need for the required car parking spaces to adjoin the premises used by the occupier/s, if the land is used by more than one occupier.</li> <li>• Whether the layout of car spaces and accessways are consistent with Australian Standards AS2890.1-2004 (off street) and AS2890.6-2009 (disabled).</li> <li>• The relevant standards of Clauses 56.06-2, 56.06-4, 56.06-5, 56.06-7 and 56.06-8 for residential developments with accessways longer than 60 metres or serving 16 or more dwellings.</li> <li>• Any other matter specified in a schedule to the Parking Overlay.</li> </ul>	<p>The car parking plan as incorporated within the development plan is considered appropriate for the movement and parking of vehicles while also being consistent with the character of the area and avoiding negative amenity and safety outcomes.</p>
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*If the details of the attachment are unclear please contact Governance on 8571 5309.*

## ORDINARY COUNCIL MEETING - AGENDA

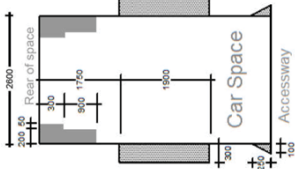
**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)****Clause 52.06-9 Design standards for car parking**

Plans prepared in accordance with Clause 52.06-8 must meet the design standards of Clause 52.06-9, unless the responsible authority agrees otherwise.  
Design standards 1, 3, 6 and 7 do not apply to an application to construct one dwelling on a lot.

Design standard 1 - Accessways	Accessways must:	
	<ul style="list-style-type: none"> <li>Be at least 3 metres wide.</li> </ul>	✓ Standard met
	<ul style="list-style-type: none"> <li>Have an internal radius of at least 4 metres at changes of direction or intersection or be at least 4.2 metres wide.</li> </ul>	✓ Standard met
	<ul style="list-style-type: none"> <li>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.</li> </ul>	Not applicable
	<ul style="list-style-type: none"> <li>Provide at least 2.1 metres headroom beneath overhead obstructions, calculated for a vehicle with a wheel base of 2.8 metres.</li> </ul>	✓ Standard met
	<ul style="list-style-type: none"> <li>If the accessway serves four or more car spaces or connects to a road in a Road Zone, the accessway must be designed to that cars can exit the site in a forward direction.</li> </ul>	✓ Standard met
	<ul style="list-style-type: none"> <li>Provide a passing area at the entrance at least 5 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 Road Zone.</li> </ul>	Not applicable
	<ul style="list-style-type: none"> <li>Have a corner splay or area at least 50 percent 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, or adjacent landscaped areas, provided the landscaping in those areas is less than 900mm in height.</li> </ul>	✓ Standard met
	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.	Not applicable
	If entry to the car space is from a road, the width of the accessway may include the road.	Not applicable

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

Car parking spaces and accessways must have the minimum dimensions as outlined in Table 2.	Not applicable – refer to standard further below																																
<p>Design standard 2 – Car parking spaces</p> <p>Table 2: Minimum dimensions of car parking spaces and accessways</p> <table><tr><th>Angle of car parking spaces to access way</th><th>Accessway width</th><th>Car space width</th><th>Car space length</th></tr><tr><td>Parallel</td><td>3.6 m</td><td>2.3 m</td><td>6.7 m</td></tr><tr><td>45°</td><td>3.5 m</td><td>2.6 m</td><td>4.9 m</td></tr><tr><td>60°</td><td>4.9 m</td><td>2.6 m</td><td>4.9 m</td></tr><tr><td>90°</td><td>6.4 m</td><td>2.6 m</td><td>4.9 m</td></tr><tr><td></td><td>5.8 m</td><td>2.8 m</td><td>4.9 m</td></tr><tr><td></td><td>5.2 m</td><td>3.0 m</td><td>4.9 m</td></tr><tr><td></td><td>4.8 m</td><td>3.2 m</td><td>4.9 m</td></tr></table> <p>Note to Table 2: Some dimensions in Table 2 vary from those shown in the Australian Standard AS2890.1-2004 (off street). The dimensions shown in Table 2 allocate more space to aisle widths and less to marked spaces to provide improved operation and access. The dimensions in Table 2 are to be used in preference to the Australian Standard AS2890.1-2004 (off street) except for disabled spaces which must achieve Australian Standard AS2890.6-2009 (disabled).</p> <p>A wall, fence, column, tree, tree guard or any other structure that abuts a car space must not encroach into the area marked 'clearance required' on Diagram 1, other than:</p> <ul style="list-style-type: none"><li>• A column, tree or tree guard, which may project into a space if it is within the area marked 'tree or column permitted' on Diagram 1.</li><li>• A structure, which may project into the space if it is at least 2.1 metres above the space.</li></ul> <p>Diagram 1 Clearance to car parking spaces</p>  <p>Dimensions in millimetres</p> <p>Clearance required</p> <p>Tree or column permitted</p>	Angle of car parking spaces to access way	Accessway width	Car space width	Car space length	Parallel	3.6 m	2.3 m	6.7 m	45°	3.5 m	2.6 m	4.9 m	60°	4.9 m	2.6 m	4.9 m	90°	6.4 m	2.6 m	4.9 m		5.8 m	2.8 m	4.9 m		5.2 m	3.0 m	4.9 m		4.8 m	3.2 m	4.9 m	✓ Standard met
Angle of car parking spaces to access way	Accessway width	Car space width	Car space length																														
Parallel	3.6 m	2.3 m	6.7 m																														
45°	3.5 m	2.6 m	4.9 m																														
60°	4.9 m	2.6 m	4.9 m																														
90°	6.4 m	2.6 m	4.9 m																														
	5.8 m	2.8 m	4.9 m																														
	5.2 m	3.0 m	4.9 m																														
	4.8 m	3.2 m	4.9 m																														



## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

	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.	✓ Standard met
	Where parking spaces are provided in tandem (one space behind the other) an additional 500mm in length must be provided between each space.	Not applicable
	Where two or more car parking spaces are provided for a dwelling, at least one space must be under cover.	Not applicable
	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.	Not applicable

Design standard 3: Gradients	Accessway grades must not be steeper than 1:10 (10 per cent) within 5 metres of the frontage to ensure safety for pedestrians and vehicles. The design must have regard to the wheelbase of the vehicle being designed for; pedestrian and vehicular traffic volumes; the nature of the car park; and the slope and configuration of the vehicle crossover at the site frontage. This does not apply to accessways serving three dwellings or less.	✓ Standard met																
	Ramps (except within 5 metres of the frontage) must have the maximum grades as outlined in Table 3 and be designed for vehicles travelling in a forward direction.	✓ Standard met																
	<table><tr><th colspan="3">Table 3: Ramp gradients</th></tr><tr><th>Type of car park</th><th>Length of ramp</th><th>Maximum grade</th></tr><tr><td rowspan="2">Public car parks</td><td>20 metres or less</td><td>1:5 (20%)</td></tr><tr><td>longer than 20 metres</td><td>1:6 (16.7%)</td></tr><tr><td rowspan="2">Private or residential car parks</td><td>20 metres or less</td><td>1:4 (25%)</td></tr><tr><td>longer than 20 metres</td><td>1:5 (20%)</td></tr></table>	Table 3: Ramp gradients			Type of car park	Length of ramp	Maximum grade	Public car parks	20 metres or less	1:5 (20%)	longer than 20 metres	1:6 (16.7%)	Private or residential car parks	20 metres or less	1:4 (25%)	longer than 20 metres	1:5 (20%)	
	Table 3: Ramp gradients																	
	Type of car park	Length of ramp	Maximum grade															
Public car parks	20 metres or less	1:5 (20%)																
	longer than 20 metres	1:6 (16.7%)																
Private or residential car parks	20 metres or less	1:4 (25%)																
	longer than 20 metres	1:5 (20%)																
Where the difference in grade between two sections of ramp or floor is greater than 1:8 (12.5 per cent) for a summit grade change, or greater than 1:6.7 (15 per cent) for a sag grade change, the ramp must include a transition section of at least 2 metres to prevent vehicles scraping or bottoming.	Not applicable																	
Plans must include an assessment of grade changes of greater than 1:5.6 (18 per cent) or less than 3 metres apart for clearances, to the satisfaction of the responsible authority.	Not applicable																	

<b>Design standard 4: Mechanical parking</b>	Mechanical parking may be used to meet the car parking requirement provided:	Not applicable
	<ul style="list-style-type: none"> <li>At least 25 per cent of the mechanical car parking spaces can accommodate a vehicle clearance height of at least 1.8 metres.</li> </ul>	Not applicable
	<ul style="list-style-type: none"> <li>Car parking spaces the require the operation of the system are not allowed to visitors unless used in a valet parking situation.</li> <li>The design and operation is to the satisfaction of the responsible authority.</li> </ul>	Not applicable

## ORDINARY COUNCIL MEETING - AGENDA

**2.4.1 Town Planning Application - No. 53 Cleeland Street, Dandenong (Planning Application No. PLN18/0503) (Cont.)**

<b>Design standard 5: Urban design</b>	Ground level car parking, garage doors and accessways must not visually dominate public space.	✓ Standard met
	Car parking within buildings (including visible portions of partly submerged basements) must be screened or obscured where possible, including through the use of occupied tenancies, landscaping, architectural treatments and artworks.	✓ Standard met
	Design of car parks must take into account their use as entry points to the site.	✓ Standard met
	Design of new internal streets in developments must maximise on street parking opportunities.	Not applicable
<b>Design standard 6: Safety</b>	Car parking must be well lit and clearly signed.	✓ Standard met
	The design of car parks must maximise natural surveillance and pedestrian visibility from adjacent buildings.	✓ Standard met
	Pedestrian access to car parking areas from the street must be convenient.	✓ Standard met
	Pedestrian routes through car parking areas and building entries and other destination points must be clearly marked and separated from traffic in high activity parking areas.	✓ Standard met
<b>Design standard 7: Landscaping</b>	The layout of car parking areas must provide for water sensitive urban design treatment and landscaping.	✓ Standard met
	Landscaping and trees must be planted to provide shade and shelter, soften the appearance of ground level car parking and aid in the clear identification of pedestrian paths.	✓ Standard met
	Ground level car parking spaces must include trees planted with flush grilles. Spacing of trees must be determined having regard to the expected size of the selected species at maturity.	Not applicable

#### **2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217)**

File Id:	361890
Responsible Officer:	Director City Planning Design & Amenity
Attachments:	Assessed Plans Location of Objectors

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#### **Application Summary**

Applicant:	MB Design Studio
Proposal:	Use of the land for a Convenience Restaurant
Zone:	Commercial 2 Zone
Overlay:	Nil
Ward:	Red Gum Ward

The application proposes the use of the land for a Convenience Restaurant. A permit is required pursuant to Clause 34.02-1 of the Commercial 2 Zone of the Greater Dandenong Planning Scheme for the use of the land for a food and drink premises with leasable floor area exceeding 100 square metres.

This application is being brought before Council as six (6) objections were received.

#### **Objectors Summary**

The application was advertised to the surrounding area through the erection of an on-site notice and the mailing of notices to adjoining and surrounding owners and occupiers. Six (6) objections were received to the application. Issues raised generally relate to matters of:

- On-street car parking demand;
- Location of disabled access ramp;
- Littering;
- Opening hours;
- Car parking on other properties;
- Storage area used as seating; and
- Using restaurant for events.

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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

### **Assessment Summary**

The application is for the use of the land for a Convenience Restaurant. The land currently comprises a vacant commercial building, with three (3) car spaces accessed via two (2) crossovers on the service road for Princes Highway and no landscaping. The business is relocating from its current location at the neighbouring property of 249 Princes Highway.

The permit trigger is for a Food and Drink Premises with a leasable floor area exceeding 100 square metres pursuant to Clause 34.02-1 of the Commercial 2 Zone. The total floor area of the premises is 478.5 square metres, with 287 square metres being used for the Convenience Restaurant and the rest as empty space.

The convenience restaurant will be open for lunch and dinner, with the following hours of operation:

- Monday-Sunday: 10:00am-12:00am (midnight)

The maximum number of staff on site will be five (5) and the maximum number of patrons on site at any one time will be forty-two (42).

The subject building is proposed to be allocated three (3) car parking spaces. The existing premises has five (5) spaces line marked but this was revised to three (3) for the proposal due to the proposed stairs requiring two spaces to be removed.

Under Clause 52.06 (Car Parking), the required car parking for Convenience Restaurant with forty-two (42) patrons is twelve (12) spaces. However, a planning permit for the reduction to the number of car spaces is not required under Clause 52.06-3 as the site is located in a Commercial 2 Zone, the gross floor area of the building is not being increased and the reduction does not exceed 10 car parking spaces.

A business identification sign is proposed to be attached to the front of the building and measures 1.2m x 5.6m (6.7sqm). As the sign is not greater than 8 square metres, the sign does not require a permit under Clause 52.06 (Signs).

The building will have associated internal works and the addition of a disabled ramp, neither of which require a permit under Clause 62.02 (Buildings and Works).

### **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 state and local policy as well as the purpose of the zone which applies to the subject site. This report recommends that the application be supported and that 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.

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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

**Subject Site and Surrounds**

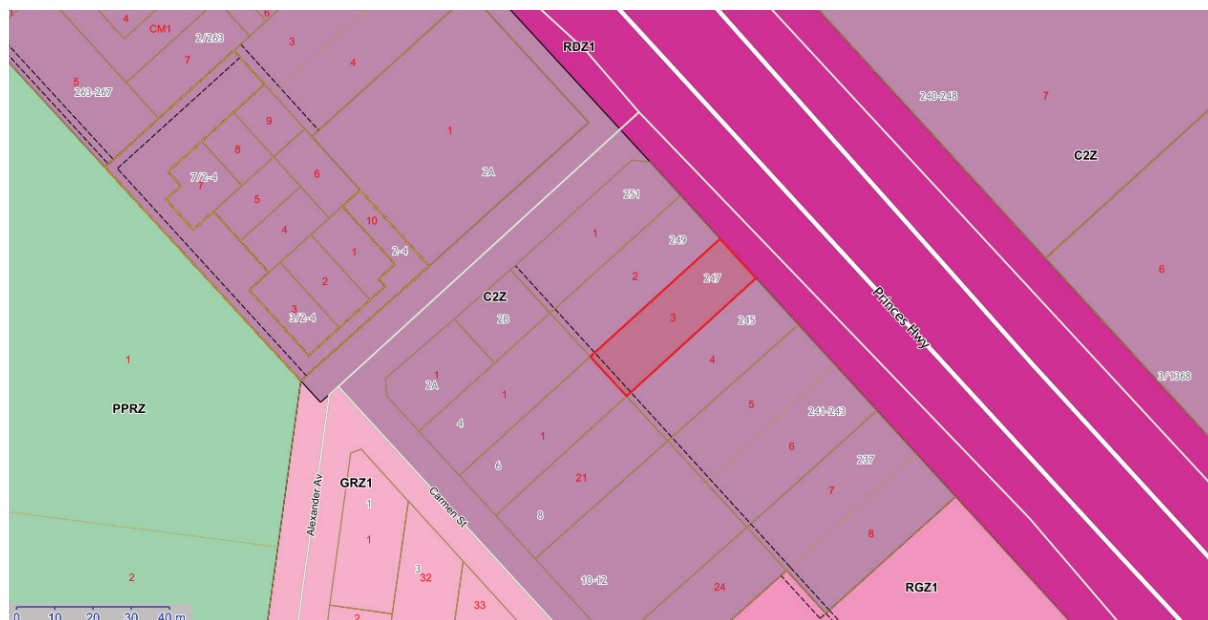
**Subject Site**

- The subject site is located on Princes Highway, Dandenong, with access via an established service road. The site is rectangular, with a south-west to north-west orientation. The subject site is relatively flat. The lot is 693 square metres in area.
- The existing building is a standard warehouse/retail building, consistent with many of the buildings along the service road. The total area of the building is 497.7sqm.
- The existing building is currently vacant but previously used for retail purposes.
- The subject site has five (5) car spaces line marked on the site (which is being reduced to three (3) to allow for proper vehicle movements) and is accessed via two (2) crossovers that each have a minimum dimension of 3 metres wide.
- There is no vegetation on the subject land.

**Surrounding Area**

- The subject building is located within a pocket of commercial buildings to the southwest of Princes Highway with residential development further to the south-east (approximately 63m) and south-west (approximately 60sqm).
- The subject site is located approximately 85 metres west from Fotheringham Reserve.
- There are bus routes located along Princes Highway heading both ways.
- The abutting lot at 249 Princes Highway is the current location of the business.

**Locality Plan**





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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**



## **Background**

### **Previous Applications**

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

- PLN18/0156 – Auction House – lapsed;
- PLN17/0613 – Auction House – Lapsed; and
- PLN16/0592 – Auction House – Refused (Inadequate information).

## **Proposal**

The application proposes the use of the land for a Convenience Restaurant.

The Greater Dandenong Planning Scheme defines Convenience Restaurant as:

*“Land used to prepare and sell food and drink for immediate consumption, where substantial provision is made for consumption both on and off the premises”.*

Convenience Restaurant is nested under the definition of a ‘Food and Drink Premises’ at Clause 73.04-11 of the Greater Dandenong Planning Scheme.

Pursuant to Clause 34.02-1 of the Commercial 2 Zone, a Food and Drink Premises requires a planning permit if:

*‘the leasable floor area exceeds 100 square metres.’*

The proposed hours of operation are:

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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

- Monday-Sunday: 10am-12am (midnight)

The maximum number of staff on site at any one time will be five (5), with two (2) staff during the day and three (3) staff during the night. The maximum number of patrons on site at any one time will be forty-two (42).

There is no proposal to sell or consume liquor on the site.

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

**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**

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 under:

- Clause 34.02-1: A planning permit is required for the use of the land for a Food and Drink Premises (Convenience Restaurant).

The site is adjacent to a Road Zone, Category 1, and it was determined the use would not result in any alterations of access to this road as the use is moving from one site to another in the same service road. Despite this, the application referred to VicRoads under Section 52 of the *Act* for comment and no objections were received.

The relevant controls and policies are as follows:

**Zoning Controls**

The subject site is located in a Commercial 2 Zone, as is most of the surrounding area. The site is adjacent to a Road Zone, Category 1.

The purpose of the Commercial 2 Zone outlined at Clause 34.02 is:

- *To implement the Municipal Planning Strategy Statement and the Planning Policy Framework.*
- *To encourage commercial areas for offices, appropriate manufacturing and industries, bulky goods retailing, other retail uses, and associated business and commercial services.*
- *To ensure that uses do not affect the safety and amenity of adjacent, more sensitive uses.*

Pursuant to Clause 34.20-1, a permit is required for the use of the land for a Convenience Restaurant (which is nested under a Food and Drink Premises) where the leasable floor area exceeds 100 square metres.

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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

**Overlay Controls**

No overlays affect the subject site or surrounding area.

**Planning Policy Framework**

The **Operation of the Planning Policy Framework** outlined at Clause 71.02 seeks to ensure that the objectives of planning in Victoria are fostered through appropriate land use and development planning policies and practices which integrate relevant environmental, social and economic factors in the interests of net community benefit and sustainable development. The objectives of planning in Victoria are noted as:

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

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

**Clause 15 Built Environment and Heritage**

**Clause 15 (Built Environment and Heritage)** states that planning is to recognise the role of urban design, building design, heritage and energy and resource efficiency in delivering liveable and sustainable cities, towns and neighbourhoods.

It adds that planning should ensure all land use and development appropriately responds to its surrounding landscape and character, valued built form and cultural context. Planning should promote development that is environmentally sustainable and should minimise detrimental impacts on the built and natural environment.

According to the clause, planning should promote excellence in the built environment and create places that:

- *Are enjoyable, engaging and comfortable to be in.*
- *Accommodate people of abilities, ages and cultures.*
- *Contribute positively to local character and sense of place.*



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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

- *Reflect the particular characteristics and cultural identity of the community.*
- *Enhance the function, amenity and safety of the public realm.*

Clause 17 Economic Development

This clause states that planning is to provide for a strong and innovative economy, where all sectors are critical to economic prosperity. Planning is also to contribute to the economic wellbeing of the state and foster economic growth by providing land, facilitating decisions and resolving land use conflicts, so that each region may build on its strengths and achieve its economic potential.

Clause 18 Transport

**Clause 18.01-1S (Land use and transport planning)** has a strategy to plan urban development to make jobs and community services more accessible by ensuring access is provided to developments in accordance with forecast demand, taking advantage of all available modes of transport and to minimise adverse impacts on existing transport networks and the amenity of surrounding areas.

Local Planning Policy Framework

The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies.

The MSS is contained within Clause 21 of the Scheme. The MSS at **Clause 21.02** focuses on the **Municipal Profile**, within which the following is noted:

The Local Planning Policy Framework (LPPF) includes the Municipal Strategic Statement (MSS) and Local Policies. The MSS is contained within Clause 21 of the Scheme. The MSS at **Clause 21.02 (Municipal Profile)** notes the following:

- *Central Dandenong is one of the largest retail and commercial centres in metropolitan Melbourne. Its local and regional role needs to be protected and promoted. It is foremost of 25 Principal Activity centres across metropolitan Melbourne as well as being designated a Transit City (Clause 21.02-3)*
- *Greater Dandenong has a broad and robust economic base. Reported annual construction costs in the industrial/commercial/retail sector, exceeded \$190 million in the year to June 2006 (Clause 21.02-3).*

A **Vision for Greater Dandenong** is outlined at **Clause 21.03**, wants to achieve the vision of that facilitate employment and investment in the key economic areas of the municipality and stimulate its economic growth and wellbeing.

Clause 21.04 Land Use

*“Economic issues – Greater Dandenong’s retail, commercial, industrial and entertainment uses provide a range of jobs. Strengthening these assets will attract visitors from outside the municipality and improve employment opportunities. With suitable promotion, they could realise increased economic benefits for the City.”*

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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

*“Social issues – Local retail centres can act as a focus for local communities helping strengthen local connections. Entertainment and associated uses are important in maintaining local cultural vitality but need to be managed to avoid late night disturbances to surrounding residents, and inadequate provision of car parking.”*

**Particular Provisions**

**Clause 52.05 Signs**

The purpose of this Clause is:

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

Under Clause 34.02-8 (Commercial 2 Zone) the zone is in a Category 1 location. Under Category 1, a business identification sign does not require a permit if all the signage on the premises does not exceed 8sqm. The signage at the front which is a 1.2m x 5.6m (6.7sqm) sign with the words ‘Spicy Flames’ and as such, does not require a permit under Clause 52.06.

**Clause 52.06 Car Parking**

**Clause 52.06 (Car Parking)** needs to be considered to determine the appropriateness of the car parking provision of the development. The purpose of this Clause is:

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

The required number of car spaces for the use of land for a Convenience Restaurant is identified in the table to Clause 52.06-5. As the subject site is not located within the Principal Public Transport Network (PPTN), the rate in Column A is applicable and specifies 0.3 spaces to each patron permitted.

**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

The proposal will provide three (3) car park spaces. Based on forty-two (42) patrons, the required car parking spaces is 12 under Clause 52.06. However, a planning permit for the reduction to the number of car spaces is not required under Clause 52.06-3 as the site is located in a Commercial 2 Zone, the gross floor area of the building is not being increased and the reduction does not exceed 10 car parking spaces (the reduction is 9 spaces).

Clause 52.29 Land Adjacent to a Road Zone Category 1

The subject site is adjacent to Princes Highway, which is identified as a Road Zone Category 1 (RDZ1). **Clause 52.29** applies to land adjacent to a RDZ1 and seeks to ensure appropriate access to such roads. A permit is required to create or alter access to a RDZ1.

It was determined the use would not result in any alterations of access to this road as the use is moving from one site to another on the same service road. Despite this, the application was referred to VicRoads under Section 52 of the Act for comment and no objections were received.

Clause 52.34 Bicycle Facilities

Clause 52.34 (Bicycle Facilities) seeks to encourage cycling as a mode of transport and ensure the provision of secure, accessible and convenient bicycle parking spaces and associated shower and change facilities.

It states that a new use must not commence or the floor area of an existing use must not be increased until the required bicycle facilities and associated signage has been provided on the land. Under Clause 52.34:

- A convenience restaurant requires 2 bicycle spaces for visitors and 1 employee bicycle space to each 25 square metres of public floor area.

The public floor area calculation has been based on the cafe/dining area, which has an area of approximately 48 square metres. Based on this, a total of three bicycle spaces are required to be provided (2 visitor spaces and 1 employee space).

**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.

**Restrictive Covenants**

The subject site has a covenant on the site, the Covenant 2045252 is a transfer of land document from 1948. The proposal does not breach the requirements of this covenants.

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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

**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.

**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.

The application was referred to VicRoads for comment.

Referral Authority	Referral Type	Comments
VicRoads	Commenting	No objection

**Internal**

The application was internally referred to Council's Transport for their consideration who had no objection. The comments provided have been considered in the assessment of this 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; and
- Placing one (1) sign on site facing Princes Highway.

The notification has been carried out correctly. A Statutory Declaration was received on the 21/08/2019.

Council has received six (6) objections to date.

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**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

*The location of the objectors is shown in Attachment 2.*

**Consultation**

A consultative meeting was not held on due to the application being a commercial use proposal.

**Summary of Grounds of Submissions/Objections**

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

- **On-street car parking demand**

*The proposal does not require a permit under Clause 52.06 for car parking as a permit is not required for a reduction of 10 spaces or less due to the site's location in a Commercial 2 Zone and no increase in floor area being proposed. The application was referred to the Transport Department who had no concern about the car parking provided for the proposal. The on-street car parking demand would only be impacted during lunch and dinner periods for a short amount of time due to the nature of the use.*

- **Location of disabled access ramp**

*The disabled access ramp does not require a planning permit under Clause 62.02 (Buildings and Works) but it will be required to have a building permit before construction to ensure that it is being built in accordance with regulations. As such, the construction of the disabled access ramp is not relevant to the consideration of this application.*

- **Littering**

*Concern was raised over litter along the street from patrons. A condition can be added to any planning permit to ensure litter is appropriately controlled. The amount of littering that would occur is minimal due to the premises only offering inside seating or take-away food and no outside seating. There is also a council bin located outside 249 Princes Highway available for patrons to use.*

- **Opening hours**

*Concern was raised at the late opening hour of 2:00am on Friday to Sunday compared to other similar restaurants in Greater Dandenong. The application was amended after advertising to be open until 12:00am (midnight) on Friday to Sunday, which is in line with the operation hours for Monday to Thursday. The proposal offers an option for late night food in Dandenong that could be beneficial to residents. It helps to activate the commercial strip at hours where it might otherwise be empty and increase the security of the area through passive surveillance.*

- **Car parking on other properties**

*The parking of customer vehicles on other private property is against the law and would not be permitted under any planning permit for the proposal. All vehicles must comply with relevant state and local laws.*

**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

- **Storage area used as seating**

*Concern was raised around the large storage area and its possible use for seating of patrons. If the area was used for seating, the plans would need to be amended or consent from the Responsible Authority will be required. A proposed condition of the planning permit limits the number of patrons to forty-two (42).*

- **Using restaurant for events**

*Concern was raised around the premises being used for large events. A proposed condition of the planning permit would limit the number of patrons to forty-two (42) and restrict the premises from being used for functions or similar.*

**Assessment**

The proposal has been assessed against the relevant provisions of the State and Local Planning Policy Framework, the zoning of the land and the decision guidelines of Clause 65.

**Use**

The use of land for a Convenience Restaurant (Food and Drink Premises) is a Section 2 Use (Permit Required) because it does not meet the Section 1 condition of the leasable floor area not exceeding 100 square metres.

It should be noted that as per Clause 71.03-2, a land use listed in Section 2 does not imply that a permit should or will be granted, with the Responsible Authority to decide whether the proposal will produce acceptable outcomes in terms of the Municipal Planning Strategy, the Planning Policy Framework, the purpose and decision guidelines of the zone and any of the other decision guidelines in Clause 65.

The relevant decision guidelines of the zone include:

- The Municipal Planning Strategy and the Planning Policy Framework.
- The interface with adjoining zones, especially the relationship with residential areas.
- The effect that existing uses may have on the proposed use.
- The drainage of the land.
- The availability of and connection to services.
- The effect of traffic to be generated on roads.
- The interim use of those parts of the land not required for the proposed use.

The proposal is considered to respond positively to the decision guidelines of the zone, with the site located in a commercial area where it benefits from access to Princes Highway and other existing infrastructure. It allows the proposal to provide a service to complement the existing commercial/retail uses while avoiding any direct interfaces with any sensitive uses, with an approximate 60-metre buffer from residentially-zoned land.



**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

It is acknowledged that the use of land for a convenience restaurant is as-of-right if the floor area does not exceed 100 square metres, and this highlights the intent of the zone to support such uses. The total floor area of the premises is 478.5 square metres, with 287 square metres being used for the convenience restaurant and the remaining space not being used. While the proposal exceeds the threshold of 100 square metres, the additional floor area is not considered substantial due to the small amount of space designated for seating, with only 22 seats shown on the plans and a large area of the premises being unused. The maximum number of patrons is forty-two (42), as there will be customers ordering and waiting for take-away orders as well as seated patrons.

The physical setting of the site lends itself to extended trading hours, with no direct sensitive interfaces and a location that will serve the needs of local residents and passing motorists. As such the proposed hours of operation from 10am to 12am midnight are considered appropriate.

Car parking arrangements are also considered appropriate for the area, and the proposal's impact on on-street parking will be minimal due to the provision of on-site car parking and opportunities for car parking along the service road. The nature of the use also means that most car parking will only be occupied for short periods of time. The application was referred to Council's Transport Department, which had no concerns regarding the car parking of traffic impacts. The application was also referred to VicRoads for comment, with no objection being received.

The site's zoning as Commercial 2 and the nearest adjacent zoning of General Residential is inevitably going to give rise to issues associated with amenity and land use conflict. Clause 71.02-3 (Integrated decision making) notes the need for Responsible Authorities to balance conflicting objectives in favour of net community benefit and sustainable development for the benefit of present and future generations.

In this application, it is considered the proposal provides an acceptable outcome that benefits from its location, will be managed by appropriate permit conditions and is an appropriate distance from sensitive uses to minimise amenity impacts while delivering increased convenience and meeting community needs.

**Conclusion**

The application has been assessed against the relevant sections of the Greater Dandenong Planning Scheme, including the State and Local Planning Policy Framework, Municipal Strategic Statement, zones, overlays and Clause 65.

Overall, it is considered that the proposed use is appropriate having regard to the site's location within an established commercial area.

**Recommendation**

**That Council resolves to issue a Notice of Decision to grant a permit in respect of the land known and described as 247 Princes Highway DANDENONG VIC 3175 (Lot 3 PS 010593), for the use of the land for a Convenience Restaurant in accordance with the plans submitted with the application subject to the following conditions:**

**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

- 1. Prior to the endorsement of plans, amended plans drawn to scale and dimensioned, must be submitted to the Responsible Authority for approval. The use must not commence 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 'Operation & Schedule Information' table shown on TP01 to specify the correct number of on-site car parking spaces.**
  - 1.2. The provision of three (3) bicycle spaces (two visitor and one employee) in accordance with Clause 52.34.**
- 2. The use as shown on the endorsed plans must not be altered without the further written consent of the Responsible Authority.**
- 3. No more than five (5) staff members are permitted to be present on the subject land and working at any time, unless with the prior written consent of the Responsible Authority.**
- 4. No more than forty-two (42) patrons are permitted to be on the subject land at any one time, unless with the prior written consent of the Responsible Authority.**
- 5. The use allowed under this permit must only operate during the following hours, unless with the prior written consent of the Responsible Authority;**
  - 5.1. Monday-Sunday: 10:00am-12:00am midnight.**
- 6. The premises shall not be hired out or otherwise used for private events such as functions, parties or the like, unless with the prior written consent of the Responsible Authority.**
- 7. Goods, materials, equipment and the like associated with the use of the land must not be displayed or stored outside the building, without the further written consent of the Responsible Authority.**
- 8. The amenity of the area must not be detrimentally affected by the use or development on the land, through the:**
  - 8.1. Transport of materials, goods or commodities to or from the land;**



**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

- 8.2. Appearance of any building, works or materials;**
- 8.3. Emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil;**
- 8.4. Presence of vermin;**
- 8.5. Adverse behaviour or actions of patrons on, to or from the premises;**
- 8.6. Presence of litter.**

**All to the satisfaction of the Responsible Authority.**

- 9. All external lighting of the site must be located, directed and shielded and of such limited intensity that no nuisance or loss of amenity is caused to any person beyond the site.**
- 10. The site shall be kept in a neat and tidy condition at all times, all to the satisfaction of the Responsible Authority.**
- 11. The permit holder must ensure that litter originating from the premises is not present beyond the boundaries of the premises.**
- 12. In areas set aside for car parking, measures must be taken to prevent damage to fences or landscaping areas, all to the satisfaction of the Responsible Authority.**
- 13. Car spaces, access lanes, loading bays and driveways must be maintained (including line marking) and kept available for these purposes at all times.**
- 14. The car parking provided on the land must always be kept available for its intended purpose at all times. No measures must be taken to restrict access to the car park.**
- 15. The loading and unloading of goods from or to vehicles must only be carried out on the land, all to the satisfaction of the Responsible Authority.**
- 16. No external sound amplification equipment or loud speakers are to be used for the purpose of announcement, broadcast, playing of music or similar purpose, except with the further written consent of the Responsible Authority.**
- 17. All wastes must be disposed of to the satisfaction of the Responsible Authority and no liquid waste or polluted waters shall be discharged into a sewer or stormwater drainage system.**

**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

**18. This permit will expire if:**

**18.1. The use is not commenced within two (2) years of the date of this permit;**

**18.2 The use is discontinued for a period of two (2) years.**

**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 247 PRINCES HIGHWAY  
DANDENONG (PLANNING APPLICATION NO. PLN19/0217)**

**ATTACHMENT 1**

**ASSESSED PLANS**

**PAGES 3 (including cover)**

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

#### 2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)

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## 132

**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**

**STATUTORY PLANNING APPLICATIONS**

**TOWN PLANNING APPLICATION - NO. 247 PRINCES HIGHWAY  
DANDENONG (PLANNING APPLICATION NO. PLN19/0217)**

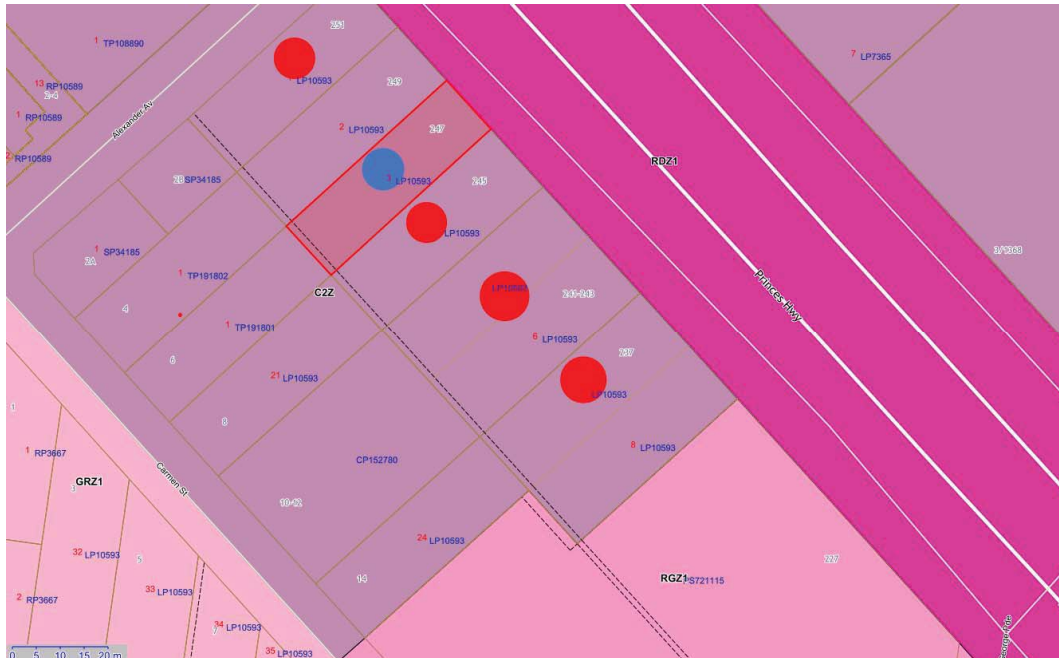
**ATTACHMENT 2**

**LOCATION OF OBJECTORS**

**PAGES 2 (including cover)**

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

**2.4.2 Town Planning Application - No. 247 Princes Highway Dandenong (Planning Application No. PLN19/0217) (Cont.)**



**Legend:**



Subject Site



Location of Objectors:

- 239 Princes Highway (Listed as 237 Princes Highway on Council's mapping system)
- 241-243 Princes Highway
- 245 Princes Highway x 3
- 251 Princes Highway

## **2.5 POLICY AND STRATEGY**

### **2.5.1 Greater Dandenong Annual Report 2018-19**

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Greater Dandenong Annual Report 2018-19

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### **Report Summary**

The purpose of this report is to enable Council to consider and adopt the City of Greater Dandenong 2018-19 Annual Report in accordance with the requirements of Section 134 of the *Local Government Act 1989* and Section 17 of the *Local Government (Finance and Reporting) Regulations 2014*.

The Annual Report was submitted to the Minister for Local Government on 25 September 2019.

### **Recommendation Summary**

This report recommends that the annual report on Council's operations for the financial year ending 30 June 2019 be adopted.



---

### 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

#### Background

Council has a statutory obligation to prepare an Annual Report that is in accordance with section 131 of the *Local Government Act 1989*. The Annual Report must be lodged with the Minister for Local Government by 30 September each year and Council is required to publicly consider the report after it has been sent to the Minister.

The Annual Report must contain:

- A report of the Council's operations
- Audited standard statements
- Audited financial statements
- An audited performance statement

The audited statements were approved in-principle by Council at the 9 September 2019 Ordinary Council Meeting. Subsequent to this, the Auditor-General's endorsement of the statements has been received with no further amendment.

The City of Greater Dandenong 2018-19 Annual Report meets all legislative requirements.

The presentation of the completed 2018-19 Annual Report to this meeting is a condition of the *Local Government Act 1989* and *Local Government (Finance and reporting) Regulations 2004* which require Council to consider the annual report at a meeting of the council within one month of providing the annual report to the Minister for Local Government.

Presentation of the Annual Report to this meeting was advertised prior to the meeting date and copies of the Annual Report will be made available at Council's customer service centres and libraries and on Council's website at [www.greaterdandenong.com](http://www.greaterdandenong.com) on Tuesday 15 October 2019.

The City of Greater Dandenong 2018-19 Annual Report also incorporates a *Performance Highlights* section, highlighting Council's major achievements for the financial year ending 30 June 2019.

The adopted Annual Report will be available on Council's website and display copies will remain in customer service centres and the libraries.

Printed copies of the report are available to interested members of the public upon request.

#### Proposal

That Council, after considering the Annual Report in accordance with the legislative requirements of the *Local Government Act 1989*, adopts the 2018-19 Annual Report.

#### 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:

### **2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**

#### **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 2017-2021**

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 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**

Financial Management Policy

---

### 2.5.1 Greater Dandenong Annual Report 2018-19 (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**

The financial statements of Greater Dandenong City Council, as included in the attached Annual Report, are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. This report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989* and the *Local Government (Finance and Reporting) Regulations 2014*.

The Financial Statements are consolidated accounts of Council and the Dandenong Market Pty Ltd. These statements indicate the financial performance for the year ending 30 June 2019 and the financial position as at 30 June 2019.

The Comprehensive Income Statement highlights that Greater Dandenong City Council's accounting surplus for the financial year is \$31.28 million (\$46.93 million in 2017-18). Lastly, in order to reach the comprehensive income result, Council has recorded a net revaluation decrement in its property and infrastructure asset values of \$48.73 million resulting in a comprehensive result of \$17.45 million (deficit). It is emphasised that these are accounting results only and comprise significant non-cash items.

#### **Consultation**

The 2018-19 Annual Report has been compiled from information provided by the executive team, managers and staff across the organisation regarding the various performance achievements.

#### **Conclusion**

Council has a legislative requirement to prepare an Annual Report, submit it to the Minister for Local Government by 30 September each year and hold a public meeting to adopt the Annual Report. The City of Greater Dandenong 2018-19 Annual Report was submitted to the Minister for Local Government on 25 September 2019 and is now presented to Council for final adoption.

#### **Recommendation**

**That Council, after considering the Annual Report in accordance with the legislative requirements of the *Local Government Act 1989*, adopts the City of Greater Dandenong 2018-19 Annual Report.**

---

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**

**POLICY AND STRATEGY**

**GREATER DANDENONG ANNUAL REPORT 2018-19**

**ATTACHMENT 1**

**GREATER DANDENONG ANNUAL REPORT  
2018-19**

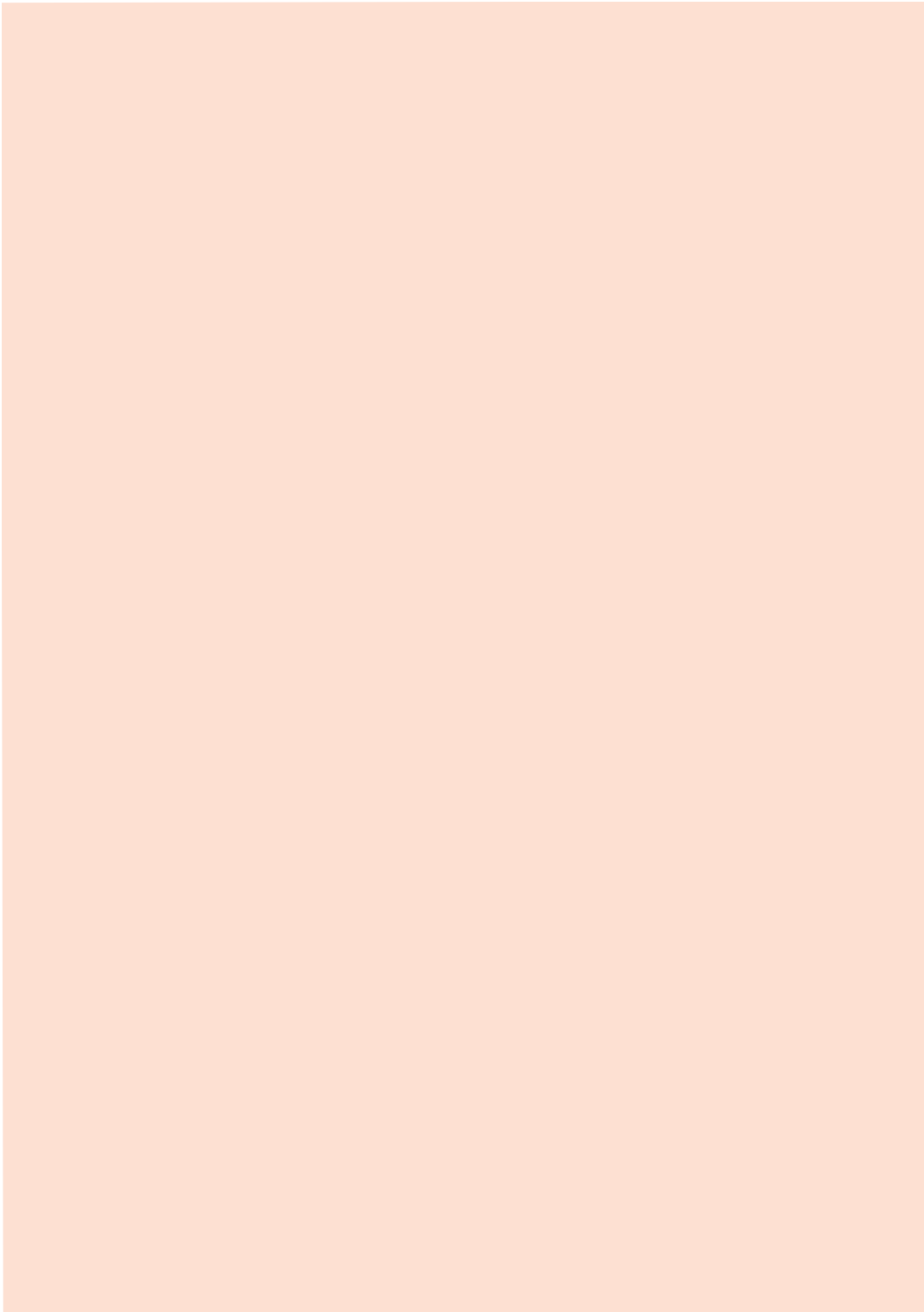
**PAGES 223 (including cover)**

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

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)



**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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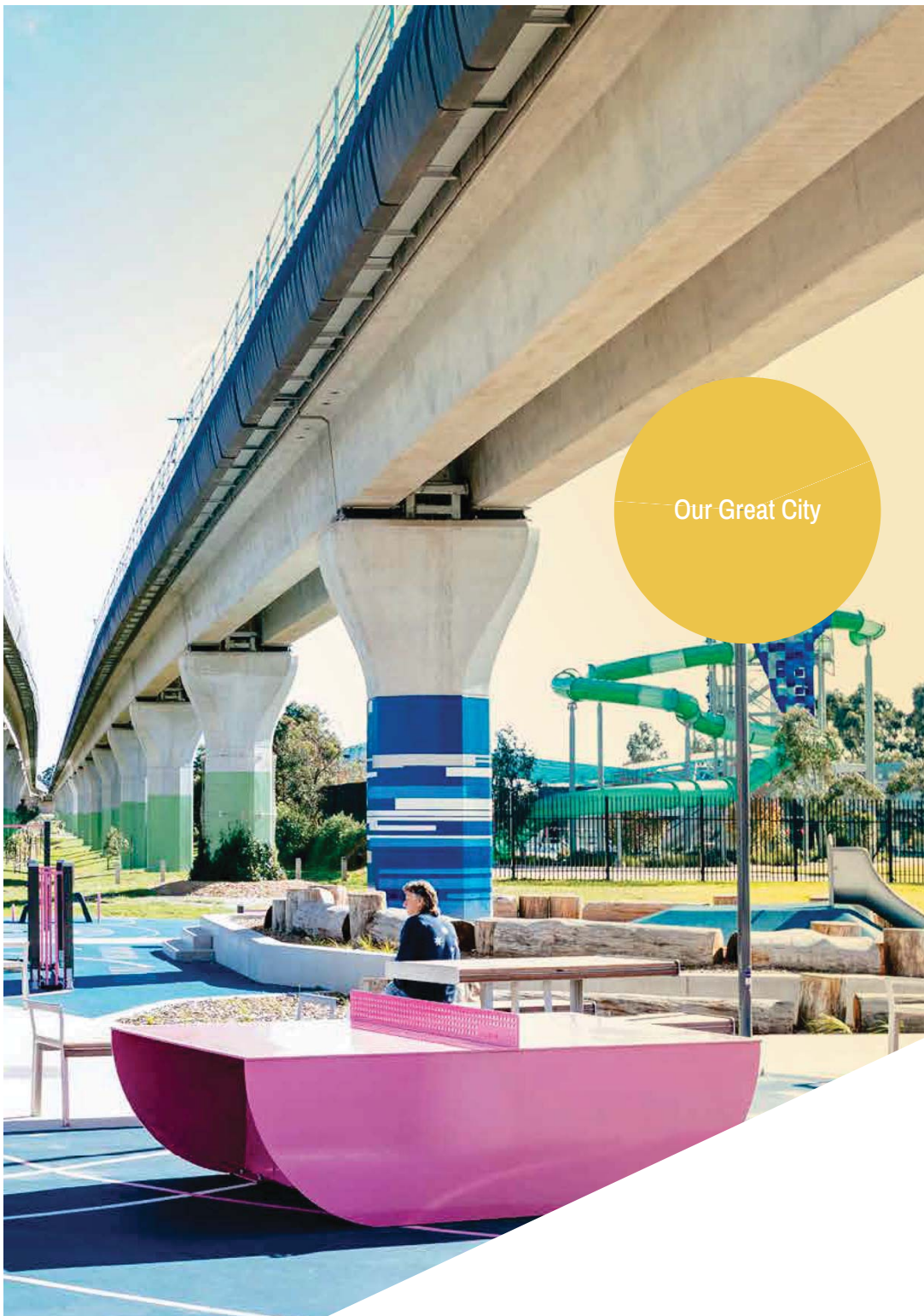


**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**





**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Great City

#### People



Greater Dandenong is the **most culturally diverse locality in Australia** and has an estimated population of 169,000 people with a forecast of 197,000 people by 2029.

The most widely spoken languages are **Vietnamese, Khmer, Punjabi, Mandarin, Cantonese and Greek.**

Over **two thirds of residents** in the city **speak languages other than English** at home and one in seven residents has limited fluency in the use of spoken English.

**Nearly two thirds** of residents were **born overseas** and residents come from **157 different birthplaces.**

#### Place

Quality infrastructure across the city includes **61km of shared bike paths, 1,084km of footpaths** and **127 playgrounds.**

The City of Greater Dandenong encompasses an area of **129 square kilometres in Melbourne's south east**, approximately 35km from the Melbourne central business district.



It is home to **35** sports reserves, **197** parks totalling **523** hectares and **33** bushland areas

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

1

### Opportunity

**Key industries** within the municipality include **health care**, **retail trade**, **wholesale trade** and **transport and warehousing**.

Tourism is a key focus for Council and the area has **many attractions** including **cultural precincts**, **culturally diverse cuisine**, and **food and shopping tours**.

The **City of Greater Dandenong** is renowned as the **manufacturing hub of Victoria** with the industry accounting for **22 per cent of all jobs**.



The **Afghan Bazaar** cultural precinct and **Melbourne's first Indian cultural precinct** bring many visitors to the city along with the **iconic Dandenong Market** which attracts over **five million visitors** a year.



Our Great City • 7

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Great City

#### Our Vision

Greater Dandenong is a safe and vibrant city of opportunity for all – to visit, work, live and play

#### Our Key Strategic Objectives

##### People

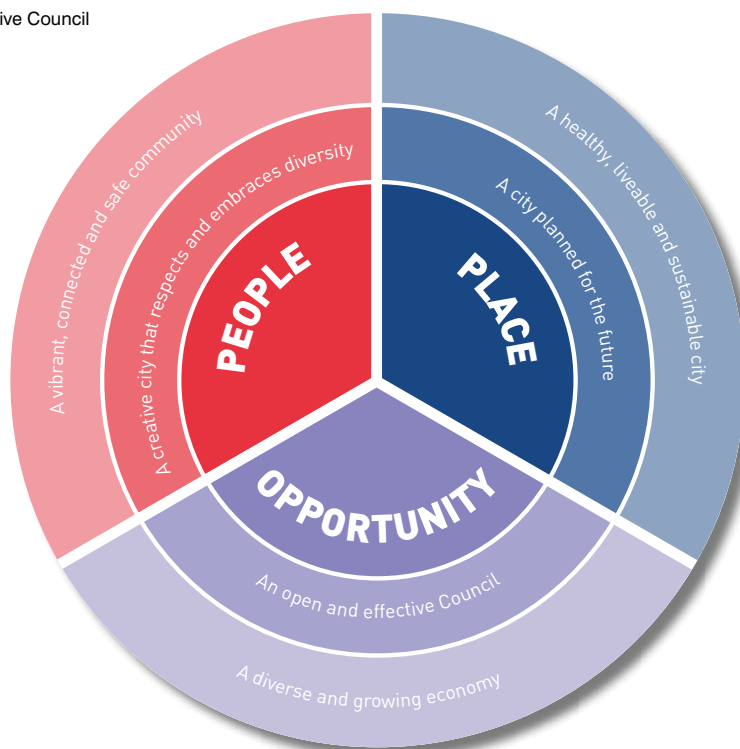
- A vibrant, connected and safe community
- A creative city that respects and embraces diversity

##### Place

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

##### Opportunity

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





**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Great City

#### Message from the Mayor

The City of Greater Dandenong continues to position itself as a vibrant, diverse and welcoming community.

We have a proud history of welcoming people to our city from around the globe and ensuring they become and remain active, happy and engaged residents.

We are now officially recognised as Australia's most culturally diverse community with residents from more than 160 different nations calling Greater Dandenong home.

There are almost 2,000 people seeking asylum in Greater Dandenong – the highest of any Victorian municipality. These people are some of our community's most vulnerable and Council is committed to supporting them.

Council has been working very hard in the advocacy space during the past 12 months. We recognise the importance of working in partnership with our community and other tiers of Government to bring positive outcomes for everyone who lives in our community.

Greater Dandenong City Council led a campaign to have financial and support services reinstated for asylum seekers. The 'Back your neighbour' Campaign saw 22 Councils from across Victoria and NSW band together to advocate strongly against the Federal Government cuts.

Council also advocated for the Federal Government to continue funding four-year-old kinder through the I Love Kinder campaign. Council values the importance of early childhood education for all of its residents. In recognition of this, Council built a new early years facility at Yarraman Oaks Primary School in Noble Park. This state-of-the-art building will serve the Noble Park community for many years to come and is a valuable addition to the education services Council provides to the youngest members of our community.

Council recognises the community's need for quality facilities and has invested significantly in projects that add value and enjoyment to the lives of the people who live, work and visit our city.

The Springvale Community Precinct project continues to progress well. The redevelopment of City Hall has been well received by the community and stage two is now well underway. It is exciting to see the transformation of the former Springvale municipal offices into a world-class community facility providing a variety of learning, leisure and cultural spaces. Once stage two is complete in the first half of 2020 the location will boast a new Springvale Library, customer service centre and meetings rooms. This is all part of Council's commitment to building a better Springvale.

Other significant projects completed in the past 12 months include the redevelopment of Dandenong Park. Works include construction of the Stan Prior Stage, a new toilet block, picnic and barbecue areas and a multipurpose court. Council also worked in partnership with Development Victoria to deliver the new multi-sport park located on the corner of Cadle and Walker streets in Dandenong. It features courts for a range of recreational activities including basketball, netball and soccer.

Council values partnerships and believes by working together with other tiers of government and the community we can continue to achieve positive outcomes for the community.

Our Community Satisfaction Survey results were very positive and saw Council ranked higher than the state average in all areas. Community engagement was a particularly well ranked area. Council places a great deal of value on the ideas and information our community share and feeds this into Council's strategies and plans.

An extensive review of Council's Dog Off-Leash Strategy was completed and the community provided some fantastic feedback which helped us identify locations for new off-leash areas in Greater Dandenong.

The community also helped inform the Indian Cultural Precinct Framework. This framework outlines what initiatives the community and other key stakeholders would like to see put in place to grow and develop this precinct in Dandenong. The framework was nominated for an Australian Institute of Landscapes Architecture award.

### 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

1

Renowned as a City of Celebration, Greater Dandenong hosted more than 100 cultural and community festivals this year. In addition to this Council organised a number of well-attended events including Snow Fest in Springvale and New Year's Eve in Harmony Square. The eight major events run by Council attracted a combined total of 85,000 people.

Council's Civic Facilities continue to be embraced and supported by the local community with 11,720 bookings across a number of halls for the past year. The redevelopment of Springvale City Hall has certainly enhanced our offerings and the influx of bookings is proof that the community approve of the recent works undertaken.

As Mayor of this great city I am very proud to present our 2018-19 Annual Report. What I have mentioned above is just a highlight of what has been achieved in the past 12 months so I would encourage you to peruse this document to learn more.

I would like to thank my fellow Councillors and Council staff for the work they do for the City of Greater Dandenong. They work tirelessly to ensure we are providing high quality services and facilities for all and I commend them for this. I strongly believe that by working together we will continue to achieve the best outcomes for our city.



**Roz Blades AM**  
Greater Dandenong Mayor



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Great City

#### Chief Executive Officer's Report

2018–19 has been yet another very successful year for Greater Dandenong City Council.

Many diverse achievements have been accomplished by Council for the benefit of its community:

- Eight major events held with a total of 85,000 attendees – *confirming that Greater Dandenong is most certainly, a 'City of Celebration'*;
- a new multi-sport park completed in Walker street – *reflecting our ongoing partnership with the State and Development Victoria*;
- various grants received, one in particular being \$75,000 from the State Government to implement Council's Preventing Violence/Gender Equity Action Plan – *confirming our commitment to this cause*;
- strong advocacy campaigns including 'Back your neighbour' for reinstatement of 'Status Resolution Support Services (SRSS)' – *highlighting Council's role and the specific role of passionate Councillors, for changes that will benefit the community*;
- Community Satisfaction Survey outcomes – *that place Council at the top end of metropolitan Councils*;
- sustainability projects including Council's sixth Sustainability Festival and Year One of the Urban Tree Strategy that saw 2,624 trees planted;
- a Community Revitalisation Employment Project that delivered a range of initiatives designed to increase the work readiness of local jobseekers – *reflecting Council's unwavering support for the disadvantaged in its community*;
- the implementation of a Digital Strategy including the website redevelopment project; and,
- continued high use of Council's facilities including almost 12,000 venue bookings across numerous halls and meeting rooms.

These are just some of the hundreds of outcomes generated in the year that together, confirm Council's commitment to service and to the support of its diverse communities.

Upgrading or renewal of assets continues to be a key focus of Council and in this last year, the following were delivered:

- Dandenong Park improvements including construction of the 'Stan Prior Stage', new toilet block, picnic and bbq area and multipurpose court;
- continued progress on the Springvale Community Precinct project;
- a new Early Years facility at Yarraman Oaks Primary School Noble Park; and
- numerous streetscape projects including Afghan Bazaar (new lighting and traffic signals) and Walker Street (paving, lighting etc).

Planning for future works, essential upgrades and improvements is also most important and included the adoption of four park master plans, Frederick Wachter Reserve, Burden Park, Warner Reserve and Parkfield Reserve; and the Indian Cultural Precinct Framework was nominated for an Australian Institute of Landscape Architecture Award.

In 2014, Council delivered a new Dandenong Civic Precinct and with its Library, state-of-the-art community facilities, civic square, next generational screen and community meeting spaces, it continues to exceed all expectations. It is important and noteworthy therefore that just five years later in 2019, we have seen significant progress made in the delivery of the Springvale Community Precinct. This project – like its predecessor – reinforces the 'capacity' of a Council and community to create better public places.

These signature projects – and many others underway or planned including a new Aquatic Centre to replace Oasis; upgrades to the Noble Park Aquatic Centre; more streetscape improvements; and numerous new sports pavilions and facilities – reinforce Greater Dandenong's standing as a prominent city in a developing region that places strong emphasis on quality facilities for its community.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

1

Greater Dandenong remains highly regarded as a revitalising city that:

- increasingly responds to regional needs;
- has principal and neighbourhood activity centres that reflect growing standards of amenity and opportunity;
- is well-served by public transport (but with many remaining needs);
- has significantly improved infrastructure and assets; and
- remains a centre for employment in the region.

### Sound Financial Management

Council's operating result was a surplus of \$31.3 million. It is important to note that these surpluses are 'accounting surpluses' which include a range of non-cash items such as depreciation on Council assets, assets written off, assets gifted to Council by developers (eg. roads, footpaths and open space) and exclude cash costs such as capital expenditure.

Through sound and prudent leadership by Council and management by staff, Council remains in a healthy financial position although it must again be stated, that this will be tested into the future by the compounding effect of rate capping.

Despite these obvious challenges, Council remains focused on its purpose and objective – to provide quality services and assets to the people and businesses of this city. As stated in previous years, Council will not allow its hard earned and sound financial position to be unreasonably impacted by external challenges.

### Capital Improvements

\$53.6 million was spent on capital improvements during the year, \$21.0 million was on asset renewals with a further \$9.8 million on upgrades to existing infrastructure assets.

It is pleasing to report that the funding of basic infrastructure – roads, footpaths and drains – in 2018–19, was maintained at \$12.0 million. This investment continues to underpin the importance of Council's maintenance and protection of existing assets.

An extensive list of improvement projects was completed and these are outlined elsewhere in this report.

2018–19 was by any measure, another successful year for Council. I commend the Council on its leadership and achievements in 2018–19 and thank the many wonderful staff who remain committed to local government service within Greater Dandenong City Council.



**John Bennie PSM**  
Chief Executive Officer



**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



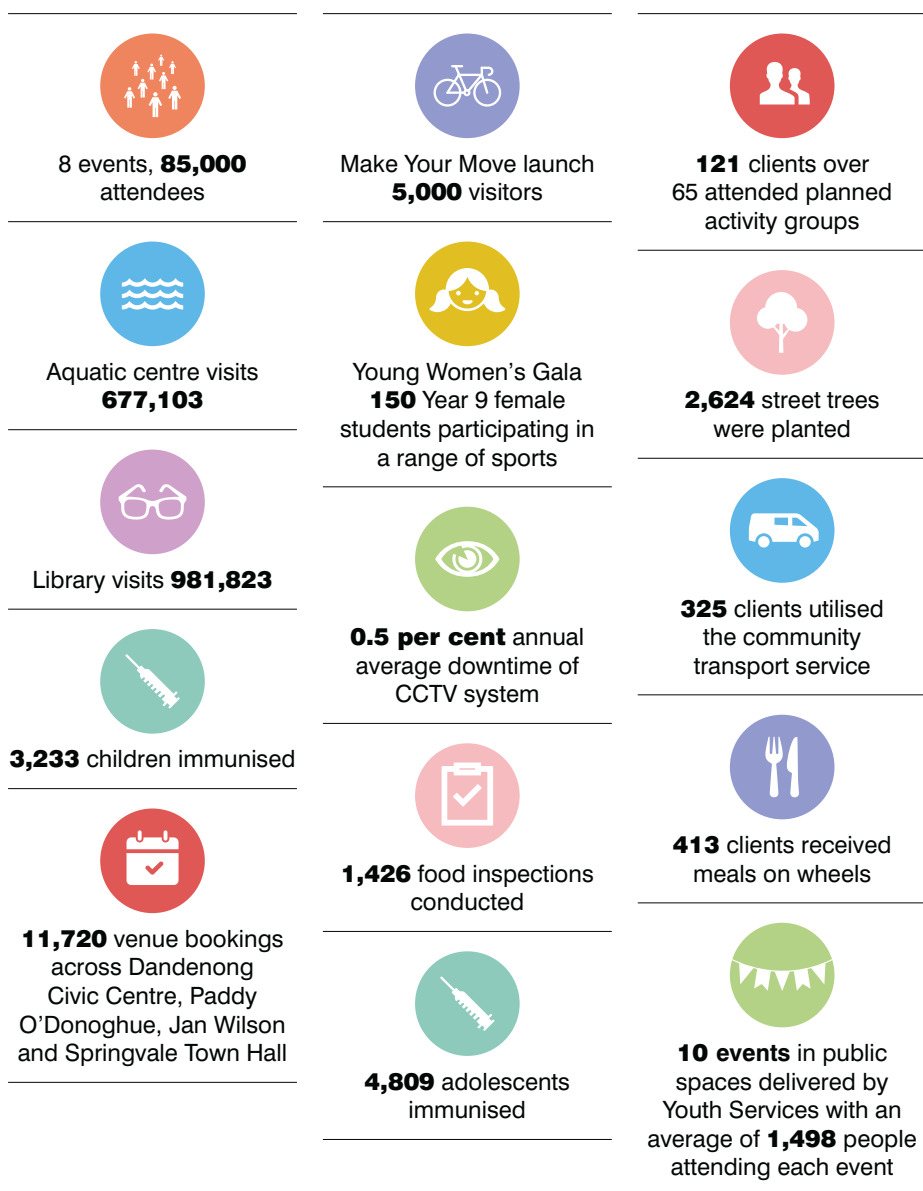


**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

Performance Highlights



### 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

2



Walker Street Gallery  
hosted **15** exhibitions



**4 master plans**  
completed, Parkfield  
Reserve, Frederick  
Wachter Reserve, Burden  
Park and Warner Reserve



Council's social media  
following grew by  
**13.2 per cent**



**66** primary school children  
from 10 local schools  
attended the annual  
Children's Forum



**12** small business  
workshops were held



**2** Councillor community  
forums were held



**78** waste education  
sessions delivered to early  
learning centres, 27 to  
primary and secondary  
schools and 30 to CALD  
and migrant communities



**6** food manufacturers  
collaborative network  
events were held



Council received  
a **Community  
Satisfaction Survey**  
result of **61** for making  
decisions in the interest of  
the community, 6 points  
above the state average



**50** residents attended the  
community clean up day



**72** network sessions/  
activities/events were  
delivered by SEBN



**15** food and cultural tours  
were conducted



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**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Corporate Governance

#### The Council

The City of Greater Dandenong's 11 Councillors are elected as representatives of all residents and ratepayers within the city. Their key responsibilities include:

- establishing the strategic direction of the city;
- advocating to other levels of government on a broad range of issues;
- managing the community's assets;
- ensuring the delivery of quality services;
- providing fair and equitable representation of all constituents; and
- establishing Council's Local Laws including Meeting Procedure, Municipal Amenity, Road Management and Asset Protection, and Municipal Spaces.



Greater Dandenong Council was elected on 22 October 2016 and the next Council elections are scheduled for October 2020.

#### Suburbs

##### Lightwood Ward

Springvale  
Springvale South

##### Paperbark Ward

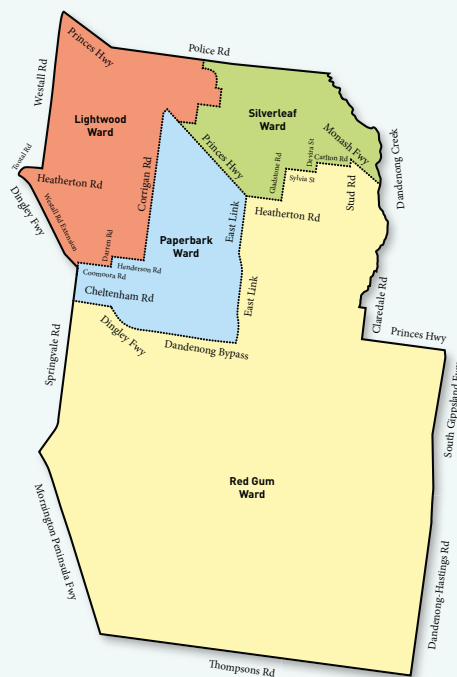
Keysborough  
Noble Park

##### Red Gum Ward

Dandenong  
Dandenong South  
Lyndhurst  
Bangholme

##### Silverleaf Ward

Noble Park North  
Dandenong North





2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

3

Your Councillors

LIGHTWOOD WARD	PAPERBARK WARD	RED GUM WARD	SILVERLEAF WARD
Suburbs: Springvale and Springvale South	Suburbs: Keysborough and Noble Park	Suburbs: Dandenong, Dandenong South, Lyndhurst and Bangholme	Suburbs: Noble Park North and Dandenong North
 <b>Cr Youhorn Chea</b> Term as a councillor: 1997–present Mayoral Terms: 2001–02, 2006–07, 2011–12, 2017–18	 <b>Cr Roz Blades AM</b> Term as a councillor: 1987–1994 (Springvale), 1997–present Mayoral Terms: 1992 (Springvale), 1998–99, 2010–11, 2018–19	 <b>Cr Matthew Kirwan</b> Term as a councillor: 2012–present	 <b>Cr Zaynoun Melhem</b> Term as a councillor: 2016–present
 <b>Cr Sean O'Reilly</b> Term as a councillor: 2012–present Mayoral Term: 2014–15	 <b>Cr Tim Dark</b> Term as a councillor: 2016–present	 <b>Cr Angela Long</b> Term as a councillor: 1997–2005 and 2008–present Mayoral Terms: 2000–01, 2012–13	 <b>Cr Maria Sampey</b> Term as a councillor: 2000–present Mayoral Term: 2004–05
 <b>Cr Loi Truong</b> Term as a councillor: 2008–present	 <b>Cr Heang Tak</b> Term as a councillor: 2012–November 2018 Mayoral Term: 2015–2016	 <b>Cr Jim Memeti</b> Term as a councillor: 2005–present Mayoral Terms: 2009–10, 2013–14, 2016–17	
	 <b>Cr Sophie Tan</b> Term as a Councillor: January 2019–present		

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Corporate Governance

#### Governance

Greater Dandenong City Council is committed to good corporate governance. The development of policies, codes of practice and systems, together with adherence to legislative requirements and transparent reporting, are all part of Greater Dandenong's commitment to open and accountable government.

The Chief Executive Officer (CEO) is appointed by Council for the purpose of managing the operations of the organisation. The CEO will then delegate operational functions and duties to Council officers that will be undertaken in an accountable, efficient and effective manner.

#### Code of Conduct – Councillors

Greater Dandenong City Council's Code of Conduct – Councillors sets out guidelines within which elected representatives must operate. It outlines behaviours and actions which reduce the risk of corruption or misuse of Council assets, including information.

The Code of Conduct – Councillors is a key component of Greater Dandenong's commitment to open and accountable government and is available online at [www.greaterdandenong.com](http://www.greaterdandenong.com)

#### Council Meetings

Council conducts its business in open and publicly advertised meetings.

Council meetings are generally held on the second and fourth Monday of each month and commence at 7pm. All Council meetings are held in the Council Chamber at 225 Lonsdale Street, Dandenong unless otherwise notified.

Council's ordinary meetings are held to consider items such as planning permit applications, capital improvement works and programs, community service matters, road and traffic management, local laws, administration and financial issues.

Special meetings of Council may be called to deal with urgent matters. The Annual Statutory Meeting is held to elect the Mayor.

All Council meetings are conducted in accordance with Council's current Meeting Procedure Local Law.

During 2018–19, there were 22 ordinary meetings and one special meeting of Council (the Annual Statutory Meeting).

Listed below is the number of meetings attended by individual Councillors. (Note: Cr Heang Tak resigned on 26 November 2018, leaving an extraordinary vacancy which was filled by a countback conducted by the Victorian Electoral Commission on 8 January 2019. Sophie Tan was sworn in as a Councillor on 9 January 2019.)

Councillors from 1 July 2018–30 June 2019	Ordinary Meetings	Special Meetings
<b>Number of Meetings Held</b>	<b>22</b>	<b>1</b>
Cr Roz Blades AM	20	1
Cr Youhorn Chea	20	1
Cr Tim Dark	19	0
Cr Matthew Kirwan	21	0
Cr Angela Long	16	1
Cr Zaynoun Melhem	18	1
Cr Jim Memeti	16	1
Cr Sean O'Reilly	21	1
Cr Maria Sampey	21	1
Cr Heang Tak	5	0
Cr Sophie Tan	10	1
Cr Loi Truong	19	1

#### Council Meetings Online

As part of Council's commitment to open and accountable government, all ordinary and special meetings of Council are webcast at [www.greaterdandenong.com/councilmeetings](http://www.greaterdandenong.com/councilmeetings)

During 2018–19, the average number of 'log-ins' to the live webcasts per ordinary Council meeting was 42 (a 55 per cent increase on 2017–18) with 30 'log-ins' recorded as an average against each archived (non-live) webcast of each ordinary Council meeting. Council is pleased with the results and will continue to webcast meetings.

### 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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#### Councillor Allowances

##### Mayoral Allowance

1 July 2018 – 30 November 2018	\$96,534 (plus 9.50 per cent superannuation equivalent) with the use of a fully maintained vehicle
1 December 2018 – 30 June 2019	\$98,465 (plus 9.50 per cent superannuation equivalent) with the use of a fully maintained vehicle

##### Councillor's Allowance

1 July 2018 – 30 November 2018	\$30,223 (plus 9.50 per cent superannuation equivalent)
1 December 2018 – 30 June 2019	\$30,827 (plus 9.50 per cent superannuation equivalent)

#### Councillor Support, Reimbursement and Accountability Policy

The *Councillor Support, Reimbursement and Accountability Policy* allows for the administrative support needed by Councillors to undertake their role and for the fair reimbursement of the costs associated with their role. The policy also provides for Mayoral and Councillors' attendances at Council meetings and councillor briefing sessions to be published online together with a record of Councillor expenses.

## ORDINARY COUNCIL MEETING - AGENDA

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

## Corporate Governance

## Councillor Expenses

In accordance with Section 75 of the *Local Government Act 1989* Council is required to reimburse a Councillor for expenses incurred whilst performing their duties as a Councillor. These expenses can be found on Council's website and are updated monthly. The expenses include information technology and communication, conferences and training, travel expenses, vehicle mileage, childcare, stationery and equipment and any other expenses claimed. The below table outlines the expenses incurred for the 2018–19 financial year.

Councillor	Information and Communication Technology <sup>#</sup>	Training & Conferences Expenses	Airfares (Travel Expenses) <sup>*</sup>	Taxi/Train Fares (Travel Expenses) <sup>*</sup>
<b>Cr Roz Blades</b> <i>Paperbark Ward</i>	\$2,588.25	\$5,945.87	\$527.30	\$277.36
<b>Cr Youhorn Chea</b> <i>Lightwood Ward</i>	\$2,622.25	\$5,701.27	\$1,671.37	\$711.24
<b>Cr Tim Dark</b> <i>Paperbark Ward</i>	\$494.92	\$1,216.27	\$805.96	\$0.00
<b>Cr Matthew Kirwan</b> <i>Red Gum Ward</i>	\$2,673.25	\$3,145.27	\$1,261.33	\$623.89
<b>Cr Angela Long</b> <i>Red Gum Ward</i>	\$2,565.25	\$2,106.27	\$1,229.34	\$47.40
<b>Cr Zaynoun Melhem</b> <i>Silverleaf Ward</i>	\$2,673.25	\$227.27	\$0.00	\$0.00
<b>Cr Jim Memeti</b> <i>Red Gum Ward</i>	\$3,784.25	\$227.27	\$0.00	\$0.00
<b>Cr Sean O'Reilly</b> <i>Lightwood Ward</i>	\$767.92	\$1,666.27	\$571.80	\$99.06
<b>Cr Maria Sampey</b> <i>Silverleaf Ward</i>	\$2,750.25	\$227.27	\$0.00	\$347.26
<b>Cr Heang Tak</b> <i>Paperbark Ward</i>	\$2,226.25	\$0.00	\$0.00	\$0.00
<b>Cr Sophie Tan</b> <i>Paperbark Ward</i>	\$930.92	\$1,326.27	\$571.80	\$0.00
<b>Cr Loi Truong</b> <i>Lightwood Ward</i>	\$930.92	\$1,326.27	\$0.00	\$0.00

*Cr Heang Tak resigned on 26 November 2018 and Cr Sophie Tan was sworn in on 9 January 2019.*

<sup>#</sup>Councillors are provided with a range of information technology devices and compatible software to facilitate appropriate communication and business function for official Council purposes under the Councillor Support, Reimbursement and Accountability Policy. Mobile phone services are provided under corporate plans and a maximum allowance of \$100 per month of usage is provided for within the plans.

<sup>^</sup>These amounts include, but are not limited to, city link tolls, travel insurance and annual membership fees.

<sup>\*</sup>These may be inclusive of some Councillors' partners costs where applicable which are later reimbursed by Councillors.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	Accommodation & Meals (Travel Expenses) *	Childcare	Car Mileage	Functions Attended *	Other *	TOTAL
	\$983.80	\$0.00	\$852.29	\$629.55	\$12.00	<b>\$11,816.42</b>
	\$2,667.41	\$0.00	\$939.84	\$795.14	\$12.00	<b>\$15,120.52</b>
	\$832.00	\$0.00	\$67.86	\$930.55	\$0.00	<b>\$4,347.56</b>
	\$2,201.27	\$0.00	\$0.00	\$133.00	\$601.67	<b>\$10,639.68</b>
	\$1,095.93	\$0.00	\$2,702.36	\$466.84	\$93.95	<b>\$10,307.34</b>
	\$0.00	\$0.00	\$0.00	\$634.00	\$0.00	<b>\$3,534.52</b>
	\$0.00	\$0.00	\$0.00	\$225.00	\$0.00	<b>\$4,236.52</b>
	\$1,398.35	\$0.00	\$503.70	\$480.84	\$35.95	<b>\$5,523.89</b>
	\$0.00	\$0.00	\$2,647.68	\$854.00	\$0.00	<b>\$6,826.46</b>
	\$0.00	\$0.00	\$0.00	\$12.00	\$0.00	<b>\$2,238.25</b>
	\$873.80	\$0.00	\$0.00	\$325.00	\$12.00	<b>\$4,039.79</b>
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$2,257.19</b>

## ORDINARY COUNCIL MEETING - AGENDA

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)****Corporate Governance****Councillor Representation and Community Consultations**

On 16 November 2017, Councillors were appointed as representatives of the following organisations, committees and reference groups that assist the Council and the community in the provision of services to the people of Greater Dandenong. New appointments were made on 15 November 2018:

**Community Organisations**

Organisation	Past Councillor Liaison(s) 2017-18 16/11/2017- Nov 2018	New Councillor Liaison(s) 2018-19 15/11/2018- Nov 2019
Dandenong and District Historical Society	Cr Matthew Kirwan	Cr Matthew Kirwan
Dandenong Show Committee	Cr Roz Blades AM Cr Matthew Kirwan Cr Angela Long Cr Zaynoun Melhem	Cr Matthew Kirwan Cr Angela Long Cr Zaynoun Melhem Cr Jim Memeti
Greater Dandenong Interfaith Network	Cr Roz Blades AM Cr Youhorn Chea Cr Jim Memeti	Cr Roz Blades AM Cr Youhorn Chea
Noble Park Community Action Forum Inc (NPCAF)	Cr Roz Blades AM Cr Heang Tak	Cr Roz Blades AM
Noble Park Community Centre	Cr Sean O'Reilly (subject to confirmation by NPCC)	Cr Sean O'Reilly
South East Community Links	Cr Youhorn Chea Cr Matthew Kirwan Cr Sean O'Reilly Cr Heang Tak Cr Loi Truong	Cr Youhorn Chea Cr Sean O'Reilly
Springvale and District Historical Society	Cr Roz Blades AM Cr Youhorn Chea Cr Matthew Kirwan Cr Sean O'Reilly Cr Loi Truong	Cr Roz Blades AM Cr Youhorn Chea Cr Matthew Kirwan Cr Loi Truong
Springvale Benevolent Society	Cr Roz Blades AM Cr Youhorn Chea Cr Sean O'Reilly	Cr Roz Blades AM Cr Youhorn Chea Cr Sean O'Reilly Cr Loi Truong

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Council Groups and Committees

Organisation	Past Council Representative(s) 2017–18 16/11/2017– Nov 2018	New Council Representative(s) 2018–19 15/11/2018– Nov 2019
Arts Advisory Board	Cr Matthew Kirwan	Cr Matthew Kirwan
Audit Advisory Committee (AAC)	Mayor of the Day Cr Roz Blades AM Cr Matthew Kirwan Cr Maria Sampey  <i>(Note: The Mayor plus only one Councillor Representative has voting rights – who shall be determined by the AAC)</i>	Mayor of the Day Cr Roz Blades AM Cr Matthew Kirwan Cr Maria Sampey  <i>(Note: The Mayor plus only one Councillor Representative has voting rights – who shall be determined by the AAC)</i>
CEO Performance Review Committee	Mayor of the Day Cr Roz Blades AM Cr Youhorn Chea Cr Matthew Kirwan Cr Angela Long Cr Jim Memeti Cr Maria Sampey	Mayor of the Day Cr Roz Blades AM Cr Youhorn Chea Cr Matthew Kirwan Cr Angela Long Cr Jim Memeti Cr Maria Sampey
Children and Family Partnership	Cr Roz Blades AM Cr Heang Tak	Cr Roz Blades AM Cr Matthew Kirwan Cr Maria Sampey Cr Loi Truong
Community Safety Advisory Committee	Mayor of the Day Cr Roz Blades AM Cr Matthew Kirwan Cr Angela Long Cr Maria Sampey Cr Heang Tak Cr Loi Truong	Mayor of the Day Cr Roz Blades AM Cr Matthew Kirwan Cr Angela Long Cr Maria Sampey Cr Loi Truong
Cultural Heritage Advisory Committee	Cr Roz Blades AM Cr Matthew Kirwan	Cr Roz Blades AM Cr Youhorn Chea Cr Matthew Kirwan
Dandenong Market Pty Ltd*	Cr Maria Sampey Alternate – Cr Matthew Kirwan	Cr Maria Sampey Alternate – Cr Matthew Kirwan
Dandenong Stadium Advisory Board	Cr Angela Long	Cr Angela Long
Disability Advisory Committee	Cr Roz Blades AM Cr Angela Long Cr Zaynoun Melhem Cr Maria Sampey	Cr Roz Blades AM Cr Angela Long Cr Zaynoun Melhem Cr Maria Sampey Cr Loi Truong
Family Violence Advisory Committee	Cr Roz Blades AM Cr Youhorn Chea Cr Angela Long Cr Heang Tak Cr Loi Truong	Cr Roz Blades AM Cr Youhorn Chea Cr Angela Long Cr Loi Truong

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Corporate Governance

#### Council Groups and Committees

Organisation	Past Council Representative(s) 2017–18 16/11/2017– Nov 2018	New Council Representative(s) 2018–19 15/11/2018– Nov 2019
Leisure Contract Advisory Group	Cr Roz Blades AM Cr Angela Long	Cr Roz Blades AM Cr Angela Long Cr Loi Truong
Multicultural and People Seeking Asylum Advisory Committee (Added February 2019)		Cr Roz Blades AM Cr Youhorn Chea Cr Matthew Kirwan
Positive Aging Advisory Committee	Cr Roz Blades AM Cr Maria Sampey Cr Loi Truong	Cr Roz Blades AM Cr Youhorn Chea Cr Maria Sampey Cr Loi Truong
Reconciliation Working Group	Cr Matthew Kirwan Cr Angela Long	Cr Matthew Kirwan Cr Angela Long
Springvale Major Projects Advisory Group (SMPAG)	Cr Roz Blades AM Cr Youhorn Chea Cr Matthew Kirwan Cr Jim Memeti Cr Sean O'Reilly Cr Maria Sampey Cr Heang Tak Cr Loi Truong	Cr Roz Blades AM Cr Youhorn Chea Cr Matthew Kirwan Cr Jim Memeti Cr Sean O'Reilly Cr Maria Sampey Cr Loi Truong
Sustainability Reference Committee	Cr Matthew Kirwan	Cr Matthew Kirwan
Taylor's Road Landfill Community Reference Group*	Cr Angela Long Alternate – Cr Matthew Kirwan	Cr Angela Long Alternate – Cr Matthew Kirwan
Young Leaders	Ambassador – Cr Roz Blades AM Ambassador – Cr Tim Dark Ambassador – Cr Matthew Kirwan Ambassador – Cr Sean O'Reilly Ambassador – Cr Zaynoun Melhem Ambassador – Cr Heang Tak	Ambassador – Cr Roz Blades AM Ambassador – Cr Zaynoun Melhem Ambassador – Cr Jim Memeti Ambassador – Cr Sean O'Reilly

NB: \*The DMPL Management Services Agreement does not specifically require an 'alternate' Council representative. \*denotes alternate councillor required when nominated councillor cannot attend a meeting.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Peak Industry Bodies

Organisation	Past Council Representative(s) 2017–18 16/11/2017–Nov 2018	New Council Representative(s) 2018–19 15/11/2018–Nov 2019
Australian Local Government Women's Association (ALGWA)	Cr Roz Blades AM	Cr Roz Blades AM
Municipal Association of Victoria (MAV)*	Cr Sean O'Reilly Alternate – Cr Youhorn Chea	Cr Sean O'Reilly Alternate – Cr Matthew Kirwan
Municipal Association of Victoria (MAV) Multicultural Committee	Cr Roz Blades AM	Cr Roz Blades AM Cr Youhorn Chea
Victorian Local Governance Association (VLGA)*	Cr Matthew Kirwan Alternate – Cr Heang Tak	Cr Matthew Kirwan Alternate – Cr Maria Sampey

### Regional Organisations and Committees

Organisation	Past Councillor Representative(s) 2017–18 16/11/2017–Nov 2018	New Councillor Representative(s) 2018–19 15/11/2018–Nov 2019
Alliance for Gambling Reform	Cr Matthew Kirwan Cr Sean O'Reilly Cr Heang Tak	Cr Matthew Kirwan Cr Sean O'Reilly Cr Maria Sampey
Eastern Transport Coalition*	Cr Roz Blades AM	Cr Roz Blades AM Cr Youhorn Chea
Inter Council Aboriginal Consultative Committee (ICACC)	Cr Angela Long Alternate - Cr Matthew Kirwan	Cr Angela Long Alternate – Cr Matthew Kirwan
Local Governments'/Metropolitan Waste Management Forum*	Cr Matthew Kirwan Alternate 1 – Cr Heang Tak Alternate 2 – Cr Youhorn Chea	Cr Matthew Kirwan Alternate 1 – Cr Maria Sampey
RoadSafe South East Inc.	Cr Angela Long	Cr Angela Long
South East Councils Climate Change Alliance (SECCCA) Regional Councillor Forum (Quarterly)	Cr Matthew Kirwan	Cr Youhorn Chea Cr Matthew Kirwan
South East Region Gas Company (SERGASCo)	Cr Matthew Kirwan	Cr Matthew Kirwan
Southern Metropolitan Partnership	Mayor CEO	Mayor CEO

NB: \*denotes alternate councillor required when nominated councillor cannot attend a meeting.

### Councillor representatives

Councillor representatives participate as a member of these groups by representing Council's views and to inform Council of key issues related to these organisations/groups. They act as a reference point between the organisation/group and Council as a whole and provide advice to Council or the organisation/group when decisions or major policy matters are discussed. Councillor representatives are an essential or mandatory appointment where it is in Council's best interests to be engaged with the organisation, the organisation's constitution requires a Councillor representative or a Councillor or Council representative is a requirement of Council funding.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Corporate Governance

#### Councillor liaison

Councillor liaisons act as a liaison point between the organisation and Council as a whole and provide advice to Council or the organisation when decisions or relevant policy matters are discussed. Councillor liaisons will generally keep informed about the work and functions of the organisation and support the role of the organisation in accordance with Council policy or direction. If a Councillor chooses to stand as an office bearer of the organisation this is undertaken separately to the role of Councillor liaison. It is not essential for Council to be involved in these groups – Councillors are only involved when they have a particular interest and the time to participate.

#### Advocacy

Council continued to build on its significant advocacy program this year, with a particular focus on the May 2019 Federal Government election. Key issues for this included the Keysborough South Community Hub, funding for aquatics centres, transport infrastructure and kindergarten funding.

General advocacy efforts again aimed to increase funding and levels of service for the city, raise awareness on critical issues facing the Greater Dandenong community, as well as build and foster key relationships with a number of external sources.

A dedicated advocacy page on Council's website provides an opportunity for members of the community to check on the current advocacy campaigns and get further information on Council's position and actions. This was updated regularly throughout the year.

Some of the key advocacy groups and activities that staff and Councillors have been involved in are listed below.

#### Projects

Key advocacy projects for 2018–19 included the following:

- SRSS: a campaign run and a taskforce established against Federal Government changes to the eligibility criteria for the Status Resolution Support Services (SRSS) for people seeking asylum.
- Homelessness: Council signed onto the 'Everybody's Home Campaign', advocating for a better and fairer housing system for everyone.

- Team 11: support for the Cities of Greater Dandenong, Casey and Shire of Cardinia's combined efforts to make the south east home to a new A-League, W-League and National Youth League club under Football Federation Australia.
- Keysborough South Community Hub: capital funding for an integrated children's centre within a community hub, in close proximity to a new Keysborough South Primary school.
- Public transport: new bus services, particularly in Keysborough South and Dandenong South.
- Transport infrastructure: support for a range of critical road and rail network projects to improve access to and within the Dandenong South National Employment and Innovation Cluster.
- Greater Dandenong Gallery of Art: funding towards an exciting new initiative which would transform the Masonic Hall building in Central Dandenong into a state-of-the-art gallery and exhibition space.
- Kindergarten funding: continued funding for the provision of 15 hours of four-year-old kindergarten per week.
- Community safety: increased support and resources for initiatives to combat family violence and drug and alcohol misuse, as well as additional police resources.
- Gambling reform: a range of initiatives aimed at reducing the impact on Greater Dandenong residents, currently one of the highest areas for gaming losses in Victoria, and recommended amendments to the State Gambling Code of Conduct.
- Lyndhurst landfill: a commitment for the earliest possible closure of the Lyndhurst landfill site and a process of planning and policy development to address the matter of future land use and location of landfill sites.
- Waste and recycling: the allocation of a greater proportion of landfill levy funds from the State Government towards waste reduction, resource recovery programs, minimising dumped rubbish and recycling initiatives.
- Various local road improvement projects.

A full and detailed list of advocacy projects can be found at [www.greaterdandenong.com](http://www.greaterdandenong.com)

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Liaison with the following key groups:

- Australian Sports Commission
- Bicycle Network Victoria
- Committee for Dandenong
- Committee for Melbourne
- Community Chef – shared Meals on Wheels service
- Council Alliance for a Sustainable Built Environment (CASBE)
- Development Victoria
- Eastern Transport Coalition
- Eastern Treatment Plant Community Liaison Committee
- Federal Government Ministers and departments
- Level Crossing Removal Authority (LXRA)
- Melbourne Water
- Metropolitan Planning Authority (MPA)
- Metropolitan Waste and Resource Recovery Group (MWRRG)
- Migrant Resource Centres
- Municipal Association of Victoria (MAV)
- National Broadband Network Company
- Parks Victoria
- Port Phillip and Westernport Catchment Management Authority (PPWCMA)
- Public Transport Victoria
- Regional Development Australia (RDA)
- Regional Management Forums
- South East Community Links Inc
- Southern and Eastern Integrated Transport Authority (SEITA)
- South East Councils Climate Change Alliance (SECCCA)
- South East Integrated Water Management Group
- South East Melbourne – group of seven south east Councils
- South East Melbourne Manufacturers Alliance (SEMMA)
- South East Water
- Sport and Recreation Victoria

- Sport associations such as AFL, Victorian Football Federation, Cricket Vic, Softball Vic, Tennis Vic and Vic Sport
- State Government Ministers and departments
- Taylors Road Landfill Community Reference Group
- Vic Health
- Vic Roads
- Victorian Multicultural Commission
- Victoria Police
- Water Sensitive Cities Steering Committee.

### Audit Advisory Committee

Council must establish an Audit Advisory Committee under section 139 of the *Local Government Act 1989*. It is an independent advisory committee to Council with the primary objective of assisting Council in the effective and efficient management of its responsibilities for financial reporting, risk and Council's internal and external audit functions.

As part of Council's governance obligations to its community, Council has constituted an Audit Advisory Committee Charter which guides Council to:

- enhance the credibility and objectivity of internal and external financial reporting;
- effectively manage financial and other risks and protect Council assets;
- comply with laws and regulations as well as use best practice guidelines;
- implement an effective and thorough internal audit function;
- provide an effective means of communication between the external auditor, internal auditor, management and Council; and
- ensure the organisation has a sound internal control framework, including policies and procedures as they apply to financial management and all other facets of the business.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Corporate Governance

The members of the Audit Advisory Committee for 2018–19 were as follows:

#### Audit Advisory Committee

Members	
Mr David Ashmore 1 July 2018 – 30 June 2019	Chair
Cr Youhorn Chea 1 July 2018 – 15 November 2018	Mayoral representative
Cr Roz Blades AM 15 November 2018 – 30 June 2019	Mayoral representative
Cr Matthew Kirwan 1 July 2018 – 30 June 2019	Council representative
Cr Maria Sampey 1 July 2018 – 30 June 2019	Council representative
Mr Mick Ulbrick 1 July 2018 – 30 June 2019	External member
Mr Geoff Harry 1 July 2018 – 30 June 2019	External member
CEO	Non-voting
Director Corporate Services	Non-voting
Manager Finance and IT	Non-voting

*NB: Only two Councillors have voting rights if three Councillors are in attendance at a meeting.*

The Audit Advisory Committee met on four occasions during 2018–19. Matters considered included:

- financial and performance statements;
- the Auditor General's Audit Strategy;
- Council's internal audit plan;
- Council's Long-Term Financial Strategy; and
- Council's Risk Management Strategy.

Sitting fees for external members of the Audit Advisory Committee for 2018–19 were set by Council (on 9 October 2017) as follows:

Chair	\$1,750 per meeting (exclusive of GST)
Members	\$1,500 per meeting (exclusive of GST)

### S86 Committees (under the Local Government Act 1989)

Greater Dandenong City Council was involved in one Section 86 Special Committee meeting on 18 August 2019 in relation to Team 11 activities. Council's delegate, the Chief Executive Officer, attended this meeting along with delegates from the Cardinia Shire Council and Casey City Council.

### Protected Disclosure Act 2012

The *Protected Disclosure Act 2012* encourages and facilitates the disclosure of improper conduct by employees, staff, officers or Councillors. The Act also provides protection for persons making disclosures who may suffer reprisals as a result of their actions.

Greater Dandenong City Council recognises the value of transparency and accountability in its administrative and management practices and supports the making of disclosures. Comprehensive written procedures have been established and implemented for protected disclosures and are fully documented on Council's internet and intranet sites. A printed copy can also be obtained on request from Council's customer service centres and libraries.

#### Protected Disclosure Coordinator:

Mick Jaensch – Director Corporate Services

#### Protected Disclosure Officers:

Anthony Camillo – Manager People and Procurement Services

Lisa Roberts – Manager Governance

Number and types of disclosures made to Council as a public body	2
Number of disclosures referred to the Independent Broad-Based Anti-Corruption Commission (IBAC) for determination as to whether they were protected disclosures	1
Number and types of disclosed matters referred to the public body by IBAC for investigation	0
Number and types of disclosed matters referred by the public body to IBAC for investigation	0
Number of protected disclosures that were substantiated (in part) upon investigation, and the action still pending	0

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Freedom of Information

Council is committed to open and transparent democracy. Information held on behalf of the community can be accessed in accordance with the *Freedom of Information Act 1982* (The Act).

During the financial year 16 FOI requests were received, all of which were considered valid and reportable. Four were outstanding and actioned from the previous year.

The table below outlines the results of those requests:

	2018-19
Total number of requests	16
Access granted in full	12
Access granted in part	1
Other*	3
Access denied in full	0
Requests still under consideration	0
Number of internal reviews sought	0
Number of appeals lodged with VCAT	0
Number of requests transferred/ withdrawn	3
Total fees and charges collected	\$883.55

\*includes requests that are not finalised/not proceeded with or documents were provided outside the Act

Information available for inspection (as required under Part 5, Section 12 of the *Local Government (General) Regulations 2015*) includes:

- (a) a document containing details of overseas or interstate travel (other than interstate travel by land for less than 3 days) undertaken in an official capacity by any Councillor or member of Council staff in the previous 12 months, including:
- (i) the name of the Councillor or member of Council staff; and
  - (ii) the dates on which the travel began and ended; and
  - (iii) the destination of the travel; and (iv) the purpose of the travel; and
  - (v) the total cost to the Council of the travel, including accommodation costs;

- (b) the agendas for, and minutes of, ordinary and special meetings held in the previous 12 months which are kept under section 93 of the Act, other than those agendas and minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (c) the minutes of meetings of special committees established under section 86 of the Act and held in the previous 12 months, other than those minutes relating to a part of a meeting which was closed to members of the public under section 89 of the Act and are confidential information within the meaning of section 77(2) of the Act;
- (d) a register of delegations kept under sections 87(1) and 98(4) of the Act, including the date on which the last review took place under sections 86(6) and 98(6), respectively, of the Act;
- (e) a document containing details of all leases involving land which were entered into by the Council as lessor, including the lessee and the terms and the value of the lease;
- (f) a register maintained under section 224(1A) of the Act of authorised officers appointed under that section;
- (g) a list of donations and grants made by the Council in the previous 12 months, including the names of persons who, or bodies which, have received a donation or grant and the amount of each donation or grant.

To inspect any of the above information, please contact Council's Governance Unit via (03) 8571 1000.

Governance staff ensure Council processes are open and transparent and comply with all relevant legislation.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Corporate Governance



### Municipal Emergency Management

Council has a statutory obligation under the *Emergency Management Act 1986 and 2013* to plan for and assist the community in the mitigation, planning, preparing for, responding to and recovering from emergency incidents.

A number of statewide reviews and changes are currently underway in the emergency management sector within Victoria resulting in an increased requirement on local governments across the state.

These changes will continue for several years before they come into effect with progressive changes in the role of, and costs to, Council in relation to emergency management.

A number of changes already implemented include:

- a restructure and rewrite of the Greater Dandenong Municipal Emergency Management Plan with a focus on building community resilience testing, exercising and improving protocols in partnership with Victoria Police, CFA, SES, Department of Health and Human Services and other agencies and community services.
- collaborating with neighbouring municipalities and non-government agencies in developing a range of community resilience building materials including a booklet, videos and a website.

### Achievements in 2018-19

- Completion and submission of the Councils and Emergencies Project Phase Two for Local Government Victoria.
- Implementation of a new Municipal Emergency Management Plan.
- Successful compliance of a legislative audit with a number of local innovations to be shared at the State level.
- Council participated in multi-agency emergency management exercises to observe other practices and to enhance knowledge and capability.
- Council provided representation at the regional and state Emergency Management Leader forums and workshops.
- Work continued with other southern metropolitan municipalities on numerous metropolitan council working groups in developing standard protocols and procedures for a common operating platform to assist communities.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Governance and Management Checklist

Governance and Management Items	Assessment
1. Community engagement policy (policy outlining Council's commitment to engaging with the community on matters of public interest)	Current policy in operation Date of adoption: 09/04/18
2. Community engagement guidelines (guidelines to assist staff to determine when and how to engage with the community)	Current guidelines in operation Date of adoption: 30/06/19
3. Strategic Resource Plan (plan under section 126 of the Act outlining the financial and non-financial resources for at least the next 4 financial years)	Plan adopted in accordance with section 126 of the Act Date of adoption: 11/06/19
4. Annual budget (plan under section 130 of the Act setting out the services to be provided and initiatives to be undertaken over the next 12 months and the funding and other sources required)	Budget adopted in accordance with section 130 of the Act Date of adoption: 11/06/19
5. Asset management plans (plans that set out the asset maintenance and renewal needs for key infrastructure asset classes for at least the next 10 years)	Current plans in operation Dates of adoption: Road AMP – 01/05/15 Buildings and Facilities AMP – 31/07/15 Stormwater Drainage AMP – 01/08/15
6. Rating strategy (setting out the rating structure of Council to levy rates and charges)	Current strategy in operation Date of adoption: 27/06/16
7. Risk policy (policy outlining Council's commitment and approach to minimising the risks to Council's operations)	Current policy in operation Date of adoption: 27/01/15
8. Fraud policy (policy outlining Council's commitment and approach to minimising the risk of fraud)	Current policy in adoption Date of adoption: 24/07/17
9. Municipal emergency management plan (plan under section 20 of the <i>Emergency Management Act 1986</i> for emergency prevention, response and recovery)	Prepared and maintained in accordance with section 20 of the <i>Emergency Management Act 1986</i> Date of preparation: 15/02/18
10. Procurement policy (policy under section 186a of the <i>Local Government Act 1989</i> outlining the matters, practices and procedures that will apply to all purchases of goods, services and works)	Prepared and approved in accordance with section 186a of the <i>Local Government Act 1989</i> Date of approval: 10/07/17
11. Business continuity plan (plan setting out the actions that will be undertaken to ensure that key services continue to operate in the event of a disaster)	Current plan in operation Date of adoption: 08/08/18
12. Disaster recovery plan (plan setting out the actions that will be undertaken to recover and restore business capability in the event of a disaster)	Current plan in operation Date of adoption: 15/02/18 (Municipal Emergency Management Plan) 09/05/19 (IT Disaster Recovery Plan)

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Corporate Governance

#### Governance and Management Checklist (*continued*)

Governance and Management Items	Assessment
13. Risk management framework (framework outlining Council's approach to managing risks to Council's operations)	Current framework in operation Date of adoption: 27/01/15
14. Audit Committee (advisory committee of Council under section 139 of the Act whose role is to oversee the integrity of a Council's financial reporting, processes to manage risks to the Council's operations and for compliance with applicable legal, ethical, and regulatory requirements)	Committee established in accordance with section 139 of the Act Date of establishment: 08/07/96
15. Internal audit (independent accounting professionals engaged by Council to provide analyses and recommendations aimed at improving Council's governance, risk and management controls)	Internal auditor engaged Date of engagement of current provider: 01/10/09
16. Performance reporting framework (a set of indicators measuring financial and non-financial performance, including the performance indicators referred to in section 131 of the Act)	Current framework in operation Date of adoption: 01/07/14
17. Council plan reporting (report reviewing the performance of Council against the Council Plan, including the results in relation to the strategic indicators, for the first six months of the financial year)	Reports prepared and presented Date of reports: Q4 (2017-18) – 27/08/18 Q1 – 26/11/18 Q2 – 11/02/19 Q3 – 27/05/19
18. Financial reporting (quarterly statements to Council under section 138 of the Act comparing budgeted revenue and expenditure with actual revenue and expenditure)	Statements presented to Council in accordance with section 138(1) of the Act Date statements presented: Q4 (2017-18) – 10/09/18 Q1 – 26/11/18 Q2 – 11/02/19 Q3 – 27/05/19
19. Risk reporting (six-monthly reports of strategic risks to Council's operations, their likelihood and consequences of occurring and risk minimisation strategies)	Reports prepared and presented Date of reports: 31/08/18 07/12/18 08/03/19 14/06/19
20. Performance reporting (six-monthly reports of indicators measuring the results against financial and non-financial performance, including performance indicators referred to in section 131 of the Act)	Reports prepared and presented Date of reports: Q4 (2017-18): 27/08/18 (Council Plan Indicators), 10/09/18 (Financial Statements) Q1 – 26/11/18 Q2 – 11/02/19 Q3 – 27/05/19



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

3

### Governance and Management Checklist (*continued*)

Governance and Management Items	Assessment
21. Annual report (annual report under sections 131, 132 and 133 of the Act to the community containing a report of operations and audited financial and performance statements)	Considered at a meeting of Council in accordance with section 234 of the Act Date statements presented: 08/10/18
22. Councillor Code of Conduct (Code under section 76c of the Act setting out the conduct principles and the dispute resolution processes to be followed by Councillors)	Reviewed in accordance with section 76c of the Act Date of review: 13/02/17
23. Delegations (a document setting out the powers, duties and functions of Council and the Chief Executive Officer that have been delegated to members of staff)	Delegations reviewed in accordance with section 98(6) of the Act Date of review: Council to CEO – 11/05/09 Council to Staff – 23/10/17 CEO to Staff – 01/08/18 Financial Delegation to Staff – 20/11/17 Delegations by the CEO for VicSmart applications – 05/12/17
24. Meeting procedure (a local law governing the conduct of meetings of Council and special committees)	Meeting procedure local law made in accordance with section 91(1) of the Act Date local law made: 24/06/13

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**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**





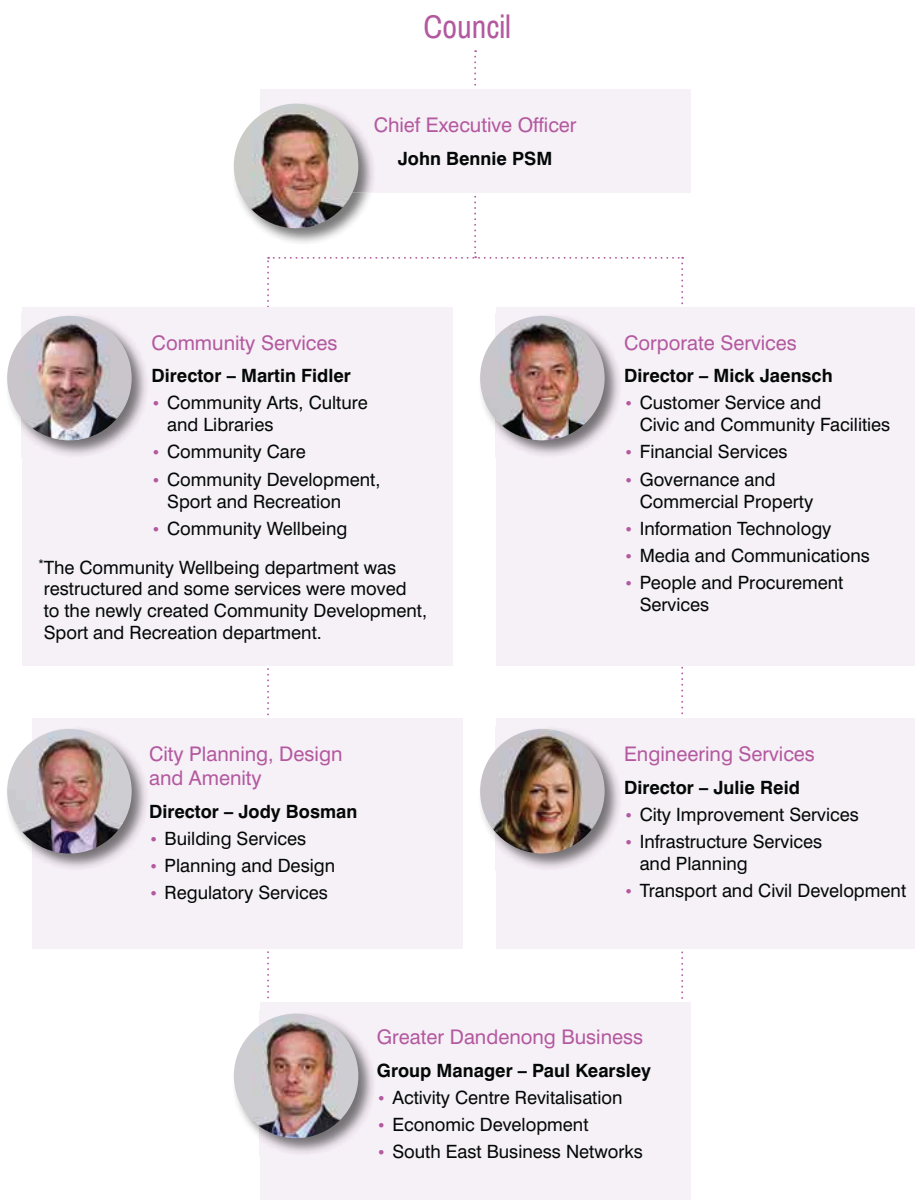
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**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Organisation



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### 4

#### Our Staff

Council achievements for this financial year included:

- Ongoing development and implementation of a Family Violence and Gender Equity action plan.
- Completion of negotiations for a new four year Enterprise Agreement determining staff conditions of employment.
- Ongoing promotion of the Reward and Recognition program "SHINE" for employees.
- Target of 50 per cent compliance achieved towards the National Audit Tool standards as required to be part of the newly introduced MAV Self Insurance Scheme for Workcover.
- Successful achievement of reaccreditation as a White Ribbon Workplace.
- Implementation of a new Learning Management System.
- Significant progress in implementing a new online Performance Management System for staff.
- Completion of the rollout of the Appropriate Workplace Behaviours Policy training program to all staff.
- Implementation of a new employee engagement survey.

#### Enterprise Agreement

The largest piece in Council's industrial matters landscape is the Agreement which was completed for the first time under a rate capped environment. The Agreement was approved by the Fair Work Commission in March 2019 and will expire in June 2022.

#### Equal Employment Opportunity (EEO)

Council continued to support and uphold EEO principles and practices. Staff undergo initial EEO training as part of Council's induction process and refresher training every three years. In 2018-19 53 staff undertook training.

#### Gender Equity

Council is a champion of actioning gender equity, saying NO to violence against women and all forms of family violence. This incorporates the extensive work undertaken to gain reaccreditation with White Ribbon Australia including hosting the White Ribbon Walk against Family Violence held annually in November which grows in community participation each year.

Council hosts a "Step Up" program for staff with a focus on developing women's leadership. Guest speakers present to staff quarterly on contemporary topics.

#### Staff Giving Scheme

Council employees continued to elect to make regular donations to agencies within the municipality under the Staff Giving Scheme. Ten local organisations have benefited from this ongoing program which is administered via Payroll. The Staff Giving Committee also reviewed ways in which Council can continue to increase staff participation in this program. In 2018-19 Council staff donated a total of \$25,277 to local agencies.

#### Employee Development

Council remains committed to staff development, including current and upcoming leaders within the organisation. Council's training blends formal training and development opportunities with on-the-job experiences via secondments and acting in different roles. This includes participation in the annual Inter-Council Leadership Challenge organised by the Local Government Managers of Australia (LGMA) and tapping into industry based management development programs including the LGPro Ignite, Mastering Management, Emerging Leaders and Executive Leadership programs. Internal programs including professional writing, recruitment and behavioural interviewing skills, presentation skills and conducting effective performance reviews were also offered during the year.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Organisation





## ORDINARY COUNCIL MEETING - AGENDA

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

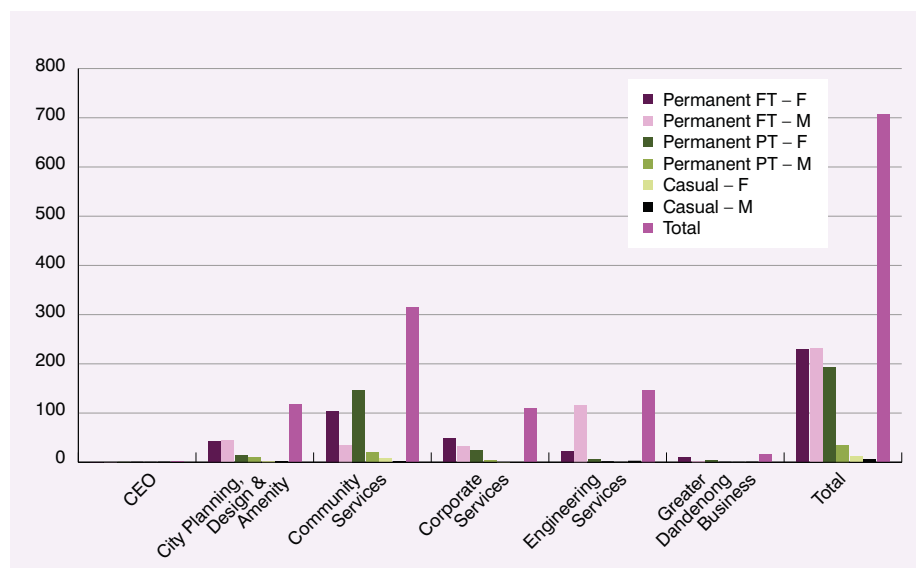
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## Service Milestones

116 staff achieved service milestones for reaching 5, 10, 20, 30, and 40 years' service and received recognition for their achievement and contribution to Council.

## Council Staff – Full Time Equivalent (FTE)

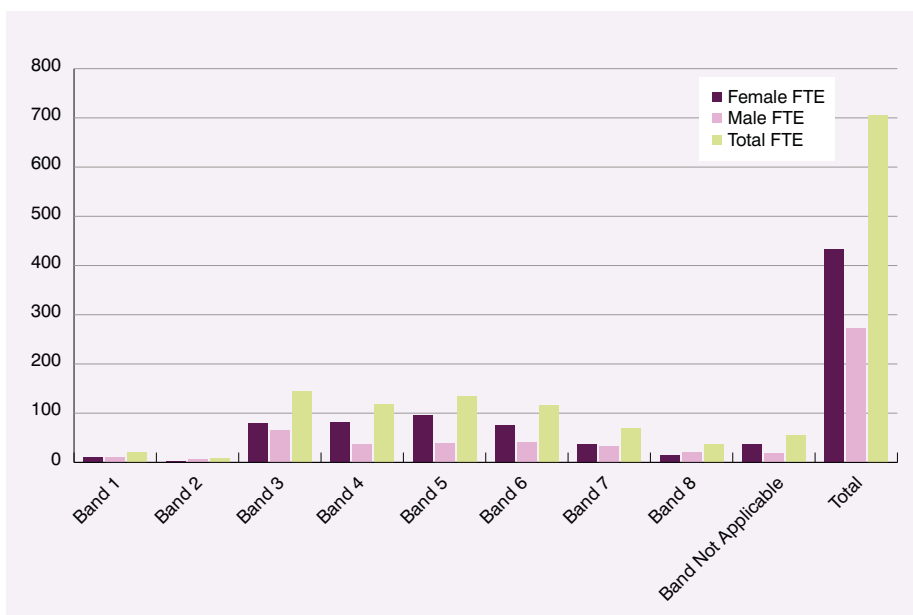
Employment Type/ FTE Gender	CEO	City Planning, Design & Amenity	Community Services	Corporate Services	Engineering Services	Greater Dandenong Business	TOTAL
Permanent FT – F	1	43	104	48	23	10	229
Permanent FT – M	1	44	35	32	116	3	231
Permanent PT – F	0	14.84	145.85	24.45	5.27	3.22	193.63
Permanent PT – M	0	10.7	20.18	3.63	0.75	0	35.26
Casual – F	0	2.93	7.71	0.85	0	0	11.49
Casual – M	0	1.53	1.8	0.52	2.13	0	5.98
<b>Total</b>	<b>2</b>	<b>117</b>	<b>314.54</b>	<b>109.45</b>	<b>147.15</b>	<b>16.22</b>	<b>706.36</b>



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Organisation

Employment Classification	Female FTE	Male FTE	Total FTE
Band 1	9.9	10.98	20.88
Band 2	2.71	6	8.71
Band 3	79.05	66.28	145.33
Band 4	81.48	36.61	118.09
Band 5	96.43	39.18	135.61
Band 6	75.29	40.65	115.94
Band 7	36.92	33.55	70.48
Band 8	15.75	21	36.75
Band Not Applicable	36.58	18	54.58
<b>Total</b>	<b>434.11</b>	<b>272.25</b>	<b>706.36</b>





## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### 4

#### Training

##### Appropriate Workplace Behaviours

Staff in all business units have participated in training and been provided with supporting resources which facilitate faster and more effective resolution of workplace issues. The Appropriate Workplace Behaviours Policy is promoted via Council's intranet. Further training will be provided in Cooperative Conversations to enhance staff skills and capability to handle conflict, interpersonal communication and improve workplace relationships.

##### Digital Transformation

###### Digital Strategy

Employee processes and experiences are being enhanced and streamlined through the selection and implementation of cost effective digital solutions. In 2018-19 this included:

- Introduction of the learning and performance modules to create efficiencies and enhance compliance
- Expanding elearning programs to staff
- Roll-out of a new online employee engagement survey
- Launch of a refreshed reward and recognition software program.

##### Family violence prevention initiatives

Council is committed to the prevention of family violence both within the community and for any staff who may be experiencing this themselves. Council maintains a network of staff voluntarily taking on the role of Family Violence Contact Officers. These officers provide support and referral to appropriate services for Council employees.

Council conducted a Walk Against Family Violence in November 2018 with more than 700 people attending the event. The event will be run for the seventh year in 2019 and is aimed at raising awareness in the community. Importantly Council was successful in its efforts to be reaccredited as a White Ribbon Workplace.

#### Organisational Development Strategic Plan

Council's Strategic People Plan continued to be implemented providing a roadmap for our people initiatives over the coming one, three and five year periods. Initiatives focus on areas including cultural change, engagement, wellbeing, attraction and retention, and leadership development. This strategy will be reviewed over the next 12 months.

##### Staff reward and recognition program

Council's customised reward and recognition scheme is online and internally promoted as a way to thank and recognise work colleagues who perform above and beyond their role. The online program encourages staff to recognise each other for outstanding achievements. The following were awarded throughout the year:

- 132 REACH awards
- Six Rise Above awards
- 857 appreciation eCards.

Greater Dandenong's reward and recognition activities remain contemporary and best practice across Local Government. The system will continue to be developed and promoted to maximise staff engagement across the organisation.

##### Complaints and grievances

Complaints and grievance numbers continue to remain low. There were seven complaints received by Council which required investigation. Resolution processes have been implemented and are progressing. No formal staff grievances were lodged.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Organisation

#### 2018–19 Organisational Development Achievements

- Enterprise Agreement negotiations completed
- Digital transformation of employee engagement and transactions
- Gender equity action plan focus
- Appropriate Workplace Behaviours training completed
- A focus on embracing diversity in the workplace.

#### The Year Ahead

- Maximise uptake of new people management software (Learning and Performance modules)
- Enhance the use and analysis of the staff engagement survey across the organisation
- Continue to focus on gender equity with the White Ribbon Workplace Accreditation Action Plan.

### Health and Safety

#### Absenteeism

The Lost Time Injury Frequency Rate as at June 2019 was 21 compared to the June 2018 total of 31 – a decrease of 32 per cent.

A total of 1,162 days were lost as a result of injury or illness during the 2018-19 financial year. This compares to a total of 1,455 days for the previous financial year – a decrease of 25 per cent.

A total of 26 Lost Time Injuries were recorded in the 2018-19 financial year compared to 28 for the 2017–18 financial year, a decrease of 7 per cent.

These figures include days lost from injuries/illnesses sustained in previous financial years.

#### Health and Safety Policy

The City of Greater Dandenong is committed to achieving, so far as is practicable, a working environment that is safe and without risks to health. Council has a Safety Management System that establishes our corporate expectations for progressing us towards our Council vision that Greater Dandenong is a safe and vibrant city of opportunity for all – to visit, work, live and play.

Personal commitment and active involvement by all management and staff is essential to establish and maintain a safe and healthy working environment.

#### Occupational Health and Safety Management System (OHSMS)

Council's OHSMS is undergoing a significant review process to ensure it complies with the WorkCover Self Insurance requirements. These stringent requirements are detailed in the National Audit Tool (NAT) which Council will be audited against annually as progress is made towards self insurance..

Council successfully developed and implemented 50 per cent of the NAT elements by November 2018, which is in line with the MAV WorkCare three year OHS Improvement Program. Further significant progress has continued in 2019.

A dedicated OHS portal has been established on the Council intranet which provides easy access to all policies, standards, and procedures in one location plus links to both internal and external OHS and Risk resources.

#### MAV Self Insurance Scheme for Workcover

Greater Dandenong is one of 31 Councils who have committed to be part of a new industry based scheme for Workcover. The new scheme which came into effect in November 2017 is designed to provide greater scope for participating Councils to prevent injuries occurring and improve return to performance, in turn reducing Workcover premiums.

A requirement of participating in the scheme is that organisational OHS management systems are required to be 100 per cent compliant with the National Audit Tool (NAT) over a three year period. While this is an aspirational target, this is a very high standard guiding policy and procedure development which will further improve attention and focus on health and wellbeing and overall OHS performance. Council has embraced the challenge to achieve 100 per cent NAT conformance by November 2020.

#### Health and Wellbeing

Council has managed to sustain participation in its health and wellbeing program FLARE (Flourishing, Lively, Active, Restored Employees). Staff attended a range of programs including sun-smart programs and mindfulness workshops.

Back Safe manual handling sessions were held for various departments over a number of months and emergency first aid scenarios were undertaken for designated first aiders to reinforce the protocols and procedures when dealing with an emergency.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Achievements

- A program of activities was developed to support health and wellbeing under the banners of physical exercise, mental health and wellbeing.
- The automated system for the recording of hazards and incidents was embedded into the business and is used to identify trends in incident data to prevent a reoccurrence.
- The target of 50 per cent compliance was achieved with the NAT as set by the MAV as part of the Self Insurance scheme for WorkCover.

### The Year Ahead

- Council will continue to implement the OHS Management System in line with the NAT in accordance with the three year program set by MAV/JLT. Council was assessed as 50 per cent compliant to NAT by October 2018. It is expected that Council will achieve 75 per cent compliance by October 2019 and 100 per cent compliance by October 2020.
- With the release of *AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use* in October 2018, Council is also reviewing our OHSMS against the more contemporary standard to ensure best fit for our present and future organisational needs. This will be done concurrently as Council continues to progress with the OHSMS development that forms part of the MAV WorkCare three year improvement program and incorporate a review against AS/NZS ISO 45001 in all future development or review of OHS procedures.

- To ensure clear connection between OHS management and Council's 'Imagine 2030' Strategy and the Council Plan 2017–21, the 'ZERO Harm' safety vision will be replaced by the overall Council vision and REACH values which have very strong connections to safety, health and wellbeing.
- An internal audit program will be launched in partnership with the City of Casey and Cardinia Shire Council.
- A comprehensive Safety, Health and Wellbeing Leadership Development Program will be developed and launched in the next financial year. The program will focus on contemporary OHS leadership that centres on establishing and maintaining strong personal and role relationships amongst leaders and work teams and fosters high employee engagement.
- An initiative to develop OHS Hazard and Risk Registers for the organisation will be launched targeting the identified highest risk areas first and then working through the rest of the organisation.
- An organisation wide training needs analysis will commence based on the results of OHS Hazard and Risk Registers with training programmed and delivered accordingly.
- Better purchasing controls will be put in place to ensure OHS risks are considered prior to purchase.

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**

**Our Organisation**





## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### 4

#### Asset Management

The City of Greater Dandenong recognises the importance of, and is committed to, improving asset management in accordance with the National Asset Management Assessment Framework (NAMAF). This includes updating information, expanding knowledge and applying the latest tried and tested technology.

Asset Management is the combination of management, financial, economic and engineering philosophy and other practices applied to physical assets. The objective is to provide the required level of service in the most cost effective manner. The notion of cost effectiveness is one that is applied to the minimum whole of lifecycle cost.

Council has an Asset Management unit, an Asset Data and GIS team and a Services and Assets Management steering group. The steering group oversees the development of asset management policy and strategy, implementation, monitoring and the continuous improvement of asset management projects. These are supported by an asset management system and processes. Council uses the NAMAF to conduct moderated self-assessments and identify improvements.

Council has an Asset Management Strategy which forms a major component of Council's Corporate Risk Management Framework for the strategic and operational management of infrastructure assets. A Road Management Plan (RMP) has been adopted by Council in accordance with the *Road Management Act 2004* and defines levels of service delivery for roads.

#### Planning

Asset Management Plans for roads (including paths and bridges), drainage, facilities and buildings have been developed. Plans are reviewed annually to accommodate budgetary limitations, enhanced service planning and financial sustainability considerations. Asset Management Plans for multimedia and broadcast assets, playgrounds, public lighting, public art, sports fields and safety barriers are currently under development. A review timetable is in place to ensure that these plans remain current and relevant.

#### Information

Council is consolidating all asset information into a corporate register to enable whole of life cycle asset management. A sustainable data capture and condition assessment program has been implemented to meet asset management requirements. This system will also be supported by a Works Management System which will capture all works and maintenance completed on our assets.

#### Knowledge

Complete life cycle asset information is captured within the Asset Management Plans and the Asset Management System to meet compliance requirements and to enhance asset management operational systems and decision making.

Optimised decision making systems are in place to ensure that Greater Dandenong's infrastructure asset renewal and upgrade programs reflect industry best practice, defined service levels and minimum 'whole of life cycle' costs.

#### Technology

Council has recently approved an update to the Asset Management System, which will improve the data capture, record keeping and predictive modelling processes across the organisation.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Organisation



### City Improvement Program

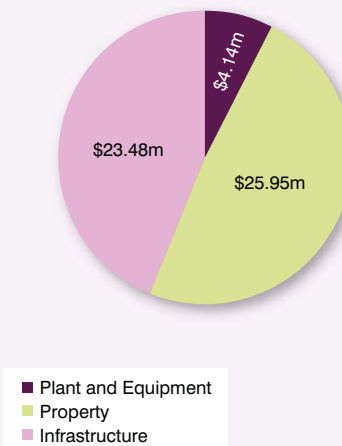
The City Improvement Program (CIP) is Council's ongoing program for the renewal, upgrade, expansion and creation of assets including, but not limited to, buildings, roads, stormwater drainage, parks, artwork, websites and library books. It consists of programs driven by Council's asset management plans and strategies, major projects (such as the Springvale Community Precinct redevelopment) and community initiated requests.

The yearly CIP budget is determined within Council's annual budget formulation process and the size of this budget depends on the funds available relative to other Council commitments.

Once the budget is approved, the majority of projects are planned, designed and delivered by 30 June each year. The Services and Assets Steering Committee appointed by the Executive Management Team provides strategic oversight of the program.

In 2018–19, Council invested \$53.57 million in capital expenditure across a variety of assets as shown on the adjacent City Improvement Program chart.

2018–19 City Improvement Program  
Expenditure



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Project Highlights

Asset Class	Project
<b>Property</b>	
<b>Buildings</b>	<ul style="list-style-type: none"> <li>Completion of significant upgrade works at the Dandenong Market site including back of house cool rooms and utility upgrades.</li> <li>Public toilet redevelopments at Dandenong Park and the Thomas Street car park.</li> <li>Completion of the annual building renewal program delivering upgrades across several Council owned buildings.</li> <li>Completion of Springvale Community Precinct first half of Stage Two (which incorporates the library and open space).</li> <li>Completion and formal opening of the Yarraman Oaks early learning facility.</li> </ul>
<b>Plant and Equipment</b>	
<b>Library Books</b>	<ul style="list-style-type: none"> <li>Continuation of the renewal of Council's library books and resources.</li> </ul>
<b>Plant, Machinery and Equipment</b>	<ul style="list-style-type: none"> <li>Ongoing renewal of Council's extensive fleet which supports operations and services across the municipality, including replacement of Council's heavy plant and motor vehicles.</li> </ul>
<b>Infrastructure</b>	
<b>Drainage</b>	<ul style="list-style-type: none"> <li>Completion of a number of renewal and upgrade projects including major flood mitigation works near Cleeland Street, Dandenong.</li> </ul>
<b>Parks, Open Space and Streetscapes</b>	<ul style="list-style-type: none"> <li>Construction of sound stage, active sports play areas, paths and lighting for Dandenong Park as part of the master plan.</li> <li>Tatterson Park master plan works including access roads and car parks.</li> <li>A number of lighting, landscape and open space projects completed across Council reserves including Greaves Reserve tennis courts, Walker Street streetscape and Parkfield Reserve.</li> </ul>
<b>Roads</b>	<ul style="list-style-type: none"> <li>Road resurfacing and rehabilitation program, partially funded by the Commonwealth Government Roads to Recovery Program, delivered throughout the municipality.</li> <li>Road safety improvements delivered under Council's Local Area Traffic Management Program and the Federal Blackspot Program such as the traffic signals at the intersection of Scott and Thomas streets.</li> </ul>



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Organisation

#### Service Improvement Process

##### Corporate planning and service reviews

The purpose of the service improvement process is to ensure that the services Council provides are responsive to changing community needs.

Council's suite of corporate plans includes the Imagine 2030 Community Plan, the Council Plan 2017–21 and several other high-level strategies and plans such as the Community Wellbeing Plan 2017–21. The Council Plan is supplemented by an Annual Plan which outlines key activities for the financial year and departmental business plans.

The Council Plan provides an overarching strategic direction for Council's operations and is delivered through an integrated corporate and service planning framework. This framework encompasses an Annual Plan, business plans and service profiles. The annual business planning process includes internal service reviews to ensure an appropriate balance of resources to outputs, and to adjust services according to community needs. Furthermore, process reviews of services, technological advancements and encouraging innovation within the workplace provide refinements at the service level.

##### Performance measurement and reporting

In 2018–19 Council regularly monitored its performance via quarterly performance reports which covered the financial and performance targets outlined in the Council Plan, Annual Plan and Annual Budget.

Council regularly communicates its performance outcomes with the community via Council reports, the monthly newsletter – Greater Dandenong Council News, regular media releases, the website and an increasing social media presence.

The Annual Report provides a comprehensive overview of Council's activities.

#### Local Government Performance Reporting Framework (LGPRF)

The Victorian Government introduced a mandatory performance reporting framework in 2014–15 to ensure that all councils are measuring and reporting on their performance in a consistent way. This framework includes both service and financial indicators and all Victorian council results can be found at [www.knowyourcouncil.vic.org.au](http://www.knowyourcouncil.vic.org.au). The City of Greater Dandenong continued to report on all compulsory indicators in 2018–19.

#### Community satisfaction

The Local Government Community Satisfaction Survey is coordinated annually by the Department of Environment, Land, Water and Planning on behalf of a large number of Victorian Councils.

The City of Greater Dandenong participated for the seventh consecutive year in 2019. The results achieved indicated that there are very high levels of community satisfaction with Council's services, with scores higher than the statewide averages across all key measures.

Council undertakes regular community consultation and provides many opportunities for residents and customers to provide feedback on their satisfaction with Council services. Council prides itself on this commitment to effective engagement and this is reflected in community satisfaction levels which are four points above the metropolitan average and six points above the state.

Over the past four years, Council has also consistently outperformed the metropolitan and statewide averages in the following categories:

- Advocacy – lobbying on behalf of the community
- Making community decisions
- Overall Council direction.

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Our Organisation

#### Risk Management

The City of Greater Dandenong maintains an effective risk management program to ensure that exposure to operational, strategic, legal, material, contractual and financial risk is mitigated.

Council complies with its obligations under the *Local Government Act 1989* and maintains the risk management practices, principles and procedures in accordance with the *Australian Standard (AS/NZS ISO31000:2009)* which addresses the process of risk identification, risk control, risk evaluation, risk treatment and risk financing.

#### Insurance

Council has in place an insurance program whereby insurance is called upon for major or catastrophic losses only. Council carries a high deductible (policy excess) for all classes of insurance and has thus established itself as a 'self-insurer' for all claims, other than major losses. This has proven to be cost effective in maintaining lower premiums.

Public liability claims against Council continue, however recent tort reform has proven to be beneficial bringing about a reduction in the number and value of claims. Council continues to take a position wherein such claims are vigorously contested in accordance with legal precedent and statute law.

Council is a member of the Municipal Association of Victoria (MAV) Insurance – Liability Mutual Insurance Scheme (LMI) in line with most other Victorian and Tasmanian Councils. Our general insurance program remains with Council's existing broker, Gallagher.

#### Strategies

Council has a Risk Management Policy and Strategy which have been reviewed to focus on better integration between the planning and risk functions. The risk management procedure was also enhanced to improve utilisation across the organisation. It was supported by training of departments including Festivals and Events, Project Management and other user groups. Council has established a Risk Financing Strategy whereby monies are set aside annually, in a contingency fund, to be used in the event of a catastrophic loss, so as to minimise adverse impact on the operating budget.

Risk is also recognised as a key component of contemporary management practice across the organisation. Senior officers are required to identify and monitor potential risk situations in all aspects of their business. The effective management of risk is part of a senior officer's performance review process and is recognised within their business plan.

A risk register has been implemented which contains both operational and strategic risks as identified by Council's business units and the Executive Management Team. These risks are monitored periodically to ensure that effective controls are maintained and to ensure there is adequate mitigation of risk. Emerging risks are identified during these reviews. In February a workshop was undertaken with the Management team and members of Council's Audit Advisory Committee to refresh and renew Council's key strategic risks.

#### Business continuity

The Business Continuity Plan ensures that the functions of Council can be continued in the event of a disaster affecting the operations and delivery of service with specific reference to 'Building Access Denial', 'Significant Staff Absence' (Pandemics) and 'IT Disaster and Records Recovery'.

Council has also undertaken a review of these plans and is now working to ensure they are up to date, available for required staff and aligned to business risks.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Fraud risk management

Council has established a Fraud and Corruption Policy and Control Plan which address the issues associated with the prevention of fraud and align with the new requirements of the *Protected Disclosure Act 2012*.

### Memberships

Council supports the activities of a number of industry associations which support innovation and creativity in the risk and safety professions:

- Local Government Professionals (LGPro) – Special Interest Group for Risk.
- Business Continuity Institute – an active network of organisations with a shared interest in developing resilient continuity and disaster recovery plans (financial member).
- Safety Institute of Australia – Australia's peak body for the health and safety profession. The group has a membership of over 4,000 individuals who may be interested in health and safety in the workplace, or be actively working in the field of OHS as Health and Safety Representatives, or are OHS practitioners or professionals (financial member).
- MAV Insurance (LMI) – delivers best practice forums.

### The Year Ahead

- Council will explore the concept of using positive risk (opportunity) analysis as a means of establishing risk appetite.
- A program for the verification of control effectiveness for fraud, strategic and operational risks will commence.
- A review of all operational risks and an update to the Council online reporting system will commence.
- Risk management will be further integrated with OHS management, business planning, and individual performance development planning.
- A feasibility study on different models of managing under deductible claims will be conducted.

### Contracts

During the year Council did not enter into any contracts valued at \$150,000 or more for services or \$200,000 or more for works of a kind specified in section 186(5)(a) and (c) of the *Local Government Act 1989*. It also did not enter into any other contracts valued at \$150,000 or more for goods or services or \$200,000 or more for works without engaging in a competitive process.

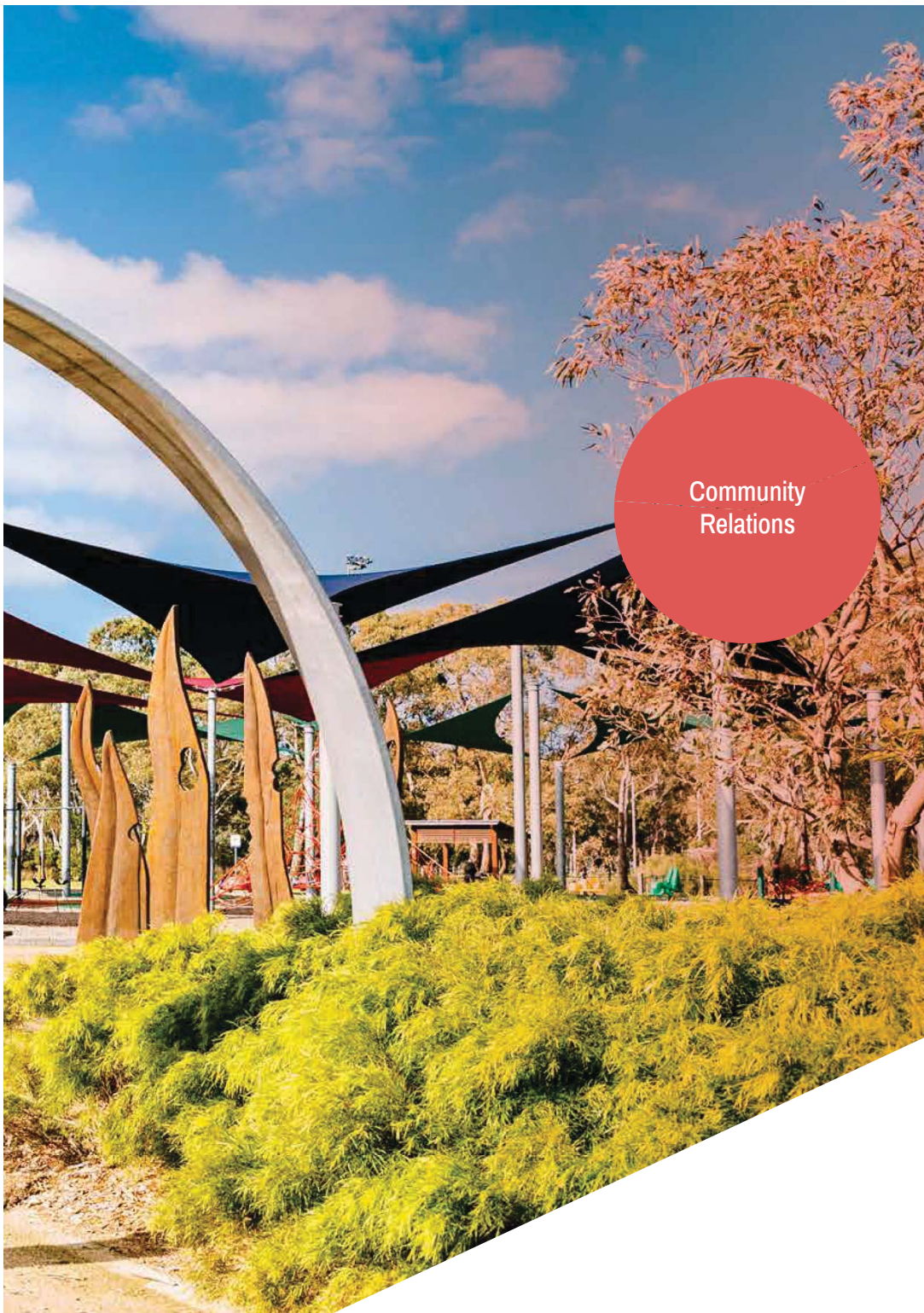


**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**





**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Community Relations

#### Community Plan – Imagine 2030

The Community Plan, Imagine 2030, outlines the community's vision, key themes and priorities for the future of Greater Dandenong. These have been categorised into three main areas: People, Place and Opportunity.

The Community Plan was developed following an extensive consultation program throughout 2008 and 2009. The results of this project then informed the planning stages of the Council Plan 2013–17, and other key strategic documents such as the Community Wellbeing Plan. In 2016–17 further consultation activities were conducted as part of the development of a new four year Council Plan for the period 2017–21. This consultation tested the existing themes of the Community Plan to ensure Council's priorities were still aligned with the community's needs. Each of the themes identified in the original development of the plan continued to be of high importance to those who participated in the consultation activities. Attracting visitors to the city by increasing tourism opportunities was also seen as an additional priority which has been included in the updated 2017 summary of the Community Plan. This can be found on Council's website [www.greaterdandenong.com](http://www.greaterdandenong.com)

#### Health and Wellbeing in Our Community

The City of Greater Dandenong's Community Wellbeing Plan (CWP) has been developed for the period 2017–21. This Plan is a requirement under the *Public Health and Wellbeing Act 2008 (Section 26)* which states that all Councils must develop a four year Municipal Public Health and Wellbeing Plan within 12 months of each general election of Council. The function of this Plan is to encourage people to live healthier lives and to work towards providing the right environment for them to do so.

The 2017–21 CWP focuses on four key areas that align with the Victorian Public Health and Wellbeing Plan:

- Community Infrastructure, Transport and Environment
- Learning and Employment
- Mental and Physical Health
- Safety, Engagement and Social Cohesion.

During the 2018–19 financial year, the implementation of the Community Wellbeing Plan 2017–21 has included ongoing activities in partnership with a range of local health and community service agencies.

#### Community Infrastructure, Transport and Environment

- A Public Transport Advocacy Statement draft has been prepared with a review to be undertaken in the 2019–20 financial year.
- Council has conducted consultations and research on active living, sports and recreation, and utilisation of open spaces and council infrastructure. Feedback and findings will be included in the Active Sport and Recreation Strategy that is under development.
- A Homelessness Protocol was developed which outlines the standardised process to deal with rough sleeping which will assist in improving referrals to assertive outreach and related homelessness services. Council has also set up a Homelessness Working Group under the Community Safety Advisory Committee.
- The Positive Ageing Advisory Committee, Disability Advisory Committee and seniors clubs and groups have provided input into various Council strategies including the Sustainability Strategy and the Sport and Active Recreation Strategy. They have also provided input into various objectives and actions within the Positive Ageing Strategy and Disability Action Plan including plans to encourage social connection and advocacy about the introduction of the National Disability Insurance Scheme (NDIS).
- Council has facilitated for non-owner occupied rental properties to be made available for social housing, especially to cater to people who are at risk of homelessness. Two homes have been secured through a homelessness service agency for housing two families who are escaping domestic violence.

#### Learning and Employment

- The "Our Stories" book was launched at the Dandenong Library as part of a partnership with the State Library of Victoria, Public Libraries Victoria, Chisholm TAFE, Springvale Neighbourhood House and Dandenong Neighbourhood House.
- Over 14,000 adults and children attended early years literacy sessions in the library or in the community.
- A total of 319 appointments were held with specialist Library staff for language and literacy assistance advice with 1,135 people attending.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### 5

- 30 children have been engaged through the Children's Advisory Group on a quarterly basis representing 15 primary schools to consult on local planning strategies and events. A Junior Mayor was nominated to work alongside the Mayor and attend four major events, including chairing the advisory group meetings. The biennial youth summit engaged 200 young people on local issues.
- Connections to State Government have been well received with businesses registering for their products to be displayed overseas. 10 sessions were facilitated for small businesses on digital marketing, winning government business and related topics.
- Council has promoted employment pathways through volunteering programs (including Impact Now), as well as engaging with young people at career expos hosted by local schools and community organisations.
- Council delivered a presentation to the National Commission into Youth Employment and Transitions presenting the key themes to emerge from the Mayoral Youth Employment Taskforce Action Plan.
- 37 grants worth \$187,896 were awarded by Council to increase youth participation through new learning, engagement and mentorship with the aim to build skills within the community.
- The Healthy Clubs initiative was developed in conjunction with Monash Health, City of Casey and Cardinia Shire Council. A pilot program with elected clubs from across each of the regions, including Springvale Little Athletics Club, commenced in early 2019.
- 69 per cent of the referrals received into playgroups were vulnerable families eligible for the Supported Playgroup Program. 31 per cent of the families were referred on to local community playgroups.
- Council made a submission to the Royal Commission on Mental Health.

#### Safety, Engagement and Social Cohesion

#### Mental and Physical Health

- The Alcohol Management Policy continues to be utilised by Council units, and supported by police and other stakeholders in relation to all matters relating to alcohol use, consumption and related impacts in the municipality. Regional advocacy around packaged liquor was actioned through a planning amendment application to include consideration of alcohol's social impact in the *Planning and Environment Act 1987*.
- Council's Prevention of Family Violence (PFV)/ Gender Equity (GE) Committee continues to provide overall direction to help prevent violence against women and promote gender equality. Council is also implementing the Free From Violence Local Government Project and hosted two forums. Council is represented on the South East Community Links' (SECL) Local Strategic Working Group – engaging migrant and refugee communities in the primary prevention of family violence, and Southern Metropolitan Community of Practice on Prevention of Violence against Women facilitated by WHISE.
- Council and Victoria Police held their annual Community Safety Night on 1 December 2018. The updated Community Safety Plan was endorsed by Council for the second half of its lifespan covering 2019–22.
- Council's Prevention of Family Violence (PFV) and Prevention of Violence Against Women (PVAW) resources and policies were reviewed to ensure they adequately reflected the White Ribbon and Workplace Equality and Respect Standards. Subsequently, nine councillors and 108 managers/team leaders were trained by WHISE on Prevention of Violence Against Women and Bystander Action, including provisions within Council policies to support staff experiencing family violence.
- Council celebrated Reconciliation Week 2019 and NAIDOC Week 2019 by organising activities in collaboration with the community and leadership of cross Council departments. Council also organised the First Nations' Bedtime storytelling challenge to raise awareness of Aboriginal culture among Council staff.
- 35 Council officers in leadership positions have been trained on Cultural Respect of Aboriginal and Torres Strait Islander people.
- Council delivered the Unite Alliance program and Inclusive Ambassadors program.
- Council has conducted consultations with the LGBTQI community on improving Council services to be more inclusive.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)








### Community Relations




#### Annual Sustainability Report

The City of Greater Dandenong's Council Plan 2017–21 identifies six key strategic objectives. These include "A healthy, liveable and sustainable city" and "A city planned for the future".

The Greater Dandenong Sustainability Strategy 2016–30 provides the strategic framework to guide the City of Greater Dandenong to becoming one of the most sustainable cities in Australia by 2030.

The strategy sets goals, objectives and targets across 10 key sustainability themes:

-  Biodiversity and Open Space
-  Water and Stormwater
-  Climate and Energy
-  Waste and Resources
-  Transport and Movement
-  Buildings and Places
-  Environmental Pollution

-  Local and Sustainable Food
-  Local Community and Culture
-  Local Business and Economy.

The Annual Sustainability Report is used to monitor and report on Council's progress against the goals, objectives and targets in the Sustainability Strategy 2016–30. This approach enables Council to make better sustainability decisions by using the report to help identify issues and respond accordingly.

In late 2017 Council developed the Sustainable Greater Dandenong website. Members of the community and others can use this interactive platform to navigate directly to sustainability issues that are of particular interest to them and track progress over time. In addition, visitors are able to create their own personalised sustainability action plan to demonstrate their personal commitments to sustainability.

For more information visit Sustainable Greater Dandenong [sustainable.greaterdandenong.com/](https://sustainable.greaterdandenong.com/)



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Key highlights for 2018–19 include:

### Planting trees and shrubs in Council's parks

Greater Dandenong's overall tree canopy coverage across the municipality is only 9.9 per cent. This is the lowest of all metro Melbourne municipalities on the eastern side of Melbourne. Council's aim is to increase tree canopy coverage across the municipality to 15 per cent by 2028.

Over the last year, Council has planted:



**23,005** indigenous tube stock seedlings in open space reserves and school grounds throughout Greater Dandenong



**2,624** trees in our streets and parks

### Reducing Council's carbon emissions

Council is taking action to reduce greenhouse gas emissions and reduce the impacts of climate change.

Between 2007 and 2018 there has been a 24 per cent reduction on GHG emissions from Council's street lighting, buildings and facilities.

Actions include:



**A 100kw solar panel system** installed on the roof at the Dandenong Civic Centre



**A 250kw solar panel system** to be installed on the new Springvale Library

### Our community has their say on climate change

The City of Greater Dandenong is in the process of preparing the 2020 Climate Change Strategy. The Strategy will provide a clear vision and direction for Council that will enable it to effectively plan and act on key environmental sustainability issues over the next 15–20 years.

To help inform the development of the Draft Climate Change Strategy, Council sought the views of the community through an initial round of public consultation in March and April 2019.

Outcomes from this consultation included:



**1,021** responses were received



**897** responses were received via survey



**92 per cent** of survey respondents are worried about climate change

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Community Relations

#### Disability Action Plan

The Disability Advisory Committee continued with independent representatives from the community including service providers and local residents, Councillor representatives, and staff. The main focus of the Committee is to advise Council on disability issues and on the implementation of the Disability Action Plan.

The Disability Action Plan was adopted by Council in 2017. Implementation of the plan has been undertaken across the four core objectives relating to Wellbeing, Education and Employment, Physical Environment and Community Participation.

Key achievements for 2018–19 include:

##### Objective 1 – Health and Wellbeing

- Consultation about access to information has been undertaken with the community and through the Disability Advisory Committee. This will inform Council's website redevelopment and the production of printed materials and media across Council including video subtitles, accessible documents and the promotion of Council events.
- Council has supported service providers and clients during the transition to the NDIS through provision of information including group information sessions and individual support. The Disability Advisory Committee has assisted to identify opportunities for advocacy regarding the NDIS and disability supports.
- Keshava Reserve hosted a project designed to improve Council's parks along with providing valuable work experience for local people with disabilities.
- Accessibility of entertainment and opportunities for social connections have increased with two audio described films shown at Cinema in the Square.
- A new program to support carers in our community has commenced and has proven successful with a combination of exercise, social connection and education for carers of people with a disability.

##### Objective 2 – Education, Training and Employment

- Council continued to host graduate interns through the Stepping Into program and this has contributed to an increased understanding of local businesses regarding the employment of people with a disability.
- Council hosted a successful information session for Disability Employment Services to increase their understanding of the City of Greater Dandenong recruitment processes and support their clients to apply for positions.
- In conjunction with Women with Disabilities Vic (WDV) Council supported the Enabling Women Leadership Program where eight women completed the course.

##### Objective 3 – Physical and Natural Environment

- Council has prioritised annual works related to accessibility in community facilities for the next 10 years considering usage of the buildings and other planned works. Council continues to respond to concerns raised by the community about infrastructure.
- Council has undertaken significant consultation with disability groups, schools and the community about the all abilities playground to be built at Ross Reserve. This consultation will inform the design and function of the playground and how it will be integrated into other facilities at Ross Reserve.
- Council continued to advocate for increased accessibility of public transport including train stations, bus stops and the connections to existing community infrastructure. Council has also participated in consultations related to public transport improvements and the Disabled Parking program.

##### Objective 4 – Community Participation

- The Access & Inclusion enews continues to be distributed monthly to around 300 local people with disabilities as well as a number of community organisations. The newsletter provides information on services, events and local issues; encourages participation in consultative opportunities; and promotes disability awareness.
- The Disability Advisory Committee provided valuable advice to Council on a broad range of issues including Council strategies and programs, submissions to state and federal reviews and local infrastructure.



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**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



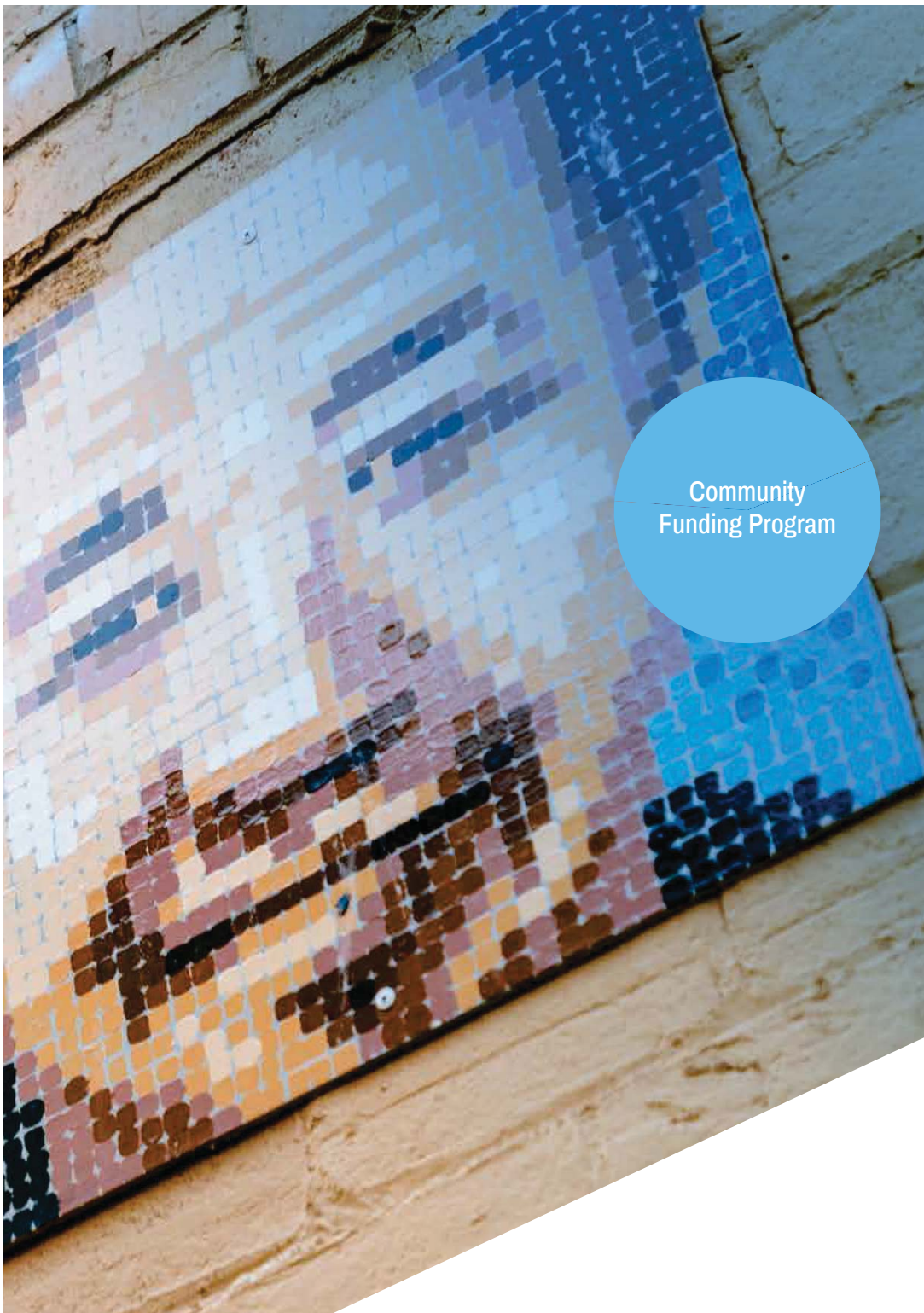


**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



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**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**





## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Community Funding Program

#### Community Support Grants Program

The Community Support Grants Program allows not-for-profit community groups to apply for funding to support projects, programs, and activities that will benefit residents of the City of Greater Dandenong.

Community groups can apply for up to \$20,000 through the program which is run twice annually with closing dates in February and August. Eligibility and assessment criteria are set out in the guidelines for the program which can be found on Council's website [www.greaterdandenong.com](http://www.greaterdandenong.com)

#### Community Response Grants Program

The Community Response Grants Program is open to both groups and individual residents of the City of Greater Dandenong. Not-for-profit community groups can apply for up to \$1,000 for projects, programs, or activities that will benefit residents of the City of Greater Dandenong. Individual residents can apply for up to \$500 for travel and accommodation expenses to participate in an elite level sporting tournament, artistic or cultural performance, scientific, technological, environmental or sustainability related activity, community sector or civil society forum, or to receive a highly esteemed individual award.

This program is open year round with no specified closing date. Eligibility and assessment criteria are listed in the guidelines which can be found at [www.greaterdandenong.com](http://www.greaterdandenong.com)

#### Sponsorships Program

The City of Greater Dandenong provides sponsorship for major events and other activities that attract a significant number of visitors to the municipality thereby boosting the local economy, and/or promoting Greater Dandenong as a great place to live, work and invest.

Council has endorsed a new Sponsorship Program with applications to open in early 2020.

#### Community Partnerships Funding Program

Council provides Community Partnerships Funding to key service organisations within the municipality for a three year period. These agreements aim to provide greater certainty and continuity of funding to enable longer term service planning.

Council has endorsed a new Community Partnership Funding Program with applications to open in early 2020.

#### Greater Dandenong Volunteer Resource Service

Council provides funding to support the operation of the Greater Dandenong Volunteer Resource Service (GDVRS). The GDVRS assists local residents to find suitable volunteering opportunities and supports local not-for-profit community organisations to recruit and train volunteers.

#### Material Aid Response Collective Impact Grants Program

The Material Aid Response Collective Impact Grants Program was developed in response to the Federal Government's cuts to the Status Resolution Support Services and the growing need for material aid and emergency relief in the City of Greater Dandenong. Consortium member agencies are eligible for grants to assist them in meeting the goals of the consortium to address the material aid needs within the community.

#### Venue Hire Fund

Council may provide responsive support to voluntary organisations through fee waivers for Council venue hire fees for significant one-off community events.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Community Support Grants Program

Applicant Name	Project Title	Amount Granted
AA Combined Groups at Palm Plaza	Dandenong Alcoholics Anonymous support project	\$12,060
Action on Disability Within Ethnic Communities Inc.	Understanding different cultures and traditions	\$2,600
Afghan Australian Philanthropic Association Inc.	Afghan New Year 2019	\$2,500
Afghan Women's Organisation Victoria	Afghan women's New Year celebration 2019	\$1,000
Afri-Aus Care Inc.	Education pathways for disengaged young Africans and their families	\$9,900
Al-Emaan Women's Organisation Inc.	Ladies night	\$2,000
Antiochian Community Support Association Inc.	Celebrating Middle Eastern culture in Dandenong: Welcoming Syrian & Iraqi refugees	\$5,000
Association of Hazaras in Victoria Inc.	End of Ramadan celebration	\$1,500
Asylum Seeker Resource Centre Inc.	ASRC education program	\$10,000
Australian Vietnamese Women's Association Inc.	Gambling prevention for vulnerable Vietnamese	\$5,700
Australian Vietnamese Women's Association Inc.	Intellectual Vietnamese senior group	\$2,000
Bangladesh Cultural Group Inc.	Inauguration of International Mother Language Day on 16-23 February 2019	\$1,500
Cambodian Association of Victoria Inc.	Info sessions for newly arrived Cambodians	\$1,350
Cambodian Association of Victoria Inc.	Cambodian singing contest	\$2,250
Cambodian Association of Victoria Inc.	Basic computer skills for Cambodian Victorians	\$1,500
Cambodian Association of Victoria Inc.	Dance classes for Cambodian youth	\$1,500
Cambodian Association of Victoria Inc.	Youth sport and recreational	\$1,500
Carers Victoria Inc.	Carers Victoria's Dandenong Mingle 2018	\$3,000
Casey Tamil Manram Inc.	Thai Pongal – Thanks Giving to Nature (Harvesting Festival)	\$4,500
Cleeland United Soccer Club Inc.	To engage the youth through sports and women through Zumba	\$5,280
Community in Abundance Inc.	Community education and integrated family violence program response	\$3,000
Concern Australia Welfare Inc.	Cars and Community – turning 10,000 lives around	\$3,000
Connect Health & Community	Community transport	\$8,444
Connection Arts Space Inc.	'Art for a better world' exhibition project	\$11,000
Dandenong Low Vision Group	Dandenong Low Vision Group	\$1,750
Dandenong South Primary School	Women's Health and Wellbeing Expo	\$2,962
Dandenong West Primary School	2019 Dandenong West Cultural Diversity Harmony Day Community Festival	\$2,000
Daughters of Jerusalem Support Agency Inc.	The Learning Space	\$5,000

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Community Funding Program

#### Community Support Grants Program

Applicant Name	Project Title	Amount Granted
El Hokamaa Senior Citizens	El Hokamaa senior citizens social connection	\$1,000
ERMHA Ltd.	Women's Talk	\$5,136
Fijian Community Association Victoria Incorporation (FCAV)	Fiji Day Multicultural Festival	\$2,000
Footprint Enterprises Inc.	Grounded Project – Cultural Excellence Project featuring mentor program, camp, festival	\$10,000
Friends of Refugees Inc.	Refugee and Asylum Seekers Recognition Awards (RASRA)	\$2,000
Fusion Theatre Inc.	Larger Than Life: Inclusive arts engagement, puppets in public spaces	\$10,000
Girl Guides Association of Victoria	Guides in Schools program	\$3,058
Greek Community of Springvale and Districts Ltd.	Greek National Day Mother's Day Father's Day and Easter celebrations	\$1,000
Greek Orthodox Community of Dandenong & Districts	Dandenong Greek Festival	\$4,000
Hazara Australian Community Association of Victoria Inc.	Ramazan Eid	\$1,000
Hispano American School of Springvale Inc.	Hispano-American school anniversary celebration	\$1,000
Indonesian Women's Friendship Network	Indonesian Multicultural Festival of Victoria (IMFOV)	\$1,500
Jesuran Welfare Services Inc.	Pathways to Hope	\$5,000
Keysborough Soccer Club Inc.	Developing soccer champions program clinics	\$3,000
Maya Dance Group – School of Dance	Homage to El Salvador 2018	\$2,000
Mind Australia Ltd.	Mind Games youth group	\$5,407
Multiple Sclerosis Ltd.	Dandenong: Discovering wellness for people with MS and neurological conditions	\$3,238
Nadham Dandenong Inc.	Nadham Srishti Kids Fest 2018 (SKF18)	\$1,500
Noble Park Football Club Inc.	Noble Park football club centenary celebrations	\$7,000
Polish Community Council of Victoria Inc.	100th anniversary of Polish independence concert	\$5,500
Reading Out of Poverty Inc.	Let's Read	\$8,000
River Jiang Arts Inc.	2018 instrumental and strings concert show	\$1,700
Sathya Sai Organisation of Australia	Weekly feeding the homeless, refugees and people in need	\$3,900
SisterWorks Inc.	SisterWorks – Creative cooking training program	\$2,500
Somalian Cultural Youth Group	Together and active	\$1,950

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Community Support Grants Program

Applicant Name	Project Title	Amount Granted
Somaliland Union of Victoria Inc.	Youth Empowering Youth, Greater Dandenong tournament and festival	\$5,000
South Eastern Melbourne Vietnamese Associations Council (SEMVAC Inc.)	Lantern Festival open to all	\$6,000
South Eastern Melbourne Vietnamese Associations Council (SEMVAC Inc.)	Clean up Australia Day	\$1,000
South Eastern Melbourne Vietnamese Associations Council (SEMVAC Inc.)	Community service information day	\$2,000
South Eastern Melbourne Vietnamese Associations Council (SEMVAC Inc.)	Community concert	\$2,500
South Sudan Child First Education (SSCFE) Inc.	South Sudan Voice – A Dialogue Theatre project	\$8,273
Southern Metropolitan Region African Australian Taskforce	South Sudanese community organisation training	\$5,500
Southern Migrant and Refugee Centre Inc.	Healthy LIFE! Expo	\$10,000
Southern Migrant and Refugee Centre Inc.	Unity in Diversity Festival	\$10,000
Springvale Lion Dance Group	Lion Dance project	\$1,400
Springvale Mandarin Network Inc.	2018 Springvale Tai Chi Healthy Festival	\$2,000
Springvale Mandarin Network Inc.	Chinese cultural events	\$1,800
Springvale Monash Legal Service Inc.	Express Your Rights Art project	\$8,000
Springvale Neighbourhood House Inc.	Harmony Day Festival 2019	\$10,000
Springvale Neighbourhood House Inc.	Safety for the community	\$10,100
Springvale Rise Primary School	Community and collaboration with computers at Springvale Rise Community Hub	\$9,228
Stand Up: Jewish Commitment to a Better World Ltd	A Sudanese Food Odyssey, sharing stories through the generations	\$7,500
Tamil Senior Citizens Fellowship Inc.	World Refugee Week – Hope for the Future	\$600
Tamil Women's Group Dandenong	Women's health and welfare	\$2,000
Thai Information and Welfare Association (TIWA) Inc.	Improving wellbeing of Thai women through awareness training	\$6,300
The Association of Hazaras in Victoria Inc.	Health for refugees	\$2,000
The Australian Indian Innovations Inc.	Alli – Diwali 'Festival of Colours'	\$5,000
The Friends of Rowan Park Club Inc.	The Centenary Remembrance Poppy Day Peace concert	\$2,500
TRY Australia	TRY Build	\$15,000
Vasudeva Kriya Yoga Inc.	International Day of Yoga 2019	\$1,000
Victorian Afghan Associations Network Inc.	The Nawroz Festival 2019	\$9,500
Victorian Tamil Cultural Association Inc.	Tamil New Year 2019 & Kalai Vila 2019	\$1,500
Victorian YMCA Youth and Community Services Inc.	CALD Water Safety Program	\$9,000

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Community Funding Program

#### Community Support Grants Program

Applicant Name	Project Title	Amount Granted
Vietnamese Australian Senior Association of Victoria Inc.	Improving health and wellbeing of Vietnamese seniors	\$1,000
Wellsprings for Women Inc.	Children's art workshops	\$1,500
Wellsprings for Women Inc.	Supported Cycling for CALD women	\$6,140
Women's Health in the South East Inc.	Connecting women	\$2,000
Xinjiang Chinese Association of Australia Inc.	Ongoing weekly activities for elderlies	\$4,500
<b>TOTAL</b>		<b>\$376,026</b>

#### Community Response Grants Program

Applicant Name	Project Title	Amount Granted
Afghan Australian Association of Victoria Inc.	Women's community event	\$1,000
Afghan Victory Girls	Adelaide soccer tournament 2018	\$750
All Nations Social Cricket	Don't Give Up Give Back tournament	\$750
Association of Ukrainians in Victoria South Eastern Branch	Ukrainian community cultural day	\$1,000
ASWJ South East	Kids' Eid party	\$1,000
Australia – Ceylon Fellowship Inc.	Seniors Xmas luncheon	\$1,000
Australian Society of Graduate Tamils	The Tamil competition Victoria	\$1,000
Bangladesh Cultural Group Inc.	Inauguration of 15 years of Bangladesh cultural group Inc.	\$1,000
Brighton Life Saving Club	CALD Water Safety Day	\$1,000
Buddhist Sri Lanka Association of Victoria	Cultural Festival	\$1,000
Burgher Association (Australia) Inc.	Lunch for the elderly	\$1,000
Burmese Welfare Operation Inc.	Day Tour to Mt Buller	\$1,000
Ceylonese Welfare Organisation Inc.	End of year lunch & mid year lunch	\$1,000
Circolo Pensionati Campani Italiano Di Clayton	Social activity	\$1,000
Circolo Pensionati Italiani Di Oakleigh E Clayton (Italian Pensioners Club Of Oakleigh and Clayton)	Regular social and recreational activities	\$1,000
Combined Probus Club of Sandown	Purchase of laptop and printer for dedicated club use	\$950
Corona Italian Seniors Club of Casey Inc.	Christmas lunch	\$1,000
Country Women's Association	60th birthday celebration	\$750
Dandenong & District Orchid Club Inc.	Annual Orchid Show and club hall hiring	\$1,000
Dandenong Canary Society Inc.	Annual show, Christmas show and general group activities	\$1,000
Dandenong Chess Club Inc.	Trophies and catering presentation night	\$750
Dandenong Health and Recreation Model Association Inc.	Outdoor fun day for families	\$1,000

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

6

### Community Response Grants Program

Applicant Name	Project Title	Amount Granted
Dandenong High School Council	Community celebration of 10 year anniversary Dandenong High School model	\$1,000
Dandenong High School Ex-Students Association Inc.	100th anniversary student reunion social	\$1,000
Dandenong Little Athletic Centre	Finishing gates upgrade	\$450
Dandenong Primary School	Sound hire for performance Objects of Longing	\$1,000
Dandenong Springvale Athletics Inc.	Membership drive/recruitment	\$750
Dandenong Town Club Inc.	Help to pay for the rent of hall	\$750
Darfur Community Association of Australia	Cultural and capacity building forum	\$1,000
Ekiti Kete Association of Victoria Australia Inc.	Annual Ekiti Day	\$1,000
Folkloria Grupa Moravac	Group performance activities	\$1,000
Goodstart Early Learning Ltd.	Skill development	\$1,000
Greek Community of Springvale and Districts Ltd.	Father's Day and Christmas celebrations	\$1,000
Greek Senior Citizen Parish of St. Athanasios Springvale	Father's Day	\$1,000
Grow	Grow – young adults peer support group	\$1,000
Hispano American School of Springvale Inc.	Project	\$1,000
Huong Que Group	Vietnamese senior folk dancing performance group	\$720
Indonesian Women's Friendship Network (Auspiced by Springvale Neighbourhood House)	End of Year celebration & Volunteer Award of the Year	\$1,000
Italian Elderly Citizen Club Noble Park Inc.	Christmas luncheon and Christmas breakup	\$1,000
Italo-Spanish Club Inc.	34 year club anniversary	\$1,000
Keysborough Bowls Club	Kitchen appliances	\$1,000
Keysborough Learning Centre (a local community group project auspiced by KLC)	Healthy communities say no to porn	\$1,000
Las Iluminadas	Regular excursions 2018-19	\$750
Life Without Barriers	Life Without Barriers Multicultural Family Fun Day	\$1,000
Lions Club of Dandenong Inc.	Senior Citizens hall hire fee	\$750
Marko Pavicic	National Tennis tournament	\$350
Melbourne Chinese Soccer Association Inc.	New league for community teams around Greater Dandenong	\$1,000
Melbourne Roller Hockey Club	International sports event	\$750
Miss Azalia Atageldieva	Dance tour to USA	\$500
Miss Catherine Urriola	Australian Boxing championships	\$350
Miss Jasmine Hamit	Elite performance troupe USA Dance Tour	\$500
Miss Marij Lobangco	Melbourne Ballet School USA Dance Tour 2019	\$500

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Community Funding Program

#### Community Response Grants Program

Applicant Name	Project Title	Amount Granted
Miss Mellina Atageldieva	Dance tour to USA	\$500
Miss Rafaella Villegas	Disney dancer	\$500
Miss Sesilia Felise	Indoor State Netball – VIC	\$350
Miss Solara Morcillo-Kawski	Dance troupe chosen to dance in Disneyland	\$500
Miss Sumeyya Felise	Indoor State Netball – VIC	\$350
Miss Tahlia Soukup	U14 national championship basketball	\$350
Miss Thahnita Puma	Dance troupe chosen to dance in Disneyland	\$500
Miss Themelina Rozakis	Melbourne Ballet School USA 2019	\$500
Miss Theodora Rozakis	Melbourne Ballet School USA 2019	\$500
Moru Community Of Victoria Inc.	Sound equipment	\$1,000
Mr Alexander Rahmani	Australian junior beach volleyball championship	\$350
Mr Avni Dauti	Artist residency program in Vilnius, Lithuania	\$500
Mr Baqir Rahimi	2019 National Futsal championships	\$350
Mr Gurdit Singh	Sports	\$500
Mr Jalen Rose	Basketball tournaments overseas	\$500
Mr Jerome Pierre	2018 U16 Australian championships	\$350
Mr Noah Heather	GKR Karate World championships 2019	\$500
Mr Phoenix Ly	Basketball tournament in USA with Kingston Basketball Academy	\$500
Mr Rahullah Sarwari	WAKO Australia National Kickboxing team	\$500
Mr Ross O'Neill-Hall	Bowling	\$350
Mr Thomas Lea	International basketball tournament in USA	\$500
Mr Victor Heather	GKR Karate world championships 2019	\$500
Mr Yaser Rajabi	Sports grant amateur boxing	\$350
Ms Aaliyah Heather	GKR Karate world championships 2019	\$500
Ms Abbie Thompson	Melbourne Ballet School USA Dance Disney 2019	\$500
Ms Abby Baker	Melbourne Ballet School USA 2019	\$500
Ms Anisha Reith	Dancing	\$500
Ms Carolyn Taylor	Pan Pacific Masters Games 2018	\$350
Mulgrave Baseball Club Inc.	Junior introduction to tee-ball program	\$1,000
Napoli Family Club	Father's Day celebration	\$1,000
National Institute for the Guards of Honour to the Royal Tombs of the Pantheon – Dandenong Branch	2019 Members annual BBQ	\$1,000
Noble Park Probus Club	Excursions	\$1,000
Oasis Otters Swimming Club	Club/Community swimming carnival	\$1,000



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Community Response Grants Program

Applicant Name	Project Title	Amount Granted
Programme for Improving English	English classes for asylum seekers/refugees	\$1,000
Ramblers Walking Club	Ramblers walking club	\$1,000
Relaxum Group Inc.	Exercise for wellness	\$750
Rodriguan Social Club of Victoria Inc.	Senior citizen information day	\$1,000
Russian Seniors in Dandenong Inc.	Exercise for seniors	\$1,000
Sewa Victoria Australia Inc.	Dandenong Indian senior forum	\$750
Sierra Leone Australia Community of Victoria Inc.	Sierra Leone independence celebration (2019)	\$1,000
Silverton Primary School – Parents Association	Free outdoor family movie night	\$1,000
Social Club Maricot Inc.	Dinner dance/fishing trip	\$1,000
South East Victorian Tibetan Cultural School (TCS) Inc.	Language and cultural dance	\$750
South East Women's Support Group (auspiced by Al-Emaan)	Community support social event	\$1,000
South Sudan Equatorians Association Inc.	Equatoria Cultural Day	\$1,000
Springvale Chinese Opera Group	Performance resources for Chinese opera singers	\$720
Springvale Mandolin Music Group	Musical instruments	\$720
Springvale Senior Citizen's Multicultural Club	60th club celebration	\$1,000
Springvale Traditional Chinese Dance Group	Costume and resources	\$750
Stella Clavisque Club (Australia – Mauritius) Inc.	Petanque group program	\$1,000
Sudanese Arabic Language School	Classes hire	\$750
Sudanese Australian Integrated Learning (SAIL) Program Inc.	Transportation for our South Sudanese students	\$1,000
The Aussie Rhythm & Jazz Assoc. Inc.	Encouraging senior musicians to stay in the entertainment field	\$1,000
The Australian Jordanian Association	Community and family gathering to keep in touch	\$1,000
The Goan Overseas Association Of Victoria Inc.	40th anniversary celebrations	\$1,000
The Macedonian Senior Citizens Group of the City of Greater Dandenong St Dimitrija Inc.	Macedonian National Day Celebrations	\$1,000
The United Vietnamese Buddhist Congregation of South Eastern Melbourne	Mid Autumn Festival 2018	\$1,000
U3A	25th anniversary celebration	\$1,000
Ukrainian Seniors Club, Noble Park	Christmas break-up dinner	\$645
UN Youth Victoria Inc.	State conference	\$1,000
United Filipino Elderly Group Inc.	Christmas lunch	\$1,000
Uttar Pradesh Association of Australia (UPAA) Inc.	Diwali celebration	\$1,000
Vibrant Indaus Inc.	Sharad Poonam Garba 2018	\$1,000
Victorian Masters Athletics Inc.	Purchase of track & field display timer	\$1,000
Victorian Tamil Association Inc.	Festival of Lights – 2018	\$1,000

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## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Community Funding Program

#### Community Response Grants Program

Applicant Name	Project Title	Amount Granted
VYSSA Inc.	VYSSA Inc Organisation's website	\$1,000
Wallarano Primary School	Family fun day fete	\$1,000
Windana Drug and Alcohol Recovery Inc.	SECADA open studio art exhibition	\$1,000
Women's Association South East Melbourne Australia	Wasema networking meetings	\$1,000
Wooranna Park Primary School	Boomerang bags Greater Dandenong	\$1,000
Zvonimir folklore Group	Croatian folk dancing	\$1,000
	<b>TOTAL</b>	<b>\$100,055</b>

#### Sponsorships Program

Applicant Name	Project Title	Amount Granted
AIF Swimming Association of Australia Inc.	Swimming	\$4,500
Chand Raat Eid Festival (CREF) Inc.	Chand Raat Eid Festival (CREF) 2019	\$5,000
Dandenong Agricultural & Pastoral Society Inc.	147th Annual Dandenong Show	\$30,000
Dandenong Basketball Association	Dandenong Jayco Rangers Women's National Basketball League (WNBL) 2018-19 Season	\$30,000
Dandenong Thunder Inc.	Dandenong Thunder sponsorship	\$8,000
Lions Club of Noble Park Keysborough Inc.	2019 annual summer community festival	\$25,000
September Latin Festival Inc.	Sandown September Latin Festival 2018	\$20,000
September Latin Festival Inc.	Dandenong September Latin Festival 2018	\$12,500
Springvale Asian Business Association Inc.	2019 Springvale Lunar New Year Festival	\$35,000
Vietnamese Community in Australia/Vic Chapter	TET Festival	\$25,000
YMCA Victoria Community Programming – Dandenong Oasis	Twilight Fun Run	\$5,000
	<b>TOTAL</b>	<b>\$200,000</b>

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Community Funding Program

#### Community Partnerships Funding Program

Applicant Name	Project Title	Amount Granted
Cambodian Association of Victoria Inc.	Youth program	\$22,627
City of Greater Dandenong Band Inc.	Operational support	\$23,406
Concern Australia Welfare Inc.	Handbrake turn	\$21,586
Cornerstone Contact Centre Inc.	Operational support	\$19,861
Dandenong & District Historical Society Inc.	Operational support	\$8,238
Dandenong Cricket Club Inc.	Women's Cricket – community and premier levels	\$6,763
Dandenong Neighbourhood House Inc.	Operational support	\$72,859
Interfaith Network of the City of Greater Dandenong Inc.	Operational support	\$91,225
Keysborough Learning Centre	Operational support	\$76,956
Noble Park Community Centre Inc.	Operational support	\$41,671
South East Community Links Inc.	Operational support	\$438,136
Springvale & District Historical Society	Operational support	\$7,139
Springvale Benevolent Society Inc.	Operational support	\$18,846
Springvale Learning and Activities Centre Inc.	Operational support	\$41,671
Springvale Neighbourhood House Inc.	Operational support	\$71,295
St Vincent De Paul Society	Operational support	\$18,846
St. Joseph's Catholic Church Springvale	Operational support	\$10,592
We Care Community Services Inc.	Operational support	\$19,861
Wellsprings for Women Inc.	Operational support	\$110,199
<b>TOTAL</b>		<b>\$1,121,777</b>

#### Material Aid Response Collective Impact Grants

Applicant Name	Project Title	Amount Granted
Enjoy Church	MARCI base level/small grant – 2018	\$508
Friends of Refugees Inc.	Food for good; City of Greater Dandenong addressing food insecurity	\$19,888
Friends of Refugees Inc.	Continuing to build capacity for efficient and safe food aid distribution across CGD	\$9,318
Jesuran Welfare Services	MARCI base level/small grant – 2018	\$1,900
Life Without Barriers	Material support for people seeking asylum	\$40,000
Link Health and Community	Consortium Space Aid	\$10,000
Springvale Learning and Activities Centre Inc.	MARCI base level/small grant – 2018	\$2,000
Springvale Learning and Activities Centre Inc.	Provision of material aid on Saturdays	\$20,000
<b>TOTAL</b>		<b>\$103,614</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Venue Hire Fund

Applicant Name	Project Title	Amount Granted
Friends of Refugees	Refugee and asylum seeker recognition awards	\$417
Interfaith Network of the City of Greater Dandenong Inc.	Victorian Interfaith Networks conference 2019	\$2,915
Noble Park Football Club	100 Year centennial celebration of the Noble Park Football Club	\$2,562
SEMVAC	Community concert	\$5,000
September Latin Festival Inc.	SLF dinner dance	\$3,502
Springvale Benevolent Society	AGM venue hire	\$129
TOTAL		\$14,525

### Greater Dandenong Volunteer Resource Service

Applicant Name	Project Title	Amount Granted
South East Volunteers Inc.	Greater Dandenong Volunteer Resource Service	\$80,000
TOTAL		\$80,000



**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**





## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Service Summaries – A Year in Review



#### City Planning, Design and Amenity

##### Building Services

Building Services strives to maintain standards of amenity, habitation and safety in buildings through powers vested on the Municipal Building Surveyor under the *Building Act 1993*. The unit provides services including building inspections, enforcement of safety standards, advice and consultation on building regulations issues and issuing of building permits. Building Services also provides copies of approved buildings and past permit details, activity reports to the Victorian Building Authority and variations to regulatory siting requirements.

##### Achievements

- ✓ Building compliance improved through education and enforcement activities including seven prosecutions, the issuing of 84 building notices and 158 orders on non compliant building work.
- ✓ 2,947 resident requests for information by solicitors and building surveyors were answered within the required timelines.
- ✓ 997 privately issued building permits were recorded on Council's systems.
- ✓ 727 report and consent applications were assessed, including 179 siting consents and 59 build over easement consents.
- ✓ 34 Essential Safety Measures inspections were carried out resulting in safer buildings.

##### Planning and Design

Planning and Design provides both statutory planning and strategic, design and sustainability services for the city. This includes the assessment of planning and subdivision applications, future land use strategy, urban design and sustainability assessment, policy development, and all legislative matters relating to the Greater Dandenong Planning Scheme.

##### Achievements

- ✓ Over 960 planning applications were determined, and the percentage of applications determined within the statutory timeframe improved from 71 per cent in 2017-18 to 77 per cent.
- ✓ The fully electronic planning permit application process was finalised and implemented.
- ✓ Planning Scheme Amendment GC110 Environmental Sustainable Design Planning Policy was gazetted into the Greater Dandenong Planning Scheme.
- ✓ Planning Scheme Amendment C205 Vegetation Protection Overlay was exhibited and adopted by Council. It is now awaiting gazettal by the Minister for Planning.
- ✓ Planning Scheme Amendment C213 Residential Zones was authorised and exhibited.
- ✓ Planning Scheme Amendment C203 Springvale Activity Centre Structure Plan was authorised, subject to conditions, by the Minister for Planning.
- ✓ All background reports were completed for the Climate Change Strategy, and the first round of community consultation completed.
- ✓ The background report was completed for the revised Open Space Strategy, and the first round of community consultation completed.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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- ✓ Community consultation for the revised Dog Off-Leash Strategy was completed, and a draft strategy developed.
- ✓ The Sustainability Awards and the Sustainability Festival were delivered, along with the annual report on the Sustainability Strategy.
- ✓ The master plans for Parkfield, Fredrick Wachter, Burden and Warner reserves were adopted by Council, and implementation commenced.

### Regulatory Services

Regulatory Services provides compliance, education and enforcement functions related to public health, animal management, fire prevention, local laws, parking management, litter prevention, school crossing supervision and planning compliance. This department directly impacts on Council's vision of creating and maintaining a city of high quality amenity for all residents and visitors to the city.

The department also manages all of Council's public parking facilities and a range of public safety programs including the Safe City CCTV system and the Civic Safety Officer service at Council's Dandenong office.

### Achievements

- ✓ Council's Safe City CCTV system has grown from 106 to 196 on-street cameras across the municipality over the past 12 months. Cameras are present in Springvale, Noble Park and Dandenong central activity districts managed by Council's Public Safety and Security team.
- ✓ The Public Health Unit developed the Streatrader online payment system that allows registrations and renewals to be issued electronically and paid online through the Streatrader portal.
- ✓ The Parking Management team successfully targeted forged disabled parking permits. Where possible forged permits were confiscated and offenders reported.
- ✓ The Community Compliance team is now able to access Council's customer service management system 'Merit' live in the field. The mobile application increases officers productivity while allowing information to be available to officers undertaking their duties.
- ✓ The Regulatory Services administration team has undertaken considerable modifications to cater for the new Fines Victoria infringement process to ensure that customers are unaffected by the changes.

## Community Services

### Community Arts, Culture and Libraries

The Community Arts, Culture and Libraries department seeks to ensure that meaningful opportunities are available for creative and cultural participation, learning, enjoyment and expression to improve the overall quality of life for local communities.

Library services are delivered in a variety of locations and methods through Dandenong and Springvale library branches. This is complemented by library outreach programs and services, home delivery, bulk loans of materials to institutions and through the online library. Additionally, libraries oversee Council's historical civic collections, the shared historic archive, liaison with local history groups, preservation of digital records, and a program of local history exhibitions.

Arts and Cultural Development focuses on engaging creative public programs, artist development, artist residencies, community and artist exhibitions, public art, and operating cultural venues including Heritage Hill and Walker Street Gallery.

Festivals and Events encourages community celebration, participation and inclusion through the delivery of Council funded festivals and events, and through the support of many community festivals and events.

The Drum Theatre is a cultural hub that provides diverse, engaging and accessible programs through the presentation and hosting of professional and community theatre productions, workshops, functions and events.

### Achievements

- ✓ Over 900,000 people physically visited the Libraries and over 400,000 visits were made to the virtual access platforms.
- ✓ The inaugural Dandy-Con event at Dandenong Library had 4,800 people attend the day's festivities.
- ✓ The Library currently sustains 17 community language collections including the recent introduction of Hindi and Urdu Showcase collections.
- ✓ Heritage exhibitions including 'Boundless Plains to Share', 'Make do to Renew' and 'Snap, Smile for the Camera' were well received.
- ✓ The Home exhibition showcased artists from refugee and asylum seeker backgrounds, receiving strong local engagement and broad press coverage.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Service Summaries – A Year in Review

- ✓ Partnerships with the Emerging Writers' Festival, Melbourne Writers' Festival and Open House Melbourne delivered successful events in the City of Greater Dandenong.
- ✓ Supported through Creative Victoria's Creative Suburbs funding, [Sub]urban Studio concluded its two year delivery at the end of 2018 having engaged with over 7,000 people in active participation in the arts across contemporary dance, puppetry and spoken word.
- ✓ More than 450 local students toured Heritage Hill to be introduced to visual art, heritage and sustainability.
- ✓ The Walker Street Gallery presented 15 exhibitions, more than half of which featured local CGD artists.
- ✓ The theatre season included Victorian Opera's Madam Butterfly, Cold Chisel's Ian Moss in concert, Victorian State Ballet's Snow White and the award winning Robot Song by Arena Theatre.
- ✓ Local schools continued to be a major user of the Drum facilities, in addition to the range of children's programming presented directly by the Drum during school holidays. Highlights included sell out performances of The Wiggles and Masquerade Youth Productions presentation of 'Aladdin'. There were also three performances of 'Gruffalo' as part of a nationwide tour, and over 900 school students attended performances of 'Medea' presented by Complete Works Theatre.
- ✓ Six large scale Council led events and two festivals were successfully delivered with an estimated attendance of 85,000 people and an average satisfaction rate of 90 per cent.

#### Community Care

Community Care focuses on developing and supporting a range of initiatives and services to support older people and people with a disability, to remain fit and active and to live independently in the community for as long as they are able to do so. Community Care is an integrated client support service that provides a range of in-home support services funded through the Commonwealth Home Support Program (CHSP) and the Victorian Government Home and Community Care Program for Younger People (HACC-PYP).

To encourage social connectedness we also provide community support services including specialised community transport and centre based social support groups, and support and advice to seniors clubs and groups. The Community Access Unit includes the Regional Assessment Service (RAS) and disability inclusion and planning taking a community development approach.

#### Achievements

- ✓ The new positive ageing team, introduced to promote social connectedness for our older residents, met with over 50 groups to ascertain how Council can better support them. The positive ageing team also trialled some new activities such as bus trips to the Dandenong Market which have proven very successful.
- ✓ Community Care Workers participated in the "Wellness Champions" project that aimed to equip them with resources and educational opportunities to model the wellness approach with their peers. Formal sessions led by a registered psychologist were held during 2019 with the group successfully presenting their learnings to the entire team of 100+ Community Care workers.
- ✓ The National Disability Insurance Scheme (NDIS) commenced implementation in September 2018. Community Care staff successfully supported 200 of Council's HACC-PYP clients to transition to the NDIS.
- ✓ The Seniors Festival held in October 2018 attracted over 6,000 attendees across the 93 activities on offer which is a significant increase from the previous year. The festival also co-hosted events with the Children's Festival including the official launch of the Seniors Festival in Harmony Square followed by a family movie on the Urban Screen and a Grandparents and Kids Craft Workshop held at Dandenong Market. Council also hosted the annual afternoon tea dance at the Jan Wilson Centre with approximately 180 people in attendance.
- ✓ The annual Multicultural Seniors Dance was held at the Springvale City Hall in September 2018. There were over 420 people in attendance which was an increase of 70 people from the 2017 event.
- ✓ Ongoing officer support was provided to both the Positive Ageing Advisory Committee and the Disability Advisory Committee. Both committees have provided invaluable advice to Council on the development and ongoing monitoring of the Disability Action Plan 2017-23 and the Positive Ageing Strategy 2017-25.

## ORDINARY COUNCIL MEETING - AGENDA

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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- ✓ The Community Access Team played a significant role in planning for the development of an all abilities playground at Ross Reserve. The playground will offer an inclusive experience for all, providing a diverse play environment for children, youth and adults of all abilities.

### Community Development, Sport and Recreation

The Community Development, Sport and Recreation department focuses on developing and supporting a range of initiatives and services to enhance the health and wellbeing of families in the city. The department includes Community Development; Volunteers, Sport and Recreation; and Community Funding.

#### Achievements

- ✓ The Sport and Recreation team launched its new healthy living campaign called 'Make Your Move' (MYM) at the Big Picnic event on Sunday 14 April. MYM aims to increase participation in physical activity and improve mental and emotional wellbeing through the promotion of leading a healthy lifestyle.
- ✓ The MYM Sport and Active Participation Survey was completed with over 2,500 responses from residents. This will inform the strategic direction of sport and active recreation planning into the future.
- ✓ The redevelopment of the Peter Mathison Pavilion at Alex Nelson Reserve and the baseball pavilion at Booth Reserve were completed.
- ✓ The YMCA Contract for the management of the Springers, Oasis and NPAC facilities was extended until 2021. The new contract terms include some exciting new strategies to increase water safety across Greater Dandenong and a new inflatable for Dandenong Oasis.
- ✓ A Council volunteer was awarded the Premier's Volunteer Service Award. This was acknowledged at one of the two successful volunteer recognition and appreciation events.
- ✓ Advocacy continued through the Local Government Mayoral Taskforce Supporting People Seeking Asylum – a coalition of 33 Councils (including five interstate Councils) advocating for a reversal of Federal Government cuts to the Status Resolution Support Services program for people seeking asylum. An advocacy campaign platform was created called 'Back your neighbour'.
- ✓ A Mayoral forum with key stakeholders was facilitated to suggest methods to improve social housing stock in the municipality. Council also brokered a process for non-owner occupied rental properties to be made available for social housing.

### Community Wellbeing

The Community Wellbeing department focuses on developing and supporting a range of initiatives and services to enhance the health and wellbeing of families in the city. The department includes Children's Services; Immunisation; Maternal and Child Health; and Youth and Family Services.

#### Achievements

- ✓ 106 early and middle years children participated in the annual Children's Forum, including the election of the first Junior Mayor.
- ✓ A new Early Years Facility was delivered at Yarraman Oaks Primary School, Noble Park.
- ✓ The Refugee Immunisation Project was expanded allowing adults of refugee background access to catch up vaccinations and providing tracking/monitoring for the Department of Health and Human Services (DHHS) to inform future policy development.
- ✓ 4,809 adolescents were immunised at the 22 secondary schools in the City of Greater Dandenong in accordance with the National Immunisation Program (NIP) Secondary School Program.
- ✓ 28 New Parent Groups were provided to 327 new parents.
- ✓ Family Support Services engaged with 209 families and 455 children, providing 9,808 contact hours of support and 177 children contacts in group programs.
- ✓ Youth and Family Services delivered 12 events to positively activate public spaces including Noble Park Skate Park, Harmony Square and JC Mills Reserve, engaging a total of 15,734 contacts.
- ✓ Youth and Family Services engaged 3,735 young people in community consultation activities including the Youth Summit, Resilience Survey and Environment Focus Group, supporting young people's voice to be heard across a range of Council planning areas.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Service Summaries – A Year in Review

#### Corporate Services

##### Customer Service and Civic and Community Facilities

The Customer Service unit is responsible for the corporate call centre, face to face customer service centres, and is the 'first point of contact' with Council. Customer Service seeks to satisfy the majority of customer queries and requests at initial contact, and where needed, direct queries to the appropriate person in Council. Additionally, Customer Service administers the Disability Parking Scheme.

The Civic and Community Facilities unit provides a diverse range of facilities for use or hire by Council and the community. The team professionally manages the booking and hire arrangements of the facilities, ensuring quality and high standards to meet the many and varied needs of a range of clientele.

##### Achievements

- ✓ Customer service staff responded to over 123,700 calls to the call centre and answered 81 per cent of those within 20 seconds, achieving the annual target.
- ✓ The team processed 20,179 Merit requests for service; 50,343 receipts to the value of \$29,114,627; and 2,944 Disabled Parking Permits, 2,727 of which were approved and 217 declined.
- ✓ In the 2019 Community Satisfaction Survey, the City of Greater Dandenong scored 74 for customer service, which was three points higher than last year and continues to be higher than the statewide average for all councils.
- ✓ A number of processes were reviewed resulting in improved services, including sharing electronic forms internally and reducing the need to print applications; and working with VicRoads and other Councils on the centralised process for issuing Disabled Parking Permits.
- ✓ Both teams were heavily involved in the planning for the new Springvale Community Precinct project which will incorporate a new customer service centre, library and community meeting rooms.
- ✓ The new venue booking system, Zipporah, was upgraded and remodeled to accommodate online bookings from external customers. The transition is well underway with some facilities already online and the remaining halls to follow in the new financial year.
- ✓ Staff continued to provide a professional support service to thousands of guests through their private events, civic receptions and community meetings. Venue usage grew and feedback from customers was overwhelmingly positive.
- ✓ Substantial works and maintenance were undertaken across multiple venues, including a major refurbishment of the Springvale Supper Room at the Town Hall, and minor upgrades at The Castle, Edinburgh Hall and Wachter Reserve.

##### Financial Services

Financial Management exists to enable Council to comply with statutory requirements, provide strategic financial direction, and undertake essential business processes and support the organisation with financial assistance and advice. The service provided by the Financial Management unit essentially supports the external service provision of other units.

Property Revenue includes the administration of rates and valuation services. It is responsible for the issue of rates notices, supplementary rates, preparation and issue of pension remissions and ensures an accurate and up to date property database is maintained.

Valuation services include the preparation of general revaluation every two years and supplementary valuations including administering of objections.

##### Achievements

- ✓ A mid-year review of the 2018–19 Budget was completed recognising changed circumstances underlying the adopted budget.
- ✓ Council's Long Term Financial Strategy was updated for the period 2019–20 to 2023–24 to form the basis of the Budget for 2019–20. Council's Annual Budget for 2019–20 was adopted by Council on 11 June 2019.
- ✓ Monthly financial reports were provided to the Executive Management Team and a quarterly financial report to Council which enabled Council to deliver services and capital works within budget.
- ✓ The 2017–18 Annual Financial Statements were produced including the receipt of an unqualified audit opinion from the Victorian Auditor-General.
- ✓ Council's Rates and Hardship Policy, which considers the needs of individuals and businesses who are suffering financial hardship and provides a framework to provide rate relief to individuals who need assistance, was updated and adopted by Council on 24 June 2019.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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- ✓ Property valuations, which are now undertaken by the Valuer General annually, were certified and made effective as 1 January – in accordance with the *Valuation of Land Act 1960* legislation and the *Valuation Best Practice Specifications* legislation. These valuations have been updated in Council's Property and Rating system for 2019–20.
- ✓ Annual compliance information is submitted annually to the Essential Services Commission who monitor and review Council's compliance with rate caps under the Fair Go Rates System. Council received notification of its compliance with the 2018–19 rate cap.

### Governance

The Governance department is responsible for the overall governance of the organisation including records management and commercial property.

Governance is responsible for the management and coordination of Council meetings and Councillor Briefing Sessions and all associated documentation, managing Council's election process, ensuring legislative compliance processes across the organisation are effective, policy development and the processing of Freedom of Information and Information Privacy requests. It is also responsible for hosting citizenship ceremonies on behalf of the Department of Immigration and Border Protection, organising civic events and functions to recognise the Greater Dandenong community and providing support to the Mayor, Councillors, CEO and directors.

Commercial Property is responsible for coordinating the major activities of Council's commercial property portfolio, managing Council's commercial properties and coordinating the acquisition and disposal of Council building and land assets as required.

Records Management is responsible for the management, archiving and disposal of all Council correspondence and records in compliance with the *Public Records Act 1973* and Public Records Office of Victoria (PROV) Standards.

### Achievements

- ✓ A number of Mayor and Councillor annual and civic events were conducted for the Greater Dandenong community.
- ✓ There were no breaches of the *Local Government Act 1989*.
- ✓ No Freedom of Information decisions required review by the Information Commissioner in 2018–19.
- ✓ The budgeted targets for expected rental revenue from Council's commercial properties across the municipality were met.
- ✓ The Records Management Unit was externally audited and an 18 month program of improvement initiatives commenced.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Service Summaries – A Year in Review

#### Information Technology

Information Technology Services is responsible for the provision of cost effective information and telecommunication solutions to staff and Councillors. The unit plans, implements, maintains and enhances corporate software systems, hardware, data networks and telecommunications infrastructure, and provides web based services to the community. It also ensures the integrity of Council's information assets and protects them against security attacks.

#### Achievements

- ✓ Councils room booking system Zipporah enhanced the ability of residents to request the use of select spaces via Council's website.
- ✓ Enhancements were made to allow public documents to be stored in Council's document management system and accessed via the website.
- ✓ 19 online forms/processes and application interfaces were implemented utilising technology allowing for integration with Council's corporate systems.
- ✓ Council's customer request system was upgraded to include 24/7 access in the field for various departments in Council including Local Laws.
- ✓ Council's document management system browser version is ready for deployment in 2019–20.
- ✓ The Office 365 rollout commenced and is ready for deployment in 2019–20.
- ✓ Council's security defences were strengthened by conducting annual penetration tests against the network, conducting regular Phishing campaigns with staff and Councillors and implementing an enhanced email security system (Mimecast).

#### Media and Communications

The Media and Communications unit is responsible for all media management, marketing and communications campaigns and activities, web and intranet management, digital screen content and print shop services. It is also responsible for the corporate planning and reporting functions including the Community Plan, Council Plan, Annual Plan, Local Government Performance Reporting Framework, Annual Report and the quarterly organisational performance reports to Council.

Key activities include the preparation and distribution of monthly editions of 'Greater Dandenong Council News' magazine; media releases, responses and briefings; design, publication and approval of all corporate brochures and key communications; various public relations activities and campaigns; management of Council's website, intranet, social media platforms and online consultation; production of a weekly staff newsletter and internal communications; preparation of mayoral speeches; and the supply of internal printing services.

#### Achievements

- ✓ A significant redevelopment of Council's website and intranet commenced. Stages one and two were completed, and Stage three will see a complete rebuild and launch of both sites.
- ✓ The development and implementation of key branding and community information campaigns was coordinated, including Cultural Threads, new Arts branding, Sustainability Festival, Snow Fest, the Walk Against Family Violence, Drum Theatre program, Short Cuts Film Festival and waste services information.
- ✓ A complete review and update of the Community Engagement Planning Framework and development of a Community Engagement Toolkit were completed; a number of community consultation campaigns were managed including Climate Change, all abilities playground, dog off-leash areas and open space in Greater Dandenong.
- ✓ Online engagement improved through social media, with Greater Dandenong's official Facebook page now having 12,572 followers; Twitter followers over 4,405; Instagram over 3,054 followers; and a corporate LinkedIn account has 3,683 followers. Overall, the annual growth of our social media channels was 13.2 per cent; Facebook followers grew by 8.6 per cent, Instagram followers by 13.6 per cent, Twitter followers by 3.4 per cent and LinkedIn by 24 per cent.
- ✓ A total of 473 content items were sourced and curated for the Urban Screen and digital screen network, including those in customer service centres, libraries, and various community centres. 63 events were held in Harmony Square utilising the Urban Screen.
- ✓ The Council Plan 2017–21 (Revised 2019) and Annual Plan 2019–20 were updated, prepared, placed on public exhibition and then adopted by Council.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### People and Procurement Services

People and Procurement Services are responsible for supporting and developing the human resource capital within the organisation and the engagement of external resources through occupational health and safety, management of Workcover claims and return to work programs, learning and development activities, and the recruitment and selection of employees.

The department also manages employee relations; development and implementation of human resource policies and programs; payroll and superannuation; purchasing and procurement systems; contract management systems; insurance and risk management; and municipal emergency management.

#### Achievements

- ✓ The full rollout of the Appropriate Workplace Behaviours Policy training program was completed across the organisation.
- ✓ A new four year Enterprise Agreement governing employee pay and conditions was negotiated and approved by the Fair Work Commission.
- ✓ Implementation of a new HR system incorporating learning management, performance management and integrating with Council reporting.
- ✓ Council was successful in its efforts to be reaccredited as a White Ribbon workplace.
- ✓ Another successful Walk Against Family Violence event was conducted in November 2018 with increased numbers and participation.
- ✓ Council was successful in achieving the target 50 per cent compliance to the National Audit Tool (NAT) requirements as part of Council's participation in the MAV Self Insurance Scheme for Workcover.
- ✓ A new "pulse" type of survey for gauging employee engagement at more regular intervals throughout the year was implemented.
- ✓ A new online platform for recognising and rewarding employees called SHINE was implemented.

### Engineering Services

#### City Improvement Services

This department incorporates the Project Delivery team and the Building Maintenance team.

Project Delivery is responsible for design, project management and delivery of Council's City Improvement Program (CIP) associated with property, plant and equipment, and infrastructure capital works projects.

Building Maintenance organises and carries out repairs and maintenance activities to Council owned building assets, including reactionary and programmed maintenance. Building Maintenance also manages lift maintenance, office cleaning and the security services contracts.

#### Achievements

- ✓ The Commonwealth Government part funded Roads to Recovery local road rehabilitation program was 100 per cent completed on budget and on time, and 100 per cent of the Road Renewal Program (crack sealing, major patching and resurfacing and rehabilitation) was completed on budget and to deadline. The Bangholme Road reconstruction project was also completed and is now open to traffic.
- ✓ A number of significant road safety improvements were delivered through the federally funded Blackspot Program and Council's own Local Area Traffic Management Program (LATM).
- ✓ Work progressed on major building projects with Springvale Community Precinct Stage Two underway and the Yarraman Oaks early learning facility completed.
- ✓ The design for a major sports pavilion redevelopment at Thomas P Carroll Reserve was brought to tender stage ready for construction in 2019-20.
- ✓ The annual building renewal program was completed incorporating over 80 improvement projects across various Council buildings.
- ✓ A number of open space, lighting and landscape projects were completed across Council's reserves including Dandenong Park, Tatterson Park and Parkfield Reserve.
- ✓ Building Maintenance successfully implemented and completed the annual maintenance program across Council owned buildings.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Service Summaries – A Year in Review

- ✓ 100 per cent compliance was achieved in Essential Safety Measures (i.e. occupancy permits, maintenance determinations and certificates of final inspections) for all Council owned buildings.

#### Infrastructure Services and Planning

Infrastructure Services and Planning is responsible for the maintenance and renewal of the city's roads, drainage, footpath network, parks, vegetation (including trees) and recreational and sporting grounds. Key focus points are improving asset life, functionality and safety for the community and residents. Council's fleet and waste collection services including waste education and graffiti removal are also responsibilities of this department.

#### Achievements

- ✓ The Dumped Rubbish 'Hot Spots' program continued with over 8,660 collections from 3,132 sites to remove approximately 1,017,541 tonnes of dumped rubbish from streets throughout the municipality.
- ✓ Euro 6 technology was first introduced in 2017–18 and extended this year to Council's passenger fleet with the purchase of four new vehicles embracing this type of technology.
- ✓ Over 100 early learning centre and school education programs were delivered to over 2,400 students and staff engaged with community members at 26 key events attended by over 3,880 people.
- ✓ A waste education program was delivered to 650 Culturally and Linguistically Diverse (CALD) students at Chisholm TAFE.
- ✓ Two re-use and recycle drop off days were held attracting 1,598 vehicles delivering household items for re-use and recycling.
- ✓ Council maintained a household recycling service processing 12,952 tonnes of recyclables with no diversion to landfill despite the recycling crisis experienced across Australia.
- ✓ Cricket Victoria, Premier Cricket wicket/oval rankings resulted in Greater Dandenong Premier Men's & Women's ground scoring their highest ever ratings of:
  - Shepley Oval, Oval and wicket combined, ranked 4
  - Wilson Oval Wicket, ranked 1
  - Greaves Reserve (Women's Premier Cricket), Oval and wicket combined, ranked 1

- ✓ The Parks community environmental education program engaged a total of 5,740 residents in environmental awareness activities, including a number of successful events such as Halloween in the Park at Pirate Park, and the Discover Dandenong Creek Festival at Tirhatuan Park.

- ✓ 'Greening Our City' Council's Urban Tree Strategy (2018–28) was implemented with 2,624 trees planted in year one.

- ✓ The Parks team set up a School Based Traineeship program in partnership with the National Horticulture Institute and Avocare, to assist a group of students with learning difficulties to obtain experience in parks maintenance. The program is underway at Keshava Reserve in Dandenong, and has resulted in improvements to the amenity of the park, a reduction in anti social behaviour and students being given the opportunity to gain qualifications in Horticulture.

- ✓ The 'Discover Dandenong Creek' grant program, a collaborative project with adjacent landholders, continued with funding from the Department of Environment, Land, Water, and Planning, resulting in significant weed reduction along the creek, as well as a large revegetation program.

#### Transport and Civil Development

The Transport Unit incorporates Strategic Transport Planning and Transport System Management.

Strategic Transport Planning delivers transport planning, leads regional transport coordination; undertakes liaison and advocacy; and delivers expert advice on long-term transport needs for the city. Transport System Management develops and coordinates traffic safety, local area traffic management, parking infrastructure, sustainable transport and heavy vehicle permits.

The Civil Development unit is responsible for the approval of engineering plans, regulation of subdivision roads, coordinates the engineering aspects of Development Contribution Plans and provides advice for new developments. It also encompasses the asset protection function, civil works and vehicle crossing permits.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Achievements

- ✓ Council was successful in gaining \$417,000 of Black Spot Program funding for road safety treatments and \$300,000 of TAC Safe Travel in Local Streets SSRIIP funding for road safety treatments.
- ✓ The Greater Dandenong Public Transport Advocacy Statement and the Dandenong South Multi Modal Transport Infrastructure Plan were drafted.
- ✓ Policies were developed regarding Public Car Share and Electric Vehicle Charging.
- ✓ The first stage of a significant road and trail network planning exercise for the Greater Dandenong Green Wedge was undertaken.
- ✓ Rapid responses continued to be provided to Heavy Vehicle Permit applications.
- ✓ 98 per cent of customer requests relating to transport issues (parking signage/road safety) were responded to within the allocated timeframes.
- ✓ Council's position on the Executive Committee of RoadSafe South East was maintained.
- ✓ Council continued to participate in the Southern Metropolitan Partnership Transport Working Group, South Eastern Metropolitan Integrate Transport Group and Eastern Transport Coalition.
- ✓ Four large Active Transport Infrastructure projects were planned and delivered.
- ✓ A new Asset Protection Permit inspection process including application fees & security bonds was introduced.
- ✓ 546 Asset Protection Permits were issued with 100 per cent completion within the designated timeframes.
- ✓ 579 Road Opening Permits were granted.

### Greater Dandenong Business Group

#### Activity Centre Revitalisation

The Activity Centre Revitalisation department leads and coordinates the revitalisation of the Dandenong, Springvale and Noble Park activity centres through the stewardship of property development, infrastructure, planning, stakeholder engagement, project management and place making.

### Achievements

- ✓ Council worked in partnership with Development Victoria and liaised with other key developers to progress investment on key Activity Centre development sites.
- ✓ The Walker Street stage 2 streetscape upgrade was completed along with the phased undergrounding of power and signalisation in Thomas Street as part of the Afghan Bazaar Cultural Precinct.
- ✓ The design and approvals associated with the Springvale Boulevard, Post Office Lane and Dandenong Gallery of Art projects were progressed.
- ✓ Phased works to implement actions from the Indian Cultural Precinct Framework were delivered through a \$500,000 grant.
- ✓ Place making projects in the Activity Centres including the transformed program, interpretive signage, comfort improvements to public spaces, business audits, behaviour mapping and the compilation of a Place Making Framework per centre were completed.
- ✓ Advocacy activities were successful for improvements to public interfaces aligned with the new Noble Park train station as part of the level crossing removal project.
- ✓ Advocacy activities were successful for the replacement of the temporary Pop Up Park with the construction of a new multi-sport facility in central Dandenong.
- ✓ Property at 275 Lonsdale Street, Dandenong to be used for a future laneway connection was identified and secured.
- ✓ Strategic parking management interventions in activity centres including Lonsdale Street and Carroll Lane car park in Dandenong and Balmoral car park in Springvale were coordinated.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Service Summaries – A Year in Review

#### Economic Development

The Economic Development Unit (EDU) markets Greater Dandenong as a business destination; facilitates business attraction, investment and employment creation; supports existing businesses; and measures and monitors the local and regional economy to enhance the economic prosperity of the municipality.

#### Achievements

- ✓ The EDU successfully secured \$25,000 of State Government funding to deliver a business summit for the Greater Dandenong business community in 2019–20.
- ✓ An additional \$5,000 of State Government funding was secured to create a series of training videos targeting the CALD business community.
- ✓ The Mayor's Business Lunch purpose and structure was reviewed and two events were held in this new format. The first event discussed workplace giving and the second event was held between the Greater Dandenong Chamber of Commerce and the South Asian Business Association and discussed the theme – working together, how can we create a stronger Greater Dandenong.
- ✓ The business magazine (quarterly) and newsletter (monthly) were rebranded and have been renamed 'Talking Business' (formerly Stakeholder). This project also involved a redesign of the layout and content and readers have been encouraged to receive the publication electronically for a more sustainable approach. To date 1,369 subscribers have moved to the electronic list. The combined circulation for the magazine is over 6,000 and continues to grow.
- ✓ 15 Council led food and cultural tours were delivered.
- ✓ The EDU continued to champion the business community including:
  - Building trust and rapport with existing and new businesses to retain and attract them.
  - Advice on growing and/or starting a business and compliance requirements.
  - Introductions and pre planning application meetings to other council units, State, Federal Government departments, real estate agents and consultants.
  - Provision of local and regional statistics and data to help inform businesses.

- A pilot Shopfront Improvement Program in Noble Park commenced. This has seen the aesthetic appeal of various businesses in a specified shopping precinct uplifted through signage and other frontage works.
- 23 food manufacturing and processing businesses coordinated to exhibit and attend the four day Fine Food Australia Expo in Melbourne.

#### South East Business Networks (SEBN)

Through its unique networking model, SEBN brings people and companies together, providing practical and relevant support to strengthen manufacturing knowledge and capability; support and strengthen the role of women in business; enhance business sustainability, and deliver leadership and employment opportunities that contribute to the economic and social wellbeing of the region.

#### Achievements

##### Business:

- ✓ A strong participation base was maintained, with increasing numbers of new and younger business owners and managers across all levels of business from CEO to shop floor. The highly successful 'Future of Manufacturing' group has a strong corporate social responsibility ethos and is a 'good practice' exemplar. Developing Young Leaders, site visits, and a new CEO series initiative are highlights resulting from the various network groups.
- ✓ A diverse program of activities and site visits was delivered including local and international experts on topics as diverse as people, behaviours and skills to global issues and trends and emerging technologies. Smart manufacturing/Industry 4.0; 'Value Stream Mapping'; 'Digital Transformation' and 'China Manufacturing Strategy 2025' were some of the topic highlights which SEBN complemented with international speakers and events including the Netherlands as a European Base; Annual Economic Update with NAB, and Can Technology Make Us Better People?
- ✓ The focus on business sustainability continued with the collaborative ASPIRE waste exchange platform moving to stage two of its development; together with internal and external work on waste and resource initiatives and encouraging business to transform its practices.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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- ✓ The Women in Business (WIB) program explored a range of leadership and business development activities including social media – making your mark on the world and job-crafting, and event highlights included our annual International Women's Day and Showcasing WIB events. These profiled thought provoking and inspirational business women, including the CEO of Zoos Victoria, Jenny Gray, and Victorian Telstra Business Woman of the Year Sadhana Smiles, who shared experiences, challenges and career learnings.
- Community:**
- ✓ The Greater Dandenong Regional Employment Taskforce was consolidated and the initial Community Revitalisation/One Percent project was delivered. This project impacted 130+ disadvantaged jobseekers in Dandenong and Doveton, including People Seeking Asylum. Alongside employment outcomes, the project achieved significant improvements in the work readiness of participants and provided an evidence base for ongoing activities.
- ✓ Funding from LaunchVic was received to deliver the Greater Dandenong Startup Hub – Ignite Greater Dandenong. Working in partnership with local entrepreneurial experts and Runway HQ (Geelong), Ignite Greater Dandenong has nurtured young and emerging businesses and has delivered mentoring, workshops, masterclasses and coworking space. It has also exposed participants to Hackathons, boot camps and events where they meet other local business and industry leaders – all of which have been designed to support and strengthen the start up ecosystem.
- ✓ The 10th anniversary of the CGD – Industry Take a Swing for Charity Golf Day was celebrated which has raised in excess of \$400,000 for local charities.
- ✓ The SEBN–SELLEN partnership delivered its annual 'Lunch with Winners' schools-industry event. Hosted by Glenn Manton, more than 200 secondary school students, teachers and businesses were inspired by the diversity of the career journeys of three young local 'winners' and a keynote presentation by Yong Deng.
- ✓ The highly successful VicHealth *Kitchen Challenge* program was completed with 99 per cent of participants reporting increased mental health and wellbeing as a result of participating in this unique program which is now being offered to local businesses as a professional development activity for managers – at the same time benefiting the local community members who participate.



**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)





## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

#### Meeting our Strategic Objectives

- The Council Plan 2017–21 sets Council's strategic direction and community vision for the municipality. The Council Plan outlines measures of performance through achievements against strategic objectives in six key areas:
- A vibrant, connected and safe community
- A creative city that respects and embraces diversity
- A healthy, liveable, and sustainable city
- A city planned for the future
- A diverse and growing economy
- An open and effective Council



#### Strategic Objective 1: A vibrant, connected and safe community

The following table shows progress against Council's four year strategic measures from the Council Plan 2017–21:

Measure	Progress
Community Satisfaction Survey – "How Safe do you feel walking alone at night?"	40 per cent of respondents feel safe
% of participation at Council events	Council had 85,000 attendees across its eight major festivals. 35,000 attended Snow Fest, 47 per cent of whom were local residents.
% of municipality who are active library members	11.32 per cent. This excludes members who only use the Libraries computer facilities.
Number of visits to the Library	981,823
% of residents who volunteer	In the 2016 Census 20,100 CGD residents identified themselves as volunteers. Of the volunteers who participate in Council specific volunteer programs 72 per cent were residents within the municipality.
VIC Health General Wellbeing Indicator	74.9 – The last survey was conducted in 2015
Number of direct services for older people that promote independence and collaborative service planning	3,427
Stakeholder and Agency Partnership Satisfaction Survey	Due to the major changes in the Aged and Disability sector during the year Council focused on developing stronger links with a number of key agencies organisations and stakeholders with a view to further strengthening service delivery and positive outcomes for the community. This has included developing stronger links with the Council for the Ageing (COTA) and the Southern Migrant Resource Centre (SMRC) in reviewing the particular challenges of a diverse multicultural community knowing how to access Aged and Disability services.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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The following table reviews Council's performance against the indicators of the Annual Plan 2018–19

✓ Achieved ~ Not achieved

What we hope to achieve	Actions	2018–19
A safe community	Complete and pass an audit of the Municipal Emergency Management Plan	✓
	Implement the Domestic Animal Management Plan (DAMP) 2017–20 <i>Eight of the 35 actions within the DAMP are yet to be finalised.</i>	~
	Maintain the Safe City CCTV system in accordance with specified performance standards	✓
	Maintain eSmart Libraries accreditation to equip libraries and connect communities with the skills needed for smart, safe and responsible use of technology	✓
	Assist Victoria Police with targeted enforcement of speeding and hoon behaviour, through ongoing liaison and data provision	✓
	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	✓
	In association with RoadSafe South East, continue to advocate for and promote the implementation of Road Safety for New Arrivals programs within the region <i>No funding was provided by the State Government for this program.</i>	~
	Provide ongoing funds via Council's Local Area Traffic Management (LATM) prioritisation program for road safety treatments to address priority locations where the greatest road safety risks are identified	✓
	Host the 2018 Walk Against Family Violence	✓
	Support and participate in regional activities aimed at the primary prevention of violence against women	✓
A city with high community participation	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 (MYET) Action Plan	✓
	Create and promote two opportunities for young people to participate in physical activity, including a focus on addressing barriers to young women's participation	✓
	Develop a brand and marketing strategy to increase awareness and information about the range of available sport and recreation programs, services and facilities	✓
	Develop a Sport and Recreation Women's Program to assist female participation	✓
	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	✓
	Investigate the gaps and demand for alternative sporting opportunities in the City of Greater Dandenong	✓
	Undertake a Sport Participation Survey to provide up to date information on sport and recreation trends and activity	✓

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## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

#### Strategic Objective 1: A vibrant, connected and safe community

What we hope to achieve	Actions	2018-19
	Undertake a joint project with Development Victoria to assist in the development of a new site for Pop Up Park	✓
	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	✓
A well informed and connected community with improved health and wellbeing	Work with the Alliance for Gambling Reform and engage community groups and residents to advocate for gambling reform	✓
	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	✓
	Maintain food safety – inspect all registered food premises annually and report outcomes	✓
	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	✓
	Monitor adolescent immunisation rates and report on the number of adolescents immunised according to 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	✓
	Provide aged and disability assessment services as part of the Regional Assessment Service (RAS)	✓
	Provide home care, personal care and respite care services	✓
	Provide planned activity groups and meals on wheels services	✓
Enhanced partnerships with agencies and stakeholder groups to deliver quality services	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) <i>The Commonwealth Government will consider the recommendations of the Aged Care Royal Commission before implementing the next stages of the Aged Care Reform Agenda. This has delayed Council's development of an Options Paper.</i>	~

#### Major initiatives as funded in the 2018-19 Budget

Initiatives	Progress
Implementation of the Domestic Animal Management Plan	27 actions from year two of the plan have been completed. New staff commencing in 2019-20 will enable the remaining eight items to be finalised.
Deliver eight key festivals and events across the city	Council delivered eight high quality events attracting 85,000 people.
Provide ongoing funds via the Local Area Traffic Management prioritisation program for road safety	All projects were matched for funding and completed.
Maintain the Safe City CCTV system	The total down time for the CCTV camera system averaged 0.5 per cent over the year.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Local Government Performance Reporting Framework (LGPRF)

The following table provides the results of the LGPRF prescribed service performance indicators and measures including material variations.

Service Indicator/Measure	2016	2017	2018	2019	Comments
<b>Aquatic Facilities</b>					
<b>Service standard</b>					
<i>Health inspections of aquatic facilities</i> [Number of authorised officer inspections of Council aquatic facilities / Number of Council aquatic facilities]	5.50	1.00	1.50	3.00	
<b>Health and Safety</b>					
<i>Reportable safety incidents at aquatic facilities</i> [Number of WorkSafe reportable aquatic facility safety incidents]	7.00	5.00	6.00	2.00	
<b>Service cost</b>					
<i>Cost of indoor aquatic facilities</i> [Direct cost of indoor aquatic facilities less income received / Number of visits to indoor aquatic facilities]	\$1.46	\$1.41	\$2.14	\$2.52	
<b>Animal Management</b>					
<b>Timeliness</b>					
<i>Time taken to action animal management requests</i> [Number of days between receipt and first response action for all animal management requests / Number of animal management requests]	1.17	1.11	1.13	1.14	

## ORDINARY COUNCIL MEETING - AGENDA

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)****Performance**

Service Indicator/Measure	2016	2017	2018	2019	Comments
<b>Service standard</b> <i>Animals reclaimed</i> [Number of animals reclaimed / Number of animals collected] x100	37.09%	37.19%	27.82%	37.07%	Council have been working diligently to educate people that their animals have a greater chance of being returned by Council Rangers if they register and renew their animal registrations annually. New media campaigns were launched during the previous renewal period that are starting to gain traction within the community regarding the importance of animal registrations. The focus has been on increasing welfare for animals who can be returned to their owners rather than be impounded.
<b>Service cost</b> <i>Cost of animal management service</i> [Direct cost of the animal management service / Number of registered animals]	\$55.69	\$59.65	\$69.53	\$71.59	Costs increased in 2018-19 due to the temporary closure of a local animal shelter, a decreased rate of animal registration and an increase in the number of animals impounded.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Service Indicator/Measure	2016	2017	2018	2019	Comments
<b>Food Safety</b>					
<b>Timeliness</b>					
<i>Time taken to action food complaints</i> [Number of days between receipt and first response action for all food complaints / Number of food complaints]	1.76	1.96	1.66	1.68	
<b>Service standard</b>					
<i>Food safety assessments</i> [Number of registered class 1 food premises and class 2 food premises that receive an annual food safety assessment in accordance with the Food Act 1984 / Number of registered class 1 food premises and class 2 food premises that require an annual food safety assessment in accordance with the Food Act 1984] x100	147.23%	144.28%	144.15%	124.01%	Council's previous year reporting included inspections which were additional to the annual food safety assessment in accordance with the Food Act 1984. For 2018-19 only annual food safety assessments have been reported.
<b>Service Cost</b>					
<i>Cost of food safety service</i> [Direct cost of the food safety service / Number of food premises registered or notified in accordance with the Food Act 1984]	\$538.73	\$573.93	\$509.86	\$538.81	
<b>Libraries</b>					
<b>Utilisation</b>					
<i>Library collection usage</i> [Number of library collection item loans / Number of library collection items]	6.20	5.78	6.47	5.64	
<b>Resource standard</b>					
<i>Standard of library collection</i> [Number of library collection items purchased in the last 5 years / Number of library collection items] x100	85.97%	87.25%	86.90%	86.53%	
<b>Service cost</b>					
<i>Cost of library service</i> [Direct cost of the library service / Number of visits]	\$4.59	\$4.72	\$5.46	\$4.88	



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

Service Indicator/Measure	2016	2017	2018	2019	Comments
<b>Maternal and Child Health (MCH)</b>					
<b>Satisfaction</b>					
<i>Participation in first MCH home visit</i> [Number of first MCH home visits / Number of birth notifications received] x100	103.60%	101.20%	101.04%	98.12%	
<b>Service Standard</b>					
<i>Infant enrolments in the MCH Service</i> [Number of infants enrolled in the MCH service (from birth notifications received) / Number of birth notifications received] x100	101.56%	102.20%	101.99%	101.80%	
<b>Service cost</b>					
<i>Cost of the MCH service</i> [Cost of the MCH service / Hours worked by MCH nurses]	\$71.80	\$71.52	\$72.48	\$73.06	

#### Strategic Objective 2: A creative city that respects and embraces diversity

The following table shows progress against Council's four year strategic measures from the Council Plan 2017–21:

Measure	Progress
Number of annual artist opportunities that celebrate diversity and build community cohesion	10
Number of cultural celebrations facilitated by Council	8
Increase in participation for creative and cultural programs and initiatives	1,533, a decrease from the 2018 figure of 1,873
Number of arts and heritage exhibitions delivered through cultural facilities	15
Number of opportunities provided to all residents to participate in Council processes	54

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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The following table reviews Council's performance against the indicators of the Annual Plan 2018–19.

✓ Achieved ~ Not achieved

What we hope to achieve	Actions	2018–19
A harmonious community that celebrates diversity	Deliver 10 youth activities in public spaces that promote pro social behaviour and build a sense of community belonging	✓
	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	✓
	Deliver the Home exhibition and program that features artists from refugee backgrounds including people seeking asylum	✓
	Implement actions from the Reconciliation Action Plan through engagement with the Dandenong and District Aborigines Cooperative and other key Aboriginal led organisations	✓
Increased participation in creative and cultural activities	Provide 10 opportunities for artists from a range of art forms through the annual artists in residency program	✓
	Provide 20 community arts opportunities for artists, residents and businesses through performance, exhibitions and programs	✓
	Host the 2018 Children's Forum	✓
A city well known for working together with its community	Implement year two actions of the Disability Action Plan 2017–23	✓
	Implement year two actions of the Positive Ageing Strategy 2017–25	✓
	Investigate the opportunity and content to encourage participation and promote opportunities for disability sports within CGD	✓

### Major initiatives as funded in the 2018–19 Budget

Initiatives	Progress
Implement actions from the Reconciliation Action Plan	The first year action plan was approved by the Working Group and Reconciliation Australia to be extended by six months to align with the end of the financial year. Actions within the RAP have progressed well with the majority being completed or commenced.
Deliver the Home exhibition featuring artists of Refugee and Asylum Seeker backgrounds	The 2018 Home exhibition was held from 18 October until 24 November and featured work by six artists.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

#### Strategic Objective 3: A healthy, liveable and sustainable city

The following table shows progress against Council's four year strategic measures from the Council Plan 2017–21:

Measure	Progress
% of kerbside collection waste diverted from landfill	46.40 per cent
Number of indigenous seedlings planted	23,005
Number of street trees planted	2,624
Completion of Climate Change Strategy	Four background reports and public consultation activities were completed and will inform the development of the draft document in 2019–20.
Delivery of annual report on the Sustainability Strategy	The 2018 annual report was approved by Council
Number of park, reserve and sportsground upgrades	2
Completion of Capital Works Program	91 per cent of projects have been completed. A small number of projects are dependent on third party authorities for completion.
Increase in shared path network	692m
Kilometres of streetscapes renewed to a high urban design standard	0.1km
Increase of canopy cover within areas of low coverage	The tree planting program was conducted with a focus on areas of low canopy coverage and filling vacant nature strip sites.

The following table reviews Council's performance against the indicators of the Annual Plan 2018–19.

✓ Achieved ~ Not achieved

What we hope to achieve	Actions	2018–19
A city that delivers a clean and healthy environment for people to enjoy	Develop and deliver a 2018–19 Waste Education Program	✓
	Undertake the annual Sustainability Festival and Awards	✓
	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	✓
	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	✓
	Implement actions from the Green Wedge Management Plan: – 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	✓
	Implement year one of the Urban Tree Strategy 2018–23	✓
	Monitor materials recycling and green waste processing sites across the municipality	✓

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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What we hope to achieve	Actions	2018-19
A city that prepares for climate change	Complete background reports and prepare a draft Climate Change Strategy <i>Four background reports have been completed which will inform the development of a draft Climate Change Strategy.</i>	~
	Publish the annual report on the Sustainability Strategy	✓
	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	✓
A network of quality parks, reserves and sportsgrounds	Implement walking and cycling programs while improving online access to walking and cycle paths/trails	✓
	Undertake Dandenong Park improvements	✓
Infrastructure that supports people and business	Advocate to external organisations such as VicRoads and neighbouring municipalities to reduce the barriers to cycling	✓
	Complete the review of the feasibility of a Community Environment Centre	✓
	Consider parking when assessing planning applications through the Greater Dandenong Planning Scheme	✓
	Deliver Council's Capital Works Program	✓
	Implement active transport infrastructure, including paths, cycle lanes and cycle parking to encourage and support walking and cycling activities <i>The full program will be completed as soon as stage one of the Hammond road project is constructed.</i>	~
	Review the Asset Management Policy <i>The policy has been reviewed and minor changes have been made. This will be presented to Council for approval in Q1 2019-20.</i>	~
	Undertake the major stormwater renewal projects program	✓
	Undertake the road resurfacing program	✓
A range of quality streetscapes and public places that build pride	Deliver Graffiti Clean Up Day	✓

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance



Major initiatives as funded in the 2018–19 Budget

Initiatives	Progress
Prepare a draft Climate Change Strategy	Council has appointed consultants to assist in the development of this strategy. Four background reports and public consultation activities were completed and will inform the development of the draft document in 2019–20.
Undertake the major stormwater renewal projects program	The three planned stages of major drainage upgrade works were completed ahead of schedule allowing 2019–20 works to be brought forward.
Deliver a Waste Education Program	The 2018–19 program was delivered and included 78 sessions to Early Learning Centres, 27 sessions to primary and secondary schools and 30 sessions to CALD communities.
Graffiti Clean Up Day	The 2019 annual Community Clean Up Day was held on 21 March with approximately 50 residents attending.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Local Government Performance Reporting Framework (LGPRF)

The following table provides the results of the LGPRF prescribed service performance indicators and measures including material variations.

Waste Collection	2016	2017	2018	2019	Comments
<b>Satisfaction</b>					
<i>Kerbside bin collection requests</i> [Number of kerbside garbage and recycling bin collection requests / Number of kerbside bin collection households] x1000	69.17	55.02	41.07	37.95	
<b>Service standard</b>					
<i>Kerbside collection bins missed</i> [Number of kerbside garbage and recycling collection bins missed / Number of scheduled kerbside garbage and recycling collection bin lifts] x10,000	3.33	2.44	3.95	5.06	The State Government's infrastructure works have provided competition for driver resources which has impacted on performance levels.
<b>Service cost</b>					
<i>Cost of kerbside garbage bin collection service</i> [Direct cost of the kerbside garbage bin collection service / Number of kerbside garbage collection bins]	\$112.23	\$114.91	\$124.79	\$107.77	A reduction in the cost of the household garbage service from the previous year was due to a variety of factors including reduced tonnages collected going to landfill.
<b>Service cost</b>					
<i>Cost of kerbside recyclables collection service</i> [Direct cost of the kerbside recyclables bin collection service / Number of kerbside recyclables collection bins]	\$17.37	\$15.47	\$42.62	\$59.33	Costs continue to increase due to the higher cost of recyclables processing.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

#### Strategic Objective 4: A city planned for the future

The following table shows progress against Council's four year strategic measures from the Council Plan 2017–21:

Measure	Progress
Continued growth in development permits and activity across the municipality	While there has been a slight slow down in application numbers, there remains a good level of growth in both the residential and commercial/industrial areas of the municipality, with many infill residential developments occurring, and a number of large businesses coming to the Dandenong South industrial area.
Completion of reviews of Activity Centre Structure Plans for Springvale and Noble Park	The development of a new Noble Park Activity Centre Structure Plan has commenced. Planning Scheme Amendment C203 for the Springvale Activity Centre Structure Plan has been prepared and authorised with a rewrite required prior to exhibition.
Number of 10 year capital and renewal plans for major asset classes implemented	3
4.5ha of open space per 1,000 head of population	4.04ha of open space per head of 1,000 head of population.
Hectares of public open space acquired, renewed or developed	4000sqm of additional land has been acquired by Council for open space during 2018–19.
Sustainable Buildings Policy completed and implemented	The policy has been completed and is now being implemented.
Greater Dandenong Planning Scheme amended to include sustainability performance requirements for new developments	Planning Scheme Amendment C201 (Environmentally Sustainable Design) has been gazetted into the Planning Scheme, and all relevant planning applications are being assessed under this provision.
Number of environmentally sustainable design planning policy actions completed	In 2018–19 Council made significant progress regarding ESD by gazetting the Local ESD Policy into the Greater Dandenong Planning Scheme. This policy is now used in the assessment of all relevant planning applications.
Completion of the Springvale Community Precinct Project	The project is on track to be completed by August 2020.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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The following table reviews Council's performance against the indicators of the Annual Plan 2018–19.

✓ Achieved ~ Not achieved

What we hope to achieve	Actions	2018–19
An adequate supply of residential, commercial and industrial development	Commence the Dandenong South National Employment and Innovation Cluster Structure Plan in conjunction with the Victorian Planning Authority <i>This project has been delayed as the VPA are yet to commence work.</i>	~
	Review the Municipal Strategic Statement <i>This project has been delayed and will not commence until DELWP advise Council of the timetable to introduce changes to the Greater Dandenong Planning Scheme.</i>	~
	Undertake a desktop review of the Heritage Study 1999 for possible submission to the Victorian Heritage Register	✓
	Complete the Planning Scheme Amendment for the Springvale Activity Centre Structure Plan <i>This planning scheme amendment has been received however a rewrite of the documents is required under the guidance of DELWP.</i>	~
Revitalised activity centres	Commence the redevelopment of the Masonic Hall Art Gallery	✓
	Implement staged delivery of the Springvale Boulevard project <i>Progress has been slower than expected due to approval timeframes and the requirements of external agencies.</i>	~
	Implement the Indian Cultural Precinct Framework	✓
	Monitor the 10 year infrastructure plan for the Activity Centres	✓
	Monitor, implement and promote Activity Centre parking changes	✓
	Progress options to redevelop the Warwick Avenue Precinct <i>This project has been delayed as the potential sale of the southern car park is not supported at this time.</i>	~
	Undertake phase two of the Revitalising Central Dandenong project	✓
	Undertake the Afghan Bazaar cultural precinct stage three B streetscape	✓
	Undertake the Walker Street streetscape stage two construction	✓
	Complete the review of the Noble Park Activity Centre Structure Plan	✓

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

What we hope to achieve	Actions	2018-19
Assets planned to meet future community needs	Develop a Multi Modal Transport Infrastructure Plan for the Dandenong Activity Centre <i>Feedback received from VicRoads on the Movement and Place framework will inform how this is applied to the Springvale and Dandenong Activity Centre Plans.</i>	~
	Develop a Public Transport Advocacy Statement <i>Final comments are being prepared and a statement is expected to be launched in Q1 2019-20.</i>	~
	Develop a Public Lighting Strategy	✓
	Deliver the first half of the stage two Springvale Community Precinct project	✓
	Finalise acquisition of land for the Keysborough South Community Hub and undertake detailed design works for the facility <i>Council is currently investigating a number of options in relation to the purchase of an appropriate site.</i>	~
	Review and implement the Municipal Early Years Infrastructure Plan	✓
Quality public open space provided across the city	Complete background reports and prepare a draft revised Open Space Strategy <i>The Discussion Paper is complete and is currently out for public comment.</i>	~
	Complete the review of the Dog Off-leash Strategy and select early actions for implementation	✓
	Develop and implement master plans for Burden Park, Frederick Wachter, Warner and Parkfield Reserves	✓
	Implement the existing Open Space Strategy to improve the quality of parks, reserves and playgrounds	✓
	Implement the master plan for Dandenong Park	✓
Increased sustainability of residential, commercial and Council developments	Complete the planning scheme amendment for the Environmentally Sustainable Design local policy	✓
	Develop a policy for the implementation of infill development cost recoveries for impact on existing infrastructure assets	✓
	Meet with social housing providers to investigate and facilitate local opportunities	✓

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Major initiatives as funded in the 2018-19 Budget

Initiatives	Progress
Afghan Bazaar cultural precinct stage 3B streetscape	The following activities were completed: <ul style="list-style-type: none"> <li>• The removal of overhead power lines and their relocation underground including new lighting.</li> <li>• Installation of new traffic signals at the intersection of Thomas and Scott streets.</li> <li>• A package of civil works was advertised and awarded in June, completion is expected by late 2019.</li> </ul>
Walker Street streetscape stage two construction	Stage two of the Walker Street streetscape renewal was mostly completed incorporating paving, lighting, rejuvenation of bespoke bollards, conduits for smart technologies and water connections to support moveable planter boxes.
Phase two of the Revitalising Central Dandenong project	Whilst the Team 11 bid was unsuccessful further opportunities for this project are being investigated.
Redevelopment of the Masonic Hall Art Gallery	The detailed design package for the redevelopment project, which will transform the hall into the Dandenong Gallery of Art, has been completed and stage one funding has been secured for 2019-20.
Dandenong Park Master Plan	Significant infrastructure and landscape improvements to Dandenong Park have been achieved in accordance with the Council adopted master plan. Major works completed include the completion of a new toilet block, adjoining new picnic and bbq area, the Stan Prior stage, multipurpose court, activity area and landscaping.
Deliver the first half of stage two of the Springvale Community Precinct project	Stage two works have progressed well and the project is on track to be delivered by the end of March 2020. The entire project is on track for completion by August 2020.

## ORDINARY COUNCIL MEETING - AGENDA

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)****Performance****Local Government Performance Reporting Framework (LGPRF)**

The following table provides the results of the LGPRF prescribed service performance indicators and measures including material variations.

	2016	2017	2018	2019	Comments
<b>Roads</b>					
<b>Satisfaction of use</b> <i>Sealed local road requests</i> [Number of sealed local road requests / Kilometres of sealed local roads ] x100	44.69	61.49	52.14	76.80	There has been an increase in Merits for road maintenance which reflects a heavy promotion of the Snap Send Solve app which aims to facilitate an easier alternative for the community to report issues to Council. Council also receives a number of requests for road maintenance on the declared road network which is under the care and management of VicRoads.
<b>Condition</b> <i>Sealed local roads maintained to condition standards</i> [Number of kilometres of sealed local roads below the renewal intervention level set by Council / Kilometres of sealed local roads] x100	78.02%	82.72%	79.38%	83.55%	
<b>Service cost</b> <i>Cost of sealed local road reconstruction</i> [Direct cost of sealed local road reconstruction / Square metres of sealed local roads reconstructed]	\$0.00	\$0.00	\$0.00	\$236.81	This is council's first year of reconstructions and as such no comparison data is available.
<b>Service Cost</b> <i>Cost of sealed local road resealing</i> [Direct cost of sealed local road resealing / Square metres of sealed local roads resealed]	\$19.99	\$21.38	\$24.55	\$19.98	Costs have been reduced on a year on year basis due to more effective cost and contract management.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	2016	2017	2018	2019	Comments
<b>Statutory Planning</b>					
<b>Timeliness</b> <i>Time taken to decide planning applications</i> [The median number of days between receipt of a planning application and a decision on the application]	135.00	120.00	92.00	98.00	
<b>Service standard</b> <i>Planning applications decided within required time frames</i> [(Number of regular planning application decisions made within 60 days) + (Number of VicSmart planning application decisions made within 10 days) / Number of planning application decisions made] x100	58.38%	68.89%	70.40%	76.70%	
<b>Service cost</b> <i>Cost of statutory planning service</i> [Direct cost of the statutory planning service / Number of planning applications received]	\$2,759.44	\$2,501.64	\$3,352.97	\$3,785.03	

### Strategic Objective 5: A diverse and growing economy

The following table shows progress against Council's four year strategic measures from the Council Plan 2017-21:

Measure	Progress
Number of training and development, networking and mentoring activities	72
Number of food and cultural tours conducted	15
Number of statewide events with CGD businesses represented	30
Number of business support services and investment attraction activities that facilitate job sustainability and job growth	22
4-10 year city improvement program developed to implement sustainable improvements in each activity centre	Draft 10 year CIP programs have been prepared for Dandenong, Noble Park and Springvale activity centres.
Kilometres of commercial centre streetscape refurbished	0.1km
Number of activities supporting social enterprises	2
Progress on the Community Revitalisation and One Per Cent projects	A range of initiatives have been delivered to increase the work readiness of local jobseekers and connect them to local employment opportunities.
Number of businesses participating in export industry workshops and overseas delegations	6

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## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

The following table reviews Council's performance against the indicators of the Annual Plan 2018-19.

✓ Achieved ~ Not achieved

What we hope to achieve	Actions	2018-19
A city that supports the economic contribution, strength and diversity of its industries	Develop an Activity Centre's Investment prospectus <i>Development Victoria has completed a new prospectus document for the central Dandenong acquisition precinct and discussions are currently being held with relevant authorities regarding a future activity centre prospectus.</i>	~
	Publish four editions of 'Talking Business' Magazine and relevant enewsletters	✓
	Deliver a minimum of eight events as part of a small business workshop series	✓
	Deliver a minimum of five food manufacturers collaborative network events	✓
	Host the annual Real Estate and Developer Forum <i>This forum was postponed until September 2019.</i>	~
A tourist destination attracting new visitors	Host 15 cultural and food tours across Dandenong and Springvale	✓
	Implement a visitor attraction marketing program to attract visitors and keep local residents aware of activities and events	✓
A resilient employment hub	Deliver key event for secondary school students that promotes a diversity of career opportunities	✓
	Lead the Community Revitalisation Employment Project incorporating the One Per Cent initiative	✓
A great place for business	Hold at least one industry golf day event to raise funds in support of local charities	✓
	Monitor and report the number of network activities conducted with a target of 50	✓
	Provide activities that encourage opportunities for women and promote women in business	✓
A city where business and community work together	Deliver a development program for social enterprises	✓
	Finalise bid for A-League team in the South-East and progress the development of a stadium proposal	✓
A city that is connected to the global economy	Deliver activities that provide exposure and knowledge of global trends and encourage internationalisation	✓
	Promote grant, trade mission, and business development programs and facilitate local business participation	✓
	Support the Future of Manufacturing program and the development of the Manufacturing Connectivity Centre	✓

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Major initiatives as funded in the 2018–19 Budget

Initiatives	Progress
Community Revitalisation Employment Project (incorporating One Per Cent initiative)	The Community Revitalisation project, initiated by the Greater Dandenong Regional Employment Taskforce (GDRET) and managed by SEBN, has delivered a range of initiatives designed to increase the work readiness of local jobseekers (including People Seeking Asylum) and connect them to local employment opportunities. Although due to conclude in June 2019, the project has received further funding which will enable it to continue until June 2020.
Real Estate and Developer annual forum	This event was postponed until September 2019.

### Strategic Objective 6: An open and effective Council

The following table shows progress against Council's four year strategic measures from the Council Plan 2017–21:

Measure	Progress
Community Satisfaction Survey – satisfaction with lobbying on behalf of the community (advocacy)	59
Community Satisfaction Survey – satisfaction with community consultation and engagement	62
% of decisions made in Council meetings closed to the public	0 per cent
Increase in the amount of residents either attending Council meetings or viewing the meetings online	In person attendance increased by 7 per cent and views online by 55 per cent.
Increase in the level of participation by residents in OurSay consultations	OurSay consultations had 943 visits. The majority of consultations utilised the Survey Monkey platform in 2018–19.
Increase in the number of registered users accessing the Council digital portal	568 new users registered in 2018–19, bringing the total to 2,150
Increase in the number of residents engaging with Council on social media	13.2 per cent
\$ amount of Council transactions completed online	24,948 transactions were made online totaling \$12,844,636.
Adoption of a revised Long Term Financial Strategy (LTFS) annually which addresses Council's financial sustainability over a rolling 10 year period	The Long Term Financial Strategy for 2019–20 to 2023–24 was adopted by Council on 11 June 2019. The rolling ten year plan will be introduced under the transitional provisions of the revised Local Government Act which has yet to receive royal assent.
Capital works funded from operational surpluses in annual budgets meet or exceed targets established in the LTFS	The Long Term Financial Strategy (LTFS) 2018–19 to 2022–23 projected \$38.1 million of capital works to be funded from the operational surplus in the forecast year 2018–19. The 2018–19 annual budget achieved \$38.1 million.
Underlying financial result remains in surplus (as per the Local Government Performance Reporting Framework measurement)	Council achieved an underlying surplus result of \$14.67 million at 30 June 2019.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

The following table reviews Council's performance against the indicators of the Annual Plan 2018–19.

✓ Achieved ~ Not achieved

What we hope to achieve	Actions	2018–19
A Council connected with the community, providing an effective voice on their behalf	Achieve an index score of 62 or higher for community consultation and advocacy (Community Satisfaction Survey)	✓
	Maintain a detailed advocacy register on Council's website and prepare an updated Advocacy document for distribution to local Members of Parliament	✓
	Facilitate Community Forums as requested by Councillors	✓
	Grow Council's social media following by ten per cent from a base figure of 17,000	✓
	Review and update the Community Engagement Framework	✓
Decision making which is transparent and accountable	Achieve an index score of 61 or higher for making decisions in the interest of the community (Community Satisfaction Survey)	✓
	Review the Council Plan 2017–21 and develop the Annual Plan 2019–20	✓
	Undertake community consultation for the Annual Budget 2019–20	✓
	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	✓
	Develop a Transparency Policy in line with the requirements of the new Local Government Act <i>This action has been delayed as the Local Government Act is yet to be presented to Parliament.</i>	~
	Develop and provide guidance to Council on the implementation of the new conflict of interest framework within the new Local Government Act <i>This action has been delayed as the Local Government Act is yet to be presented to Parliament.</i>	~
	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 <i>This action has been delayed as the Local Government Act is yet to be presented to Parliament.</i>	~
	Produce and adopt the Annual Budget by 30 June 2019 in line with the new requirements of the Local Government Act	✓
An innovative and technologically connected Council	Complete a redevelopment of Council's intranet and commence redevelopment of the corporate website	✓
	Continue to develop online digital forms to supplement current manual processes and promote these products to the community	✓
	Continue to implement the Digital Strategy and publish to the community the outcomes achieved against the prior year	✓

## ORDINARY COUNCIL MEETING - AGENDA

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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What we hope to achieve	Actions	2018-19
A well-managed and high performing Council	Maintain all public registers required in accordance with the Local Government Act and associated regulations	✓
	Manage the effective leasing of Council's commercial property portfolio including seeking new lease opportunities for spaces which are currently vacant	✓
	Enhance the Pulse corporate reporting and risk management system across Council for improved performance reporting, risk identification and mitigation	✓
	Ensure Local Government Act general compliance across the organisation through the ongoing management of the legislative compliance system	✓
	Review and update the Audit Advisory Committee Charter based on new responsibilities contained in the Local Government Act <i>This action has been delayed as the Local Government Act is yet to be presented to Parliament.</i>	~
	Develop a Revenue and Rating Strategy in line with the requirements of the new Local Government Act <i>This action aligns with the Government's intention to introduce the Local Government Bill 2019 into parliament which is expected to occur later in the year.</i>	~
	Liaise with the Valuer General to ensure the smooth introduction of centralised valuations and undertake annual rate modelling based on revaluations	✓
	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)	✓
	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	✓
	Complete a Workforce Management Plan in line with the requirements of the new Local Government Act <i>This action has been delayed as the Local Government Act is yet to be presented to Parliament.</i>	~
	Complete the development of a CEO remuneration policy as required under the new Local Government Act <i>This action has been delayed as the Local Government Act is yet to be presented to Parliament.</i>	~
	Achieve an index score of 76 or higher for customer satisfaction (Community Satisfaction Survey) <i>Council achieved a result of 74.</i>	~

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

#### Major initiatives as funded in the 2018–19 Budget

Initiatives	Progress
Implementation of the Digital Strategy	Implementation continued throughout the year. The largest project underway has been the redevelopment of Council's website and intranet which will be a significant step forward in Council's digital transformation.
Development of a Revenue and Rating Strategy in alignment with the proposed new Local Government Act	This action aligns with the Government's intention to introduce Local Government Bill 2019 into Parliament later this year. Additionally, the rating provisions will remain in the <i>Local Government Act 1989</i> until the rating system review finalises its recommendations to Government in May 2020. This ensures that any changes made to the rating system address the findings of the review. The outcome of these key actions is expected to impact the development of Council's Rating and Revenue Strategy.
Development of a Workforce Management Plan	This project has been delayed due to the review of the LGA which is now back on the State Government agenda and is expected to be presented to Parliament later in 2019.
Redevelopment of Council's intranet	Stages one and two of the website and intranet redevelopment project were completed. The full rebuild of both sites is now underway and is anticipated to be completed by the end of the 2019–20 financial year.

#### Local Government Performance Reporting Framework (LGPRF)

The following table provides the results of the LGPRF prescribed service performance indicators and measures including material variations.

Governance	2016	2017	2018	2019	Comments
<b>Transparency</b> <i>Council decisions made at meetings closed to the public</i> [Number of Council resolutions made at ordinary or special meetings of Council, or at meetings of a special committee consisting only of Councillors, closed to the public / Number of Council resolutions made at ordinary or special meetings of Council or at meetings of a special committee consisting only of Councillors ] x100	0.50%	0.00%	0.00%	0.00%	

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Governance	2016	2017	2018	2019	Comments
<b>Consultation and engagement</b> <i>Satisfaction with community consultation and engagement</i> Community satisfaction rating out of 100 with how Council has performed on community consultation and engagement	62.00	63.00	60.00	62.00	
<b>Attendance</b> <i>Councillor attendance at council meetings</i> [The sum of the number of Councillors who attended each ordinary and special Council meeting / (Number of ordinary and special Council meetings) × (Number of Councillors elected at the last Council general election)] × 100	98.81%	95.65%	90.51%	84.58%	All Councillor absences since 2016 have met requirements under the Local Government Act 1989; i.e., all requested leaves of absence have been endorsed by Council. Higher than anticipated absences were reported in 2018–19 due to the resignation of one councillor and a delay in the VEC countback to fill the vacancy over the holiday season break.
<b>Service cost</b> <i>Cost of governance</i> [Direct cost of the governance service / Number of Councillors elected at the last Council general election]	\$53,269.18	\$54,821.09	\$55,960.73	\$57,710.09	

## ORDINARY COUNCIL MEETING - AGENDA

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)****Performance****Services Funded**

The following table provides information in relation to the services funded in the 2018–19 budget and the sections of the community who are provided the service.

**People**

Strategic Objective 1: A vibrant, connected and safe community

Strategic Objective 2: A creative city that respects and embraces diversity

Service	Description	Net Cost Actual Budget Variance \$000
Community Services Executive	This function provides the oversight and leadership of the provision of Community Services to the municipality.	445 525 80
Community Arts, Culture and Libraries	The Arts, Culture and Libraries business unit supports the management of cultural venues, the Drum Theatre, festivals and events, public art, cultural development and cultural planning. Library services provide access to a wide range of information for all ages and cultures in a range of formats and locations and are committed to lifelong learning and self-improvement opportunities.	8,080 7,495 (585)
Community Care	Community Care provides services and programs to assist older people and people with a disability to remain living in the community. These include home based and centre based services, specialised community transport and support for clubs and groups within the city.	6,484 3,029 (3,455)
Community Wellbeing	This department focuses on developing and supporting a range of initiatives and services to enhance the health and wellbeing of families. This includes family day care, family support services, kindergarten and child care committee support, preschool field officer program, 'Best Start' and early years projects, immunisation, maternal and child health, parenting programs and youth services.	3,309 10,364 7,055*
Regulatory Services	This department provides compliance, education and enforcement functions related to environmental health, animal management, fire prevention, local laws, parking management, planning compliance, public safety and security, litter prevention and school crossings for the entire community.	(4,180) (1,870) 2,310
Community Development, Sport and Recreation	This department focuses on community advocacy, leisure planning, sport and recreation programs and community grant funding.	6,130 0 (6,130)*
<b>Total</b>		<b>20,268</b> <b>19,543</b> <b>(725)</b>



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Place

Strategic Objective 3: A healthy, liveable and sustainable city

Strategic Objective 4: A city planned for the future

Service	Description	Net Cost Actual Budget Variance \$000
Building Maintenance	Building Maintenance services cover everyday building issues and help maintain other Council properties and structures, including: bus shelters, Council building and land fencing and Council building lighting to ensure safety and amenity for all areas of the community.	7,391 7,328 (63)
Building Services	Building Services maintain standards of amenity, habitation and safety in buildings. The unit provides services including building inspections, enforcement of safety standards, advice and consultation on building regulations issues and issuing of building permits for the entire community.	461 586 125
City Planning Design and Amenity Executive	This directorate provides support to the entire municipality through the oversight of the planning, development, building and regulatory services activities.	388 456 68
Engineering Services Executive	This directorate provides the oversight of the engineering and infrastructure functions of Council which benefit the municipality as a whole.	398 397 (1)
Parks	The Parks Service unit maintains the City of Greater Dandenong's parks and public open spaces in order to: <ul style="list-style-type: none"> <li>• Improve the health and wellbeing of the community.</li> <li>• Provide accessible, usable open spaces for residents.</li> <li>• Improve the value of assets within the municipality.</li> </ul>	12,492 12,386 (106) <sup>^</sup>
Planning and Design	This unit provides statutory, strategic, design and sustainability planning services to residents and business as well as monitoring and enforcing planning legislation and permissions.	3,069 3,232 163
Roads	Road maintenance is a key function of Council, funding the ongoing upkeep of local roads for all areas of the municipality.	6,229 5,635 (594) <sup>^</sup>
Infrastructure Services and Planning	Infrastructure Services and Planning provides support to the municipality through the: <ul style="list-style-type: none"> <li>• Maintenance of the city's road, drainage, and footpath network.</li> <li>• Maintenance of the city's parks, recreational and sporting facilities.</li> <li>• Fleet and waste collection services.</li> <li>• Long term asset planning.</li> </ul>	27,045 28,484 1,439 <sup>^</sup>
City Improvement Services	The project delivery team performs a project management function with the primary purpose of delivering Council's Capital Works program associated with its roads, drains, facilities and open space which benefit the municipality as a whole.	3,735 1,943 (1,792) <sup>^</sup>

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## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

Service	Description	Net Cost
		Actual Budget Variance \$000
Transport and Civil Development	This unit provides support to the municipality through the long term planning and advocacy of Council's transport network, asset protection and civil development and design.	540 839 299
<b>Total</b>		<b>61,748 61,286 (462)</b>

#### Opportunity

Strategic Objective 5: A diverse and growing economy

Strategic Objective 6: An open and effective Council

Service	Description	Net Cost
		Actual Budget Variance \$000
Activity Centres Revitalisation (ACR)	ACR provides services to the entire municipality by leading and coordinating the revitalisation of the Dandenong, Springvale and Noble Park activity centres through the stewardship of property development, infrastructure planning, stakeholder engagement and place making.	980 944 (36)^
South East Business Networks (SEBN)	SEBN provides support to businesses and industry with a focus on protecting the economic viability of the region by ensuring a stronger, more resilient and globally engaged business community. SEBN promotes the role of women in business and the development and integration of our diverse community into the workplace.	731 580 (151)
Corporate Services Executive	Corporate Services is responsible for supporting Council's service delivery areas through activities such as financial planning, budgets, rates, and the systems used to manage and administer the organisation. Another key role is to provide Councillor support and governance services for Council decision making and representation. Communications, community consultation and corporate planning are also coordinated by the directorate.	546 571 25
Economic Development	The Economic Development team provides support to businesses and industry and markets the city as a business destination, facilitates business attraction, investment and employment creation, supports existing businesses and measures and monitors the local and regional economy to enhance the economic prosperity of the city.	1,099 1,393 294
Financial Services	Financial Services provides support to Council's service delivery areas by providing strategic financial direction, undertaking essential business processes and supporting the organisation with financial assistance and advice. Property Revenue includes the administration of rates and valuation services.	2,327 2,375 48

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Service	Description	Net Cost
		Actual Budget Variance \$000
Governance	Governance and Commercial Property is responsible for providing support to Council's direct service delivery areas through the overall governance of the organisation, management of Council's commercial property portfolio, and the management, storage and disposal of corporate records.	(159) (2) 157
Greater Dandenong Business Executive	The Greater Dandenong Business Group is responsible for overseeing Council's major activity centres, economic development, investment attraction and future growth.	450 325 (125)
Media and Communications, Customer Service, Civic Facilities	The Media and Communications unit provides support for Council's service delivery areas and the community through media management, marketing and communications campaigns and activities, web management, print shop services, community engagement and corporate planning and reporting.  The Customer Service unit provides support to the entire municipality through the corporate call centre and three face to face customer service centres. The Civic and Community Facilities unit manages a diverse range of facilities for use or hire by Council and the community.	4,624 5,135 511 <sup>^</sup>
Office of the Chief Executive	The Office of the Chief Executive has overall responsibility for the operations of the organisation, and carriage of the Strategic Risk Register. Each member of the executive management team reports to the CEO.	679 639 (40)
People and Procurement	People and Procurement Services is responsible for supporting the human resource capital within the organisation through: <ul style="list-style-type: none"> <li>• Occupational health and safety</li> <li>• Purchasing and procurement systems</li> <li>• Industrial relations</li> <li>• Professional development</li> <li>• Payroll</li> <li>• Contract management</li> <li>• Insurance and risk management</li> <li>• Continuous improvement.</li> </ul>	4,600 4,570 (30)
Information Technology	The Information Technology unit is responsible for the provision of cost effective information and telecommunication solutions to staff and councillors.	4,163 4,392 229
<b>Total</b>		<b>20,040</b> <b>20,922</b> <b>882</b>

\*A change in organisational structure has occurred between the adoption of the 2018-19 Original Budget and the 2018-19 Actuals.

<sup>^</sup>Actual operating expenditure incurred in the Capital Improvement Program (CIP) has been allocated to these service areas in the 2018-19 Actuals, however, these items were budgeted in the 2018-19 CIP program.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

#### Infrastructure and development contributions

In accordance with the *Planning and Environment Act 1987*, the City of Greater Dandenong being a collecting agency for infrastructure and development contributions, must prepare and give a report to the Minister for Planning on infrastructure and development contributions including levies and works in kind. Council is the collecting agency for the following two Development Contribution Plans (DCP):

- Keysborough South Development Area
- Dandenong South Industrial Area Extension

For the 2018–19 year the following information about infrastructure and development contributions is disclosed:

#### KEYSBOROUGH SOUTH DEVELOPMENT CONTRIBUTIONS PLAN

Table 1 Total DCP levies received in 2018–19

Name of DCP (Year approved)	Levies received in 2018–19 financial year	
	Development Infrastructure Levies	Community Infrastructure Levies
Keysborough South Development (2008)	\$1,298,880	\$60,448
<b>Total</b>	<b>\$1,298,880</b>	<b>\$60,448</b>

Table 2 DCP land, works, services or facilities accepted as works-in-kind 2018–19

Name of DCP	Project ID	Project description	Item purpose	Project Value \$
Keysborough South Development (2008)	DI_OS1	Public open space improvements	Open space improvements	\$3,824,012
Keysborough South Development (2008)	DI_R04	Stanley Road	Internal roadworks	\$1,550,258
Keysborough South Development (2008)	DI_R05	Chandler Road	Internal roadworks	\$432,050
Keysborough South Development (2008)	DI_R06	Church Road	Internal roadworks	\$1,176,173
Keysborough South Development (2008)	DI_R07	Tyres Lane	Internal roadworks	\$721,301
<b>Total</b>				<b>\$7,703,793</b>

Table 3 Total DCP contributions received and expended to date

Name of DCP	Type of levy	Total levies received (cash) \$	Total levies expended (cash) \$	Total works-in-kind accepted (non-cash) \$	Total DCP contributions received (levies and works-in-kind) \$
Keysborough South Development (2008)	Development infrastructure	\$35,114,593	\$23,695,243	\$28,815,220	\$63,929,814
Keysborough South Development (2008)	Community infrastructure	\$1,540,161	\$0	\$0	\$1,540,161
<b>Total</b>		<b>\$36,654,754</b>	<b>\$23,695,243</b>	<b>\$28,815,220</b>	<b>\$65,469,974</b>

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

Table 4 Land, works, services or facilities delivered in 2018–19 from DCP contributions collected

Project description	Project ID	DCP name and year approved
Public open space improvements	DI_OS1	Keysborough South Development (2008)
Public open space improvements	DI_OS1	Keysborough South Development (2008)
Stanley Road	DI_R04	Keysborough South Development (2008)
Chandler Road	DI_R05	Keysborough South Development (2008)
Church Road	DI_R06	Keysborough South Development (2008)
Tyres Lane	DI_R07	Keysborough South Development (2008)
<b>Total</b>		

\*Project expenditure equates to the capital costs prescribed in the approved Development Contribution Plan which are indexed annually.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	DCP expended \$	Works-in-kind accepted \$	Council's contribution \$	Other contributions \$	Total project expenditure* \$	Percentage of item delivered %
	\$94,098	\$0	\$0	\$0	\$94,098	0.91%
	\$3,824,012	\$0	\$0	\$0	\$3,824,012	39.15%
	\$1,550,258	\$0	\$0	\$0	\$1,550,258	51.69%
	\$432,050	\$0	\$0	\$0	\$432,050	32.94%
	\$1,176,173	\$0	\$0	\$0	\$1,176,173	25.51%
	\$721,301	\$0	\$0	\$0	\$721,301	26.33%
	<b>\$7,797,891</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,797,891</b>	

For the 2018–19 year the following information about infrastructure and development contributions is disclosed:

### DANDENONG SOUTH INDUSTRIAL AREA EXTENSION DEVELOPMENT CONTRIBUTIONS PLAN

*The Dandenong South Industrial Area Extension DCP was first approved in 2009 and revised in 2015 following an adjustment to the method of the DCP calculation and extension of the DCP lifetime from 2017 to 2030.*

Table 1 Total DCP levies received in 2018–19

Name of DCP (Year approved)	Area	Levies received in 2018–19 financial year
		Development Infrastructure Levies (cash) \$
Dandenong South Industrial Area Extension (2015)	LYNDHURST	\$1,751,335
Dandenong South Industrial Area Extension (2015)	KEYSBOROUGH	\$393,693
<b>Total</b>		<b>\$2,145,028</b>



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance

Table 2 DCP land, works, services or facilities accepted as works-in-kind 2018–19

Name of DCP	Area	Project ID
Dandenong South Industrial Area Extension (2015)	LYNDHURST	LR06b
Dandenong South Industrial Area Extension (2015)	LYNDHURST	LI10b
Dandenong South Industrial Area Extension (2015)	LYNDHURST	LI10b
<b>Total</b>		

Table 3 Total DCP contributions received and expended to date

Name of DCP	Area	Type of levy
Dandenong South Industrial Area Extension (2015)	LYNDHURST	Development infrastructure levy
Dandenong South Industrial Area Extension (2015)	KEYSBOROUGH	Development infrastructure levy
<b>Total</b>		

Table 4 Land, works, services or facilities delivered in 2018–19 from DCP contributions collected

Project description	Project ID	DCP name and year approved
Land purchase for realignment of Taylors Road (Bayliss Road to Colemans Road)	LR06b	Dandenong South Industrial Area Extension (2015)
Lyndhurst B6 'Culvert' – Taylors Road over Rodds Drain	LI10b	Dandenong South Industrial Area Extension (2015)
Land purchase for Colemans Rd West	LI10b	Dandenong South Industrial Area Extension (2015)
<b>Total</b>		

**Please note:** \*Project expenditure equates to the capital costs prescribed in the approved Development Contribution Plan which are indexed annually.

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**

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	Project description	Item purpose	Project Value \$
	Land purchase for realignment of Taylors Road (Bayliss Road to Colemans Road)	Land purchase	\$598,360
	Lyndhurst B6 'Culvert' – Taylors Road over Rodds Drain	Roads – Bridges	\$2,941,809
	Land purchase for Colemans Rd West	Land purchase	\$597,250
			<b>\$4,137,419</b>

	Total levies received (cash) \$	Total levies expended (cash) \$	Total works-in-kind accepted (non cash)* \$	Total DCP contributions received (levies and works-in-kind) \$
	\$14,244,445	\$11,946,874	\$18,004,150	\$32,248,595
	\$3,092,565	\$355,807	\$7,664,410	\$10,756,975
	<b>\$17,337,010</b>	<b>\$12,302,681</b>	<b>\$25,668,560</b>	<b>\$43,005,570</b>

	DCP expended (cash) \$	Works-in-kind accepted \$ (non cash) \$	Council's contribution \$	Other contributions (external agencies) \$	Total project expenditure* \$	Percentage of item delivered %
	\$0	\$598,360	\$0	\$0	\$598,360	44.00%
	\$0	\$2,941,809	\$0	\$0	\$2,941,809	93.00%
	\$0	\$597,250	\$0	\$0	\$597,250	43.48%
	<b>\$0</b>	<b>\$4,137,419</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,137,419</b>	

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**





2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance Statement

#### Description of Municipality

The City of Greater Dandenong encompasses an area of 129 kilometres in Melbourne's south-east, approximately 35 kilometres from the central business district. Greater Dandenong has a population of over 160,000 people and is the most multicultural municipality in Australia, with residents from over 150 different birthplaces.

This adds a wealth of diversity to the city through a range of cultural experiences. The city has a vibrant economy in both the retail and manufacturing sectors and is renowned as the manufacturing hub of Victoria. The wholesale trade, health care, and retail trade sectors also provide a significant proportion of employment opportunities.

#### Sustainable Capacity Indicators

For the year ended 30 June 2019

Indicator/Measure	Result \$			2019	Material Variations
	2016	2017	2018		
<b>Population</b>					
Expenses per head of municipal population [Total expenses/Municipal population]	\$1,105.51	\$1,053.75	\$1,069.38	\$1,147.12	
Infrastructure per head of municipal population [Value of infrastructure/Municipal population]	\$6,033.37	\$5,945.59	\$5,897.18	\$6,072.65	
Population density per length of road [Municipal population/Kilometres of local roads]	219.77	235.59	238.93	237.46	
<b>Own-source revenue</b>					
Own-source revenue per head of municipal population [Own-source revenue/Municipal population]	\$947.90	\$962.44	\$990.47	\$1,026.71	
<b>Recurrent grants</b>					
Recurrent grants per head of municipal population [Recurrent grants/Municipal population]	\$174.51	\$243.18	\$199.76	\$200.45	
<b>Disadvantage</b>					
Relative socio-economic [Index of Relative Socio-economic Disadvantage by decile]	1	1	1	1	

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Definitions

“adjusted underlying revenue” means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

“infrastructure” means non-current fixed assets comprising a number of asset classes including roads, drains, footpaths and cycleways, bridges, off-street car parks, recreational leisure and community facilities and parks, open space and streetscapes

“local road” means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

“population” means the resident population estimated by council

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“relative socio-economic disadvantage”, in relation to a municipality, means the relative socio-economic disadvantage, expressed as a decile for the relevant financial year, of the area in which the municipality is located according to the Index of Relative Socio-Economic Disadvantage (Catalogue Number 2033.0.55.001) of SEIFA

“SEIFA” means the Socio-Economic Indexes for Areas published from time to time by the Australian Bureau of Statistics on its website.

“unrestricted cash” means all cash and cash equivalents other than restricted cash.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance Statement

#### Service Performance Indicators

For the year ended 30 June 2019

Indicator/Measure	Result \$			2019	Material Variations
	2016	2017	2018		
<b>Aquatic Facilities</b> <b>Utilisation</b> <i>Utilisation of aquatic facilities</i> [Number of visits to aquatic facilities/Municipal population]	4.44	4.31	4.06	4.08	
<b>Animal Management</b> <b>Health and Safety</b> <i>Animal management prosecutions</i> [Number of successful animal management prosecutions]	25	26	31	29	Council experienced a 24 per cent reduction in combined dog attack/ rushes in the 2018–19 financial year compared with 2017–18. This represents a 22 per cent reduction in offences prosecuted through the Magistrates Court.
<b>Food Safety</b> <b>Health and Safety</b> <i>Critical and major non-compliance outcome notifications</i> [Number of critical non-compliance outcome notifications and major non-compliance notifications about a food premises followed up/Number of critical non-compliance outcome notifications and major non-compliance notifications about food premises] x100	100.00%	100.00%	100.00%	100.00%	
<b>Governance</b> <b>Satisfaction</b> <i>Satisfaction with council decisions</i> [Community satisfaction rating out of 100 with how council has performed in making decisions in the interest of the community]	61	63	63	61	



2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Indicator/Measure	Result \$			2019	Material Variations
	2016	2017	2018		
<b>Home and Community Care (HACC)</b>					
<b>Participation</b> <i>Participation in the HACC service</i> [Number of people that received a HACC service/ Municipal target population for HACC services] x100	13.55%	N/A	N/A		Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs.
<b>Participation</b> <i>Participation in the HACC service by CALD people</i> [Number of CALD people who receive a HACC service/ Municipal target population in relation to CALD people for HACC services] x100	12.23%	N/A	N/A		Reporting on HACC ceased on 1 July 2016 due to the introduction of the Commonwealth Government's NDIS and CHSP programs.
<b>Libraries</b>					
<b>Participation</b> <i>Active library members</i> [Number of active library members/Municipal population] x100	33.06%	20.23%	19.22%	11.32%	Council's active member numbers have declined this year due to the removal of PC users within the calculation. In previous years this data has been unable to be extracted however system changes have enabled their exclusion this year.
<b>Maternal and Child Health</b>					
<b>Participation</b> <i>Participation in the MCH service</i> [Number of children who attend the MCH service at least once (in the year)/ Number of children enrolled in the MCH service] x100	79.66%	79.15%	77.56%	75.11%	
<b>Participation</b> <i>Participation in the MCH service by Aboriginal children</i> [Number of Aboriginal children who attend the MCH service at least once (in the year)/Number of Aboriginal children enrolled in the MCH service] x100	56.60%	77.03%	75.15%	70.25%	

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance Statement

#### Service Performance Indicators

For the year ended 30 June 2019

Indicator/Measure	Result \$			2019	Material Variations
	2016	2017	2018		
<b>Roads</b> <b>Satisfaction</b> <i>Satisfaction with sealed local roads</i> [Community satisfaction rating out of 100 with how council has performed on the condition of sealed local roads]	66	65	69	67	
<b>Statutory Planning</b> <b>Decision making</b> <i>Council planning decisions upheld at VCAT</i> [Number of VCAT decisions that did not set aside council's decision in relation to a planning application/Number of VCAT decisions in relation to planning applications] x100	42.31%	56.41%	23.53%	35.71%	Since the gazettal of a number of Planning Scheme Amendments, VCAT have given more weight to these policies, resulting in an increase in Council decisions being affirmed by VCAT. It is anticipated that going forward we will see more consistency in decision making between Council and VCAT.
<b>Waste Collection</b> <b>Waste diversion</b> <i>Kerbside collection waste diverted from landfill</i> [Weight of recyclables and green organics collected from kerbside bins/Weight of garbage, recyclables and green organics collected from kerbside bins] x100	46.40%	47.36%	46.17%	46.40%	

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Definitions

"Aboriginal child" means a child who is an Aboriginal person

"Aboriginal person" has the same meaning as in the *Aboriginal Heritage Act 2006*

"active library member" means a member of a library who has borrowed a book from the library

"annual report" means an annual report prepared by a council under sections 131, 132 and 133 of the Act

"CALD" means culturally and linguistically diverse and refers to persons born outside Australia in a country whose national language is not English

"class 1 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 1 food premises under section 19C of that Act

"class 2 food premises" means food premises, within the meaning of the Food Act 1984, that have been declared as class 2 food premises under section 19C of that Act

"Community Care Common Standards" means the Community Care Common Standards for the delivery of HACC services, published from time to time by the Commonwealth

"critical non-compliance outcome notification" means a notification received by council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorized officer under that Act, of a deficiency that poses an immediate serious threat to public health

"food premises" has the same meaning as in the Food Act 1984

"HACC program" means the Home and Community Care program established under the Agreement entered into for the purpose of the *Home and Community Care Act 1985* of the Commonwealth

"HACC service" means home help, personal care or community respite provided under the HACC program

"local road" means a sealed or unsealed road for which the council is the responsible road authority under the *Road Management Act 2004*

"major non-compliance outcome notification" means a notification received by a council under section 19N(3) or (4) of the Food Act 1984, or advice given to council by an authorised officer under that Act, of a deficiency that does not pose an immediate serious threat to public health but may do so if no remedial action is taken

"MCH" means the Maternal and Child Health Service provided by a council to support the health and development of children within the municipality from birth until school age

"population" means the resident population estimated by council

"target population" has the same meaning as in the Agreement entered into for the purposes of the *Home and Community Care Act 1985* of the Commonwealth

"WorkSafe reportable aquatic facility safety incident" means an incident relating to a council aquatic facility that is required to be notified to the Victorian WorkCover Authority under Part 5 of the *Occupational Health and Safety Act 2004*.

## ORDINARY COUNCIL MEETING - AGENDA

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

## Performance Statement

## Financial Performance Indicators

For the year ended 30 June 2019

Dimension / Indicator / measure	Result \$				Forecast \$				Material Variations and Comments
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Efficiency</b>									
<b>Revenue level</b>									
Average residential rate per residential property assessment	\$1,192.35	\$1,234.43	\$1,258.93	\$1,327.20	\$1,361.91	\$1,378.63	\$1,396.39	\$1,412.36	
[Residential rate revenue / Number of residential property assessments]									
<b>Expenditure level</b>									
Expenses per property assessment	\$2,675.09	\$2,644.92	\$2,701.55	\$2,889.34	\$2,848.05	\$2,840.77	\$2,859.82	\$2,885.91	
[Total expenses / Number of property assessments]									
<b>Workforce turnover</b>									
Resignations and terminations compared to average staff	7.97%	9.67%	9.83%	9.90%	10.00%	10.00%	10.00%	10.00%	
[Number of permanent staff resignations and terminations / Average number of permanent staff for the financial year] x 100									

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Financial Performance Indicators

For the year ended 30 June 2019

Dimension / Indicator / measure	Result \$				Forecast \$				Material Variations and Comments
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Liquidity</b> <b>Working capital</b> Current assets compared to current liabilities [Current assets/Current liabilities] x100	178.97%	202.31%	219.30%	217.50%	159.74%	168.45%	175.62%	183.92%	The forecast years for working capital are expected to decrease as closing cash holdings return to normal levels. Forward forecasts do not project delays in grant funded programs and capital project payments as reflected in the prior actual years.
<b>Unrestricted cash</b> Unrestricted cash compared to current liabilities [Unrestricted cash/Current liabilities] x100	57.85%	81.02%	86.14%	91.68%	64.26%	64.79%	70.40%	77.28%	Future years are not comparable to prior year actual results as forecast years do not project capital expenditure delays or unspent grants.

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

Performance Statement

Financial Performance Indicators

For the year ended 30 June 2019

Dimension / Indicator / measure	Result \$				Forecast \$				Material Variations and Comments
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Obligations</b> <b>Asset renewal</b> Asset renewal compared to depreciation [Asset renewal expense/Asset depreciation] x100	73.03%	68.33%	66.03%	72.37%	99.92%	84.44%	81.37%	74.82%	Based on asset renewal budgets and timing of major projects. The increase in 2019-20 due to planned major project expenditure (Springvale Community Precinct).

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Financial Performance Indicators

For the year ended 30 June 2019

Dimension / Indicator / measure	Result \$				Forecast \$				Material Variations and Comments
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Loans and borrowings</b> <i>Loans and borrowings compared to rates</i> [Interest bearing loans and borrowings / Rate revenue] x100	48.52%	43.62%	39.60%	42.15%	41.68%	38.40%	35.16%	32.02%	The result over the 2018-19 and 2019-20 years is steady and reflects loan borrowings of \$10 million in both years and also due to Council retiring existing debt (Local Government Funding Vehicle \$4.9 million) which is proposed to be repaid in full in 2019-20. The decrease in this measure in forward years is due to a combination of higher rate revenue (2.5% rate cap plus favourable supplementary valuations) and lower finance costs and principal repayments as Council continues to reduce the outstanding loan balances.



2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

Performance Statement

Financial Performance Indicators

For the year ended 30 June 2018

Dimension / Indicator / measure	Result \$				Forecast \$				Material Variations and Comments
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Loans and borrowings (continued)</b> <i>Loans and borrowings repayments compared to rates</i> [Interest and principal repayments on interest bearing loans and borrowings/Rate revenue] x100	7.07%	5.44%	4.99%	4.65%	8.27%	4.40%	4.26%	4.13%	The increase in 2019–20 reflects Council retiring existing debt (Local Government Funding Vehicle \$4.9 million) which is proposed to be repaid in full in 2019–20. Council continues to reduce outstanding loan balances thereafter.
<b>Indebtedness</b> <i>Non-current liabilities compared to own source revenue</i> [Non-current liabilities/ Own source revenue] x100	39.99%	34.57%	31.45%	30.69%	33.94%	31.57%	28.86%	26.16%	Forward years are forecast to decrease reflecting the reduction in scheduled and planned repayment of principal on Council's existing borrowings.

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)



Financial Performance Indicators

For the year ended 30 June 2019

Dimension / Indicator / measure	Result \$				Forecast \$			Material Variations and Comments
	2016	2017	2018	2019	2020	2021	2022	2023
<b>Operating position</b> <b>Adjusted underlying result</b> Adjusted underlying surplus (or deficit) [(Adjusted underlying surplus (deficit)/Adjusted underlying revenue] x100	1.87%	12.82%	10.89%	7.15%	8.24%	8.94%	9.61%	9.86%
The decrease in adjusted underlying surplus is mainly due to an increase in expenditure (\$4.85 million) for the recovery of unspent grants relating to the Commonwealth Home Support Program for 2017-18 (\$3.04 million) and 2018-19 (\$1.81 million) where Council is unable to achieve the required target level. These amounts are required to be returned and are part funded from quarantined reserve funds. Also contributing is a \$1.27 million developer reimbursement for expenditure in excess of the mandated amounts on public open space improvements not covered by the Development Contribution Plan.								

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

Performance Statement

Financial Performance Indicators

For the year ended 30 June 2019

Dimension / Indicator / measure	Result \$				Forecast \$				Material Variations and Comments
	2016	2017	2018	2019	2020	2021	2022	2023	
<b>Stability</b> <b>Rates concentration</b> Rates compared to adjusted underlying revenue [Rate revenue / Adjusted underlying revenue] x100	69.59%	64.71%	66.44%	67.67%	70.37%	71.46%	71.93%	72.49%	
<b>Rates effort</b> Rates compared to property values [Rate revenue/Capital improved value of rateable properties in the municipality] x100	0.31%	0.32%	0.33%	0.28%	0.30%	0.29%	0.29%	0.28%	The lower result is due a 24.13% increase in 2018-19 property values compared to rate revenue only increasing by the rate cap of 2.25% plus the effect of supplementary valuations.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Definitions

“adjusted underlying revenue” means total income other than:

- (a) non-recurrent grants used to fund capital expenditure; and
- (b) non-monetary asset contributions; and
- (c) contributions to fund capital expenditure from sources other than those referred to above

“adjusted underlying surplus (or deficit)” means adjusted underlying revenue less total expenditure

“asset renewal expenditure” means expenditure on an existing asset or on replacing an existing asset that returns the service capability of the asset to its original capability

“current assets” has the same meaning as in the AAS “current liabilities” has the same meaning as in the AAS

“non-current assets” means all assets other than current assets

“non-current liabilities” means all liabilities other than current liabilities

“non-recurrent grant” means a grant obtained on the condition that it be expended in a specified manner and is not expected to be received again during the period covered by a council’s Strategic Resource Plan

“own-source revenue” means adjusted underlying revenue other than revenue that is not under the control of council (including government grants)

“population” means the resident population estimated by council

“rate revenue” means revenue from general rates, municipal charges, service rates and service charges

“recurrent grant” means a grant other than a non-recurrent grant

“residential rates” means revenue from general rates, municipal charges, service rates and service charges levied on residential properties

“restricted cash” means cash and cash equivalents, within the meaning of the AAS, that are not available for use other than for a purpose for which it is restricted, and includes cash to be used to fund capital works expenditure from the previous financial year

“unrestricted cash” means all cash and cash equivalents other than restricted cash.

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**

## Performance Statement

### Basis of preparation

Council is required to prepare and include a performance statement within its annual report. The performance statement includes the results of the prescribed sustainable capacity, service performance and financial performance indicators and measures together with a description of the municipal district and an explanation of material variations in the results. This statement has been prepared to meet the requirements of the *Local Government Act 1989* and *Local Government (Planning and Reporting) Regulations 2014*.

Where applicable the results in the performance statement have been prepared on accounting bases consistent with those reported in the Financial Statements. The other results are based on information drawn from council information systems or from third parties (e.g. Australian Bureau of Statistics).

The performance statement presents the actual results for the current year and for the prescribed financial performance indicators and measures, the results forecast by the council's strategic resource plan. The *Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variations in the results contained in the performance statement. Council has adopted materiality thresholds relevant to each indicator and measure and explanations have not been provided for variations below the materiality thresholds unless the variance is considered to be material because of its nature.

The forecast figures included in the performance statement are those adopted by council in its strategic resource plan on 12 June 2018 and which forms part of the council plan. The strategic resource plan includes estimates based on key assumptions about the future that were relevant at the time of adoption and aimed at achieving sustainability over the long term. Detailed information on the actual financial results is contained in the General Purpose Financial Statements. The strategic resource plan can be obtained by contacting Council.

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**

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**Performance Statement**  
For the year ended 30 June 2019

**Certification of the Performance Statement**

In my opinion, the accompanying performance statement has been prepared in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.



Michelle Hansen CPA  
Principal Accounting Officer

Date: 9 September 2019

In our opinion, the accompanying performance statement of the City of Greater Dandenong for the year ended 30 June 2018 presents fairly the results of council's performance in accordance with the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

The performance statement contains the relevant performance indicators, measures and results in relation to service performance, financial performance and sustainable capacity.

At the date of signing, we are not aware of any circumstances that would render any particulars in the performance statement to be misleading or inaccurate.

We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulations 2014 to certify this performance statement in its final form.



Youhorn Chea  
Councillor

Date: 9 September 2019



Matthew Kirwan  
Councillor

Date: 9 September 2019




John Bennie PSM  
Chief Executive Officer

Date: 9 September 2019

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Performance Statement



### Independent Auditor's Report

*To the Councillors of the City of Greater Dandenong*

<b>Opinion</b>	<p>I have audited the accompanying performance statement of the City of Greater Dandenong (the council) which comprises the:</p> <ul style="list-style-type: none"><li>• description of municipality for the year ended 30 June 2019</li><li>• sustainable capacity indicators for the year ended 30 June 2019</li><li>• service performance indicators for the year ended 30 June 2019</li><li>• financial performance indicators for the year ended 30 June 2019</li><li>• basis of preparation for the year ended 30 June 2019</li><li>• certification of the performance statement.</li></ul> <p>In my opinion, the performance statement presents fairly, in all material respects, the performance of the council for the year ended 30 June 2019, in accordance with the performance reporting requirements of Part 6 of the <i>Local Government Act 1989</i>.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Standards on Assurance Engagements. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Performance Statement</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the performance statement in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the performance statement</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the performance statement in accordance with the performance reporting requirements of the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of the statement of performance that is free from material misstatement, whether due to fraud or error.</p>
<b>Auditor's responsibilities for the audit of the performance statement</b>	<p>As required by the <i>Audit Act 1994</i>, my responsibility is to express an opinion on the performance statement based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the performance statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Standards on Assurance Engagements will always detect a material misstatement when it exists.</p>

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## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users taken on the basis of this performance statement.

As part of an audit in accordance with the Australian Standards on Assurance Engagements, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the performance statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the council's internal control
- evaluate the overall presentation, structure and content of the performance statement, including the disclosures, and whether the performance statement represents the underlying events and results in a manner that achieves fair presentation.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
23 September 2019

  
Jonathan Kyvelidis  
as delegate for the Auditor-General of Victoria

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**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**





2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Financial Overview

#### Understanding the Financial Report

##### Financial Overview

Understanding Council's financial performance from financial statements prepared in accordance with Australian Accounting Standards can frequently be problematic and the purpose of this overview is to provide readers with greater clarity about the financial outcomes for the 2018–19 financial year.

The financial statements comprise of consolidated financial statements of Council and those entities over which Council has the power to govern the financial and operating policies so as to obtain the benefits from their activities. For 2018–19 this represents the consolidated performance of the Council and Dandenong Market Pty Ltd. Council's financial statements have been prepared in accordance with the Local Government Model Financial Report as required by the *Local Government (Planning and Reporting) Regulations 2014*.

Council's 2018-19 Comprehensive Income Statement highlights that Council achieved a surplus for the financial year of \$31.28 million (\$46.93 million in 2017–18). This result is, however, impacted upon by a combination of items – some of which are operational in nature and occur every year and others which are highly dynamic and change significantly each year.

It should be kept in mind that the surplus for the year is not a cash based result but remains an accounting surplus which includes capital grants and capital contributions, but excludes net asset revaluation decrements.

Finally a review of Council's asset valuations led to a revaluation decrement of \$48.73 million in the value of Council's land leading to a Comprehensive Income Statement deficit outcome of \$17.45 million.

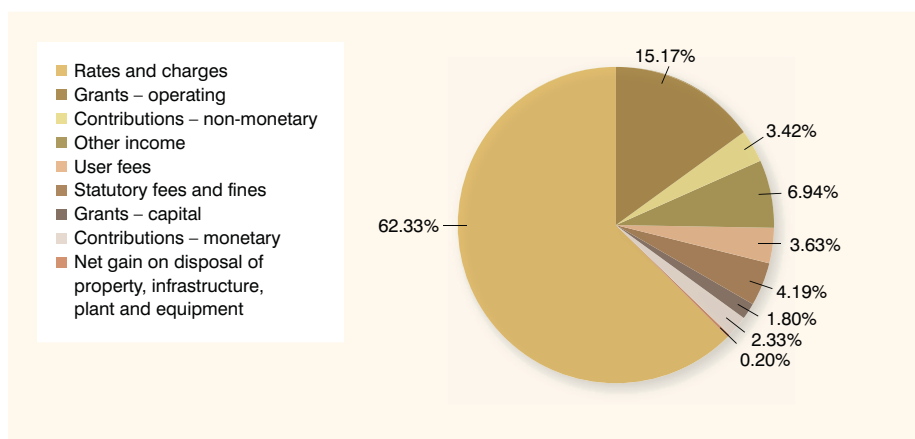
##### Comprehensive Income Statement

This Statement shows:

- The sources of Council's revenue under various income headings.
- The expenses incurred in running the Council during the year. These expenses relate only to the operations' and do not include the cost associated with capital purchases or the building of assets. While capital purchase costs are not included in the expenses there is an item for 'Depreciation'. This value is the value of the assets 'used up' during the year.

##### Income

Council's operating income for 2018–19 was \$226.13 million (\$226.69 million in 2017–18) including rates and charges income (\$140.94 million), fees and charges (\$17.67 million), operating grants (\$34.31 million), capital grants (\$4.07 million), monetary contributions (\$5.27 million), contributions of non-monetary assets, mainly from sub division activity (\$7.73 million), net gain on disposal of property, infrastructure, plant and equipment (\$457,000) and other income (\$15.68 million). The breakdown of operating income by major categories is depicted in the graph below:



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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**Rate and charges income** (including waste collection charges) – general rate income is based on the Capital Improved Value of properties and a 'rate in the dollar' applied against each category of property. Waste collection charges are based on full cost recovery, the number of bins and frequency of collections. Refer note 3.1 of Financial Report for further details on rate income.

**Fees, charges and fines** – Income from these sources were \$17.67 million for the year (\$17.38 million in 2017–18). The major sources of income are:

Statutory fees and fines	\$9.47 million
Parking fees	\$3.36 million
Registrations and other permits	\$1.79 million
Aged care services	\$1.07 million

**Grants operating** – operational grant income comprises:

- Financial Assistance Grants received via the Victoria Grants Commission of \$12.21 million (which includes \$1.55 million for local roads). Tied grants of \$22.10 million which were essentially for community care and community wellbeing services.

**Grants capital** – capital grants received were \$4.07 million. These grants are mainly non-recurrent in nature essentially for the purposes of funding the capital works program and are expended on these services in addition to the funds allocated by Council from other sources of revenue. (Refer note 3.4 of Financial Report).

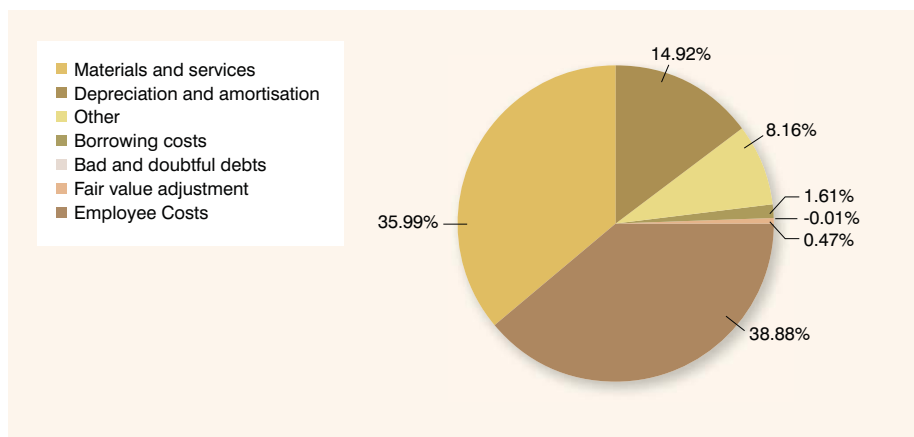
**Contributions monetary and non-monetary** – contributions monetary (cash) of \$5.27 million received were mainly for public open space development. Capital non-monetary contributions of \$7.73 million were mainly from "gifted" assets from developer activity.

**Other income** (\$15.68 million) – This item of income essentially relates to Dandenong Market revenue from operations, interest received on investments and other sundry income.

### Expenditure

Total operating expenditure for 2018–19 including depreciation was \$194.85 million (\$179.76 million in 2017–18).

The major items of operating expenditure are depicted in the graph below:



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Financial Overview

**Employee costs (\$75.76 million)** – Employee and labour costs including salary-oncosts such as WorkCover premium, provision for employee entitlements and Council's superannuation contributions on behalf of employees.

**Materials and services (\$70.13 million)** – Included in this category are the following major costs relating to:

Waste management services	\$14.83 million
Cleaning services	\$3.01 million
Park maintenance services	\$5.10 million
Educator services	\$4.23 million
Leisure centre maintenance	\$1.71 million
Other contract payments	\$10.86 million
Office administration	\$5.77 million
Building and general maintenance	\$6.40 million
Utilities	\$4.45 million
Consultants and professional services	\$6.07 million
Information technology	\$2.43 million

**Bad and doubtful debts (-\$26,000)** – mainly due to a change in the provision for doubtful debts methodology from an aged basis to an expected credit loss model in compliance with changes in Australian Accounting Standard AASB 9 Financial Instruments.

**Depreciation and amortisation (\$29.06 million)** – The depreciation expense reflects the diminution in the value of assets due to wear and tear and obsolescence. It has no impact on the cash position of Council. Cash flow is impacted only at the time of purchase and sale of assets.

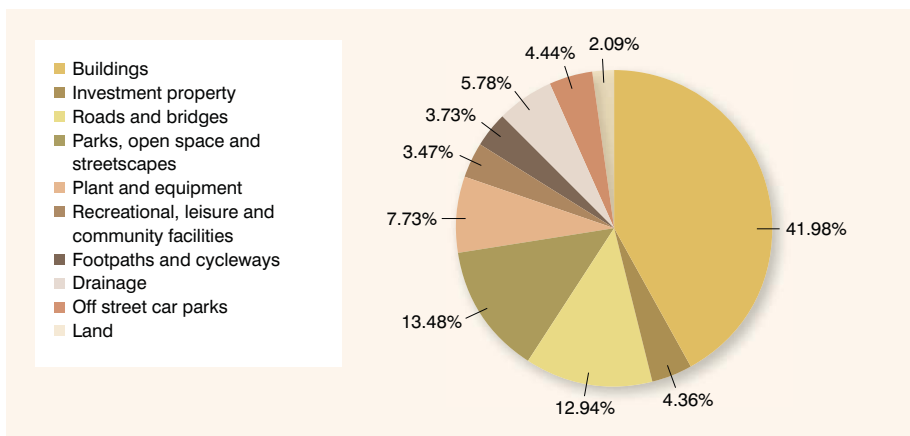
**Borrowing costs (\$3.13 million)** – represents interest on Council's long term borrowings.

**Fair value adjustment for investment property** – Fair value adjustments for investment property of \$907,000, which is a non-cash item. This is the result of several land and building assets classified as 'Investment property' as they are held primarily to earn rental income. This year's adjustment mainly relates to fire damage of a commercial shop building. Australian Accounting Standards require any revaluation of these assets to fair value to be recognised in the Comprehensive Income Statement, rather than in the Asset Revaluation Reserve like other fixed assets held at fair value by Council.

#### Capital Expenditure (as per the Capital Works Statement)

The major items of expenditure are depicted in the chart below:

Council spent \$53.57 million on capital expenditure during the year. This comprises upgrade (\$9.78 million), renewal (\$21.02 million) and new assets (\$22.77 million).



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Balance Sheet

The Balance Sheet discloses Council's net worth and clearly defines what the Council owns as assets and what it owes as liabilities. Assets and liabilities are further separated into current and non-current categories. Current assets or current liabilities are those which will fall due in the next 12 months, or cannot be deferred for greater than 12 months.

Net assets or total equity represents Council's accumulated net worth and includes many infrastructure and community assets such as buildings, land, parks, roads and drains.

The components of the Balance Sheet include:

#### Current and non-current assets

- Cash and cash equivalents includes cash and investments, i.e. cash held in the bank and in petty cash and the market value of Council's investments.
- Trade and other receivables are monies owed to Council by Ratepayers and others.
- Non-current assets held for sale contains land and buildings which are in the market or under contract for sale.
- Other assets are prepayments of next year's expenses and monies owed to Council, other than from trading, that is not yet received.
- Other financial assets refer to shares held by Council.
- Property, infrastructure, plant and equipment is the largest component of Council's worth and represents the value of all the land, buildings, roads, vehicles, equipment, etc. which has been built up by Council over many years.
- Investment property represents land and building assets that are held for the primary purpose of earning rental income.

#### Current and non-current liabilities

- Trade and other payables is the value to which Council owes money as at 30 June.
- Trust funds and deposits represent monies held in trust by Council.
- Provisions include leave entitlements and landfill restoration works.
- Income received in advance represents payments received for works or services yet to be done.

### Net assets

This term is used to describe the difference between the value of total assets and the value of total liabilities. It represents the net worth of Council as at 30 June.

#### Total equity

This always equals net assets. It is made up of the following components:

- Accumulated surplus: this is the value of the Council, other than the asset revaluation reserve and other reserves that has been accumulated over time.
- Reserves: this includes asset revaluation reserve and other reserves. Asset revaluation reserve is the value by which the purchase cost of assets has changed over the years and arises as assets are revalued to their replacement cost from time to time. Other reserves include both statutory reserves and discretionary reserves. 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). These funds are held for future expenditure.

Council's financial position declined by \$17.45 million during the year, made up of a surplus of \$31.28 million and an asset revaluation decrement of \$48.73 million. The difference between the assets and liabilities amounting to \$2.20 billion is the net worth of the Council to its ratepayers and community (\$2.22 billion in 2018).

Council's borrowing at 30 June 2019 was \$58.52 million, which is 41.52% of rate revenue (Government prudential limit is 80%). Loan repayments of \$21.21 million are forecast over the next five years under Council's borrowing strategy. Council intends to retire these debts through cash flows generated from operations.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Financial Overview

Council's assets (what Council owns) comprise:

	\$M	%
<b>Assets:</b>		
Land	1,127,985	48.19
Roads and bridges	328,779	14.04
Drainage	270,485	11.55
Buildings (including leasehold improvements)	255,239	10.90
Footpaths and cycle ways	58,584	2.50
Works in progress	32,448	1.40
Recreational, leisure and community facilities	20,497	0.88
Parks, open space and streetscapes	18,373	0.78
Plant and equipment	11,994	0.51
Off street car parks	12,245	0.52
Cash and other assets	191,009	8.16
Other non-current assets	555	0.02
Investment property	12,827	0.55
	<b>2,341,020</b>	<b>100.00</b>

Council's liabilities (what Council owes) comprise:

	\$M	%
Long-term borrowing	58,525	41.68
Trust funds and deposits	36,211	25.79
Employee entitlements	18,950	13.49
Creditors	26,740	19.04
	<b>140,426</b>	<b>100.00</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Statement of changes in equity

During the course of the year the value of total equity, as set out in the Balance Sheet, changes. This Statement shows the values of such changes and how these changes arose. The main reasons for a change in equity stem from:

- The surplus for the year is the value that income exceeded operating costs as described in the Comprehensive Income Statement
- Net asset revaluation increment reflects the change in the replacement value of assets
- Transfer of monies to or from Council's reserves shows the money withdrawn from reserves and used during the year, or placed into reserves for future use.

### Cash Flow Statement

The Cash Flow Statement summarises Council's cash payments and cash receipts for the year. This Statement is presented according to a very specific Australian Accounting Standard and needs some care in analysis. It excludes non-cash expenses such as depreciation but includes payments in relation to capital works projects, proceeds from assets sales and movements in cash that Council may hold as a result of holding trust deposits. The values may differ from those shown in the Comprehensive Income Statement because the Comprehensive Income Statement is prepared on an accrual accounting basis and the Cash Flow Statement is based on the timing of cash receipts and payments.

Council's cash arises from, and is used in, three main areas: Cash flows to and from the following sources:

#### *Cash flows from operating activities*

All cash received into Council's bank account from ratepayers and others who owed money to Council.

- Receipts include the interest earnings from Council's cash investments and movement in trust deposits taken. It does not include the costs associated with the sale of assets.
- Payments include all cash paid by Council from its bank account to staff, creditors and other persons. Also include movement in trust monies repaid. It does not include the costs associated with the creation of assets.

#### *Cash flows from investing activities*

Cash flow from investing activities shows the cash invested in the creation or purchase of property, infrastructure, plant and equipment assets, the cash received from the sale of these assets and cash received from sale of property held for resale.

#### *Cash flows from financing activities*

Cash flows from financing activities includes proceeds from borrowing, the repayment of loans and repayment of other interest-bearing liabilities.

During the 2018–19 financial year Council repaid \$3.30 million of its long term debt and borrowed \$10.00 million for the purpose of completing the Springvale Community Precinct project. This is the first of two tranches of borrowings over the 2018–19 and 2019–20 financial years to fund this project.

The bottom line of the Statement of Cash Flows represents cash at the end of the financial year. This shows the capacity of Council to meet its cash debts and other liabilities.

**Note:** – *The above financial report summary does not form part of the statutory reporting and hence not subject to audit certification. It has been written to assist the Greater Dandenong community in better understanding the financial operations and financial position of their Council. Commentary must be read in conjunction with the Financial Report.*

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**



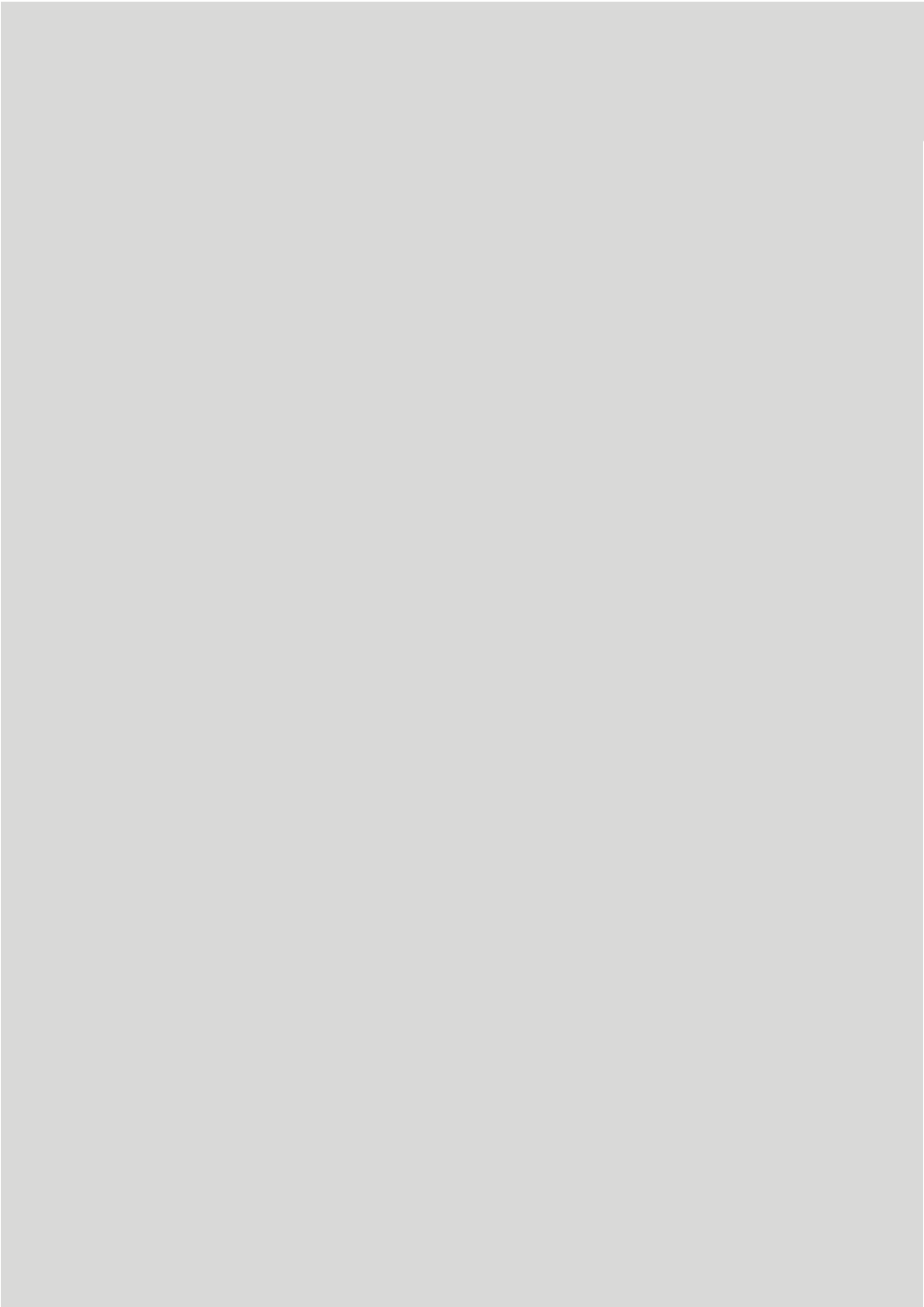


2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)



**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**

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## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

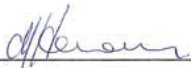



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**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**


**Annual Financial Report  
FOR THE YEAR ENDED 30 JUNE 2019**

<u>City of Greater Dandenong</u>	<u>2018-19 Financial Report</u>
 Certification of the Financial Statements  	
<p>In my opinion the accompanying financial statements have been prepared in accordance with the Local Government Act 1989, the Local Government (Planning and Reporting) Regulations 2014, Australian Accounting Standards and other mandatory professional reporting requirements.</p>	
	
<p>Michelle Hansen CPA Principal Accounting Officer Date : 9 September 2019</p>	
<p>In our opinion the accompanying Financial Statements present fairly the financial transactions of the City of Greater Dandenong for the year ended 30 June 2019 and the financial position of the Council as at that date.</p>	
<p>As at the date of signing, we are not aware of any circumstances which would render any particulars in the Financial Statements to be misleading or inaccurate.</p>	
<p>We have been authorised by the Council and by the Local Government (Planning and Reporting) Regulation 2014 on 9 September 2019 to certify the Financial Statements in their final form.</p>	
	
<p>Youhorn Chea Councillor Date : 9 September 2019</p>	
	
<p>Matthew Kirwan Councillor Date : 9 September 2019</p>	
	
<p>John Bennie PSM Chief Executive Officer Date : 9 September 2019</p>	
 - Page 1 -  	



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Independent Auditor's Report

*To the Councillors of the City of Greater Dandenong*

<b>Opinion</b>	<p>I have audited the consolidated financial report of the City of Greater Dandenong (the council) and its controlled entities (together, the consolidated entity), which comprises the:</p> <ul style="list-style-type: none"><li>• consolidated entity balance sheet as at 30 June 2019</li><li>• consolidated entity comprehensive income statement for the year then ended</li><li>• consolidated entity statement of changes in equity for the year then ended</li><li>• consolidated entity statement of cash flows for the year then ended</li><li>• consolidated entity statement of capital works for the year then ended</li><li>• notes to the financial statements, including significant accounting policies</li><li>• certification of the financial statements.</li></ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the consolidated entity as at 30 June 2019 and its financial performance and cash flows for the year then ended, in accordance with the financial reporting requirements of Part 6 of the <i>Local Government Act 1989</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the consolidated entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Councillors' responsibilities for the financial report</b>	<p>The Councillors of the council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Local Government Act 1989</i>, and for such internal control as the Councillors determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Councillors are responsible for assessing the consolidated entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

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## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

**Auditor's  
responsibilities  
for the audit of  
the financial  
report**

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the consolidated entity's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Councillors
- conclude on the appropriateness of the Councillors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the consolidated entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the consolidated entity to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation
- obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the consolidated entity to express an opinion on the financial report. I remain responsible for the direction, supervision and performance of the audit the consolidated entity. I remain solely responsible for my audit opinion.

I communicate with the Councillors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE  
23 September 2019

  
Jonathan Kyvelidis  
as delegate for the Auditor-General of Victoria

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Comprehensive Income Statement

For the year ended 30 June 2019

	Note	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>Income</b>			
Rates and charges	3.1	140,943	132,808
Statutory fees and fines	3.2	9,471	9,359
User fees	3.3	8,199	8,026
Grants – operating	3.4	34,309	33,029
Grants – capital	3.4	4,068	4,281
Contributions – monetary	3.5	5,269	3,375
Contributions – non-monetary	3.5	7,735	19,169
Net gain on disposal of property, infrastructure, plant and equipment	3.6	457	141
Fair value adjustments for investment property	6.4	–	1,025
Other income	3.7	15,683	15,481
<b>Total income</b>		<b>226,134</b>	<b>226,694</b>
<b>Expenses</b>			
Employee costs	4.1	(75,756)	(72,378)
Materials and services	4.2	(70,130)	(65,557)
Depreciation and amortisation	4.3	(29,064)	(28,202)
Bad and doubtful debts	4.4	26	(1,649)
Borrowing costs	4.5	(3,131)	(3,419)
Fair value adjustments for investment property	6.4	(907)	–
Other expenses	4.6	(15,893)	(8,555)
<b>Total expenses</b>		<b>(194,855)</b>	<b>(179,760)</b>
<b>Surplus for the year</b>		<b>31,279</b>	<b>46,934</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to surplus or deficit in future periods</b>			
Net asset revaluation decrement	9.1(a)	(48,728)	(17,132)
Impairment (loss) reversal	9.1(a)	–	47
<b>Total comprehensive result</b>		<b>(17,449)</b>	<b>29,849</b>

The above Comprehensive Income Statement should be read in conjunction with the accompanying notes.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### Balance Sheet

As at 30 June 2019

	Note	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	5.1(a)	163,607	154,591
Trade and other receivables	5.1(c)	22,929	19,454
Other assets	5.2	4,473	3,742
<b>Total current assets</b>		<b>191,009</b>	<b>177,787</b>
<b>Non-current assets</b>			
Trade and other receivables	5.1(c)	325	325
Other financial assets	5.1(b)	230	230
Property, infrastructure, plant and equipment	6.2	2,136,629	2,160,766
Investment property	6.4	12,827	11,330
<b>Total non-current assets</b>		<b>2,150,011</b>	<b>2,172,651</b>
<b>Total assets</b>		<b>2,341,020</b>	<b>2,350,438</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	5.3(a)	26,740	21,301
Trust funds and deposits	5.3(b)	35,311	40,218
Provisions	5.5(c)	17,351	16,412
Interest-bearing loans and borrowings	5.4	8,634	3,301
<b>Total current liabilities</b>		<b>88,036</b>	<b>81,232</b>
<b>Non-current liabilities</b>			
Trust funds and deposits	5.3(b)	900	1,287
Provisions	5.5(c)	1,599	1,351
Interest-bearing loans and borrowings	5.4	49,891	48,525
<b>Total non-current liabilities</b>		<b>52,390</b>	<b>51,163</b>
<b>Total liabilities</b>		<b>140,426</b>	<b>132,395</b>
<b>Net assets</b>		<b>2,200,594</b>	<b>2,218,043</b>
<b>Equity</b>			
Accumulated surplus		876,273	857,413
Reserves	9.1(c)	1,324,321	1,360,630
<b>Total equity</b>		<b>2,200,594</b>	<b>2,218,043</b>

The above Balance Sheet should be read in conjunction with the accompanying notes.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Statement of Changes in Equity

For the year ended 30 June 2019

		Consolidated			
	Note	Total \$'000	Accumulated Surplus \$'000	Revaluation Reserve \$'000	Other Reserves \$'000
<b>2019</b>					
Balance at beginning of the financial year		2,218,043	857,413	1,290,865	69,765
Surplus for the year		31,279	31,279	–	–
Net asset revaluation decrement	9.1(a)	(48,728)	–	(48,728)	–
Revaluation reversal – disposed assets	9.1(a)	–	330	(330)	–
Transfers to other reserves	9.1(b)	–	(21,942)	–	21,942
Transfers from other reserves	9.1(b)	–	9,193	–	(9,193)
<b>Balance at end of the financial year</b>		<b>2,200,594</b>	<b>876,273</b>	<b>1,241,807</b>	<b>82,514</b>
<b>2018</b>					
Balance at beginning of the financial year		2,188,194	823,671	1,308,037	56,486
Surplus for the year		46,934	46,934	–	–
Net asset revaluation decrement	9.1(a)	(17,132)	–	(17,132)	–
Revaluation reversal – disposed assets	9.1(a)	–	87	(87)	–
Impairment (loss)/reversal in revaluation reserve	9.1(a)	47	–	47	–
Transfers to other reserves	9.1(b)	–	(15,849)	–	15,849
Transfers from other reserves	9.1(b)	–	2,570	–	(2,570)
<b>Balance at end of the financial year</b>		<b>2,218,043</b>	<b>857,413</b>	<b>1,290,865</b>	<b>69,765</b>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

**Annual Financial Report  
FOR THE YEAR ENDED 30 JUNE 2019**

**Statement of Cash Flows**

For the year ended 30 June 2019

	Note	Consolidated 2019 Inflows/ (Outflows) \$'000	Consolidated 2018 Inflows/ (Outflows) \$'000
<b>Cash flows from operating activities</b>			
Rates and charges		140,317	132,752
Statutory fees and fines		6,739	7,259
User fees		8,409	9,247
Grants – operating		34,394	33,085
Grants – capital		3,941	6,449
Contributions – monetary		5,025	3,353
Interest received		3,714	2,916
Trust funds and deposits taken		31,955	39,180
Other receipts		13,468	12,566
Net GST refund		10,376	8,156
Employee costs		(74,515)	(74,073)
Materials and services		(82,796)	(69,014)
Trust funds and deposits repaid		(36,439)	(32,540)
Other payments		(8,446)	(5,420)
<b>Net cash provided by operating activities</b>	9.2	56,142	73,916
<b>Cash flows from investing activities</b>			
Payments for property, infrastructure, plant and equipment		(51,528)	(38,231)
Proceeds from sale of property, infrastructure, plant and equipment		857	648
<b>Net cash used in investing activities</b>		(50,671)	(37,583)
<b>Cash flows from financing activities</b>			
Finance costs		(3,154)	(3,445)
Proceeds from borrowings		10,000	–
Repayment of borrowings		(3,301)	(3,086)
Repayment of other interest-bearing liabilities		–	(1,255)
<b>Net cash provided by (used in) financing activities</b>		3,545	(7,786)
Net increase in cash and cash equivalents		9,016	28,547
Cash and cash equivalents at the beginning of the financial year		154,591	126,044
<b>Cash and cash equivalents at the end of the financial year</b>	5.1(a)	<b>163,607</b>	<b>154,591</b>
Financing arrangements	5.6		
Restrictions on cash assets	5.1		

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Statement of Capital Works

For the year ended 30 June 2019

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>Property</b>		
Land	1,118	–
<b>Total land</b>	1,118	–
Buildings	22,453	13,780
Leasehold improvements	41	33
<b>Total buildings</b>	22,494	13,813
Investment property	2,337	–
<b>Total investment property</b>	2,337	–
<b>Total property</b>	25,949	13,813
<b>Plant and equipment</b>		
Plant, machinery and equipment	2,942	1,692
Fixtures, fittings and furniture	179	28
Computers and telecommunications	178	139
Library books	842	980
<b>Total plant and equipment</b>	4,141	2,839
<b>Infrastructure</b>		
Roads	6,873	9,742
Bridges	60	191
Footpaths and cycleways	1,999	1,143
Drainage	3,095	1,123
Recreational, leisure and community facilities	1,860	2,861
Parks, open space and streetscapes	7,220	4,173
Off street car parks	2,377	1,256
<b>Total infrastructure</b>	23,484	20,489
<b>Total capital works expenditure</b>	<b>53,574</b>	<b>37,141</b>
<b>Represented by:</b>		
New asset expenditure	22,771	12,052
Asset renewal expenditure	21,025	18,614
Asset upgrade expenditure	9,778	6,475
<b>Total capital works expenditure</b>	<b>53,574</b>	<b>37,141</b>

The above Statement of Capital Works should be read in conjunction with the accompanying notes.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

## Notes to the Financial Report

### Overview

The City of Greater Dandenong was established in December 1994 with the amalgamation of the former City of Springvale and former City of Dandenong, and is a body corporate. The Council's main office is located at 225 Lonsdale Street, Dandenong, 3175.

### Statement of compliance

These financial statements are a general purpose financial report that consists of a Comprehensive Income Statement, Balance Sheet, Statement of Changes in Equity, Statement of Cash Flows, Statement of Capital Works and notes accompanying these financial statements. The general purpose financial report complies with Australian Accounting Standards (AAS), other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1989*, and the *Local Government (Planning and Reporting) Regulations 2014*.

### Significant accounting policies

#### (a) Basis of accounting

These consolidated financial statements for the year ended 30 June 2019 comprise the results of operations for both Council and its wholly owned subsidiary, namely the Dandenong Market Pty Ltd.

The accrual basis of accounting has been used in the preparation of these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated judgements are based on professional judgement derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AAS's that have significant effects on the financial statements and estimates relate to:

- the fair value of land, buildings and infrastructure (refer to note 6.2 and 8.4).
- the determination of depreciation for buildings, infrastructure, plant and equipment (refer to note 6.2).
- the determination of employee provisions (refer to note 5.5 (a)).

- the determination of landfill provisions (refer to note 5.5 (b)).
- other area requiring judgements.

Unless otherwise stated, all accounting policies are consistent with those applied in the prior year. Where appropriate, comparative figures have been amended to accord with current presentation, and disclosure has been made of any material changes to comparatives.

#### (b) Change in accounting policies and restatement of items in the financial statement due to reclassification.

The following financial statements and accompanying notes have been amended to reflect reclassification.

- Comprehensive income statement and notes 3.2, 3.3, 3.4 and 4.2
- Statement of Cash Flows
- Commitments – note 5.7(b)
- People and relationships – note 7

Provision for doubtful debts - change in methodology from an aged basis to an expected credit loss model in compliance with changes in Australian Accounting Standard AASB 9 Financial Instruments which results a change in accounting policy (note 4.4).

### Note 1 Performance against budget

The budget comparison notes compare Council's financial plan, expressed through its annual budget, with actual performance. *The Local Government (Planning and Reporting) Regulations 2014* requires explanation of any material variances. Council has adopted a materiality threshold of greater than 10 per cent and greater than \$1 million or where further explanation is warranted. Explanations have not been provided for variations below the materiality threshold unless the variance is considered to be material because of its nature.

The budget figures detailed below are those adopted by Council on 12 June 2018. The Budget was based on assumptions that were relevant at the time of adoption of the Budget. Council sets guidelines and parameters for income and expense targets in this budget in order to meet Council's planning and financial performance targets for both the short and long-term. The budget did not reflect any changes to equity resulting from asset revaluations, as their impacts were not considered predictable.

These notes are prepared to meet the requirements of the *Local Government Act 1989* and the *Local Government (Planning and Reporting) Regulations 2014*.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### 1.1 Income and expenditure

	Consolidated Actual 2019 \$'000	Council Actual 2019 \$'000 (note 6.3)	Council Budget 2019 \$'000	Council Variance 2019 \$'000 Fav (Unfav)	Ref
<b>Income</b>					
Rates and charges	140,943	141,036	139,575	1,461	
Statutory fees and fines	9,471	9,471	7,950	1,521	1.1.1
User fees	8,199	8,199	9,628	(1,429)	1.1.2
Grants – operating	34,309	34,309	28,148	6,161	1.1.3
Grants – capital	4,068	4,068	1,256	2,812	1.1.4
Contributions – monetary	5,269	5,269	2,398	2,871	1.1.5
Contributions – non-monetary	7,735	7,735	15,000	(7,265)	1.1.6
Net gain on disposal of property, infrastructure, plant and equipment	457	457	661	(204)	1.1.7
Other income	15,683	11,368	10,350	1,018	1.1.8
<b>Total income</b>	<b>226,134</b>	<b>221,912</b>	<b>214,966</b>	<b>6,946</b>	
<b>Expenses</b>					
Employee costs	(75,756)	(74,820)	(76,894)	2,074	1.1.9
Materials and services	(70,130)	(66,957)	(63,726)	(3,231)	1.1.10
Bad and doubtful debts	26	72	(1,097)	1,169	1.1.11
Depreciation and amortisation	(29,064)	(29,054)	(29,945)	891	1.1.12
Borrowing costs	(3,131)	(3,131)	(3,171)	40	
Fair value adjustments for investment property	(907)	(907)	–	(907)	1.1.13
Other expenses	(15,893)	(15,732)	(4,767)	(10,965)	1.1.14
<b>Total expenses</b>	<b>(194,855)</b>	<b>(190,529)</b>	<b>(179,600)</b>	<b>(10,929)</b>	
<b>Surplus for the year</b>	<b>31,279</b>	<b>31,383</b>	<b>35,366</b>	<b>(3,983)</b>	

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### 1.1 Income and expenditure (continued)

##### Explanation of material variations

Ref	Item	Explanation
1.1.1	Statutory fees and fines	Statutory fees and fines are \$1.52 million higher than the Original Budget due mainly to: <ul style="list-style-type: none"> <li>– higher than anticipated parking fine income and Infringement Court cost recoveries (\$1.26 million).</li> <li>– reclassification of subdivision, plan checking and stormwater fees from User Fees to Statutory Fees to reflect the statutory nature of these fees (\$333,000).</li> </ul> Partly offset by lower planning application fee income as a result of lower development activity (\$264,000).
1.1.2	User fees	User fee income was \$1.43 million lower than the Original Budget due to: <ul style="list-style-type: none"> <li>– reclassification of subdivision, plan checking and stormwater fees from User Fees to Statutory Fees to reflect the statutory nature of these fees (\$333,000).</li> <li>– lower Commercial Home and Community Care fee income due to a reduction in the number of clients following the transition of the former Home Care Package clients to Mecwacare, the effect of which was not known at the time of adopting the Original Budget, but it was adjusted through the Mid Year Budget Review (\$384,000).</li> <li>– lower parking ticket machine income caused by a reduction in the number of parking bays requiring payment and lower rates charged within localities across Dandenong Central Activity District (\$426,000).</li> </ul>
1.1.3	Grants – operating	Operating grant income was \$6.16 million higher than the Original Budget due to: <ul style="list-style-type: none"> <li>– higher Community Services program grant funding than expected in the Original Budget for Family Day Care, New Directions – Mothers and Babies, Child First, Playgroups Initiative, Child First, Right@Home, Enhanced Maternal and Child Health, Refugee Immunisation, Drug Strategy and Market Street Occasional Care Centre Community and Sustainability Support. This was due to a number of factors – grant funding relating to 2019–20 programs being received early, growth funding received or grant funding not known at the time of adopting the 2018–19 Original Budget (\$2.47 million).</li> <li>– higher than anticipated Community Care grant income due to the recognition of all grant funding received, however, the Original Budget was based on the grant funding expected to be recognised from estimated target achievement levels (\$1.86 million).</li> <li>– the early distribution of 50% of the 2018–19 and 2019–20 Financial Assistance Grant funding allocation in June of the preceding financial years. The 2018–19 actuals reflect 50% of the 2018–19 allocation and 50% of the 2019–20 allocation. Whilst 100% has effectively been received in 2018–19, both of the allocations were higher than expected in the Original Budget representing a favourable variance of \$791,000.</li> </ul>
1.1.4	Grants – capital	Capital grant income was \$2.81 million higher than the Original Budget due to: <ul style="list-style-type: none"> <li>– grant funding not known at the time of adopting the Original Budget for capital projects including Ross Reserve Upgrade (\$1.22 million), two Black Spot projects (\$416,000) and Safe System Road Infrastructure Program (\$443,000).</li> <li>– grant funding carried over from 2017–18 for Yarraman Oaks Primary New Early Years Learning Facility (\$617,500).</li> </ul>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### 1.1 Income and expenditure (continued)

#### Explanation of material variations

Ref	Item	Explanation
1.1.5	Contributions – monetary	<p>The \$2.87 million favourable variance in monetary contributions is due to:</p> <ul style="list-style-type: none"> <li>– the requirement to recognise Community Infrastructure Levies as income (\$1.54 million). These levies were previously accounted for in the Balance Sheet. The \$1.54 million income recognised in 2018-19 has been transferred to reserves.</li> <li>– a greater level of economic activity than anticipated, resulting in Council receiving higher than budgeted open space contributions from developers (\$793,000). These contributions are restricted in their use and are transferred to reserves at the end of the financial year which are set aside for open space projects. The timing of receipt and amount of open space contributions are difficult to predict.</li> <li>– Developer Contribution Plan (DCP) funding of \$343,000 in relation to the Keysborough South Industrial Buffer capital project which carried over from 2017–18, so was not included in the Original Budget.</li> </ul>
1.1.6	Contributions – non-monetary	<p>These contributions represent assets that are transferred to Council's ownership from developers upon completion of subdivisions. Refer to note 3.5 and 6.2 for further details about contributed assets. In 2018–19, they related mainly to land under roads, bridges and footpaths. The number of subdivisions that are completed vary from year to year and the timing of these asset transfers is outside of Council's control and difficult to predict. This item is a non-cash accounting entry.</p>
1.1.7	Net gain on disposal of property, infrastructure, plant and equipment	<p>The disposal of property, infrastructure, plant and equipment was \$204,000 unfavourable to the Original Budget mainly due to higher than expected cost of fleet sold (\$214,000). This is a non-cash accounting entry.</p>
1.1.8	Other income	<p>The favourable variance of \$1.02 million in other income is mainly attributable to a higher than anticipated income for:</p> <ul style="list-style-type: none"> <li>– interest return on investments (\$1.86 million).</li> <li>– unbudgeted contributions 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 (\$277,000).</li> <li>– recoveries for the Team 11 project driven by higher project costs (\$208,000).</li> <li>– asset protection reinstatement recoveries (\$193,000).</li> </ul> <p>The above favourable income variances are mostly offset by lower recoveries from member councils in relation to a delay in Spring Valley landfill works (\$2.06 million).</p>
1.1.9	Employee costs	<p>Employee costs were favourable to the 2018–19 Original Budget by \$2.08 million due mainly to lower than anticipated salaries, overtime and associated oncosts as a result of vacant positions, a delay in recruitment and a number of grant funded programs that have been carried over to the 2019–20 financial year. In addition, Fringe Benefits Tax was lower than anticipated. These favourable variances were mostly offset by higher temporary agency staff costs (\$3.13 million).</p>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### 1.1 Income and expenditure (continued)

##### Explanation of material variations

Ref	Item	Explanation
1.1.10	Materials and services	<p>The \$3.23 million unfavourable variance is due to a number of factors:</p> <ul style="list-style-type: none"> <li>– \$5.16 million in expenditure in the capital program that was not able to be capitalised to the asset register because it was not capital in nature, it did not meet the capitalisation threshold or it related to non-Council owned assets (\$1.68 million relating to prior year and \$3.48 million relating to the current year).</li> <li>– higher payments to educators in the Family Day Care program due to unbudgeted growth funding not known at the time of adopting the Original Budget (\$985,000),</li> <li>– partly offset by lower costs relating to a delay in Spring Valley landfill works (\$2.57 million).</li> </ul>
1.1.11	Bad and doubtful debts	<p>The favourable variance of \$1.17 million in bad and doubtful debts is due to a change in the provision for doubtful debts methodology from an aged basis to an expected credit loss model in compliance with changes in Australian Accounting Standard AASB 9 <i>Financial Instruments</i>.</p>
1.1.12	Depreciation and amortisation	<p>Depreciation expense was lower than the Original Budget due mainly to finalisation of the 2017–18 year end fixed asset balances which occurred after the adoption of the Original Budget. Depreciation expense was revised down during the Mid Year Budget Review to \$29.16 million which is in line with the actual result of \$29.06 million.</p>
1.1.13	Fair value adjustments for investment property	<p>The fair value valuation of investment property is determined annually by independent valuers. Changes to fair value are recorded in the Income Statement each year. Council's investment properties decreased by \$907,000 in 2018–19, which is mainly due to the impact of a commercial shop damaged by fire in 2019. This item is difficult to predict and is not included in the Original Budget. It is a non-cash accounting entry.</p>
1.1.13	Other expenses	<p>The unfavourable variance of \$10.97 million to the 2018–19 Original Budget is due to:</p> <ul style="list-style-type: none"> <li>– \$4.85 million for Home and Community Care funding received in 2017–18 and 2018–19 where Council is unable to achieve the required target level. Council received advice in 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 (to 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 (\$1.81 million).</li> <li>– \$3.01 million in asset write offs which are not budgeted for as they are difficult to predict and represent a non-cash accounting entry. The asset write offs mainly relate to the renewal and replacement of roads, buildings and footpaths.</li> <li>– \$1.64 million in capital program expenditure relating to non-Council owned assets mainly for undergrounding of power lines in the Bangholme Road and Afghan Precinct projects (represents contribution expenditure).</li> <li>– \$1.27 million relating to a developer reimbursement for expenditure in excess of the mandated amounts on public open space improvements in the Keysborough South Stages 2 and 3 areas. This amount is not covered by the Development Contribution Plan (DCP).</li> </ul>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### 1.2 Capital works

	Consolidated Actual 2019 \$'000	Council Actual 2019 \$'000	Council Budget 2019 \$'000	Council Variance 2019 \$'000 <i>Fav (Unfav)</i>	Ref
<b>Property</b>					
Land	1,118	1,118	3,000	1,882	1.2.1
<b>Total land</b>	<b>1,118</b>	<b>1,118</b>	<b>3,000</b>	<b>1,882</b>	
Buildings	22,453	22,453	27,446	4,993	1.2.2
Leasehold improvements	41	41	100	59	
<b>Total buildings</b>	<b>22,494</b>	<b>22,494</b>	<b>27,546</b>	<b>5,052</b>	
Investment property	2,337	2,337	–	(2,337)	1.2.3
<b>Total investment property</b>	<b>2,337</b>	<b>2,337</b>	<b>–</b>	<b>(2,337)</b>	
<b>Total property</b>	<b>25,949</b>	<b>25,949</b>	<b>30,546</b>	<b>4,597</b>	
<b>Plant and equipment</b>					
Plant, machinery and equipment	2,942	2,942	2,378	(564)	1.2.4
Fixtures, fittings and furniture	179	179	152	(27)	
Computers and telecommunications	178	178	130	(48)	
Library books	842	842	1,161	319	
<b>Total plant and equipment</b>	<b>4,141</b>	<b>4,141</b>	<b>3,821</b>	<b>(320)</b>	
<b>Infrastructure</b>					
Roads	6,873	6,873	7,793	920	1.2.5
Bridges	60	60	687	627	1.2.6
Footpaths and cycleways	1,999	1,999	1,795	(204)	
Drainage	3,095	3,095	3,245	150	
Recreational, leisure and community facilities	1,860	1,860	2,226	366	
Parks, open space and streetscapes	7,220	7,220	8,712	1,492	1.2.7
Off street car parks	2,377	2,377	1,087	(1,290)	1.2.8
<b>Total infrastructure</b>	<b>23,484</b>	<b>23,484</b>	<b>25,545</b>	<b>2,061</b>	
<b>Total capital works expenditure</b>	<b>53,574</b>	<b>53,574</b>	<b>59,912</b>	<b>6,338</b>	
<b>Represented by:</b>					
New asset expenditure	22,771	22,771	27,811	5,040	1.2.9
Asset renewal expenditure	21,025	21,025	21,301	276	
Asset upgrade expenditure	9,778	9,778	10,800	1,022	1.2.10
<b>Total capital works expenditure</b>	<b>53,574</b>	<b>53,574</b>	<b>59,912</b>	<b>6,338</b>	

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### 1.2 Capital works (continued)

##### Explanation of material variations

Ref	Item	Explanation
1.2.1	Land	Acquisitions of land were lower than the 2018–19 Original Budget by \$1.88 million due to a delay in the purchase of a land site for the Keysborough South Community Hub (\$3 million) partly offset by an unbudgeted strategic land acquisition in Lonsdale Street, Dandenong (\$1.12 million).
1.2.2	Buildings	Capital expenditure on buildings was lower than the 2018–19 Original Budget by \$4.99 million due to: <ul style="list-style-type: none"> <li>– Springvale Community Precinct project (\$5.26 million, caused by a delay in the multi-year project).</li> <li>– Thomas Carroll Pavilion project (\$1.95 million, due to redesign).</li> <li>– Keysborough South Community Hub Building Design project (\$1.00 million, due to the delay in acquiring a land site).</li> </ul> Partly offset by Alex Nelson Reserve Pavilion project (\$1.38 million, which was carried over from the prior financial year).
1.2.3	Investment property	The unfavourable variance of \$2.34 million to the 2018–19 Original Budget is due to an strategic property acquisition in Lonsdale Street, Dandenong which was included in the 2019–20 Mid Year Budget Review.
1.2.4	Plant, machinery and equipment	Plant, machinery and equipment experienced an unfavourable variance of \$564,000 to the 2018–19 Original Budget due mainly to the purchase of a specialised jet truck for Council's drainage network (\$590,000) which was carried over from the prior financial year, so wasn't included in the 2018–19 Original Budget.
1.2.5	Roads	Capital expenditure on roads was lower than the 2018–19 Original Budget by \$920,000 due to: <ul style="list-style-type: none"> <li>– a total favourable variance of \$1.52 million in the Local Road Surface/Rehabilitation Program and Bangholme Road multi-year project due to \$1.80 million that was transferred to operating expenditure as it could not be capitalised to the asset register, mainly caused by the undergrounding of power lines and lighting (works on non-Council assets).</li> <li>– a combination of savings and a delay in the reserve funded Development Contribution Plan (DCP) Perry Road South Upgrade Design project (\$620,000) with \$244,000 to be carried over to the 2019–20 financial year.</li> </ul> These favourable variances were partly offset by the Safe System Road Infrastructure Program project which was grant funded and included in the 2018–19 Mid Year Budget Review (\$420,000) and \$842,000 of major road works transferred from operating expenditure as it was considered capital in nature.
1.2.6	Bridges	The favourable variance of \$627,000 to the Original Budget is due to a delay in the DCP Lyndhurst Bridge and Bridge Rectification projects (\$468,000 – both projects to be carried over to the 2019–20 financial year) and lower than anticipated expenditure in relation to the municipal-wide bridges renewal program (\$159,000 program savings).



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### 1.2 Capital works (continued)

#### Explanation of material variations

Ref	Item	Explanation
1.2.7	Parks, open space and streetscapes	<p>Capital expenditure on parks, open space and streetscapes was \$1.49 million lower than the 2018–19 Original Budget due mainly to delays in the following projects (to be carried over to the 2019–20 financial year):</p> <ul style="list-style-type: none"> <li>– Springvale Road Boulevard (\$2.09 million)</li> <li>– Douglas Street, Noble Park – Streetscape Upgrade (\$300,000)</li> <li>– Robert Booth Reserve – Baseball Lighting (\$177,000)</li> </ul> <p>The favourable variance also relates to Thomas Street Precinct Afghan Enhancement project (\$219,000), where \$295,000 was transferred to operating expenditure because it could not be capitalised to the asset register.</p> <p>These favourable variances are partly offset by \$1.17 million for Dandenong Park Master Plan Implementation project and Walker Street, Dandenong – Streetscape project (\$525,000) which were carried over from the prior financial year, so were not included in the 2018–19 Original Budget.</p>
1.2.8	Off street car parks	<p>Off street car parks experienced an unfavourable variance of \$1.29 million to the 2018–19 Original Budget due mainly to the Tattersson Park Car Park and Access Road (\$1.01 million) and Metro 3175 (\$232,000) projects which were carried over from the 2017–18 financial year.</p>
1.2.9	New asset expenditure	<p>Lower than anticipated capital expenditure on new assets of \$7.38 million relates to a delay in two substantial projects which are expected to be carried over to 2019–20 (Springvale Community Precinct \$5.26 million and Keysborough South Community Hub (land acquisition and building design \$4.00 million), partly offset by the Yarraman Oaks Early Learning Facility project not included in the 2018–19 Original Budget as it was carried over from the 2017–18 financial year (\$833,000) and the unbudgeted strategic land acquisition at 275 Lonsdale Street, Dandenong (\$1.12 million).</p>
1.2.10	Asset upgrade expenditure	<p>Asset upgrade expenditure was \$1.02 million lower than anticipated due to:</p> <ul style="list-style-type: none"> <li>– Bangholme Road (\$906,000) where a significant amount was transferred to operating expenditure because it could not be capitalised to the asset register.</li> <li>– a delay in a number of projects which are expected to be carried over to 2019–20 (Springvale Road Boulevard \$644,000, Thomas Carroll Pavilion \$400,000, DCP Lyndhurst B1 Bridge \$398,000).</li> <li>– a combination of savings and a delay in the reserve funded Development Contribution Plan (DCP) Perry Road South Upgrade Design project (\$620,000) with \$244,000 to be carried over to the 2019–20 financial year.</li> </ul> <p>These favourable variances are partly offset by projects not included in the 2018–19 Original Budget as they were carried over from the 2017–18 financial year (Alex Nelson Reserve \$1.37 million and Robert Booth Reserve Pavilion \$705,000).</p>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### Note 2.1 Analysis of Council results by program

Council delivers its functions and activities through the following programs.

##### 2.1a Chief Executive Office

The Office of the Chief Executive has overall responsibility for the operations of the organisation, and carriage of the Strategic Risk Register. Each member of the executive management team reports to the CEO.

##### Corporate Services

The Corporate Services directorate is responsible for a broad range of organisational functions including financial planning, marketing and communications, governance, information and telecommunications, organisational development and corporate planning. The departments which make up this directorate include Financial Services, Information Technology, Governance, Customer Service and Civic Facilities, Media and Communications, and People and Procurement.

##### Greater Dandenong Business

Greater Dandenong Business is responsible for Council's major activity centres, economic development, investment attraction and future growth. Attracting investment and showcasing business are key roles in establishing Greater Dandenong as a regional capital. The departments which make up Greater Dandenong Business include Economic Development, Activity Centres Revitalisation, and South East Business Networks (SEBN).

##### City Planning Design and Amenity

The City Planning, Design and Amenity directorate is focused on the development of our built and natural environments and ensuring that Council's activities match the community's future needs for facilities, housing, and sustainability. It oversees the functions of Building Services, Planning and Design, and Regulatory Services.

##### Engineering Services

Engineering Services is primarily focused on roads and footpaths, transport, parks and gardens, waste services, recreational and sporting facilities and Council's capital works program. It includes the departments of City Projects and Asset Improvement, Infrastructure Services and Planning, and Transport and Civil Development.

##### Community Services

Community Services provides direct services to the community across a wide range of programs such as sport and recreation, libraries, youth and families, children's services, festivals and events, support for older people and community advocacy. This directorate manages Community Care, Community Arts, Culture and Libraries, Community Wellbeing and Community Development, Sport and Recreation.

##### Non-attributable

The items that cannot be reliably attributable to a directorate. For example furniture, fixtures and fittings that cannot be identified by a location or work in progress that cannot be easily allocated across directorate.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Note 2.1 Analysis of Council results by program

#### 2.1(b) Summary of revenues, expenses, assets and capital expenses by program

	Income \$'000	Expenses \$'000	Surplus/ (Deficit) \$'000	Grants included in income \$'000	Total assets \$'000
<b>2019</b>					
CEO Services	–	(679)	(679)	–	12
City Planning, Design and Amenity	19,348	(16,861)	2,487	441	78,437
Community Services	24,741	(55,982)	(31,241)	20,991	614,662
Corporate Services	141,591	(27,565)	114,026	12,246	306,167
Engineering Services	35,544	(83,545)	(48,001)	4,434	1,339,849
Greater Dandenong Business	688	(3,932)	(3,244)	265	125
Non-attributable*	–	(1,965)	(1,965)	–	617
<b>Total for Council</b>	<b>221,912</b>	<b>(190,529)</b>	<b>31,383</b>	<b>38,377</b>	<b>2,339,869</b>
Dandenong Market Pty Ltd**	4,222	(4,326)	(104)	–	1,151
<b>Consolidated Total</b>	<b>226,134</b>	<b>(194,855)</b>	<b>31,279</b>	<b>38,377</b>	<b>2,341,020</b>
<b>2018</b>					
CEO Services	1	(613)	(612)	–	12
City Planning, Design and Amenity	17,199	(16,349)	850	404	74,921
Community Services	23,359	(47,402)	(24,043)	19,333	647,548
Corporate Services	136,863	(26,228)	110,635	11,981	289,632
Engineering Services	43,341	(77,978)	(34,637)	4,619	1,335,282
Greater Dandenong Business	1,675	(3,676)	(2,001)	973	192
Non-attributable*	–	(3,290)	(3,290)	–	1,665
<b>Total for Council</b>	<b>222,438</b>	<b>(175,536)</b>	<b>46,902</b>	<b>37,310</b>	<b>2,349,252</b>
Dandenong Market Pty Ltd**	4,256	(4,224)	32	–	1,186
<b>Consolidated Total</b>	<b>226,694</b>	<b>(179,760)</b>	<b>46,934</b>	<b>37,310</b>	<b>2,350,438</b>

\*Non-attributable represents income, expense, grant or asset items that are not specifically attributable to one of the directorates.

\*\*Dandenong Market Pty Ltd (DMPL) income, expense, grant and asset items are adjusted for consolidation adjustment between Council and DMPL – refer note 6.3

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### Note 3 Funding for the delivery of our services

##### 3.1 Rates and charges

Council uses the Capital Improved Value (CIV) as the basis of valuation of all properties within the municipal district. The CIV of a property is the value of the land and all improvements on it, and is determined by independent valuers and certified by the Valuer General Victoria. The valuation base used to calculate general rates for 2018–19 was \$48.37 billion (\$38.96 billion in 2017–18).

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
Residential	54,657	52,762
Commercial	12,428	12,241
Industrial	49,219	47,103
Farm	434	337
Cultural and recreational	505	438
Waste management charge – residential	19,234	16,342
Supplementary rates and rates adjustment	2,291	1,547
Maintenance levy	1,497	1,381
Interest on rates and charges	678	657
<b>Total rates and charges</b>	<b>140,943</b>	<b>132,808</b>

The date of the latest general revaluation of land for rating purposes within the municipal district was 1 January 2018 and the valuation is first applied to the rating period commencing 1 July 2018.

Annual rates and charges are recognised as revenues when Council issues annual rates notices. Supplementary rates are recognised when a valuation and reassessment is completed and a supplementary rates notice issued.

##### 3.2 Statutory fees and fines

Infringements and costs	4,730	4,270
Court recoveries	1,916	1,734
Building and town planning fees*	2,162	2,405
Subdivision*	144	430
Land information certificates	89	111
Election fines	13	140
Permits	417	269
<b>Total statutory fees and fines</b>	<b>9,471</b>	<b>9,359</b>

Statutory fees and fines (including parking fees and fines) are recognised as revenue when the service has been provided, the payment is received, or when the penalty has been applied, whichever first occurs.

\*Prior year comparative figures have been amended to reflect the reclassification of subdivision, plan checking and storm water fees from user fees to statutory fees to reflect the statutory nature of these fees.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>3.3 User fees</b>		
Aged and health services	1,073	1,331
Child care/children's programs	999	950
Parking	3,360	3,250
Registration and other permits	1,789	1,458
Asset protection fees	364	348
Other fees and charges	614	689
<b>Total user fees</b>	<b>8,199</b>	<b>8,026</b>
User fees are recognised as revenue when the service has been provided or Council has otherwise earned the income.		
Prior year comparative figures have been amended to reflect the reclassification of subdivision, plan checking and storm water fees from user fees to statutory fees to reflect the statutory nature of these fees.		
<b>3.4 Funding from other levels of government</b>		
Grants were received in respect of the following:		
<b>Summary of grants</b>		
Commonwealth funded grants	25,102	26,342
State funded grants	13,275	10,968
<b>Total grants received</b>	<b>38,377</b>	<b>37,310</b>
<b>a) Operating grants</b>		
<b>Recurrent – Commonwealth Government</b>		
Financial Assistance Grants (via Victoria Grants Commission)*	12,206	11,941
Family day care	4,193	3,152
Family and children services	330	325
General home care	7,287	6,951
Libraries	152	110
Maternal and child health*	62	82
Volunteer	–	16
<b>Recurrent – State Government</b>		
Aged care	2,633	2,763
Maternal and child health*	2,573	2,206
Family and children services	1,698	1,763
Libraries	1,032	1,008
Community development	107	206
School crossing supervisors	417	306
Other	22	19
Right @ Home	225	427
Community wellbeing*	213	198
Community education	57	57
Emergency management	40	40
<b>Total recurrent operating grants</b>	<b>33,247</b>	<b>31,570</b>
<b>Non-recurrent – Commonwealth Government</b>		
Community development	15	20
Community wellbeing	120	–

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>Non-recurrent – State Government</b>		
Environmental planning	234	295
Family and children services	61	–
Maternal and child health	71	–
Community development	430	993
Sports and recreation	–	27
Waste management	131	124
Total non-recurrent operating grants	1,062	1,459
Total operating grants	34,309	33,029
*Payments for Financial Assistance Grants received via the Victorian Grants Commission can vary year on year. Whilst 2017–18 and 2018–19 financial years reflect 100% of funding received – 50% of the fundings for both year relates to early distribution of the funding in June for the following year.		
*Comparative figure for 2017–18 have been amended to reflect the correct classification of funding source from State to Federal for community wellbeing and maternal and child health.		
<b>b) Capital grants</b>		
<b>Recurrent – Commonwealth Government</b>		
Roads to recovery	–	1,348
<b>Recurrent – State Government</b>		
Sports and recreation	47	–
Total recurrent capital grants	47	1,348
<b>Non-recurrent – Commonwealth Government</b>		
Sports and recreation – Tatterson Park	311	1,703
Community safety	9	167
Roads	417	527
<b>Non-recurrent – State Government</b>		
Roads	397	36
Libraries – Springvale Community Precinct	257	205
Sports and recreation	2,630	185
Community education	–	97
Community safety	–	13
Total non-recurrent capital grants	4,021	2,933
Total capital grants	4,068	4,281
<b>Unspent grants received on condition that they be spent in a specific manner</b>		
Balance at start of the year	10,689	8,947
Received during the financial year and remained unspent at balance date	11,006	9,636
Received in prior years and spent during the financial year	(9,921)	(7,894)
Balance at end of the year*	11,774	10,689

Grant income is recognised when Council obtains control of the contribution. Control is normally obtained upon receipt (or acquittal) or upon earlier notification that a grant has been secured.

\*The increase in unspent grants at the end of the year in 2019 and 2018 relates to the early distribution by the Victoria Grants Commission of approximately 50% of the Financial Assistance Grants funding for the following financial year (2018–19: \$6.25 million, 2017–18: \$5.92 million).

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>3.5 Contributions</b>		
<b>Monetary</b>		
Community contributions (for capital works)	140	23
Other contributions	313	20
<b>Total non-developer contributions</b>	<b>453</b>	<b>43</b>
Open space contributions (for future capital works)*	2,793	2,922
Development infrastructure levies (for capital works completed)	483	410
Community infrastructure levies**	1,540	–
<b>Total developer contributions</b>	<b>4,816</b>	<b>3,332</b>
<b>Total monetary contributions</b>	<b>5,269</b>	<b>3,375</b>
Non-monetary	7,735	19,169
<b>Total contributions</b>	<b>13,004</b>	<b>22,544</b>
<i>*Public open space contributions received during the financial year are transferred to the Open Space Reserve. Refer note 9.1(b).</i>		
<i>**During the 2018–19 financial year there was a change in the interpretation assessment for Community Infrastructure Levies which were previously recognised in the Balance Sheet.</i>		
<i>Contributions of non-monetary assets were received in relation to the following asset classes:</i>		
Land	4,506	9,179
Buildings	–	225
Infrastructure	3,229	9,765
<b>Total non-monetary contributions</b>	<b>7,735</b>	<b>19,169</b>
Monetary and non-monetary contributions are recognised as revenue when Council obtains control over the contributed asset.		
<b>3.6 Net gain on disposal of property, infrastructure, plant and equipment</b>		
<i>Net gain on sale of property, infrastructure, plant and equipment</i>		
Proceeds of sale	857	648
Less carrying amount of assets sold	(400)	(507)
	457	141
<b>Total net gain on disposal of property, infrastructure, plant and equipment</b>	<b>457</b>	<b>141</b>
The profit or loss on sale of an asset is determined when control of the asset has passed to the buyer.		
<b>3.7 Other income</b>		
Interest on investments	3,661	2,922
Interest – other	3	2
Dandenong Market revenue from operations	5,755	5,738
Property rental	1,844	1,665
Other rent	1,102	1,060
Recoveries	2,044	2,960
Other	1,274	1,134
<b>Total other income</b>	<b>15,683</b>	<b>15,481</b>

Interest is recognised as it is earned.

Other income is measured at the fair value of the consideration received or receivable and is recognised when Council gains control over the right to receive the income.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>Note 4 The cost of delivering services</b>		
<b>4.1 a) Employee costs</b>		
Wages and salaries	59,230	57,195
WorkCover	1,547	1,694
Casual staff	788	940
Superannuation	5,650	5,416
Long service leave oncost	2,184	1,343
Fringe benefits tax	359	435
Other	5,998	5,355
<b>Total employee costs</b>	<b>75,756</b>	<b>72,378</b>
<b>b) Superannuation</b>		
Council made contributions to the following funds:		
<b>Defined benefit fund</b>		
Employer contribution to Local Authorities Superannuation Fund (Vision Super)	397	473
	397	473
Employer contributions payable at reporting date.	–	–
<b>Accumulation funds</b>		
Employer contribution to Local Authorities Superannuation Fund (Vision Super)	3,412	3,353
Employer contribution – other funds	1,852	1,631
	5,264	4,984
Employer contributions payable at reporting date (Dandenong Market Pty Ltd)	1	4
Refer note 9.3 for further information relating to Council's superannuation obligation.		
<b>4.2 Materials and services</b>		
Waste management services	14,831	13,702
Cleaning services	3,010	2,923
Park maintenance services	5,104	3,848
Educator services	4,226	3,170
Leisure centre maintenance	1,707	1,426
Building maintenance services	3,503	4,107
Security services	1,246	1,037
Meals for delivery	496	571
Library resources	498	305
Property valuation services	194	371
Other contract payments	10,865	10,310
General maintenance	2,895	2,008
Works in progress (unable to be capitalised)	1,683	3,006
Utilities	4,450	4,017
Office administration	5,775	5,585
Information technology	2,433	2,425
Insurance	1,144	850
Consultants and professional services	6,070	5,896
<b>Total materials and services</b>	<b>70,130</b>	<b>65,557</b>

In order to comply with the Local Government Model Financial Report (LGMFR) prior year comparatives have been amended to further breakdown contract payments by major services.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>4.3 Depreciation and amortisation</b>		
<b>Depreciation</b>		
Property	5,957	5,516
Plant and equipment	3,858	3,886
Infrastructure	19,249	18,800
<b>Total depreciation and amortisation</b>	<b>29,064</b>	<b>28,202</b>
Refer to 6.2 for a more detailed breakdown of depreciation and amortisation charges.		
<b>4.4 Bad and doubtful debts</b>		
Parking fine debtors	(14)	786
Other debtors	(12)	863
<b>Total bad and doubtful debts</b>	<b>(26)</b>	<b>1,649</b>
<b>Movement in provisions for doubtful debts</b>		
Balance at the beginning of the year	2,643	1,768
Reversal of previously recognised provisions AASB 9 adjustment*	(1,114)	–
New provisions recognised during the year	1,042	1,652
Amounts already provided for and written off as uncollectible	(888)	(777)
Amounts provided for but recovered during the year	–	–
<b>Balance at end of year</b>	<b>1,683</b>	<b>2,643</b>
*In accordance with changes to the Australian Accounting Standard AASB 9 Financial Instruments, provision for doubtful debts is recognised on an expected credit loss model. This model considers both historic and forward looking information in determining the level of impairment.		
<b>4.5 Borrowing costs</b>		
Interest – borrowings	3,131	3,345
Interest – other	–	74
<b>Total borrowing costs</b>	<b>3,131</b>	<b>3,419</b>
Borrowing costs are recognised as an expense in the period in which they are incurred, except where they are capitalised as part of a qualifying asset constructed by Council. Borrowing costs include interest on bank overdrafts and interest on borrowings.		

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

**Annual Financial Report**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	<b>Consolidated 2019 \$'000</b>	<b>Consolidated 2018 \$'000</b>
<b>4.6 Other expenses</b>		
Auditors' remuneration – VAGO – audit of the financial statements, performance statement and grant acquittals	88	86
Auditors' remuneration – internal	147	100
Audit – other	1	1
Councillors' allowances	443	434
Council election	35	–
Operating lease / rentals	1,047	1,042
Assets written-off	3,167	2,828
Landfill provisions	16	895
Impairment loss (reversal)	–	(238)
Commonwealth Home Care Support Program – return of unexpended grant funds	4,853	–
Developer reimbursement	1,269	–
Other expenses	783	876
Community grants and contributions	2,404	2,246
Contributions – non Council assets	1,640	285
<b>Total other expenses</b>	<b>15,893</b>	<b>8,555</b>
<b>Note 5 Our financial position</b>		
<b>5.1 Financial assets</b>		
<b>(a) Cash and cash equivalents</b>		
Cash on hand	3,492	4,189
Cash at bank	8,818	16,885
Term deposits	151,297	133,517
<b>Total cash and cash equivalents</b>	<b>163,607</b>	<b>154,591</b>
<b>(b) Other financial assets</b>		
<b>Non-current</b>		
<i>Financial assets held for sale</i>		
Unlisted shares – Regional Kitchen Pty Ltd – at fair value	230	230
Total non-current other financial assets	230	230
<b>Total other financial assets</b>	<b>230</b>	<b>230</b>
<i>Council's cash and cash equivalents are subject to external restrictions that limit amounts available for discretionary use. These include:</i>		
– Trust funds and deposits (note 5.3(b))	36,211	41,505
Total restricted funds	36,211	41,505
Total unrestricted cash and cash equivalents	127,396	113,086
<b>Intended allocations*</b>		
Although not externally restricted the following amounts have been allocated for specific future purposes by Council:		
Employee provisions (note 5.5 (a))	18,039	16,868
Statutory and other reserves (note 9.1(b))	82,514	69,765
Cash held to fund carried forward operational projects	10,286	9,597
Cash held to fund carried forward capital works (net)	16,190	16,659
Total funds subject to intended allocations	127,029	112,889

\*Users of the financial report should refer to note 9.1(b) for details of funds held in reserve and note 5.7 for details of existing Council commitments.

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	Consolidated 2019 \$'000	Consolidated 2018 \$'000
Cash and cash equivalents include cash on hand, deposits at call, and other highly liquid investments with original maturities of 90 days or less, net of outstanding bank overdrafts.		
Other financial assets are valued at fair value, being market value, at balance date. Term deposits are measured at amortised cost. Any unrealised gains and losses on holdings at balance date are recognised as either a revenue or expense.		
<b>(c) Trade and other receivables</b>		
<b>Current</b>		
<i>Statutory receivables</i>		
Rates debtors	7,753	7,132
Infringement debtors	8,798	7,119
Provision for doubtful debts – infringements	(968)	(1,897)
Other statutory debtors	2,673	2,738
Provision for doubtful debts – other statutory debtors	(99)	(149)
Net GST receivable	2,296	1,998
<i>Non statutory receivables</i>		
Other debtors	3,092	3,110
Provision for doubtful debts – other debtors	(616)	(597)
<b>Total current trade and other receivables</b>	<b>22,929</b>	<b>19,454</b>
<b>Non-current</b>		
<i>Non statutory receivables</i>		
Narre Warren landfill – financial contribution	252	252
Other debtors – refundable deposit	73	73
<b>Total non-current trade and other receivables</b>	<b>325</b>	<b>325</b>
<b>Total trade and other receivables</b>	<b>23,254</b>	<b>19,779</b>
Short term receivables are carried at invoice amount. A provision for doubtful debts is recognised on an expected credit loss model per AASB 9 Financial Instruments. This model considers both historic and forward looking information in determining the level of impairment. Long term receivables are carried at amortised cost using the effective interest rate method.		
<b>i) Ageing of receivables</b>		
The ageing of the Council's trade and other receivables (excluding statutory receivables) that are not impaired was:		
Current (not yet due)	669	1,247
Past due by up to 30 days	524	302
Past due between 31 and 180 days	534	512
Past due between 181 and 365 days	157	85
Past due by more than 1 year*	917	692
<b>Total trade and other receivables (excluding statutory receivables)</b>	<b>2,801</b>	<b>2,838</b>
*Prior year comparative figures have been amended to reflect the exclusion of the value of debt that was impaired for Dandenong Market Pty Ltd.		

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

**Annual Financial Report**  
**FOR THE YEAR ENDED 30 JUNE 2019**

	<b>Consolidated 2019 \$'000</b>	<b>Consolidated 2018 \$'000</b>
<b>(ii) Ageing of individually impaired receivables</b>		
At balance date, trade and other receivables (excluding statutory receivables) representing financial assets with a nominal value of \$549,000 (2018 \$556,000) were impaired. The amount of the provision raised against these debtors was \$549,000 (2018 \$556,000). They have been individually impaired as a result of their doubtful collection. Many of the long outstanding past due amounts have been lodged with Council's debt collectors or are on payment arrangements.		
<b>Ageing of all impaired trade and other receivables (excluding statutory receivables)</b>		
Current (not yet due)	16	—
Past due by up to 30 days	20	4
Past due between 31 and 180 days	21	342
Past due between 181 and 365 days	4	211
Past due by more than 1 year	555	40
<b>Total trade and other receivables (excluding statutory receivables)</b>	<b>616</b>	<b>597</b>
<b>5.2 Other assets</b>		
Prepayments	3,060	2,768
Accrued income	1,257	754
Other	156	220
<b>Total other assets</b>	<b>4,473</b>	<b>3,742</b>
<b>5.3 Payables</b>		
<b>(a) Trade and other payables</b>		
Trade payables	15,973	16,095
Accrued expenses	10,767	5,206
<b>Total trade and other payables</b>	<b>26,740</b>	<b>21,301</b>
<b>(b) Trust funds and deposits</b>		
<b>Current</b>		
Fire services property levy	738	1,194
Road deposits	2,609	402
Landscape deposits	836	1,042
Open space contributions	1,873	2,683
Development contribution plans (DCP)	26,635	32,510
Other refundable deposits	2,620	2,387
<b>Total current trust funds and deposits</b>	<b>35,311</b>	<b>40,218</b>
<b>Non-current</b>		
Other refundable deposits	900	1,287
<b>Total non-current trust funds and deposits</b>	<b>900</b>	<b>1,287</b>
<b>Total trust funds and deposits</b>	<b>36,211</b>	<b>41,505</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Purpose and nature of items

**Fire Services Property Levy** – Council is the collection agent for fire services levy on behalf of the State Government. Council remits amounts received on a quarterly basis. Amounts disclosed here will be remitted to the State Government in line with that process.

**Roads and landscape deposits** – are taken by Council as a form of surety during the maintenance period of a development or held due to outstanding works identified after the maintenance period which have not been addressed by the contracted builder or developer.

**Development contribution plans (DCP)** – amounts received from developers relating to the DCP are held as deposits and are a surety for the construction of DCP infrastructure. Upon completion of the infrastructure, Council will refund the developer the deposit. Due to the uncertainty of when the developer may submit a claim for refund, the monies held are treated as a current liability.

**Refundable deposits** – Deposits are taken by Council as a form of surety in a number of circumstances, including in relation to building works, tender deposits, contract deposits and the use of civic facilities.

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>5.4 Interest-bearing loans and borrowings</b>		
<b>Current</b>		
Borrowings – secured	8,634	3,301
	8,634	3,301
<b>Non-current</b>		
Borrowings – secured	49,891	48,525
	49,891	48,525
<b>Total interest-bearing loans and borrowings</b>	<b>58,525</b>	<b>51,826</b>
Borrowings are secured over the general rates of Council as per section 141 of the <i>Local Government Act 1989</i> .		
a) The maturity profile for Council's borrowings is:		
Not later than one year	8,634	3,301
Later than one year and not later than five years	16,725	13,643
Later than five years	33,166	34,882
	58,525	51,826

Borrowings are initially measured at fair value, being the cost of the interest bearing liabilities, net of transaction costs. The measurement basis subsequent to initial recognition depends on whether the Council has categorised its interest-bearing liabilities as either financial liabilities designated at fair value through the profit and loss, or financial liabilities at amortised cost. Any difference between the initial recognised amount and the redemption value is recognised in the net result over the period of the borrowing using the effective interest method.

The classification depends on the nature and purpose of the interest-bearing liabilities. The Council determines the classification of its interest bearing liabilities at initial recognition.

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

**Annual Financial Report  
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	Consolidated		
	Employee \$ '000	Landfill restoration \$ '000	Total \$ '000
<b>5.5 Provisions</b>			
<b>2019</b>			
Balance at beginning of the financial year	16,868	895	17,763
Additional provisions	8,002	16	8,018
Amounts used	(7,214)	–	(7,214)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	383	–	383
Balance at the end of the financial year	18,039	911	18,950
<b>2018</b>			
Balance at beginning of the financial year	17,081	–	17,081
Additional provisions	6,970	895	7,865
Amounts used	(7,137)	–	(7,137)
Change in the discounted amount arising because of time and the effect of any change in the discount rate	(46)	–	(46)
Balance at the end of the financial year	16,868	895	17,763
	Consolidated 2019 \$'000	Consolidated 2018 \$'000	
<b>(a) Employee provisions</b>			
<i>Current provisions expected to be wholly settled within 12 months</i>			
Annual leave	5,935	5,715	
Long service leave	869	881	
Other	473	407	
	7,277	7,003	
<i>Current provisions expected to be wholly settled after 12 months</i>			
Annual leave	117	109	
Long service leave	9,365	9,204	
	9,482	9,313	
<b>Total current employee provisions</b>	<b>16,759</b>	<b>16,316</b>	
<b>Non-current</b>			
Long service leave	1,280	552	
<b>Total non-current employee provisions</b>	<b>1,280</b>	<b>552</b>	
<i>Aggregate carrying amount of employee provisions:</i>			
Current	16,759	16,316	
Non-current	1,280	552	
<b>Total aggregate carrying amount of employee provisions</b>	<b>18,039</b>	<b>16,868</b>	

The calculation of employee costs and benefits includes all relevant on-costs and are calculated as follows at reporting date.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### *Wages, salaries and annual leave*

Liabilities for wages and salaries, including non-monetary benefits, annual leave expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Liabilities that are not expected to be wholly settled within 12 months of the reporting date are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

### *Long service leave*

Liability for long service leave (LSL) is recognised in the provision for employee benefits. LSL is measured at present value. Unconditional LSL is disclosed as a current liability. Conditional LSL that has been accrued, where an employee is yet to reach a qualifying term of employment, is disclosed as a non-current liability.

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
Key assumptions:		
– discount rate	1.13%	2.33%
– index rate	3.00%	2.50%
– settlement rate long service leave (years)		
long service leave (years)	7	7
annual leave (days)	260	260
<b>(b) Landfill restoration</b>	<b>\$'000</b>	<b>\$'000</b>
Current	592	96
Non-current	319	799
	911	895

The former Springvalley landfill has been closed to the receipt of refuse since December 1998. The former landfill is located between Clarke Road and Springvale Road and the premises was used as a landfill for disposal of waste from 1993 to 1999 under a licence issued by the Environmental Protection Authority (EPA). The landfill is owned by the City of Greater Dandenong and is used as recreational open space. Under the terms of a licence agreement with the Environment Protection Authority (EPA) and Pollution Abatement notices, Council is required to monitor, progressively rehabilitate and conduct rectification works.

The provision for landfill rehabilitation has been calculated based on the present value of the expected cost of works to be undertaken including site aftercare and monitoring costs. The expected cost of works has been estimated based on current understanding of work required to progressively rehabilitate the sites to a suitable standard. Accordingly, the estimation of the provision required is dependent on the accuracy of the forecast timing of the work, work required and related costs.

The City of Greater Dandenong shares the commitment for rehabilitation and aftercare management of the landfill with other stakeholder Councils. Council's interest or share of the costs is 19.88%. In the financial report for 30 June 2019, Council has an amount of \$911,000 (30 June 2018 \$895,000) as a provision for the restoration of the Springvalley Road landfill site which includes aftercare costs to meet EPA obligations.

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
Key assumptions:		
– discount rate	1.23%	2.44%
– index rate	2.50%	2.00%
– settlement rate	15 years	15 years
<b>(c) Total provisions summary</b>		
Current	17,351	16,412
Non-current	1,599	1,351
<b>Total provisions</b>	<b>18,950</b>	<b>17,763</b>

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)**

**Annual Financial Report  
FOR THE YEAR ENDED 30 JUNE 2019**

	<b>Consolidated 2019 \$'000</b>	<b>Consolidated 2018 \$'000</b>
<b>5.6 Financing arrangements</b>		
Interest-bearing loans and borrowings – secured	58,525	51,826
Credit card facilities	200	200
Bank overdraft	2,500	2,500
Total facilities	61,225	54,526
Used facilities	58,571	51,828
<b>Unused facilities</b>	<b>2,654</b>	<b>2,698</b>

## ORDINARY COUNCIL MEETING - AGENDA

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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## 5.7 (a) Commitments

Commitments are not recognised in the Balance Sheet. Commitments are disclosed at their nominal value by way of note and presented inclusive of the GST payable. All contract commitments are disclosed excluding schedule of rate contracts which vary from year to year depending on the volume of services required.

	Consolidated				Total \$'000
	Not later than 1 year \$'000	Later than 1 year and not later than 2 years \$'000	Later than 2 years and not later than 5 years \$'000	Later than 5 years \$'000	
<b>2019</b>					
<b>Operating</b>					
Building maintenance services	2,950	2,730	8,522	2,955	17,157
Cleaning services	2,138	1,732	185	—	4,055
Consultancies	123	38	—	—	161
Garbage collection	7,367	7,634	1,954	—	16,955
Hard waste collection	1,691	1,738	4,589	—	8,018
Leisure centres management services	2,913	2,983	—	—	5,896
Meals for delivery	550	—	—	—	550
Open space management	1,701	276	—	—	1,977
Other contracts	4,789	726	664	—	6,179
Parking management	231	145	—	—	376
Recycling	3,773	3,878	1,006	—	8,657
Works (roads and drains) services	553	32	—	—	585
Dandenong Market Pty Ltd commitments	1,711	1,752	249	—	3,712
<b>Total 2019 Operating</b>	<b>30,490</b>	<b>23,664</b>	<b>17,169</b>	<b>2,955</b>	<b>74,278</b>
<b>Capital</b>					
Buildings	21,488	5,339	—	—	26,827
Roads	5,286	—	—	—	5,286
Drainage	404	—	—	—	404
Parks, open space and streetscapes	850	—	—	—	850
<b>Total 2019 Capital</b>	<b>28,028</b>	<b>5,339</b>	<b>—</b>	<b>—</b>	<b>33,367</b>
<b>2018</b>					
<b>Operating</b>					
Building maintenance services	3,421	2,730	8,355	2,897	17,403
Cleaning services	1,635	1,488	—	—	3,123
Consultancies	205	—	—	—	205
Garbage collection	6,539	6,735	8,724	—	21,998
Hard waste collection	463	—	—	—	463
Leisure centres management services	1,314	—	—	—	1,314
Meals for delivery	495	454	—	—	949
Open space management	1,536	1,015	110	—	2,661
Other contracts	4,868	823	1,411	360	7,462
Parking management	246	251	784	272	1,553
Recycling	4,016	4,097	5,244	—	13,357
Works (roads and drains) services	507	204	—	—	711
Dandenong Market Pty Ltd commitments	1,222	1,224	1,457	—	3,903
<b>Total 2018 Operating</b>	<b>26,467</b>	<b>19,021</b>	<b>26,085</b>	<b>3,529</b>	<b>75,102</b>
<b>Capital</b>					
Buildings	6,188	250	160	—	6,598
Roads	3,305	—	—	—	3,305
Drainage	4,113	—	—	—	4,113
Parks, open space and streetscapes	1,671	—	—	—	1,671
<b>Total 2018 Capital</b>	<b>15,277</b>	<b>250</b>	<b>160</b>	<b>—</b>	<b>15,687</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>5.7 (b) Operating lease commitments</b>		
At the reporting date, the Council had the following obligations under non-cancellable operating leases for the lease of equipment, fleet and properties for use within Council's activities. These obligations are not recognised as liabilities.		
Not later than one year	900	834
Later than one year and not later than five years	1,179	1,408
Later than five years	–	13
	<b>2,079</b>	<b>2,255</b>

Lease payments for operating leases are required by the accounting standard to be recognised on a straight line basis, rather than expensed in the years in which they are incurred.

Prior year comparative figures have been restated on a consistent basis with the current year commitments.

#### Note 6 Assets we manage

##### Note content:

- 6.1 Non-current assets classified as held for sale
- 6.2 Property, infrastructure, plant and equipment
  - (a) Summary of Property, Infrastructure, Plant and Equipment
  - (b) Summary of Work in Progress (WIP)
  - (c) Details of Property Category
  - (d) Details of Plant and Equipment Category
  - (e) Details of Infrastructure Category
  - (f) Recognition
  - (g) Depreciation and Amortisation
  - (h) Revaluation
  - (i) Valuation of Property
  - (j) Valuation of Infrastructure
  - (k) Reconciliation of Specialised Land
- 8.4\* Fair value measurement

*\*This note includes additional details about the fair value hierarchy and impairment of assets.*

#### 6.1 Non-current assets classified as held for sale

Non-current assets classified as held for sale (including disposal groups) are measured at the lower of its carrying amount and fair value less costs of disposal, and are not subject to depreciation. Non-current assets, disposal groups and related liabilities and assets are treated as current and classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within 12 months from the date of classification. At 30 June 2019, there were no non-current assets classified as held for sale.

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Note 6.2 Property, infrastructure, plant and equipment

(a) SUMMARY OF PROPERTY, INFRASTRUCTURE, PLANT AND EQUIPMENT  
(net carrying amount)

	At fair value/cost 30 June 2018	Acquisitions	Contributions	Revaluation	Depreciation & amortisation	Impairment (loss) / reversal	Disposals	Write Offs	Transfers	At fair value/cost 30 June 2019
		(Smt Cap Wkrs)	(Note 3.5)	(Note 9.1(a))	(Note 4.3)	(Note 4.6 & 9.1(a))	(Note 3.6)	(Note 4.2 & 4.6)	(Note 6.2(b))	
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Land	1,192,732	1,112	4,506	(70,452)	—	—	—	—	87	1,127,985
Buildings	249,137	7,224	—	—	(5,957)	—	—	(588)	5,423	255,239
Plant and equipment	11,637	4,433	—	—	(3,858)	—	(400)	(15)	197	11,994
Infrastructure	684,248	10,660	3,229	21,724	(19,249)	—	—	(2,564)	10,915	708,963
Work in progress (WIP)	23,012	27,741	—	—	—	—	—	(1,683)	(16,622)	32,448
<b>Total</b>	<b>2,160,766</b>	<b>51,170</b>	<b>7,735</b>	<b>(48,728)</b>	<b>(29,064)</b>	<b>—</b>	<b>(400)</b>	<b>(4,850)</b>	<b>—</b>	<b>2,136,629</b>

\*The acquisitions of property, infrastructure, plant and equipment above of \$51.17 million differs to the total capital expenditure of \$53.57 million in the Statement of Capital Works due to \$2.40 million acquisitions/capital expenditure relating to Investment Property assets which are (Note 6.4) not included in Note 6.2(a) above.

(b) SUMMARY OF WORK IN PROGRESS

	Opening WIP 30 June 2018	Additions	Transfers	Write Offs	Closing WIP 30 June 2019
	\$'000	\$'000	\$'000	\$'000	\$'000
Property	9,045	15,029	(5,483)	(611)	17,980
Plant and equipment	44	160	(26)	(18)	160
Infrastructure	13,923	12,552	(11,113)	(1,054)	14,308
<b>Total</b>	<b>23,012</b>	<b>27,741</b>	<b>(16,622)</b>	<b>(1,683)</b>	<b>32,448</b>

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

Annual Financial Report  
FOR THE YEAR ENDED 30 JUNE 2019

(c) PROPERTY	Consolidated									
	'Land – specialised \$'000	Land – non-specialised \$'000	Total land \$'000	Buildings – specialised \$'000	Leasehold improvements \$'000	Total buildings \$'000	Work in progress \$'000	TOTAL PROPERTY \$'000		
<b>Opening balance at 1 July 2018</b>										
At cost	44,031	–	44,031	–	2,001	2,001	9,045	55,077		
At fair value	974,001	174,700	1,148,701	387,834	–	387,834	–	1,536,535		
Accumulated depreciation	–	–	–	(139,544)	(1,154)	(140,698)	–	(140,698)		
	<b>1,018,032</b>	<b>174,700</b>	<b>1,192,732</b>	<b>248,290</b>	<b>847</b>	<b>249,137</b>	<b>9,045</b>	<b>1,450,914</b>		
<b>Movements in fair value/cost</b>										
Additions at cost	2	–	2	–	846	846	15,029	15,877		
Additions at fair value	–	1,110	1,110	6,378	–	6,378	–	7,488		
Contributed assets at cost	485	–	485	–	–	–	–	485		
Contributed assets at fair value	1,384	2,637	4,021	–	–	–	–	4,021		
Revaluation increments (decrements)	(66,169)	(4,283)	(70,452)	–	–	–	–	(70,452)		
Fair value/cost of assets disposed	–	–	–	–	–	–	–	–		
Fair value/cost of assets written off	–	–	–	(1,504)	–	(1,504)	(611)	(2,115)		
Transfers in (out)	87	–	87	4,814	614	5,428	(5,483)	32		
	<b>(64,211)</b>	<b>(536)</b>	<b>(64,747)</b>	<b>9,688</b>	<b>1,460</b>	<b>11,148</b>	<b>8,935</b>	<b>(44,664)</b>		
<b>Movements in accumulated depreciation</b>										
Depreciation and amortisation	–	–	–	(5,802)	(155)	(5,957)	–	(5,957)		
Accumulated depreciation of contributed assets	–	–	–	–	–	–	–	–		
Accumulated depreciation of write offs	–	–	–	916	–	916	–	916		
Impairment loss/(reversal) in revaluation reserve	–	–	–	–	–	–	–	–		
Revaluation (increments) decrements	–	–	–	–	–	–	–	–		
Transfers (in) out	–	–	–	(5)	–	(5)	–	(5)		
	<b>–</b>	<b>–</b>	<b>–</b>	<b>(4,891)</b>	<b>(155)</b>	<b>(5,046)</b>	<b>–</b>	<b>(5,046)</b>		
<b>Closing balance at 30 June 2019</b>										
At cost	44,605	–	44,605	–	3,461	3,461	17,980	66,046		
At fair value	909,216	174,164	1,083,380	397,522	–	397,522	–	1,480,902		
Accumulated depreciation	–	–	–	(144,435)	(1,309)	(145,744)	–	(145,744)		
	<b>953,821</b>	<b>174,164</b>	<b>1,127,985</b>	<b>253,087</b>	<b>2,152</b>	<b>255,239</b>	<b>17,980</b>	<b>1,401,204</b>		

\*Refer to note 6.2 (k) for a reconciliation of specialised land.

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(d) PLANT AND EQUIPMENT	Consolidated					
	Plant, machinery and equipment \$'000	Fixtures, fittings and furniture \$'000	Computers and telecomm's \$'000	Library books \$'000	Work in progress \$'000	TOTAL PLANT AND EQUIPMENT \$'000
<b>Opening balance at 1 July 2018</b>						
At cost	15,301	7,032	6,574	7,163	44	36,114
Accumulated depreciation	(8,953)	(5,831)	(5,576)	(4,073)	-	(24,433)
	<b>6,348</b>	<b>1,201</b>	<b>998</b>	<b>3,090</b>	<b>44</b>	<b>11,681</b>
<b>Movements in cost</b>						
Acquisition of assets at cost	2,839	198	557	839	160	4,593
Cost of assets disposed	(2,493)	-	-	-	-	(2,493)
Cost of assets written off	(2)	-	-	(67)	(18)	(87)
Transfers in (out)	-	37	121	-	(26)	132
	<b>344</b>	<b>235</b>	<b>678</b>	<b>772</b>	<b>116</b>	<b>2,145</b>
<b>Movements in accumulated depreciation</b>						
Depreciation and amortisation	(1,750)	(477)	(602)	(1,029)	-	(3,858)
Accumulated depreciation of disposals	2,093	-	-	-	-	2,093
Accumulated depreciation of write offs	2	-	-	52	-	54
Transfers (in) out	-	39	-	-	-	39
	<b>345</b>	<b>(438)</b>	<b>(602)</b>	<b>(977)</b>	<b>-</b>	<b>(1,672)</b>
<b>Closing balance at 30 June 2019</b>						
At cost	15,645	7,267	7,252	7,935	160	38,259
Accumulated depreciation	(8,608)	(6,269)	(6,178)	(5,050)	-	(26,105)
	<b>7,037</b>	<b>998</b>	<b>1,074</b>	<b>2,885</b>	<b>160</b>	<b>12,154</b>



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FOR THE YEAR ENDED 30 JUNE 2019

(e) INFRASTRUCTURE	Consolidated									
	Roads	Bridges	Footpaths and cycleways	Drainage	Recreational, leisure and community facilities	Parks, open space and streetscapes	Off street car parks	Work in progress	TOTAL INFRA-STRUCTURE	GRAND TOTAL PROPERTY, PLANT & EQUIP. INFRAST.
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening balance at 1 July 2018</b>										
At cost	-	-	-	-	38,259	43,303	-	13,923	95,485	186,676
At fair value	473,159	64,272	79,256	400,377	-	-	16,276	-	1,033,340	2,569,875
Accumulated depreciation	(201,248)	(17,346)	(21,436)	(141,269)	(18,089)	(25,772)	(5,514)	-	(430,654)	(595,785)
	<b>271,911</b>	<b>46,926</b>	<b>57,820</b>	<b>259,108</b>	<b>20,190</b>	<b>17,531</b>	<b>10,762</b>	<b>13,923</b>	<b>698,171</b>	<b>2,160,766</b>
<b>Movements in fair value/cost</b>										
Acquisition of assets at cost	-	-	-	-	1,168	896	-	12,552	14,616	35,086
Acquisition of assets at fair value	5,209	-	1,992	320	-	-	1,075	-	8,596	16,084
Contributed assets at cost	-	-	-	-	-	-	-	-	-	485
Contributed assets at fair value	1,472	400	418	1,027	-	-	-	-	3,317	7,338
Revaluation increments (decrements)	19,305	-	5,301	20,859	-	-	311	-	45,776	(24,676)
Fair value/cost of assets disposed	-	-	-	-	-	-	-	-	-	(2,493)
Fair value/cost of assets written off	(4,065)	-	(840)	(353)	(129)	(140)	(263)	(1,054)	(6,844)	(9,046)
Transfers in (out)	6,628	96	690	1,128	819	1,437	151	(11,113)	(164)	-
	<b>28,549</b>	<b>496</b>	<b>7,561</b>	<b>22,981</b>	<b>1,858</b>	<b>2,193</b>	<b>1,274</b>	<b>385</b>	<b>65,297</b>	<b>22,778</b>
<b>Movements in accumulated depreciation</b>										
Depreciation and amortisation	(9,101)	(830)	(1,946)	(3,965)	(1,633)	(1,470)	(304)	-	(19,249)	(29,064)
Accumulated depreciation of contributed assets	(27)	(34)	(17)	(10)	-	-	-	-	(88)	(88)
Accumulated depreciation of disposals	-	-	-	-	-	-	-	-	-	2,093
Accumulated depreciation of write offs	2,512	-	280	108	116	119	91	-	3,226	4,196
Revaluation (increments) decrements	(11,623)	-	(5,114)	(7,737)	-	-	422	-	(24,052)	(24,052)
Impairment loss/(reversal) in revaluation reserve	-	-	-	-	-	-	-	-	-	-
Impairment loss/(reversal) in operating result	-	-	-	-	-	-	-	-	-	-
Transfers (in) out	-	-	-	-	(34)	-	-	-	(34)	-
	<b>(18,239)</b>	<b>(864)</b>	<b>(6,797)</b>	<b>(11,604)</b>	<b>(1,551)</b>	<b>(1,351)</b>	<b>209</b>	<b>-</b>	<b>(40,197)</b>	<b>(46,915)</b>
<b>Closing balance at 30 June 2019</b>										
At cost	-	-	-	-	40,117	45,496	-	14,308	99,921	204,226
At fair value	501,708	64,768	86,817	423,358	-	-	17,550	-	1,094,201	2,575,103
Accumulated depreciation	(219,487)	(18,210)	(28,233)	(152,873)	(19,620)	(27,123)	(5,305)	-	(470,851)	(642,700)
	<b>282,221</b>	<b>46,558</b>	<b>58,584</b>	<b>270,485</b>	<b>20,497</b>	<b>18,373</b>	<b>12,245</b>	<b>14,308</b>	<b>723,271</b>	<b>2,136,629</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### (f) Recognition

#### *Acquisition*

The purchase method of accounting is used for all acquisitions of assets, being the fair value of assets provided as consideration at the date of acquisition plus any incidental costs attributable to the acquisition. Fair value is the price that would be received to sell an asset (or paid to transfer a liability) in an orderly transaction between market participants at the measurement date.

Where assets are constructed by Council, cost includes all materials used in construction, direct labour, borrowing costs incurred during construction and an appropriate share of directly attributable variable and fixed overheads.

In accordance with Council's policy, the threshold limits detailed in note 6.2 have been applied when recognising assets within an applicable asset class and unless otherwise stated are consistent with the prior year.

#### *Recognition thresholds*

Council has set a threshold limit for all classes of assets (refer section (g) of this note), which means that all assets with a value equal or greater than this threshold are recognised in these financial statements.

#### *Land under roads*

In accordance with options available under Australian Accounting Standards, Council has opted to recognise all land under roads acquired after 30 June 2008 using the cost basis. Council does not recognise land under roads that it controlled prior to that period in its financial report.

#### *Finance leases*

Council does not have any financial leases.

#### *Repairs and maintenance*

Where the repair relates to the replacement of a component of an asset and the cost exceeds the capitalisation threshold, the cost is capitalised and depreciated. The carrying value of the replaced asset is expensed.

#### *Leasehold improvements*

Leasehold improvements are recognised at cost and are amortised over the unexpired period of the lease or the estimated useful life of the improvement, whichever is the shorter. At balance date, leasehold improvements are amortised over a 5 to 21 year period.

### (g) Depreciation and amortisation

All asset classes except land, land under roads and art works, having limited useful lives are systematically depreciated over their useful lives to the Council in a manner which reflects consumption of the service potential embodied in those assets. Estimates of remaining useful lives are made on a regular basis with major asset classes reassessed annually. Depreciation rates and methods are reviewed annually.

Where assets have separate identifiable components that are subject to regular replacement, these components are assigned distinct useful lives and residual values and a separate depreciation rate is determined for each component.

Road earthworks are depreciated on the basis that they are assessed as having a limited useful life.

Straight line depreciation is charged based on the residual useful life as determined each year.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### (g) Depreciation and amortisation (continued)

Depreciation periods used are listed below and are consistent with the prior year unless marked with an \*.

	Depreciation period (years)	Threshold limit \$'000
<i>Property</i>		
<i>Land</i>		
Land	N/A	–
Land under roads	N/A	–
<i>Buildings</i>		
Buildings	50–100	5
Leasehold improvements	Lease term	–
<i>Plant and equipment</i>		
<i>Plant and equipment</i>		
Heavy plant and equipment	7	2
Buses, quads and trailers	10	2
Light plant and equipment, passenger and light commercial vehicles	5	2
<i>Fixtures, fittings and furniture</i>		
Fixtures, fittings, furniture and equipment	6	2
Musical instruments	20	2
Art works	N/A	2
<i>Computers and telecommunications</i>		
Software, hand held devices / mobile phones	3	2
Hardware and equipment	5	2
Library books	5	–
<i>Infrastructure</i>		
<i>Roads</i>		
Seal	12–20	20
Substructure	100	20
Kerb and channel	15–80	5
Existing local area traffic management (LATM) devices	5–30	5
New local area traffic management (LATM) devices	5–30	–
On-street car parks	20–100	5
Bridges	20–100	5
Footpaths and cycleways	10–50	–
<i>Drainage</i>		
New pipes and pits	100	–
Existing pipes and pits	100	5
Gross pollutant traps	50	5
<i>Recreational, leisure and community facilities</i>		
Recreational equipment and facilities, electronic screens, scoreboards. Sportsgrounds, grass (turf), courts, hardstand, other ground surfaces. Minor structures (sporting, shade structures and retaining walls), irrigation, sportsfield drainage, controllers, sensors, water tanks/pumps.	10–20	2
Playgrounds	15	2
Outdoor pools	50	2
<i>Parks, open space and streetscapes</i>		
Open space furniture, fencing, bollards and gates.	10–50	2
Flood prevention – retarding/detention basins	20	2
Surface drainage – unformed open drains, water quality devices – wetlands, rain gardens and bioretention swales.	10	2

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	Depreciation period (years)	Threshold limit \$'000
Surface drainage – formed open drains. Public art.	50	2
Signs, parking meters, ticket machines and equipment.	10–20	2
Lighting, passive grass/surface, horticultural plantings and gardens, natural bush and vegetation.	10–20	2
Off street car parks	20–100	5

### (h) Revaluation

Subsequent to the initial recognition of assets, non-current physical assets, other than land under roads, leasehold improvements, recreational, leisure and community facilities, parks, open space and streetscapes and plant and equipment are measured at their fair value, being the amount for which the assets could be exchanged between knowledgeable willing parties in an arm's length transaction. Subsequent to the initial recognition of assets, non-current physical assets (other than the asset classes detailed directly above) are measured at their fair value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. At reporting date each year, Council reviews the carrying value of the individual classes of assets to ensure that each asset class materially approximates its fair value. Where the carrying value materially differs from the fair value, the class of assets is revalued.

Fair value valuations are determined in accordance with a valuation hierarchy. Changes to the valuation hierarchy will only occur if an external change in the restrictions or limitations of use on an asset result in changes to the permissible or practical highest and best use of the asset. Further details of the fair value hierarchy are included in note 8.4 and are explained below for each asset class.

In addition, Council undertakes a formal revaluation of land, buildings and infrastructure assets on a regular basis ranging from two to five years. The valuation is performed either by appropriately experienced Council officers or independent experts.

Where assets are revalued, the revaluation increments are credited directly to the asset revaluation reserve except to the extent that an increment reverses a prior year decrement for that class of asset that had been recognised as an expense, in which case the increment is recognised as revenue up to the amount of the expense. Revaluation decrements are recognised as an expense except where prior increments are included in the asset revaluation reserve for that class of asset in which case the decrement is taken to the reserve to the extent of the remaining increments. Within the same class of assets, revaluation increments and decrements within the year are offset.

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>Specialised land</b> is valued using a market based direct comparison technique. Significant unobservable inputs include the extent and impact of restrictions of use and the market cost of land per square metre. The extent and impact of restrictions on use varies and results in a reduction to surrounding land values between 5% and 85%. The market value of land varies significantly depending on the location of the land and the current market conditions. Currently, land values range between \$14 and \$2,800 per square metre.	909,216	974,001

*Note – Specialised land valued at fair value disclosed here, excludes land under roads which are valued at cost.*

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### (h) Revaluation (continued)

**Specialised buildings** are valued using a depreciated replacement cost technique. Significant unobservable inputs include the current replacement cost and remaining useful lives of buildings. Current replacement costs are calculated on a square metre basis and range from \$320 to \$52,000 per square metre. The remaining useful lives of specialised buildings are determined on the basis of the current condition of buildings and vary from 1 year to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of buildings are sensitive to changes in expectations or requirements that could either shorten or extend the useful lives of buildings.

**Infrastructure assets** are valued based on the depreciated replacement cost. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 1 year to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

*Note – Infrastructure assets at fair value disclosed here, excludes 'Recreational, leisure and community facilities', 'Parks, open space and streetscapes' and 'Work in progress' which are valued at cost.*

Consolidated 2019 \$'000	Consolidated 2018 \$'000
253,087	248,290
670,093	646,527

#### (i) Valuation of Property

##### Valuation of land and buildings

The last formal valuation of land and buildings at 1 January 2018 was undertaken by qualified independent valuers, Proval (Vic) Pty Ltd. The valuation of land and buildings is at fair value, being market value based on highest and best use permitted by relevant land planning provisions. Where land use is restricted through existing planning provisions the valuation is reduced to reflect this limitation. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Since the last formal revaluation of land at 1 January 2018, the residential sector of the property market has experienced an average 8% decrease, whilst commercial and industrial sectors have increased. The majority of Council's land is in the residential sector. An indexed revaluation of all land at fair value was performed at 1 January 2019 resulting in a decrement of \$70.45 million (8.12%).

Specialised land is valued at fair value using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement.

Any significant movements in the unobservable inputs for land will have a significant impact on the fair value of these assets.

Details of the written down value of Council's land and buildings and information about the fair value hierarchy\*\* as at 30 June 2019 are as follows:

	Level 1	Non-specialised Level 2	Specialised Level 3	Date of last valuation
Land*	–	174,164	909,216	1–Jan–19
Buildings*	–	–	253,087	1–Jan–18
Total written down value	–	174,164	1,162,303	

\*Land at fair value excludes land under roads which are valued at cost and buildings at fair value excludes leasehold improvements which are valued at cost.

\*\*Additional details about the fair value hierarchy can be found in note 8.4.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Land under roads

Land under roads is valued at cost based on Council valuation for acquisitions after 30 June 2008. Deemed cost valuations have been undertaken using site values adjusted for englobo (undeveloped and/or unserviced) characteristics, access rights and private interests of other parties and entitlements of infrastructure assets and services. This adjustment is an unobservable input in the valuation. The adjustment has no impact on the Comprehensive Income Statement. The acquisitions for the year include new assets from subdivision activity.

### (j) Valuation of Infrastructure

Valuation of infrastructure assets at fair value (except 'Parks, open space and streetscapes' and 'Recreational, leisure and community facilities' which are valued at cost, and bridges which are independently valued) has been determined in accordance with a Council valuation. Four infrastructure asset classes were revalued at 30 June 2019 which included roads, footpaths and cycleways, drainage and off-street car parks resulting in a net increment of \$21.72 million in 2018-19. The fair value of infrastructure is valued using the depreciated replacement cost method. This cost represents the replacement cost of the asset after applying depreciation rates on a useful life basis. Where condition data was available for assets, remaining useful life was revised based on condition. Significant unobservable inputs include the current replacement cost and remaining useful lives of infrastructure. The remaining useful lives of infrastructure assets are determined on the basis of the current condition of the asset and vary from 1 year to 100 years. Replacement cost is sensitive to changes in market conditions, with any increase or decrease in cost flowing through to the valuation. Useful lives of infrastructure are sensitive to changes in use, expectations or requirements that could either shorten or extend the useful lives of infrastructure assets.

The valuation of bridges at 31 March 2017 was undertaken by qualified independent valuers, Sterling Group and WT Partnership. The methodology used depreciated replacement costs to quantify fair value and remaining useful life was revised based on condition.

Details of the written down value of Council's infrastructure and information about the fair value hierarchy as at 30 June 2019 are as follows:

	Level 1	Non-specialised Level 2	Specialised Level 3	Date of last valuation
Roads	–	–	282,221	Jun-19
Bridges	–	–	46,558	Mar-17
Footpaths and cycleways	–	–	58,584	Jun-19
Drainage	–	–	270,485	Jun-19
Off street car parks	–	–	12,245	Jun-19
<b>Total written down value</b>	–	–	670,093	

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>(k) Reconciliation of specialised land at fair value*</b>		
Parks and reserves	604,882	652,460
Floodway	9,528	9,410
Public use	21,637	23,320
Industrial	46,813	39,964
Other	226,356	248,847
<b>Total specialised land</b>	909,216	974,001

\*Excludes land under roads which represents specialised land valued at cost.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### **Note 6.3 Investments in associates, joint arrangements and subsidiaries**

##### **Committees of management**

All entities controlled by Council that have material revenues, expenses, assets or liabilities, such as committees of management, have been included in this financial report. Any transactions between these entities and Council have been eliminated in full.

At balance date there were no committees of management that was controlled by the Council.

##### **Principles of consolidation**

Subsidiaries are all entities over which Council has control. Council controls an entity when it is exposed to, or has rights to, variable returns from its involvement with the entity and has the ability to affect those returns through its power to direct the activities of the entity. Subsidiaries are fully consolidated from the date on which control is transferred to the Council. They are deconsolidated from the date that control ceases.

Where dissimilar accounting policies are adopted by entities and their effect is considered material, adjustments are made to ensure consistent policies are adopted in these financial statements.

In the process of preparing consolidated financial statements all material transactions and balances between consolidated entities are eliminated.

Entities consolidated into Council include:

– Dandenong Market Pty Ltd

#### **Reconciliation of Council, The Dandenong Market Pty Ltd (DMPL) and consolidated accounts**

Dandenong Market Pty Ltd manages the Dandenong Market on the terms set out in a management service agreement dated 30 November 2012 between Dandenong Market Pty Ltd and City of Greater Dandenong. The management service agreement runs concurrently with the Lease Agreement (50 years) and provides for annual agreement extensions at Council's discretion. An extension has been exercised by Council up to 30 June 2020. The following Comprehensive Income Statement, Balance Sheet and Statement of Cash Flows has been provided to show the individual financial positions of the Council and The Dandenong Market Pty Ltd and consolidated accounts for the 2018–19 financial year. These financial statements should be read in conjunction with the accompanying notes in the financial report.



2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Comprehensive Income Statement  
For the year ended 30 June 2019  
Consolidated

	Council 2019 \$'000	DMPL 2019 \$'000	Consolidation Adjustment 2019 \$'000	Consolidated Accounts 2019 \$'000
<b>Income</b>				
Rates and charges	141,036	—	(93)	140,943
Statutory fees and fines	9,471	—	—	9,471
User fees	8,199	—	—	8,199
Grants – operating	34,309	—	—	34,309
Grants – capital	4,068	—	—	4,068
Contributions – monetary	5,269	—	—	5,269
Contributions – non-monetary	7,735	—	—	7,735
Net gain on disposal of property, infrastructure, plant and equipment	457	—	—	457
Fair value adjustments for investment property	—	—	—	—
Other income	11,368	5,905	(1,590)	15,683
<b>Total income</b>	<b>221,912</b>	<b>5,905</b>	<b>(1,683)</b>	<b>226,134</b>
<b>Expenses</b>				
Employee costs	(74,820)	(984)	48	(75,756)
Materials and services	(66,957)	(3,361)	188	(70,130)
Bad and doubtful debts	72	(46)	—	26
Depreciation and amortisation	(29,054)	(10)	—	(29,064)
Borrowing costs	(3,131)	—	—	(3,131)
Fair value adjustments for investment property	(907)	—	—	(907)
Other expenses	(15,732)	(1,608)	1,447	(15,893)
<b>Total expenses</b>	<b>(190,529)</b>	<b>(6,009)</b>	<b>1,683</b>	<b>(194,855)</b>
<b>Net surplus for the year</b>	<b>31,383</b>	<b>(104)</b>	<b>—</b>	<b>31,279</b>
<b>Other comprehensive income</b>				
<b>Items that will not be reclassified to surplus or deficit in future periods</b>				
Net asset revaluation decrement	(48,728)	—	—	(48,728)
<b>Total comprehensive result</b>	<b>(17,345)</b>	<b>(104)</b>	<b>—</b>	<b>(17,449)</b>

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

Annual Financial Report  
FOR THE YEAR ENDED 30 JUNE 2019

Balance Sheet  
As at 30 June 2019  
Consolidated

	Council 2019 \$'000	DMPL 2019 \$'000	Consolidation Adjustment 2019 \$'000	Consolidated Accounts 2019 \$'000
<b>Assets</b>				
<b>Current assets</b>				
Cash and cash equivalents	162,637	970	–	163,607
Trade and other receivables	22,791	138	–	22,929
Other assets	4,444	40	(11)	4,473
<b>Total current assets</b>	<b>189,872</b>	<b>1,148</b>	<b>(11)</b>	<b>191,009</b>
<b>Non-current assets</b>				
Trade and other receivables	325	–	–	325
Other financial assets	230	–	–	230
Property, infrastructure, plant and equipment	2,136,615	14	–	2,136,629
Investment property	12,827	–	–	12,827
<b>Total non-current assets</b>	<b>2,149,997</b>	<b>14</b>	<b>–</b>	<b>2,150,011</b>
<b>Total assets</b>	<b>2,339,869</b>	<b>1,162</b>	<b>(11)</b>	<b>2,341,020</b>
<b>Liabilities</b>				
<b>Current liabilities</b>				
Trade and other payables	26,299	452	(11)	26,740
Trust funds and deposits	35,069	242	–	35,311
Provisions	17,296	55	–	17,351
Interest-bearing loans and borrowings	8,634	–	–	8,634
<b>Total current liabilities</b>	<b>87,298</b>	<b>749</b>	<b>(11)</b>	<b>88,036</b>
<b>Non-current liabilities</b>				
Trust funds and deposits	900	–	–	900
Provisions	1,537	62	–	1,599
Interest-bearing loans and borrowings	49,891	–	–	49,891
<b>Total non-current liabilities</b>	<b>52,328</b>	<b>62</b>	<b>–</b>	<b>52,390</b>
<b>Total liabilities</b>	<b>139,626</b>	<b>811</b>	<b>(11)</b>	<b>140,426</b>
<b>Net assets</b>	<b>2,200,243</b>	<b>351</b>	<b>–</b>	<b>2,200,594</b>
<b>Equity</b>				
Accumulated surplus	875,922	351	–	876,273
Reserves	1,324,321	–	–	1,324,321
<b>Total equity</b>	<b>2,200,243</b>	<b>351</b>	<b>–</b>	<b>2,200,594</b>

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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Statement of Cash Flows  
For the year ended 30 June 2019  
Consolidated

	Council 2019 \$'000	DMPL 2019 \$'000	Consolidation Adjustment 2019 \$'000	Consolidated Accounts 2019 \$'000
<b>Cash flows from operating activities</b>				
Rates and charges	140,410	–	(93)	140,317
Statutory fees and fines	6,739	–	–	6,739
User fees	8,409	–	–	8,409
Grants – operating	34,394	–	–	34,394
Grants – capital	3,941	–	–	3,941
Contributions – monetary	5,025	–	–	5,025
Interest received	3,707	7	–	3,714
Trust funds and deposits taken	31,902	53	–	31,955
Other receipts	8,826	6,526	(1,884)	13,468
Net GST refund/(payments)	10,506	(130)	–	10,376
Employee costs	(73,607)	(962)	54	(74,515)
Materials and services	(79,205)	(5,463)	1,872	(82,796)
Trust funds and deposits repaid	(36,423)	(16)	–	(36,439)
Other payments	(8,439)	(58)	51	(8,446)
<b>Net cash provided by operating activities</b>	<b>56,185</b>	<b>(43)</b>	<b>–</b>	<b>56,142</b>
<b>Cash flows from investing activities</b>				
Payments for property, infrastructure, plant and equipment	(51,528)	–	–	(51,528)
Proceeds from sale of property, infrastructure, plant and equipment	857	–	–	857
<b>Net cash used in investing activities</b>	<b>(50,671)</b>	<b>–</b>	<b>–</b>	<b>(50,671)</b>
<b>Cash flows from financing activities</b>				
Finance costs	(3,154)	–	–	(3,154)
Proceeds from borrowings	10,000	–	–	10,000
Repayment of borrowings	(3,301)	–	–	(3,301)
<b>Net cash provided by financing activities</b>	<b>3,545</b>	<b>–</b>	<b>–</b>	<b>3,545</b>
Net increase in cash and cash equivalents	9,059	(43)	–	9,016
Cash and cash equivalents at the beginning of the financial year	153,578	1,013	–	154,591
<b>Cash and cash equivalents at the end of the financial year</b>	<b>162,637</b>	<b>970</b>	<b>–</b>	<b>163,607</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>6.4 Investment property</b>		
Balance at beginning of financial year	11,330	10,305
Additions	2,404	—
Fair value adjustments	(907)	1,025
Balance at end of financial year	12,827	11,330

#### *Valuation of investment property*

Valuation of investment property has been determined in accordance with an independent valuation by Proval (Vic) Pty Ltd who have recent experience in the location and category of the property being valued. The valuation is at fair value, based on the current market value for the property.

Investment property, comprising retail complexes, are held to generate long-term rental yields. Investment property is measured initially at cost, including transaction costs. Costs incurred subsequent to initial acquisition are capitalised when it is probable that future economic benefit in excess of the originally assessed performance of the asset will flow to the Council. Subsequent to initial recognition at cost, investment property is carried at fair value, determined annually by independent valuers. Changes to fair value are recorded in the Comprehensive Income Statement in the period that they arise. Investment property are not subject to depreciation. Rental income from the leasing of investment properties is recognised in the Comprehensive Income Statement on a straight line basis over the lease term.

At 30 June 2019, one investment property building was impaired by fire damage. This has been reflected in the fair value valuation at 30 June 2019 and an overall fair value decrement was recognised as an expense in the Comprehensive Income Statement in 2018-19.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Note 7 People and relationships

#### 7.1 Council and key management remuneration

##### (a) Related parties

###### Parent entity

City of Greater Dandenong

###### Subsidiaries

Dandenong Market Pty Ltd – detailed in note 6.3

##### (b) Key Management Personnels

Details of persons holding the position of Councillors or other members of key management personnel at any time during the year are:

	2019 No.	2018 No.
<b>Councillors</b>		
<b>From 9 January 2019 to Current</b>		
Councillor Sophie Tan		
<b>From 1 July 2018 to Current</b>		
Councillor Roz Blades AM (Mayor 16 November 2018 – Current)		
Councillor Youhorn Chea (Mayor 17 November 2017 – 15 November 2018)		
Councillor Jim Memeti		
Councillor Matthew Kirwan		
Councillor Angela Long		
Councillor Sean O'Reilly		
Councillor Maria Sampey		
Councillor Loi Truong		
Councillor Tim Dark		
Councillor Zaynoun Melhem		
<b>From 1 July 2018 to 24 November 2018</b>		
Councillor Heang Tak		
<b>Total number of Councillors</b>	<b>12</b>	<b>11</b>
<b>Other Key Management Personnel</b>		
Mick Jaensch – Director Corporate Services		
Jody Bosman – Director City Planning, Design and Amenity		
Martin Fidler – Director Community Services		
Julie Reid – Director Engineering Services		
Paul Kearsley – Group Manager Greater Dandenong Business		
	<b>5</b>	<b>5</b>
<b>Chief Executive Officer</b>		
John Bennie PSM	<b>1</b>	<b>1</b>
<b>Total key management personnel</b>	<b>18</b>	<b>17</b>
<b>Dandenong Market Board Members</b>		
Ms Julie Busch – Director		
Mr Franz Madlener – Director		
Mr Tom Mollenkopf – Director		
Mr Tim Cockayne – Director		
Ms Donna McMaster – Director		
General Manager		
<b>Total number of Dandenong Market Board Members</b>	<b>6</b>	<b>6</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### (c) Remuneration of Key Management Personnel

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
Total remuneration of key management personnel was as follows:		
Short-term benefits*	2,518	2,453
Long-term benefits	57	49
Post employment benefit	160	152
Termination benefits	—	—
	<b>2,735</b>	<b>2,654</b>
	<b>2019 No.</b>	<b>2018 No.</b>
The numbers of key management personnel, whose total remuneration from Council and any related entities fall within the following bands:		
\$10,000 – \$19,999	2	—
\$20,000 – \$29,999	4	4
\$30,000 – \$39,999	9	10
\$60,000 – \$69,999 <sup>1</sup>	1	1
\$80,000 – \$89,999 <sup>1</sup>	1	1
\$230,000 – \$239,999	1	1
\$270,000 – \$279,999*	—	2
\$280,000 – \$289,999*	3	2
\$290,000 – \$299,999*	1	1
\$310,000 – \$319,999	1	—
\$410,000 – \$419,999	—	1
\$430,000 – \$439,999	1	—
<b>Total</b>	<b>24</b>	<b>23</b>

\*"Total remuneration" comprises base salary, superannuation, annual leave entitlements, long service leave entitlements, allowances and fringe benefits tax paid by Council.

<sup>1</sup>2017–18 comparative figures have been amended to include the car benefit provided to Mayor during their mayoral term and this has resulted in a change in income band.

\*Comparative figures have been amended due to an allowance that was included twice in calculating the "Total remuneration" and to include the accrued annual leave entitlements for the year in calculating the "Total remuneration". These amendments have resulted in net reduction of \$38,000 and also change in income bands for key management personnels.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### (d) Senior Officers remuneration

A Senior Officer is an officer of Council, other than Key Management Personnel, who:

- a) has management responsibilities and reports directly to the Chief Executive; or
- b) whose total annual remuneration exceeds \$148,000.

The number of Senior Officers are shown below in their relevant income bands:

Income range:

	2019 No.	2018 No.
< \$147,999	—	—
\$148,000 – \$149,999	4	5
\$150,000 – \$159,999	7	5
\$160,000 – \$169,999	11	9
\$170,000 – \$179,999	2	2
\$180,000 – \$189,999	2	4
\$190,000 – \$199,999	6	7
\$200,000 – \$209,999	2	—
\$210,000 – \$219,999	2	—
\$220,000 – \$229,999	1	1
	37	33

Total remuneration for the reporting year for Senior Officers included above, amounted to:\*

\$'000	\$'000
6,431	5,831

\*Total remuneration comprises base salary, superannuation, annual leave entitlements, long service leave entitlements, allowances and fringe benefits tax paid by Council.

\*Comparative figures have been amended due to an allowance that was duplicated in calculating the "Total remuneration". This has resulted in a reduction of income by \$11,000 and a reduction in the number of senior officers by one.



## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### 7.2 Related party disclosure

##### (a) Transactions with related parties

(i) During 2018–19 Council entered into the following transactions with related party Dandenong Market Pty Ltd (DMPL).

	2019 Excl GST \$'000	2018 Excl GST \$'000
<b>Received from DMPL</b>		
Rent received	1,447	1,378
Refund of gift vouchers not redeemed by the Council	11	10
<b>Total received</b>	<b>1,458</b>	<b>1,388</b>
<b>Paid to DMPL</b>		
Contributions for festival/events	82	81
Payment for Gift vouchers	48	50
Payment for other items	13	–
<b>Total paid</b>	<b>143</b>	<b>131</b>

Councillor Memeti has a financial interest in a stall at Dandenong Market. The financial arrangements are at arms length based on commercial terms. A number of related parties have minority shareholdings in public companies, which have dealings with the Council from time to time.

(ii) During the financial year ended 30 June 2019, John Bennie CEO was a non-executive board member of the following organisations to which Council has paid the following amounts;

MAV Insurance (which operates under the umbrella of Municipal Association of Victoria) a value of \$2.15 million (2017–18 \$1.42 million), the transaction was for the provision of Workcare self-insurance scheme.

Community Chef \$517,000 (2017–18 \$525,000) agreement for delivery of meals.

Chisholm institute \$26,000 (2017–18 \$13,000) for the provision of external training courses.

##### (b) Outstanding balances with related parties

The following transaction was outstanding at 30 June

Refund of gift vouchers not redeemed by the Council	11	10
	<b>11</b>	<b>10</b>

##### (c) Loans to/from related parties

No loans were made, guaranteed or secured by the Council to related parties during 2018–19 (2017–18 \$nil)

##### (d) Commitments to/from related parties

Under the Management Services Agreement with Dandenong Market Pty Ltd (DMPL) an extension has been exercised up to 30 June 2020.

A commitment for rent of the Market premises is as follows	1,447	1,447
	<b>1,447</b>	<b>1,447</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Note 8 Managing uncertainties

#### 8.1 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the Balance Sheet, but are disclosed by way of a note and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

##### (a) Contingent assets

	Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>Operating lease receivables</b>		
The Council has entered into commercial property leases on selected properties. These properties are held under operating leases and have remaining non-cancellable lease terms of between 1 and 50 years.		
Future minimum rentals receivable under non-cancellable operating leases are as follows:		
Not later than one year	1,724	1,783
Later than one year and not later than five years	2,702	3,094
Later than five years	274	354
	<b>4,700</b>	<b>5,231</b>

##### Developer contributions

Greater Dandenong acquires infrastructure assets, such as local roads, footpaths, kerb and channel and drains etc, from developers, as subdivisional contributions. The amount and value of assets acquired depends on the size of the development and the level of growth within the municipality. Developers construct infrastructure assets which are vested with Council when Council issues a Statement of Compliance. These assets are brought to account as revenue (Contributions – Non Monetary Assets) and capitalised. At reporting date, developers had commenced construction of assets that will eventually be transferred to the Council subject to Council issuing a Statement of Compliance. Council cannot reliably measure the value of the assets involved prior to completion and the timing of recognition.

##### (b) Contingent liabilities

##### Superannuation

Council has obligations under a defined benefit superannuation scheme that may result in the need to make additional contributions to the scheme, matters relating to this potential obligation are outlined below. As a result of the volatility in financial markets the likelihood of making such contributions in future periods exists. At this point in time it is not known if additional contributions will be required, their timing or potential amount.

##### Future superannuation contributions

In addition to the disclosed contributions, Council has paid unfunded liability payments to Vision Super totalling Nil during 2018–19 year (Nil for 2017–18). At 30 June 2019 the outstanding contribution of \$1,000 relates to Dandenong Market Pty Ltd and there were no loans issued from or to the above schemes.

The expected contributions to be paid to the defined benefit category of Vision Super for the year ending 30 June 2020 is estimated to be \$409,120.

##### Development Contribution Plans (DCP)

Council has three sites that are subject to formal development contribution plans, two are in Keysborough and one in Lyndhurst. All three sites are covered by a DCP.

A DCP provides the framework for the provision and funding of infrastructure to facilitate the set development area and the purpose of a DCP is to provide a "fair distribution of costs for works and services, including roads, traffic management and community facilities to all the proper servicing in the area".

New development in each of the areas is required to meet its share of the total cost of delivering the required infrastructure works – as measured by its projected share of usage – through development contributions collected under the DCP's. The balance of works not covered by development contributions has been agreed to be funded by Council. The total value of these works is estimated to be around \$14.7 million.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### Landfills

The City of Greater Dandenong may be liable for the consequences of disposing refuse at a number of legacy landfill sites. A legacy site refers to a landfill that has been decommissioned and is no longer receiving waste. At balance date Council is unable to assess whether there are any financial implications.

#### (c) Guarantees for loans to other entities

Financial guarantee contracts are not recognised as a liability in the Balance Sheet unless the lender has exercised their right to call on the guarantee or Council has other reasons to believe that it is probable that right will be exercised. Details of guarantees that Council has provided, that are not recognised in the Balance Sheet are disclosed below.

The amount disclosed for financial guarantee in this note is the nominal amount of the underlying loan that is guaranteed by the Council, not the fair value of the financial guarantee.

As at 30 June 2019, Council's maximum potential exposure is as follows:

Entities	Amount outstanding 30 June 2019 \$'000	Amount outstanding 30 June 2018 \$'000	Year loan commenced
Dandenong Basketball Association	–	50	14 July 2004
Keysborough Bowls Club Inc.	110	123	18 May 2015
<b>Total Guarantees for loans to other entities</b>	<b>110</b>	<b>173</b>	

#### (d) Legal actions

Council is presently involved in a number of confidential legal matters, which are being conducted through Council's solicitors. The estimated potential financial effect of these matters may be up to \$1.56 million (\$856,000 as at 30 June 2018).

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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### Note 8.2 Change in accounting standards

The following new Australian Accounting Standards have been issued or amended and are not mandatory for the 30 June 2019 reporting period. Council has assessed these pending standards and has identified the following potential impacts will flow from the application of these standards in future reporting periods.

<b>Pronouncement</b>	<b>AASB 15 Revenue from Contracts with Customers</b>
<b>Background</b>	The standard shifts the focus from the transaction-level to a contract-based approach. Recognition is determined based on what the customer expects to be entitled to (rights and obligations), while measuring encompasses estimation by the entity of the amount expected to be entitled for performing under the contract.
<b>Impact/action</b>	The full impact of this standard is not known however it is most likely to impact where contracts extend over time, where there are rights and obligations that may vary the timing or amount of the consideration, or where there are multiple performance elements. This has the potential to impact on the recognition of certain grant income.
<b>Effective date</b>	Periods beginning on or after 1 January 2019.
<b>Pronouncement</b>	<b>AASB 16 Leases</b>
<b>Background</b>	This standard sets out the principles for the recognition, measurement, presentation and disclosure of leases. The classification of leases as either finance leases or operating leases is eliminated for lessees. Leases will be recognised in the Balance Sheet by capturing the present value of the minimum lease payments and showing a 'right-of-use' asset, while future lease payments will be recognised as a financial liability. The nature of the expense recognised in the profit or loss will change. Rather than being shown as rent, or as leasing costs, it will be recognised as depreciation on the right-of-use asset, and an interest charge on the lease liability. The interest charge will be calculated using the effective interest method, which will result in a gradual reduction of interest expense over the lease term.
<b>Impact/action</b>	Council has elected to adopt the modified retrospective approach to the transition to the new lease standard. This will mean that only existing operating leases for non low value assets, with remaining terms greater than 12 months, will be recognised on transition (1 July 2019). Based on our current lease commitments and an assumption of a continuation of the current leasing arrangements. Council expects that the transition to the new standard will see the initial recognition of \$2.8 million lease related assets and an equivalent liability.
<b>Effective date</b>	Periods beginning on or after 1 January 2019.
<b>Pronouncement</b>	<b>AASB 1058 Income for Not-for-Profit Entities</b>
<b>Background</b>	This standard is expected to apply to certain transactions currently accounted for under AASB 1004 Contributions and establishes revenue recognition principles for transactions where the consideration to acquire an asset is significantly less than fair value to enable a not-for-profit entity to further its objectives.
<b>Impact/action</b>	Impacts on the level and nature of the disclosures will be assessed based on the eventual implications arising from the application of this standard.
<b>Effective date</b>	Periods beginning on or after 1 January 2019.

### Rounding

Unless otherwise stated, amounts in the financial report have been rounded to the nearest thousand dollars. Figures in the financial statements may not equate due to rounding.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### 8.3 Financial instruments

##### (a) Objectives and policies

The Council's principal financial instruments comprise cash assets, term deposits, receivables (excluding statutory receivables), payables (excluding statutory payables) and bank borrowings. Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement and the basis on which income and expenses are recognised, in respect of each class of financial asset, financial liability and equity instrument is disclosed in notes of the financial statements. Risk management is carried out by senior management under policies approved by the Council. These policies include identification and analysis of the risk exposure to Council and appropriate procedures, controls and risk minimisation.

##### (b) Market risk

Market risk is the risk that the fair value or future cash flows of our financial instruments will fluctuate because of changes in market prices. The Council's exposures to market risk is primarily through interest rate risk with only insignificant exposure to other price risks and no exposure to foreign currency risk.

##### Interest rate risk

Interest rate risk refers to the risk that the value of a financial instrument or cash flows associated with the instrument will fluctuate due to changes in market interest rates. Interest rate risk arises primarily from long term loans and borrowings at fixed rates which exposes us to fair value interest rate risk. Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. Council has minimal exposure to cash flow interest rate risk through its cash and deposits that are at floating rates.

Investment of surplus funds is made with approved financial institutions under the Local Government Act 1989. We manage interest rate risk by adopting an investment policy that ensures:

- diversification of investment product
- monitoring of return on investment
- benchmarking of returns and comparison with budget

There has been no significant change in the Council's exposure, or its objectives, policies and processes for managing interest rate risk or the methods used to measure this risk from the previous reporting period.

Interest rate movements have not been sufficiently significant during the year to have an impact on the Council's year end result.

##### (c) Credit risk

Credit risk is the risk that a contracting entity will not complete its obligations under a financial instrument and cause us to make a financial loss. We have exposure to credit risk on some financial assets included in the Balance

Sheet. Particularly significant area of credit risk exists in relation to outstanding fees and fines as well as loans and receivables from sporting clubs and associations. To help manage this risk:

- we have a policy for establishing credit limits for the entities we deal with
- we may require collateral where appropriate and
- we only invest surplus funds with financial institutions which have a recognised credit rating specified in our investment policy.

Receivables consist of a large number of customers, spread across the ratepayer, business and government sectors. Credit risk associated with the Council's financial assets is minimal. Rates debtors are secured by a charge over the rateable property. Council has assessed that 11% of parking infringement debts owing to Council are unlikely to be collected and has raised a provision for doubtful debts over those debts based on an assessment of collectability. The collection of long overdue parking infringement debts is managed by Fines Victoria.

Refer note 5.1 for financial assets which are determined to be impaired.

Council may also be subject to credit risk for transactions which are not included in the Balance Sheet, such as when Council provides a guarantee for another party. Details of Council's contingent liabilities are disclosed in note 8.1.

The maximum exposure to credit risk at the reporting date to recognised financial assets is the carrying amount, net of any provisions for impairment of those assets, as disclosed in the Balance Sheet and notes to the financial statements. Council does not hold any collateral (in respect to non-rate debtors).

##### (d) Liquidity risk

Liquidity risk includes the risk that, as a result of our operational liquidity requirements we will not have sufficient funds to settle a transaction when required or will be forced to sell a financial asset at below value or may be unable to settle or recover a financial asset.

To help reduce these risks Council:

- has a liquidity policy which targets a minimum and average level of cash and cash equivalents to be maintained
- has readily accessible standby facilities and other funding arrangements in place
- has a liquidity portfolio structure that requires surplus funds to be invested within various bands of liquid instruments
- monitors budget to actual performance on a regular basis and
- sets limits on borrowings relating to the percentage of loans to rate revenue and percentage of loan principal repayments to rate revenue.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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The Council's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the Balance Sheet and the amounts related to financial guarantees disclosed in note 8.1, and is deemed insignificant based on prior periods' data and current assessment of risk.

There has been no significant change in Council's exposure, or its objectives, policies and processes for managing liquidity risk or the methods used to measure this risk from the previous reporting period.

With the exception of borrowings, all financial liabilities are expected to be settled within normal terms of trade. Details of the maturity profile for borrowings are disclosed at note 5.4.

Unless otherwise stated, the carrying amount of financial instruments reflect their fair value.

### (e) Sensitivity disclosure analysis

Taking into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets, Council believes the following movements are 'reasonably possible' over the next 12 months:

- A parallel shift of +1% and -1% in market interest rates (AUD) from year-end rates of 1.15%.

These movements will not have a material impact on the valuation of Council's financial assets and liabilities, nor will they have a material impact on the results of Council's operations.

### 8.4 Fair value measurement

#### *Fair value hierarchy*

Council's financial assets and liabilities are not valued in accordance with the fair value hierarchy, Council's financial assets and liabilities are measured at amortised cost.

Council measures certain assets and liabilities at fair value where required or permitted by Australian Accounting Standards. AASB 13 'Fair value measurement', aims to improve consistency and reduce complexity by providing a definition of fair value and a single source of fair value measurement and disclosure requirements for use across Australian Accounting Standards.

AASB 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value under AASB 13 is an exit price regardless of whether that price is directly observable or estimated using another valuation technique.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within a fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

Level 1 — Quoted (unadjusted) market prices in active markets for identical assets or liabilities.

Level 2 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable.

Level 3 — Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

For the purpose of fair value disclosures, Council has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

In addition, Council determines whether transfers have occurred between levels in the hierarchy by re-assessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

#### *Impairment of assets*

At each reporting date, the Council reviews the carrying value of its assets to determine whether there is any indication that these assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Comprehensive Income Statement, unless the asset is carried at the revalued amount in which case, the impairment loss is recognised directly against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

### 8.5 Events occurring after balance date

No matters have occurred after balance date that require disclosure in the financial report.

### 8.6 Adjustments directly to equity

There were no adjustments to opening equity balances in the 2018-19 financial year.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### Note 9 Other matters

##### 9.1 Reserves

	Balance at beginning of reporting period \$'000	Increment (decrement) \$'000	Reversal of previous valuations for assets disposed \$'000	Impairment loss (credited against previous increments)/ reversal \$'000	Balance at end of reporting period \$'000
<b>(a) Asset revaluation reserves</b>					
<b>2019</b>					
<b>Property</b>					
Land	867,966	(70,452)	—	—	797,514
Buildings	25,102	—	(330)	—	24,772
	893,068	(70,452)	(330)	—	822,286
<b>Infrastructure</b>					
Roads	188,977	7,681	—	—	196,658
Bridges	20,324	—	—	—	20,324
Footpaths and cycleways	15,101	188	—	—	15,289
Drainage	170,324	13,122	—	—	183,446
Off street car parks	3,071	733	—	—	3,804
	397,797	21,724	—	—	419,521
<b>Total asset revaluation reserves</b>	<b>1,290,865</b>	<b>(48,728)</b>	<b>(330)</b>	<b>—</b>	<b>1,241,807</b>
<b>2018</b>					
<b>Property</b>					
Land	883,045	(15,027)	(52)	—	867,966
Buildings	27,195	(2,105)	(35)	47	25,102
	910,240	(17,132)	(87)	47	893,068
<b>Infrastructure</b>					
Roads	188,977	—	—	—	188,977
Bridges	20,324	—	—	—	20,324
Footpaths and cycleways	15,101	—	—	—	15,101
Drainage	170,324	—	—	—	170,324
Off street car parks	3,071	—	—	—	3,071
	397,797	—	—	—	397,797
<b>Total asset revaluation reserves</b>	<b>1,308,037</b>	<b>(17,132)</b>	<b>(87)</b>	<b>47</b>	<b>1,290,865</b>

The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets, as described in accounting policy note 6.2.



2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

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	Balance at beginning of reporting period \$'000	Transfer to accumulated surplus \$'000	Transfer from accumulated surplus \$'000	Balance at end of reporting period \$'000
<b>9.1 Reserves (continued)</b>				
<b>(b) Other reserves</b>				
<b>2019</b>				
Insurance reserve	876	(35)	146	987
Re-vegetation reserves	334	(62)	–	272
Open space – planning, development and improvements	9,220	(2,843)	2,793	9,170
Open space – acquisitions	6,000	(82)	–	5,918
Keysborough South maintenance levy	1,508	(1,392)	1,497	1,613
Major projects reserve	28,663	(200)	10,347	38,810
General reserve	3,880	(3,040)	–	840
Council funded development contributions reserve	12,702	(259)	3,260	15,703
Spring Valley landfill rehabilitation	1,064	(140)	–	924
Springvale Activity Precinct – parking and development	166	(70)	139	235
Dandenong Activity Precinct – parking and development	452	(1,070)	1,000	382
Local Government Funding Vehicle	4,900	–	–	4,900
Grants in advance reserve	–	–	1,220	1,220
Keysborough South Community Infrastructure Levies	–	–	1,540	1,540
<b>Total other reserves</b>	<b>69,765</b>	<b>(9,193)</b>	<b>21,942</b>	<b>82,514</b>
<b>2018</b>				
Insurance reserve	625	(54)	305	876
Re-vegetation reserves	371	(37)	–	334
Open space – planning, development and improvements	6,642	(343)	2,921	9,220
Open space – acquisitions	6,000	–	–	6,000
Keysborough South maintenance levy	1,178	(1,051)	1,381	1,508
Major projects reserve	21,952	(279)	6,990	28,663
General reserve	1,780	–	2,100	3,880
Council funded development contributions reserve	11,729	(27)	1,000	12,702
Spring Valley landfill rehabilitation	1,011	(29)	82	1,064
Springvale Activity Precinct – parking and development	298	(202)	70	166
Dandenong Activity Precinct – parking and development	–	(548)	1,000	452
Local Government Funding Vehicle	4,900	–	–	4,900
Grants in advance reserve	–	–	–	–
Keysborough South Community Infrastructure Levies	–	–	–	–
<b>Total other reserves</b>	<b>56,486</b>	<b>(2,570)</b>	<b>15,849</b>	<b>69,765</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### Nature and purpose of other reserves:

##### Insurance reserve

The insurance reserve has been created to meet large and unexpected policy excesses on multiple insurance claims.

##### Re-vegetation reserves

The purpose of this reserve fund is to meet native re-vegetation requirements on Council's reserves.

##### Open space – planning, development and improvements

Funds set aside in this reserve will be utilised exclusively for allocation towards enhancing the City's open space via planning, development and improvements.

##### Open space – acquisitions

Funds set aside in this reserve will be utilised exclusively for open space land acquisitions.

##### Keysborough South maintenance levy

This reserve has been established to ensure full accountability of the levies received for the Keysborough and Somerfield Estates reflecting costs of maintaining an additional 15% open space beyond that of traditional estates.

##### Major projects reserve

The major projects reserve holds proceeds from the sale of Council's property assets or surplus Council funds and will be utilised for investing in other properties or funding future major projects.

##### General reserve

This reserve relates to financial impacts of future aged care sector reforms.

##### Council funded development contributions reserve

The reserve for Council funded development contribution plans holds funds in respect of Council's contribution to the two major developments in Dandenong South (C87) and Keysborough (C36).

##### Spring Valley landfill rehabilitation reserve

The purpose of this reserve is to rehabilitate the Spring Valley landfill site at Clarke Road, Springvale South.

##### Springvale Activity Precinct parking and development reserve

The purpose of the reserve is to fund development in the Springvale Activity Centre.

##### Dandenong Activity Precinct parking and development reserve

The purpose of the reserve is to fund development in the Dandenong Activity Centre.

##### Local Government Funding Vehicle

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.

##### Grants in advance reserve

This reserve holds funds from capital grants received in advance of the project works.

##### Keysborough South Community Infrastructure Levies

These reserve funds relate to Community Infrastructure Levies received in relation to the Keysborough South Development Contributions Plan.

2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

11

		Consolidated 2019 \$'000	Consolidated 2018 \$'000
<b>(c) Total reserves summary</b>	<b>Note</b>		
Asset revaluation reserve	9.1(a)	1,241,807	1,290,865
Other reserves	9.2(b)	82,514	69,765
<b>Total reserves</b>		<b>1,324,321</b>	<b>1,360,630</b>
<b>9.2 Reconciliation of cash flows from operating activities to surplus</b>			
<b>Surplus for the year</b>		<b>31,279</b>	<b>46,934</b>
Depreciation and amortisation		29,064	28,202
Impairment loss (reversal)		–	(238)
Gain on disposal of property, infrastructure, plant and equipment		(457)	(141)
Fair value adjustments		907	(1,025)
Contributions of non-monetary assets		(7,735)	(19,169)
Works in progress unable to be capitalised (expensed)		1,683	3,006
Assets written-off		3,167	2,828
Borrowing costs		3,131	3,419
<b>Change in assets and liabilities</b>			
Increase (decrease) in trade and other receivables		(3,475)	333
(Decrease) increase in trust funds and deposits		(5,294)	6,057
Increase in other assets		(731)	(1,113)
Increase in trade and other payables		3,416	4,141
Increase in provisions		1,187	682
<b>Net cash provided by operating activities</b>		<b>56,142</b>	<b>73,916</b>

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

### Annual Financial Report FOR THE YEAR ENDED 30 JUNE 2019

#### 9.3 Superannuation

The Council makes the majority of its employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (the Fund). This Fund has two categories of membership, accumulation and defined benefit, each of which is funded differently. Obligations for contributions to the Fund are recognised as an expense in Comprehensive Income Statement when they are made or due.

##### *Accumulation*

The Fund's accumulation categories receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings (for the year ended 30 June 2019, this was 9.5% required under Superannuation Guarantee legislation).

##### *Defined Benefit*

Council does not use defined benefit accounting for its defined benefit obligations under the Fund's Defined Benefit category. This is because the Fund's Defined Benefit category is a pooled multi-employer sponsored plan.

There is no proportional split of the defined benefit liabilities, assets or costs between the participating employers as the defined benefit obligation is a floating obligation between the participating employers and the only time that the aggregate obligation is allocated to specific employers is when a call is made. As a result, the level of participation of the Council in the Fund cannot be measured as a percentage compared with other participating employers. Therefore, the Fund Actuary is unable to allocate benefit liabilities, assets and costs between employers for the purposes of AASB 119.

##### *Funding arrangements*

Council makes employer contributions to the Defined Benefit category of the Fund at rates determined by the Trustee on the advice of the Fund Actuary.

As at 30 June 2018, an interim actuarial investigation was held as the Fund provides lifetime pensions in the Defined Benefit category. The vested benefit index (VBI) of the Defined Benefit category of which Council is a contributing employer was 106.0%.

The financial assumptions used to calculate the VBIs were:

Net investment returns	6.0% pa
Salary information	3.5% pa
Price inflation (CPI)	2.0% pa

Vision Super has advised that the estimated VBI at quarter ended 30 June 2019 was 107.1%.

The VBI is used as the primary funding indicator. Because the VBI was above 100%, the 30 June 2018 interim actuarial investigation determined the Defined Benefit category was in a satisfactory financial position and that no change was necessary to the Defined Benefit category's funding arrangements from prior years.

##### *Employer contributions*

##### *Regular contributions*

On the basis of the results of the 2018 interim actuarial investigation conducted by the Fund Actuary, the Council makes employer contributions to the Fund's Defined Benefit category at rates determined by the Fund's Trustee. For the year ended 30 June 2019, this rate was 9.5% of members' salaries (9.5% in 2017-18). This rate will increase in line with any increases in the SG contribution rate.

In addition, Council reimburses the Fund to cover the excess of the benefits paid as a consequence of retrenchment above the funded resignation or retirement benefit.

## 2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)

11

### The 2018 interim actuarial investigation surplus amounts

An actuarial investigation is conducted annually for the Defined Benefit category of which Council is a contributing employer. Generally, a full actuarial investigation conducted every three years and interim actuarial investigations are conducted for each intervening year. An interim investigation was conducted as at 30 June 2018 and a full actuarial investigation was conducted as at 30 June 2017.

The Fund's actuarial investigations identified the following for the Defined Benefit category of which Council is a contributing employer:

	2018 \$ million	2017 \$ million
A VBI surplus	131.9	69.8
A total service liability surplus	218.3	193.5
A discounted accrued benefits surplus	249.1	228.8

The VBI surplus means that the market value of the fund's assets supporting the defined benefit obligations exceed the vested benefits that the defined benefit members would have been entitled to if they had all exited on 30 June 2018.

The total service liability surplus means that the current value of the assets in the Fund's Defined Benefit category plus expected future contributions exceeds the value of expected future benefits and expenses as at 30 June 2018.

The discounted accrued benefit surplus means that the current value of the assets in the Fund's Defined Benefit category exceeds the value of benefits payable in the future but accrued in respect of service to 30 June 2018.

The Council was notified of the 30 June 2018 VBI during August 2018 (2017: in August 2017).

### 2019 interim actuarial investigation

An interim actuarial investigation is being conducted for the Fund's position as at 30 June 2019 as the Fund provides lifetime pensions in the Defined Benefit category. It is anticipated that this actuarial investigation will be completed by October 2019.

#### Superannuation contributions

Scheme	Type of scheme	Rate	Consolidated 2019 \$'000	Consolidated 2018 \$'000
Vision Super	Defined benefits	9.50%	397	473
Vision Super	Accumulation	9.50%	3,412	3,353
Other funds	Accumulation	9.50%	1,852	1,631

There were no payments made to Vision Super unfunded liability during 2018-19 (2017-18 - \$nil).

As at 30 June 2019 outstanding contribution payable of \$1,000 relates to Dandenong Market Pty Ltd and no loans issued from or to the above schemes.

The expected contributions to be paid to the Defined Benefit category of Vision Super for the year ending 30 June 2020 is \$409,120.

**2.5.1 Greater Dandenong Annual Report 2018-19 (Cont.)****Customer Service Centre locations****Dandenong Civic Centre**











Level 2, 225 Lonsdale Street, Dandenong  
Hours of operation: 8.30am–5pm Monday to Friday

**Springvale**

397–405 Springvale Road, Springvale  
Hours of operation: 8.30am–5pm Monday to Friday

**Parkmore**

Shop A7, Parkmore Shopping Centre  
Cheltenham Road, Keysborough  
Hours of operation: 9am–5pm Monday to Friday, 9am–1pm Saturday

 Phone <b>8571 1000</b>	 TTY: 133 677 Speak and listen: 1300 555 727 Online: relayservice.gov.au	Find us online 
 Fax <b>8571 5196</b>	 TIS: 13 14 50	<b>greaterdandenong.com</b>
 <a href="mailto:council@cgd.vic.gov.au">council@cgd.vic.gov.au</a>		   

## **2.6 OTHER**

### **2.6.1 Draft Minutes of Sustainability Advisory Committee Meeting - 4 September 2019**

File Id:

Responsible Officer:

Director City Planning Design & Amenity

Attachments:

Draft Minutes of SAC Meeting on 4 September 2019

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### **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 Draft Minutes of the Sustainability Advisory Committee meeting provided in the Attachment to this report be noted by Council.



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### 2.6.1 Draft Minutes of Sustainability Advisory Committee Meeting - 4 September 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.

As such, the Draft Minutes are provided as an 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

---

**2.6.1 Draft Minutes of Sustainability Advisory Committee Meeting - 4 September 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 the Draft Minutes of meeting(s) for the Sustainability Advisory Committee as provided in Attachment No. 1 to this report.**

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**2.6.1 Draft Minutes of Sustainability Advisory Committee Meeting - 4 September 2019 (Cont.)**

**OTHER**

**DRAFT MINUTES OF SUSTAINABILITY ADVISORY COMMITTEE MEETING  
– 4 SEPTEMBER 2019**

**ATTACHMENT 1**

**DRAFT MINUTES OF SUSTAINABILITY  
ADVISORY COMMITTEE MEETING – 4  
SEPTEMBER 2019**

**PAGES 4 (including cover)**

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

## 2.6.1 Draft Minutes of Sustainability Advisory Committee Meeting - 4 September 2019 (Cont.)



### SUSTAINABILITY REFERENCE COMMITTEE

<b>DATE:</b>	Wednesday 4 September 2019
<b>TIME:</b>	5:30pm – 7:00pm
<b>VENUE:</b>	Community Meeting Room 2NW Dandenong Civic Centre 225 Lonsdale Street, Dandenong
<b>CHAIRPERSON:</b>	Jody Bosman (JB)
<b>ATTENDEES:</b>	Jody Bosman (JB), Cr. Matthew Kirwan (MK), Jenny Frieden (JF), Judith Sise (JS), Graeme Pearman (GP), Ward Petherbridge (WP) and Ed Cotter (EC)
<b>GUESTS:</b>	
<b>APOLOGIES:</b>	Aishwarya Pokkuluri (AP) and Jacques Espers (JE),

### DRAFT MEETING MINUTES

Item No.	Item	Action	Action By
1. Welcome	Welcome by the Chairperson and guest speakers were introduced.		
2. Previous Minutes	Previous minutes agreed on and adopted		
3. Terms of Reference	Sign-off on Terms of Reference  Discussion on updated version of the ToR that was recently circulated. Committee agreed that updates are to be made on clauses 5.3, 7.4, 7.5 and 9.0 to reflect discussion.	Incorporate agreed changes and prepare Council Report for adoption of Terms of Reference by Council.	TL Sustainability Planning
4. Eol for Committee Members	Update on process for the appointment of new Committee Members or re-appointment of existing Committee Members  <ul style="list-style-type: none"> <li>3 of the Community Representatives on the Committee have come to the end of their 2-year term.</li> <li>The Committee will need to identify and appoint a new chair for the next 2-year term.</li> <li>CGD would like to recognise the contribution of all Committee members over the last 2-years.</li> </ul>	The Expression of Interest process is to commence in September 2019.	TL Sustainability Planning

## ORDINARY COUNCIL MEETING - AGENDA

**2.6.1 Draft Minutes of Sustainability Advisory Committee Meeting - 4 September 2019 (Cont.)**

5. Climate Change Strategy	<p>Discussion on the final version of the Background Reports</p> <p>Q. How do we use the Background Reports moving forward with the Climate Strategy?</p> <p>A. See below.</p> <p>Q. Is Council going to make the Background Reports available to the public.</p> <p>A. Yes</p> <p>Discussion on the use of the Background Reports and whether they would be made publicly available.</p> <p>Note: The Committee agreed that a version of the Background Reports should be made publicly available.</p>	Circulate the Background Report to the Committee.	TL Sustainability Planning
	<p>Discussion on setting targets for the Climate Change Strategy.</p> <p>Key points raised by the Committee:</p> <ul style="list-style-type: none"> <li>- Global emissions target as agreed to at Paris 2015 is zero emissions by 2050.</li> <li>- Other Councils such as Banyule, Moreland and Darebin (i.e. Zero Emissions by 2040)</li> <li>- It was noted that there is a competitive advantage for those that act and address carbon emissions</li> <li>- Industrial base of CGD is well placed to take advantage of a commitment to zero emissions</li> <li>- Mornington's approach to reviewing and updating targets as the science was updated and as technology evolved was cited as a good example.</li> </ul> <p>Note: The Committee recommended that the Climate Change Strategy include the following targets:</p>	Review the Background Reports to ensure they are appropriate for public circulation in the near future.	Director City Planning, Design and Amenity

Objective Reference: A5914185

Page 2 of 3

## ORDINARY COUNCIL MEETING - AGENDA

**2.6.1 Draft Minutes of Sustainability Advisory Committee Meeting - 4 September 2019 (Cont.)**

	<ul style="list-style-type: none"> <li>- zero emissions by 2040 (Community)</li> <li>- zero emissions by 2025 (Council)</li> </ul> <p>Agreed to by Director, City, Planning Design &amp; Amenity.</p>		
6. Plastics Policy	<p>Update on the status of the Draft Plastics Policy.</p> <p>Note: It is intended that the Plastic Policy will be presented to Council for adoption before the end of December 2019.</p>	Circulate copy of the Plastic Policy to the Committee after internal feedback has been collated.	TL Sustainability Planning
7. Environment Centre	<p>Update on the status of the Community Environment Centre</p> <p>Note: It is intended that the approach for the Community Environment Centre will be presented to Council for adoption in October 2019.</p>		
8. Sustainability Awards Night	<p>Update on Sustainability Awards Night Monday 18 November 2019 – 5.30pm to 8.30pm</p> <p>Discussion on the structure of the Sustainability Awards Night and what Council was aiming to get out of it.</p> <p>Q. Will there be links back to the Climate Change Strategy for each of the presentation and from the MC?</p> <p>A. YES</p> <p>Q. Is there any way to involve other influential people outside of the award recipients.</p> <p>A. YES</p>	<p>Invite Committee members to the Awards Night to recognise their contribution over the last 2-years.</p> <p>Investigate how to invite other potential champions and past applicants</p> <p>Investigate how to involve other programs / projects / organisations.</p>	<p>TL Sustainability Planning</p> <p>TL Sustainability Planning</p> <p>TL Sustainability Planning</p>

**NEXT MEETING:**

<b>DATE:</b>	Wed 6 November 2019
<b>TIME:</b>	5.30pm to 7.00pm
<b>VENUE:</b>	Dandenong Civic Centre – 225 Lonsdale Street, Dandenong
<b>FUTURE MEETINGS:</b>	TBD by the Committee at 6 November 2019 meeting

## **2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee**

File Id:

Responsible Officer:

Director, City, Planning Design & Amenity

Attachments:

Terms of Reference – Greater Dandenong  
Sustainability Advisory Committee

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### **Report Summary**

The Sustainability Advisory Committee meets 5 times per year and was established to assist Council in the implementation of the key priorities and objectives outlined in the Greater Dandenong Sustainability Strategy 2016-2030, as well as help Council identify potential future key priorities and objectives.

The establishment phase for the Sustainability Advisory Committee has come to an end. This report provides a revised and updated Terms of Reference, which has been discussed and reviewed by Committee members, and is presented to Council for endorsement.

The Sustainability Advisory Committee has achieved significant outcomes and will continue to address important sustainability issues and provide opportunities for ongoing leadership, advocacy and support in this area.

### **Recommendation Summary**

This report recommends that the Terms of Reference for the Sustainability Advisory Committee be endorsed. The Terms of Reference reflect and support the purpose and objectives of the Committee and provide for appropriate and relevant membership, advice and collaboration



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## **2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)**

### **Background**

The Committee was established as a response to the recommendations identified in a Report endorsed by Council on 15 December 2015 and as a key community priority of the Greater Dandenong Sustainability Strategy 2016-2030: Towards an Environmentally Sustainable City endorsed by Council on 27th June 2016.

### **Proposal**

The Terms of Reference reflects the intent and purpose of the Sustainability Advisory Committee. The objectives of the Committee include:

Champion, advocate and promote sustainability throughout the City of Greater Dandenong, as well as sustainability achievements of Council and the community. Provide Council with input, guidance and support on sustainability and environmental matters relevant to the local community within the City of Greater Dandenong. Provide Council with input, guidance and support on the implementation of the key priorities and objectives in the 2016-30 Greater Dandenong Sustainability Strategy and associated strategies, policies and action plans, and Provide Council with input, guidance and support in respect to communication, engagement and consultation by Council with the local community on relevant sustainability matters

The Terms of Reference includes provision for the establishment of working groups to focus on specific actions and objectives as identified by the Committee. Each Working Group, and its membership, will be established at the discretion of the Committee.

### **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
- *Lifecycle and Social Support* – The generations supported

##### **Place**

- *Sense of Place* – One city many neighbourhoods
- *Appearance of Places* – Places and buildings
- *Travel and Transport* – Easy to get around

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### **2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)**

#### Opportunity

- *Education, Learning and Information* – Knowledge
- *Jobs and Business Opportunities* – Prosperous and affordable
- *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

#### Place

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

#### Opportunity

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

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

- Greater Dandenong Sustainability Strategy 2016-2030

#### **Related Council Policies**

- Greater Dandenong Community Engagement Policy

#### **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**

There are no current resources included within the Annual Budget for this purpose. Consideration for funding will need to be referred to the next Annual Budget process.

#### **Consultation**

Consultation with existing Sustainability Advisory Committee members has occurred in the preparation of the proposed Terms of Reference.

**2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)****Conclusion**

The Sustainability Advisory Committee provides Council with an effective and collaborative platform to help Council implement the key priorities and objectives identified in the Greater Dandenong Sustainability Strategy 2016-2030.

The proposed Terms of Reference for the Sustainability Advisory Committee provide a framework for a continued collaborative approach, consideration and provision of specific or expert advice to inform decision making and will enable the Committee to continue to make a valuable contribution to the City of Greater Dandenong.

**Recommendation**

**That Council endorses the Terms of Reference for the Sustainability Advisory Committee as detailed in the Attachment to the report titled “Terms of Reference – Greater Dandenong Sustainability Advisory Committee.”**

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**2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)**

**OTHER**

**TERMS OF REFERENCE – GREATER DANDENONG SUSTAINABILITY  
ADVISORY COMMITTEE**

**ATTACHMENT 1**

**TERMS OF REFERENCE – GREATER  
DANDENONG SUSTAINABILITY ADVISORY  
COMMITTEE**

**PAGES 9 (including cover)**

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

## 2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)



### Greater Dandenong Sustainability Advisory Committee Terms of Reference – September 2019

#### 1. Basis of Formation

The Greater Dandenong Sustainability Advisory Committee (herein called the Committee) has been established by Council under clause 3 Section 3C (2) (a) of the Local Government Act (1989) and in accordance with the City of Greater Dandenong's Community Engagement Policy 2013 and Community Engagement Framework 2013.

The Committee has been established as a response to the recommendations identified in a Report endorsed by Council on 15 December 2015 and as a key community priority of the *Greater Dandenong Sustainability Strategy 2016-2030: Towards an Environmentally Sustainable City* endorsed by Council on 27<sup>th</sup> June 2016.

The Terms of Reference for the Committee should be read in conjunction with Council Guidelines for Community Reference Groups and Advisory Committees.

#### 2 Background

The City of Greater Dandenong formerly adopted the Greater Dandenong 2016-30 Sustainability Strategy at the Ordinary Council meeting on 27 June 2016. The Strategy establishes a clear vision for the City of Greater Dandenong.

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

The Strategy contains 10 Themes each with a supporting Goal. Within each Theme there are a range of corporate and community objectives (and targets) that relate to key operational areas, as well as broader municipal issues. The Strategy also established a strategic framework that will help Council integrate sustainability across the organisation and throughout the municipality.

The establishment of a community focused Sustainability Advisory Committee was identified as a Key Community Priority within the 2016-30 Sustainability Strategy.

To support the City of Greater Dandenong make this vision a reality there are 10 Themes in the Sustainability Strategy and its Annual Sustainability Report – they include:

- Biodiversity and Open Space
- Waste and Resources
- Climate and Energy
- Water and Stormwater
- Transport and Movement
- Buildings and Places
- Local and Sustainable Food
- Environmental Pollution
- Local Community and Culture
- Local Economy and Business

Each of the 10 Themes addresses the following:

<b>Goal</b>	What we want the City of Greater Dandenong to become
<b>Corporate Objective</b>	What we want to achieve to demonstrate Council's leadership

## 2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)



<b>Community Objective</b>	What we want to empower the Community to achieve
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<b>Targets</b>	What performance targets we aspire to achieve
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The Annual Sustainability Report helps Council track its progress against the goals and objectives established in the 2016-30 Sustainability Strategy. The Annual Sustainability Report is presented to Council for endorsement in September each year.

### 3 Role and Purpose

The Committee has been established to assist Council in the implementation of the community key priorities and community objectives in the Greater Dandenong Sustainability Strategy 2016-2030, and help identify future key community priorities and objectives.

### 4 Objectives

The objectives of the Committee include:

- Champion, advocate and promote sustainability throughout the City of Greater Dandenong, as well as the sustainability achievements of Council and the broader community.
- Provide Council with input, guidance and support on sustainability and environmental matters relevant to the local community within the City of Greater Dandenong
- Provide Council with input, guidance and support on the implementation of the key priorities and objectives in the 2016-30 Greater Dandenong Sustainability Strategy and associated strategies, policies and action plans, and
- Provide Council with input, guidance and support in respect to communication, engagement and consultation by Council with the local community on relevant sustainability matters

### 5 Members

Membership of the Committee will consist of (but is not limited to):

- Up to two Councillors (appointed as part of the annual statutory process)
- At least two Council Officers (including at least one Director or Senior Manager)
- Six Community Representatives (elected representatives of government are not eligible)

Non-members may be invited to attend Committee meetings to present or provide specialist advice. Other officers may attend to provide administrative support.

Membership of the Committee is voluntary, and all members must be over 18 years of age. Young people aged 18-25 years old will be encouraged to participate.

#### 5.1 Responsibility of Members

Specific responsibilities of members of the Committee will be:

- To attend meetings of the Committee on a regular basis;
- To represent the interests and views of the local community rather than individual interests;
- To champion, advocate and promote sustainability and specifically the Sustainability Strategy and work of the committee,
- To promote strategic partnerships in the sustainability sector, and

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## 2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)



- 
- To provide input, guidance and support to Council on relevant sustainability and environmental matters.

### 5.2 Term of Appointment

During the establishment to ensure future continuity of the Committee, half of the members were appointed for an initial term of two (2) years, and the other half of the member were appointed for an initial term of three (3) years. This ensures a staggered approach to the appointment and reappointment of Committee Members, thus ensuring the continuity of the Committee.

From the end of the second year of the Committee onwards, members will be appointed for a term of three (3) years. A re-appointment process will be conducted in accordance with the selection process outlined in these Terms of Reference.

This term will be subject to a review on the function of the Committee that will be conducted on an annual basis.

### 5.3 Termination

A Committee member may resign from the Committee at any time by advising of their resignation in writing. Council may appoint a Community Representative to fill the vacancy for the rest of that term. The replacement Community Representative who fills the vacancy must be identified from the list of applicants who have responded to the last 'Expression of Interest' for the Committee.

If a member is absent for two or more consecutive meetings that position will be declared vacant and the member notified.

The City of Greater Dandenong may terminate a Committee member's term if they have been found to breach confidentiality rules or be found to have a non-disclosed conflict of interest.

## 6 Selection

### 6.1 Selection Process

Candidates for the Committee will be sought by public advertisement via local media and the Council's website and social media, as well as from relevant networks or by direct invitation. To be eligible candidates must complete an application form and submit it before the due date.

A Councillor Representative(s) will be nominated as part of the annual statutory delegation process.

### 6.2 Selection Criteria

Candidates for must be able to demonstrate:

- Contacts, networks and links within the government, academic, business and/or community sectors;
- Either reside, volunteer, work or do business in Greater Dandenong;
- An understanding of local and global environmental, social and economic sustainability issues;
- An understanding and commitment to the key community priorities and community objectives in Council's 2016-30 Sustainability Strategy;
- A willingness to contribute positively to meetings in a fair and unbiased manner;
- An ability to look beyond personal interests for the benefit of the community;
- A commitment to actively support the work of the Committee;
- A capacity to commit to the Committee for the required duration, and



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## 2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)



- 
- Endorsement by their own organisation (if applicable).

### 6.3 Selection Panel

Appointment of members to the Committee will be managed by an assessment process. All candidates will be assessed against the selection criteria for consideration by the selection panel.

The selection panel will comprise:

- Director of Engineering Services
- Coordinator of Economic Development,
- Team Leader of Risk Management, and
- Coordinator of Strategic, Design and Sustainability.

A recommendation about the membership of the Committee will be prepared for the endorsement of Council. It is noted that once the Committee has been appointed, this selection panel will be disbanded.

A member of the Committee is free to resign at any time. Should vacancies arise, due to resignation or inability to attend the minimum number of meetings, during the life of this Committee, these shall be addressed through the re-formation of the Selection Panel and the Selection Process.

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

## 7 Working Groups

### 7.1 Establishment of a Working Group

Working Groups may be developed to provide focused input and / or implement specific actions and objectives as identified by the Committee. Each Working Group will be established at the discretion of the Committee.

The establishment of each Working Group and the scope of its remit will be put forward in writing to the Senior Council Officer for acceptance or rejection.

### 7.2 Term of Working Group

The establishment of Working Groups will be conducted under specific objectives and / or expected outcomes and / or timelines, which will be determined by the Committee.

When a specific outcome or timeframe is not identified for a working group, it's continued relevance will be subject to annual review. The Committee will determine the role and responsibility of each Working Group, retaining the authority to conclude each Working Group at its discretion or upon the achievement of its objectives.

Working groups should aim to meet between each Advisory Committee meeting.

### 7.3 Membership of Working Group

While Working Group membership may be open to individuals who are not members of the Committee, the Chair of any Working Group must be a member of the Committee and will report on the progress of the group back to the Committee. An individual appointed to a Working Group has no formal status associated with the Committee or Council.

### 7.4 Confidentiality for Working Group

Working Group members may not make any public comment in their role as a Working Group member about any matters that would bring the Committee and / or the Working Group, as well as its activities into

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## 2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)



disrepute. Information discussed, received, used or created by the Working Group is confidential, unless Council resolves otherwise.

Working Group members must sign the 'Code of Conduct' and may not disclose, discuss or make public confidential information. Working Group members must not record, retain or reproduce confidential information; or permit any person, who is not a Committee or Working Group member, to view, read and record confidential information.

### 7.5 Appointment to a Working Group

Appointment of members to each Working Group will be managed by a review process. All candidates will be reviewed for consideration by a selection panel made up of representatives from the Sustainability Advisory Committee.

The selection panel will comprise (at least but not limited to):

- One Council Officer,
- One Community Representative; And
- Where possible one Councillor.

A recommendation about the membership of each Working Group will be prepared for acceptance or rejection by the Senior Council Officer on the Committee.

A member of each Working Group is free to resign at any time. Should vacancies arise during the life of each Working Group, the Chair of the Working Group shall determine whether or not the vacancy needs to be filled. In the event that a vacancy needs to be filled, the Selection Panel shall be re-formed, and the appointment process re-commenced.

## 8 Meeting Procedures

### 8.1 Meeting Frequency

The Committee will meet at least five (5) times per year. A schedule of meetings will be developed and agreed to annually. Under special circumstances a meeting may be cancelled or re-scheduled.

Meetings will be held on the first Wednesday of the selected month and may be held for up to two hours but will usually be 1.5 hours in duration.

Time commitments between meetings will be at least an additional two hours.

### 8.2 Chairperson

The Chairperson is responsible for the conduct of meetings, ensuring all voices and views are heard and that procedures are consistent with the Terms of Reference.

The Chairperson shall be one of the community representatives and be determined by a vote or consensus from the Committee. The term of the chair is aligned with the term of the Committee

The Chairperson and a Deputy will be selected from the Committee. This is subject to the annual review process conducted by Council in conjunction with the Committee.

### 8.3 Agenda and Minutes

All meetings will have an agenda with minutes that records attendees, apologies, outcomes and outstanding actions.

The Council Officers will oversee the preparation of the agenda in consultation with the Chairperson with input sought from the committee where possible.

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## 2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)



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Council Officers will provide program and administrative support to the Committee and will ensure the timely preparation and distribution of agendas and minutes.

Minutes of the Committee meetings will be reported regularly to Council by way of inclusion in the agenda of an Ordinary Council Meeting. Council Officers will provide the necessary administrative and governance support in this regard.

### 8.4 Conflict of Interest

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

### 8.5 Conflict of Interest and Code of Conduct Breaches

- The City of Greater Dandenong may terminate a Committee member's term for breaching the conflict of interest rules or code of conduct rules

## 9 Reporting

In accordance with Council's statutory reporting, an annual report on the Committee will be submitted to Council as a section within the Annual Sustainability Report.

The Terms of Reference will be reviewed and approved by the Committee during its first meeting. During this meeting there is an opportunity to make minor amendments to the Terms of Reference, before a Council Report is prepared seeking formal adoption of the Terms of Reference by Council.

At the end of each term the Terms of Reference will be reviewed by the Council as part of its annual reporting process.

## 10 Limitations of Authority

The Committee has no authority to:

- Provide formal policy advice or recommendations to Council
- Expend moneys on behalf of Council;
- Commit Council to any arrangement;
- Consider any matter outside its specific reference; and/or
- Direct Council officers in the performance of their duties.

## 11 Publicity

Committee members must not make any public comment in their role as a Committee member on behalf of the Committee and / or Council about any matters that would bring the Committee or its activities into disrepute.

## 12 Confidentiality

Information discussed, received, used or created by the Committee is confidential, unless Council resolves otherwise.

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**2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)**



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**12.1 Non-Disclosure**

- A Committee member must not disclose, discuss or make public confidential information.
- All Members must sign and abide by the 'Code of Conduct'.

**12.2 Restriction of Use**

- A Committee member must not in any way record, retain, or reproduce confidential information.
- A Committee member must not permit any person who is not a member of the Committee to view, read, and make notes of or in any way record confidential information.

**12.3 Breach of Confidentiality**

- Council may terminate a Committee member's term for breaching the confidentiality rules.

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**2.6.2 Terms of Reference – Greater Dandenong Sustainability Advisory Committee (Cont.)**



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**Attachment 1: Code of Conduct for the Greater Dandenong Sustainability Advisory Committee (and associated Working Groups)**

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I agree to:

- attend Committee and / or Working Group meetings and provide apologies in advance where attendance is not possible;
- act in an advisory capacity by disseminating authorised information within the community and provide insight and advice into community perspectives of its activities;
- seek at all times to obtain and represent the views of the broader community;
- respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate;
- contribute in a positive way to finding solutions to issues or concerns;
- at all times act in good faith, with honesty and integrity and apply the skills and expertise I possess with diligence and care;
- represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group;
- notify Council of any potential conflict of interest that may arise with respect to my participation on the Committee and / or Working Groups;
- allow Council to promote my participation in the Committee and / or Working Group in order to facilitate community feedback and participation;
- not disseminate confidential information that is discussed at Committee and / or Working Group meetings as advised by the Committee chair; and
- not make any media comment on behalf of the Committee and / or Working Group in relation to its activities unless approved by the Committee Chairperson and the appointed Senior Council Officer on the Committee.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Committee / Working Group: \_\_\_\_\_

### **2.6.3 Springvale Community Precinct - Naming Considerations**

File Id:

Responsible Officer:

Director Community Services

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#### **Report Summary**

This report provides an overview of research and benchmarking work undertaken to present options for formal naming of the new Springvale Community Precinct.

This site encompasses a large open space area with playground, water play, gardens and two buildings; the new Springvale Library, Customer Service Centre, Community Spaces and the recently redeveloped City Hall and Supper Room.

#### **Recommendation Summary**

This report recommends that Council invites the community to vote on the proposed precinct names and/or proposed building names, while also inviting other suggestions from the community on the precinct and building names.

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### 2.6.3 Springvale Community Precinct - Naming Considerations (Cont.)

#### Background

The building naming has been raised previously and debated at Springvale Major Project Advisory Group (SMPAG) with no resolution.

A fresh approach was presented to a Councillor Briefing Session on 16 September 2019 for feedback, with the aim to help resolve and reach consensus on the Building and Precinct Naming. There were 3 names suggested to take to vote from the community.

Concluding the Councillor Briefing Session, it was noted that there was a general consensus that the precinct was quite unique and that the name needed recognise the importance of the space, while capturing and celebrating the vision for this new local community asset.

#### Proposal

As discussed at the Councillor Briefing Session on 16 September 2019, it is recommended that the entire precinct be named, and that this be determined by allowing the community to vote on the preferred option or suggest an alternative option.

A review of all information to date, including substantial public consultation and feedback through the development of the Springvale Master Plan in 2012, identifies objectives and suggestions relating to the whole precinct, including the new building, open space and the existing City Hall.

The vision developed for the precinct also incorporates all elements:

*Encouraging active participation in cultural exchange, creative celebrations and life-long learning, through a welcoming community-led hub that inspires learning and creative living.*

Therefore, it was identified that to fulfil the vision, the precinct as an entirety needs to be holistically identified and named, not just the new building.

#### Identity creation of the precinct

The new precinct has been developed to build on the unique strengths of the Springvale community and its surrounds, aimed at creating a civic heart for Springvale.

To achieve this, it is important to understand that identity creation:

- commences before people arrive
- occurs when they arrive
- occurs when they are within the place
- indicates how they refer to and feel about the place.

To assist with establishing identity creation a benchmarking exercise was undertaken to identify other precincts or facilities with similar aspects that contain:

- Large outdoor spaces (playgrounds, water play, open space, walking tracks, multi-purpose areas).
- Indoor spaces (libraries, customer service, community spaces and programs, cafe, exhibition).



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### 2.6.3 Springvale Community Precinct - Naming Considerations (Cont.)

It was identified that there are very few similar precincts of this nature at this level, with both indoor and large outdoor spaces.

The closest identified equivalent either use:

- a. Overall precinct name - buildings / functions become their own sub-identity within the precinct, examples:
  - o Deakin Edge at *Federation Square*
  - o Ian Potter Centre, NGV Australia at *Federation Square*
  - o Library / Theatre at *Bunjil Place*.
- b. Separate strong identity names (where these are very separate identities and are programmed separately), examples:
  - o National Library of Australia / Patrick White Lawns
  - o State Library of New South Wales / Royal Botanic Gardens
  - o Realm (Maroondah Library) / Eastland Shopping Centre.

### Policy requirements

Due to the level of works being undertaken at the site, it has been identified that both City of Greater Dandenong – Naming of Place and Naming and Numbering of Roads Policy and State Government - Guidelines for Geographic Names 2010 must be adhered to for the naming of either the precinct or building, or if both are formally named would need to be completed twice.

This process requires public consultation and can take anywhere from 4-8 months to complete.

Feedback from Geographic Names Victoria identified that the whole site is a feature that requires a name to be registered.

### Proposed precinct names taken to the community

After completing a review of all information to date, gathering feedback from the Councillor Briefing meeting, and consideration of the Naming of Place policy, it is recommended to offer four suggestions for community to vote on or suggest an alternative preferred choice of name for the entire precinct.

This approach will strengthen community connection with the precinct and enhance local identification and contribution to the creation and determination of the site identity, while also meeting Naming of Place policy guidelines.

The names proposed for consultation include:

1. ***Springvale Community Place***
2. ***Springvale Place***

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### 2.6.3 Springvale Community Precinct - Naming Considerations (Cont.)

- Similar naming conventions to nearby locations – Multicultural Place (Springvale) and Market Place (Dandenong).
- 'Place' is widely accepted / translated among cultures, doesn't create issues like Hub, Precinct, Quarter, Civic Centre – which bring different understandings.
- Captures the use of 'Community' and 'Springvale'.
- Can create strong identity like Bunjil 'Place'.
- Community is likely to shorten to Springvale Place, so perhaps remove 'Community' as could be used more in the labelling of key functions.

### 3. **Springvale Community Hub**

- Captures the use of 'Springvale' and 'Hub'.
- May misrepresent community expectations with the use of 'Hub', due to other hubs having health services and programs.

### 4. **Springvale Civic Centre**

- Captures the use of 'Springvale'.

### **Open Community Suggestion for the Precinct and Building Names**

During the Councillor Briefing Suggestion it was identified that the names proposed may not adequately capture the vision and identify of this important community asset.

With this in mind, an open community suggestion will be part of the voting process, enabling the citizens to suggest a name for the precinct and/or the buildings not currently listed that may represent the aspirations of the site.

### **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

##### **Place**

- *Sense of Place* – One city many neighbourhoods

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### **2.6.3 Springvale Community Precinct - Naming Considerations (Cont.)**

- *Safety in Streets and Places* – Feeling and being safe
- *Appearance of Places* – Places and buildings

#### Opportunity

- *Education, Learning and Information* – Knowledge

### **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

#### Place

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

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

- Create and Connect – Arts and Cultural Heritage Strategy and Action Plan 2016-2018
- Library Strategy 2018 - 2023

### **Related Council Policies**

- Naming of Places and Naming and Numbering of Roads
- Wellbeing Plan 2017 - 2021
- Activity Centre's Placemaking Framework 2016
- Asylum Seeker and Refugee Communities Action Plan 2014 - 2017
- Multi-purpose Use of Community Facilities Policy 2018
- Community Facilities Management Policy
- Community Hub Framework 2006
- Youth Strategy Action Plan 2016-2019

### **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.

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### **2.6.3 Springvale Community Precinct - Naming Considerations (Cont.)**

#### **Consultation**

Three significant consultations were undertaken which lead to the development of the Springvale Community Precinct:

- Greater Dandenong Community Plan 2030
- Springvale Community Infrastructure Plan - Community Service Provider Consultation
- Springvale Civic Masterplan Community Consultation.

The information received during these consultations, has assisted in informing the naming recommendations.

This report is also recommending Public Consultation on the proposed name suggestions for the precinct.

#### **Conclusion**

The Springvale Community Precinct is due for completion mid-2020. The precinct will be an important community space for Springvale, and as such requires a name to support the creation of place identity within the community.

Following a review of consultation and feedback from a range of forums on this matter, four names for the precinct are proposed for public release for community to vote on and to provide feedback on. It is recognised that citizens may also have suggestions for the precinct name, so open suggestions will also be invited as part of the public consultation process.

This report recommends that Council invite a public vote on four proposed precinct names, and additionally invite open suggestions from the community on the possible name for the Springvale precinct development.

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**2.6.3 Springvale Community Precinct - Naming Considerations (Cont.)**

**Recommendation**

**That Council:**

- 1. Invites community feedback on the proposed precinct and/or building names:**
  - a) Springvale Community Place;**
  - b) Springvale Place;**
  - c) Springvale Community Hub;**
  - d) Springvale Civic Centre;**
  - e) Springvale Library.**
- 2. Invites suggestions from the community on the possible name for the Springvale community precinct and/or the buildings.**

**2.6.4 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings  
- 9, 16 & 23 September 2019**

File Id: fA25545

Responsible Officer: Director Corporate Services

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**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 September 2019.

**Recommendation Summary**

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

**2.6.4 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 9, 16 & 23 September 2019 (Cont.)****Matters Presented for Discussion**

<b>Item</b>		<b>Councillor Briefing Session/Pre-Council Meeting</b>
<b>1</b>	<p><b><i>General Discussion</i></b></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) Coomoora Road Development update from Development Victoria.</p> <p>b) Agenda items for the Council Meeting of 9 September 2019.</p>	<b><i>9 September 2019</i></b>
<b>2</b>	<p><b><i>Urban Screens</i></b></p> <p>Councillors were presented with an update and overview on the range of services provided by the Urban Screen team across numerous platforms.</p>	<b><i>16 September 2019</i></b>
<b>3</b>	<p><b><i>Housing Choices Australia</i></b></p> <p>Councillors were provided with a potential social and affordable housing option for Central Dandenong, with a more detailed report to be tabled at a Council Meeting in February 2020. A briefing session will be held on further options for social housing for Council consideration in October.</p>	<b><i>16 September 2019</i></b>
<b>4</b>	<p><b><i>Audit Advisory Committee Annual Report</i></b></p> <p>Councillors were presented with a report detailing the activities of the Committee for the previous financial year. This report was tabled to the 23 September 2019 Council meeting.</p>	<b><i>16 September 2019</i></b>
<b>5</b>	<p><b><i>City of Greater Dandenong 25<sup>th</sup> Anniversary Publication</i></b></p> <p>Councillors were updated on the progress of the 25<sup>th</sup> anniversary publication and the content included in the first draft of the book.</p>	<b><i>16 September 2019</i></b>



## ORDINARY COUNCIL MEETING - AGENDA

**2.6.4 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 9, 16 & 23 September 2019 (Cont.)**

<b>6</b>	<p><b><i>Dog Off-Leash Strategy</i></b></p> <p>Councillor feedback was sought on the current progress of the draft strategy as a result of community consultation sessions held in April/May 2019.</p>	<b><i>16 September 2019</i></b>
<b>7</b>	<p><b><i>Springvale Community Precinct – Naming Considerations</i></b></p> <p>Councillor feedback was sought on the suggested next steps for the naming of the Springvale Community Precinct, including way finding and building signage.</p>	<b><i>16 September 2019</i></b>
<b>8</b>	<p><b><i>General Discussion</i></b></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) New grant received from the Victorian Responsible Gambling Foundation.</p> <p>b) Update on a number of ongoing operational items such as parking concerns in and around Springvale City Hall, the acquisition of Melbourne Water land, current waste contracts and the Department of Infrastructure and Regional Development's "City Deals" scheme.</p> <p>c) Agenda items for the Council Meeting of 23 September 2019.</p>	<b><i>16 September 2019</i></b>
<b>9</b>	<p><b><i>General Discussion</i></b></p> <p>Councillors and Council officers briefly discussed the following topics:</p> <p>a) Council's SnowFest – winner of best Community Event at the Australian Event Awards held in Perth, 16-19 September 2019.</p> <p>b) Council being a finalist in the Victoria Tennis Awards 2019.</p> <p>c) Recent success of the Multicultural Seniors Dance.</p>	<b><i>23 September 2019</i></b>

**2.6.4 Report on Matters Discussed at Councillor Briefing Sessions & Pre-Council Meetings - 9, 16 & 23 September 2019 (Cont.)**

**Apologies**

- Councillor Roz Blades AM, Councillor Angela Long and Councillor Jim Memeti submitted apologies for the Pre-Council Meeting on 9 September 2019.
- Councillor Roz Blades AM and Councillor Loi Truong submitted apologies for the Councillor Briefing Session on 16 September 2019.
- Councillor Roz Blades AM submitted an apology for the Pre-Council Meeting on 23 September 2019.

**Recommendation**

**That the information contained in this report be received and noted.**

### **2.6.5 Review of Meeting Procedure Local Law (MPLL)**

File Id:

Responsible Officer:

Director Corporate Services

Attachments:

Meeting Procedure Local Law (MPLL) - Draft  
Review of Meeting Procedure Local Law -  
Submissions

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### **Report Summary**

Council commenced a review process of its Meeting Procedure Local Law (MPLL) in April 2019.

Following the completion of the required advertisement and submission process, a revised MPLL is now tabled for formal Council consideration.

### **Recommendation Summary**

This report recommends that subject to further debate on three issues (Order of Business, Question Time Public and Councillor Questions), Council resolves to endorse the MPLL attached to this report.

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### **2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

#### **Background**

Following the delay to the proposed Local Government Bill in late 2018, Council determined that it would undertake a review process of its MPLL in early 2019. This commenced with an initial discussion held 29 April 2019 and was followed by a further discussion on 20 May 2019 which led to the formation of a revised draft local law for the purposes of placing on public exhibition.

In terms of material changes to the existing MPLL, the draft local law proposed the following key matters:

- Inclusion of an acknowledgement of the traditional owners of the land at the commencement to Council meetings;
- Requiring on-line petitions to meet the same identification standards as hard copy petitions in terms of names, addresses and signatures and disallowing a petition to be submitted on multiple occasions and on issues which Council has previously determined an outcome;
- Placing a time duration on Councillor Question Time;
- Recording Councillor votes on all opposed motions as against the current practice of a Division being called;
- Requiring rescission motions to be supported by at least two Councillors; and
- Lengthening of Council speaking times to motions

The required advertising and public submission process followed resulting in 48 submissions being received by Council. A copy of all submissions received are attached to this report as Attachment 2.

A submission hearing was held on 15 August 2019 at which 19 submitters were heard by Council in respect of presenting their submissions.

Common themes that were represented in the submission process were:

- Support for bringing Public Question Time earlier in the Council meeting and allowing submitters to ask their own questions verbally where sought;
- Seeking the retention of the current on-line petition process as provided for in the existing MPLL;
- Continuing to allow a single Councillor to propose a rescission motion without the need for an additional Councillor to support; and
- Objections to the proposal to time limit Councillor Questions.

Council then further considered the submissions at a Council Briefing Session held on 2 September 2019. At this Briefing Session, agreement was reached to allow on-line petitions in the same format as the existing MPLL and to also revert the Rescission Motion Notification (Clause 73) to allow a single Councillor to move.

Council also determined to place Public Question Time immediately prior to Councillor Reports and Councillor Questions in the Agenda. A copy of the proposed MPLL following Councillor review is attached to this report as Attachment 1 with changes marked in red text.

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### **2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

There remain matters in the proposed MPLL where consensus has not been reached by Council and which will be determined by formal consideration of this report. A tiered recommendation has been provided to allow for each part to be moved and debated separately.

#### **Proposal**

This report recommends that subject to further debate on three issues (Order of Business, Question Time Public and Councillor Questions), Council resolves to endorse the MPLL attached to this report.

#### **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'**

###### **Opportunity**

- *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:

###### **Opportunity**

- An open and effective Council

#### **Financial Implications**

There are no financial implications associated with this report.

#### **Consultation**

The draft MPLL was advertised in the Victorian Government Gazette on 20 June 2019 and in local newspapers during the week commencing 23 June 2019. The submission period closed on 26 July 2019 at which point Council had received 48 submissions. Council considered these submissions at the submission hearing held on 15 August 2019 and then subsequently at its Council Briefing Session on 2 September 2019.

#### **Conclusion**

The draft MPLL attached represents the majority consensus of Councillor views noting that there remain three outstanding matters to be determined by Councillor debate. The recommendations below have been structured so that Council can move and debate each separately.

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**Recommendation**

**Base Meeting Procedure Local Law:**

1. That Council resolves to endorse the Meeting Procedure Local Law (MPLL) attached to this report subject to further considerations on the alternate recommendations below.

**Alternate Recommendations:**

2. That Council amends the Meeting Procedure Local Law (MPLL) Clause 23 (Order of Business) to give effect to moving Public Question time forward to immediately follow the consideration of Planning Officers reports in the Agenda.
3. That Council amends Meeting Procedure Local Law (MPLL) Clause 33 (Question Time Public) to give effect to allowing residents the option of either verbally presenting their own question(s) or having it read by the Chief Executive Officer, subject to the inclusion of the appropriate conditions as contained in the previous trial of this matter.
4. That Council amends Meeting Procedure Local Law (MPLL) Clause 36 (Councillor Questions) to remove any time limit imposed on individual Councillor questions. Clause 36 (Councillor Questions) to remove any time limit imposed on individual Councillor questions.

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**OTHER**

**REVIEW OF MEETING PROCEDURE LOCAL LAW (MPLL)**

**ATTACHMENT 1**

**MEETING PROCEDURE LOCAL LAW  
(DRAFT)**

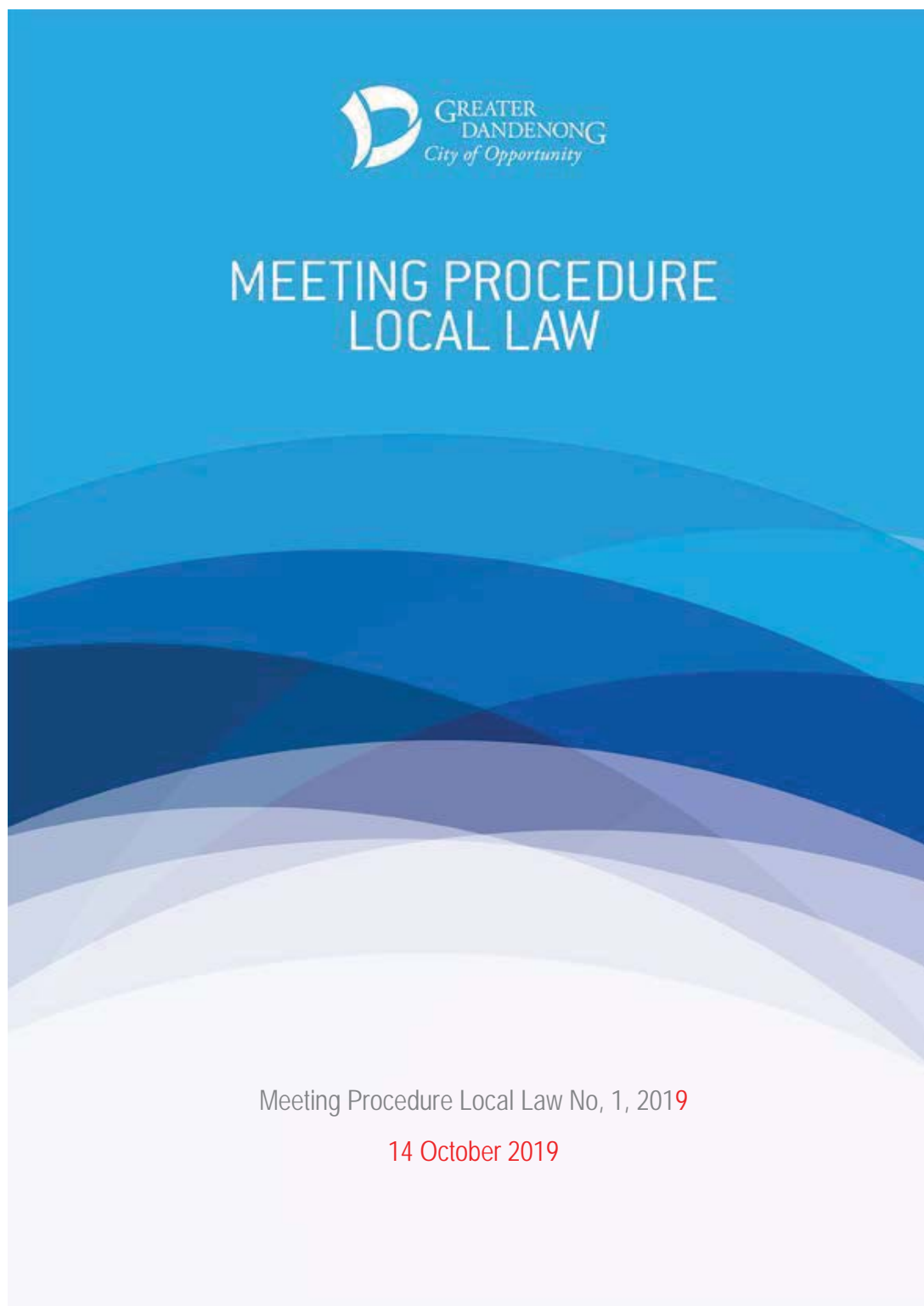
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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**



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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**



GREATER DANDENONG CITY COUNCIL

LOCAL LAW NO. 1, 201<sup>9</sup>

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MEETING PROCEDURE LOCAL LAW

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## ORDINARY COUNCIL MEETING - AGENDA

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 1 - INTRODUCTION

#### 1. Title

This Local Law will be known as the Meeting Procedure Local Law No.1, 2019.

#### 2. Purpose

The purpose of Local Law No.1, 2019 is to:

- a) regulate proceedings and provide for orderly and fair conduct at all Council meetings, Special Committee meetings, Advisory Committee meetings, and other meetings conducted by or on behalf of Council where Council has resolved that the provisions of this Local Law are to apply; and
- b) maintain open, efficient and effective processes of the government of the Council and assist with keeping the preparation of the agenda consistent from meeting to meeting; and
- c) regulate proceedings for the election of the Mayor and Chairpersons of various committees; and
- d) regulate the use and prohibit unauthorised use of the common seal; and
- e) revoke Council's Meeting Procedure Local Law No. 1 of 2013.

#### 3. Authorising Provision

This Local Law is made under section 111(1) of the Local Government Act 1989.

#### 4. Operational Date and Area of Operation

This Local Law:

- a) comes into operation on 24 June 2013; and
- b) operates throughout the whole of the municipal district of Council in accordance with section 121 (1) of the Act.

#### 5. Commencement and Revocation Dates

- a) Upon the coming into operation of this Local Law, Council's Meeting Procedure Local Law No. 1 of 2013, is revoked.
- b) This Local Law ceases to operate on 14 October 2023 unless revoked sooner by Council resolution.



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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 2 – NOTICES AND AGENDAS

#### 6. Date, Time and Place of Meetings

Council will fix the dates, times and place of all Council meetings for a twelve-month period at the Annual Meeting of Council which is to be held no earlier than the **first Saturday in November and no later than the last Saturday in November**.

The date, time and place of all Council meetings must be made available to the public.

*See clause 8 - Notice of Meeting - Public*

#### 7. Altering Meeting Dates, Time and Venue

Council may, by resolution, at an Ordinary meeting or a Special meeting, alter the day, time and place upon which an Ordinary meeting will be held, and must provide reasonable notice of the change to the public.

*See clause 8 - Notice of Meeting - Public*

#### 8. Notice of Meeting - Public

Reasonable notice of Council meetings must be given to the public by advertising in local newspapers, on Council's website **and in Council's publications (including social media)**.

Advertising can be done as a schedule of meetings either annually, or at various times throughout the year, or just prior to each meeting.

Reasonable notice of Council meetings is considered to be at least **72 hours three (3) business days** before a **scheduled** meeting.

#### 9. Notice of Meeting - Councillors

The notice for any meeting must state the date, time and place of the meeting and the business to be dealt with and must be sent by courier, post, electronic medium or otherwise delivered to each Councillor's place of residence or usual place of business (if applicable) or as otherwise specified by the Councillor.

A notice of any meeting incorporating or accompanied by an Agenda of the business to be dealt with must be served on every Councillor at least **72 hours three (3) business days** before the meeting.

It will not be necessary for a notice of a meeting or Agenda to be served on any Councillor who has been granted leave of absence, unless the Councillor has requested in writing to the Chief Executive Officer to continue to give notice of any Meeting to be held during the period of his or her absence.

#### 10. Meetings Open to the Public

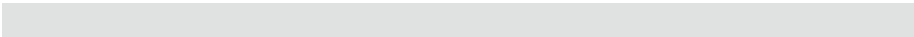
In accordance with section 89 (1) of the Local Government Act 1989 all meetings of Council must be open to members of the public unless a specific resolution is made to close the meeting to members of the public pursuant to section 89 (2) of the Act.

*See clause 11 - Meetings Closed to the Public*

### **2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

#### **11. Meetings Closed to the Public**

Council may resolve that a Council meeting be closed to members of the public if the meeting is discussing:

- a) personnel matters;
  - b) the personal hardship of any resident or ratepayer;
  - c) industrial matters;
  - d) contractual matters;
  - e) proposed developments;
  - f) legal advice;
  - g) matters affecting the security of Council property;
  - h) any other matter which Council or the Special Committee considers would prejudice Council or any person; or
  - i) a resolution to close the meeting to members of the public.
- 

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 3 – QUORUM

#### 12. Quorum – Council Meeting

The quorum for any Council meeting must be half plus one, which is the majority of the number of Councillors. A quorum is required for the entire meeting and if at any point during a meeting a quorum is not maintained, the meeting shall be adjourned until such point as a quorum can be achieved.

#### 13. Quorum – Advisory or Special Committee

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

#### 14. Failure to Raise a Quorum

If a quorum is not present within thirty (30) minutes of the time appointed for the commencement of any Meeting or adjournment, those Councillors present, or if there are no Councillors present the Chief Executive Officer or in his or her absence a Senior Officer, must adjourn the Meeting for a period not exceeding seven (7) days from the date of the adjournment.

*See clause 101 – Adjourning the meeting*

#### 15. Inability to Maintain a Quorum

If during any Meeting or any adjournment of a Meeting, a quorum cannot be achieved and maintained, those Councillors present or, if there are no Councillors present, the Chief Executive Officer or in his or her absence a Senior Officer, must adjourn the Meeting for a period not exceeding seven (7) days from the date of the adjournment.

*See clause 101 – Adjourning the meeting*

#### 16. Inability to Maintain a Quorum due to Declarations of Interests

If during any Meeting it becomes apparent to the Chairperson that it will not be possible to maintain a quorum due to the number of Councillors who have disclosed a conflict of interest in an item of business and will be unable to vote, that item of business will lie on the table and be considered at the next available Meeting when a quorum can be reached or alternatively until the Chief Executive Officer is able to obtain an exemption from the Minister.

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)****PART 4 – CALL OF THE COUNCIL****17. Call of the Council**

If a quorum of Council cannot be formed and maintained due to the absence of Councillors, the Minister or the Chief Executive Officer will require all Councillors to attend a Call of the Council meeting. This is reflected in section 85 of the Local Government Act 1989.

A Call of the Council meeting must be treated as a Special meeting.

The Minister responsible for administering the Act (or a person appointed by the Minister) is entitled to attend and speak at a Call of the Council meeting which he or she has required Councillors to attend.

If a Call of the Council has been required, immediately after the opening of the Meeting:

- a) the Chief Executive Officer must call the name of:
  - i) the Mayor; and
  - ii) each Councillor in alphabetical order;
- b) each person present must answer to his or her name;
- c) all excuses for absence must be considered; and
- d) as to each excuse, the question:

*"Is the excuse of Cr\_\_\_\_\_ a reasonable excuse to the satisfaction of Council?"*

must be put to the vote of Council.

If a Councillor does not attend within 30 minutes after the time fixed for a Call of the Council meeting, or remain at the Meeting, the Chief Executive Officer must immediately advise the Minister in writing. The Minister will then determine whether the Councillor's excuse for not attending is reasonable and will also determine whether the Councillor is capable of remaining in office.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 5 – MINUTES

#### 18. Keeping of Minutes

The Chief Executive Officer is responsible for arranging the keeping of the minutes on behalf of Council.

Each item in the minutes must be clearly headed with a subject title and allocated a minute number. Minutes must be consecutively, commencing at one (1) at the beginning of each four (4) year cycle of Council.

The minutes must be signed by the Chairperson of the Meeting at which they have been confirmed.

#### 19. Content of Minutes

The Chief Executive Officer (or other person authorised by the Chief Executive Officer to attend the Meeting and to take the minutes of such meeting) must keep minutes of each Council meeting and those minutes must record:

- a) the date and time the Meeting was commenced, adjourned, resumed and concluded;
- b) the names of Councillors and whether they are PRESENT, an APOLOGY, or LEAVE OF ABSENCE or other details as provided;
- c) the names of members of Council staff in attendance with their organisational titles;
- d) arrivals and departures times (including temporary departures) of Councillors during the course of the Meeting;
- e) each motion and amendment moved, including the mover and seconder of the motion or amendment;
- f) the outcome of every motion and amendment, that is whether it was put to the vote and the result (namely, CARRIED, LOST, WITHDRAWN, LAPSED FOR THE WANT OF A SECONDER, or AMENDED);
- g) where a division is called, a table of the names of every Councillor and the way their vote was cast (either FOR or AGAINST);
- h) details of a failure to achieve or maintain a quorum; and any adjournment whether as a result or otherwise;
- i) a summary of all committee reports and or deputations made to Council;
- j) a summary of reports from Councillors/Delegates and any responses provided at the Meeting  
*see clause 35 and 36 - Reports from Councillors and Delegates & Councillor Questions*
- k) the time and reason for any adjournment of the Meeting or suspension of Standing Orders;
- l) closure of the Meeting to members of the public and the reason for such closure;
- m) disclosure of any conflicts of interest made by a Councillor or member of staff; and
- n) any other matter which the Chief Executive Officer thinks should be recorded to clarify the intention of the Meeting or the reading of the minutes.

#### 20. Confirmation of Minutes

During preparation of the Minutes, Council officers may, from time to time, correct minor typographical errors, without changing the intent of those minutes. A Council resolution is not required to correct minor typographical errors.

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

Confirmation of the minutes of a meeting is a formal declaration that the minutes are an accurate record of that meeting.  
Note: Debate on items is not recorded within the minutes but is available via webcast on [www.greaterdandenong.com](http://www.greaterdandenong.com). ~~for one month after each meeting.~~

Advice that the minutes are available must be provided to all Councillors no later than 72 hours before the next scheduled Meeting.

At every meeting of Council the minutes of the preceding meeting(s) must be listed on the Agenda for confirmation.

Minutes must be confirmed by resolution of Council. The motion confirming the minutes can be moved and seconded by any Councillor who was present at the meeting and believes the minutes to be an accurate record of that meeting

Following confirmation of the minutes, with or without amendment, they must be signed by the Chairperson of the Meeting at which they were confirmed.

**21. Objection to Confirmation of Minutes**

If a Councillor is dissatisfied with the accuracy of the minutes, then he or she must:

- a) state the item or items with which he or she is dissatisfied;
- b) propose a motion clearly outlining the alternative wording to amend the minutes; and

The item(s) objected to must be considered separately in the order in which it (or they) appear in the minutes.

No discussion or debate on the confirmation of the minutes will be permitted, except where their accuracy as a record of the proceedings of the Meeting to which they relate, is questioned.

**22. Deferral of Confirmation of Minutes**

Council may defer the confirmation of the minutes until later in the Meeting or until the next meeting as appropriate.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 6 – BUSINESS OF A MEETING

#### 23. Order of Business Listed on an Agenda

The **general** order in which business is listed on the Agenda is determined by the Chief Executive Officer and **is generally** kept consistent from meeting to meeting. This should not preclude the Chief Executive Officer from altering the order of business (**in an Agenda**) from time to time to enhance the fluent and open process of the government of Council.

~~See clause 23 – Order of Business listed on Agenda delete~~

The Chief Executive Officer may include any matter on the Agenda that he or she believes should be considered by the Council.

Unless otherwise resolved by Council the **general** order of business at an Ordinary meeting will be listed as follows:

- a) **Meeting opening/Acknowledgement of traditional owners of the land/Attendance/Apologies** (including Leaves of Absence);
- b) Offering of Prayer;
- c) Presentation or Statement by Mayor (Optional) – *see clause 25*;
- d) Confirmation of minutes of previous Meetings – *see clause 20*;
- e) Deputations - *see clause 27*;
- f) Disclosure of Conflicts of Interest - *see clauses 28*;
- g) Officers' **Reports** - including: - *see clause 30*
  - i) Documents for Sealing;
  - ii) Documents for Tabling; and
  - iii) Petitions/Joint Letters - *see clause 32*;
- h) **Notices of Motions** - *see clause 34*;
- i) **Question Time – Public** - *see clause 33*;
- j) Reports from Councillors/Delegates and Councillor Questions - *see clauses 35 and 36*; and
- k) Urgent Business - *see clause 37*.

#### 24. Attendances/Apologies (including Leave of Absence)

A Councillor is required to seek leave of absence from Council if they will knowingly be absent from a scheduled Ordinary meeting.

A request for a leave of absence must be in writing (letter or email) and submitted to the Chief Executive Officer and state the dates of each meeting for which a leave is sought and reason for the leave. In accordance with the Local Government Act (1989), Council must not unreasonably refuse to grant leave.

Requests for a leave of absence must be received by 12 noon, at least ~~three (3)~~ **ten (10)** business days prior to the Council meeting at which leave is sought **to ensure it is listed as a general report item within the Agenda**.



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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

If this is not possible, written apologies should be submitted to the Chief Executive Officer at the earliest possible time before non-attendance at any Council meeting.

A copy of any apology should also be provided to the Mayor, the Executive Assistant to the Mayor and the Governance Unit. Emails and faxes are acceptable.

An appropriate notice would include the following:

I am unable to attend the scheduled Ordinary meeting of Council to be held on {Insert date} and request that my apology be tendered.

Section 69(1)(g) of the Act states that an extraordinary vacancy will be created if a Councillor is absent from four (4) consecutive Ordinary meetings of Council without leave of absence being granted by ~~obtained from the~~ Council. (Submitting an apology is **not** obtaining a Leave of Absence from Council.)

### 25. Mayoral Presentation

From time to time, the Mayor may give a short presentation or make a statement relating to issues of interest or importance to the City.

### 26. Changes to the Order of Business

Once an Agenda has been prepared and sent to Councillors, the order of the business for that Meeting may only be altered by resolution of Council. This includes the request for an item to be brought forward.

*See clauses 99 & 100 - Suspension of Standing Orders*

### 27. Deputations

A deputation wishing to be heard at a meeting of Council must make a written request to the Chief Executive Officer who will refer the request to Council for consideration.

In order for requests to be considered, they must be submitted ten (10) working days prior to the next Ordinary meeting of Council.

If Council agrees to hear a deputation, it will not hear more than two speakers on behalf of any deputation and time limits will be set as to the length of the address prior to the meeting.

Councillors may question the deputation on matters raised before Council for the purpose of clarification, but no discussion will be entered into.

The Chief Executive Officer must, in writing, advise the signatory of the written request (or, if more than one, the first signatory), of the date, time, venue and time limits applying for Council to hear the deputation.

### 28. Conflict of Interests

Section 77A of the Act defines when a Councillor or Member of a Special Committee will have a conflict of interest. The onus is on the Councillor or Member to identify any conflicts of interest in matters before Council or Special Committee.

Councillors and Members of Special Committees must comply with the requirements of Section 79 of the Act.

A Councillor or Member of a Special Committee who has a conflict of interest in a matter before Council:

- a) ~~must should~~ complete a 'Disclosure of Conflict of Interest Form' and lodge it with the Chief Executive Officer prior to the commencement of the Meeting;

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

- b) must disclose any conflict of interest which he/she has in an item of business at the time specified on the Agenda;
- c) must disclose the nature of the conflict of interest immediately before the consideration of the relevant matter;
- d) must leave the Chamber prior to discussion on the matter;
- e) must notify the Chairperson that he/she are leaving the Chamber; and
- f) must remain outside the Chamber or any other area in view or hearing of the Chamber until the vote has been taken.

In the event that the Chairperson has disclosed a conflict of interest he/she must vacate the Chair and a temporary Chairperson must be nominated and elected.

*See clauses 135 - Absence of Mayor from Meetings*

Where a Councillor or Member has vacated the room after disclosing a conflict of interest, the Councillor or Member must be called back into the room before the meeting can advance to the next item of business.

A member of Council staff must comply with section 80B and 80C of the Act (as well as section 79 in his or her capacity as a Member of a Special Committee).

#### 29. Correspondence Inward

Unless otherwise directed by Council, the Chief Executive Officer ~~must~~ determines what inwards correspondence should be placed before Council for its decision or information.

Correspondence addressed to any Councillor personally which requires a decision of, or a direction from, Council must be referred by that Councillor to the Chief Executive Officer. ~~A regular report listing correspondence received by the Mayor and Councillors will be included in Council Meeting Agendas in Officer's Reports.~~

No correspondence can be read in full at any Council meeting unless the Chairperson allows that an item or items of correspondence be so read.

#### 30. Presentation of Officer Reports

Officer reports will not be read in full at any Council meeting unless Council resolves to the contrary.

#### 31. Reports of Committees

Any Report of a Special Committee composed solely of Councillors must contain a recommendation or recommendations to Council and be included in the Agenda for the next convenient meeting of Council.

#### 32. Petitions/Joint Letters

Petitions and Joint Letters are regularly received and tabled at Ordinary meetings of Council for noting and:

- a) petitions and joint letters received by Councillors and/or council officers must be lodged with the Chief Executive Officer for inclusion in the Agenda no later than ~~12~~ noon at least three (3) business days before the meeting; and
- b) petitions or joint letters received after the deadline will be held over for inclusion in the Agenda of the next Ordinary Meeting of Council.
- c) A petition or joint letter:
  - i) ~~may be submitted either in hard copy or in an on-line format provided that it is legible and contains names, addresses and signatures (or email address for on-line submissions)~~

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

- ii) cannot be defamatory, indecent, abusive or objectionable in language or content; and
  - iii) ~~cannot be submitted twice (unless the matter comes up for a separate Council decision again); and~~
  - iii) cannot relate to matters beyond the powers of Council; ~~and or matters where Council has previously considered views expressed in a petition and has determined the matter; and~~
  - iv) must bear the whole of the petition or request upon each page of the petition; and
  - v) ~~if in hard copy~~, must consist of single pages of paper and must not be pasted, stapled, pinned or otherwise affixed to any other piece of paper;
- d) any petitions or joint letters that do not comply with sub-clause (c) or of this Local Law will not be tabled at a Council meeting;
  - e) a petition or joint letter may nominate a person to whom a reply must be sent, but if no person is nominated Council may reply to the first signatory which appears on the petition; and
  - f) any person who fraudulently signs a petition or joint letter which is presented to Council is guilty of an offence. *See clauses 113 & 114 - Offences and Penalties.*

~~The status and progress of petitions and joint letters received will be regularly reported on in the Council Meeting Agenda until they have been responded to by Council officers.~~

~~On line petitions that do not meet the requirements of this clause will be treated as inwards correspondence and brought to Councillors attention through that mechanism. The difference between on-line and hard copy petitions will be indicated in the Council Meeting Agenda.~~

### 33. Question Time – Public

- a) There must be a question time at every Ordinary meeting to enable members of the public to address questions to Council. Questions are limited to a maximum of three (3) questions per individual.
- b) All such questions must be received in writing on the prescribed form or as provided for on Council's website and at Ordinary meetings of Council. Where there are more than three (3) questions received from any one individual person, the Chief Executive Officer will determine the three (3) questions to be read and answered at the meeting.
- c) All such questions must be received by the Chief Executive Officer or other person authorised for this purpose by the Chief Executive Officer no later than:
  - i) ~~fifteen (15) minutes following~~ the commencement time of the Ordinary meeting if questions are submitted in person; or
  - ii) 12 noon on the day of the Ordinary meeting if questions are submitted by electronic medium.
- d) A question will only be read to the meeting if the Chairperson and/or Chief Executive Officer has determined that the question:
  - i) does not relate to a matter of the type described in section 89(2) of the Act;
  - ii) does not relate to a matter in respect of which Council has no power to act;
  - iii) is not defamatory, indecent, abusive or objectionable in language or substance, and is not asked to embarrass a Councillor or Council officer; and
  - iv) is not repetitive of a question already asked or answered (whether at the same or an earlier meeting). ~~and~~

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

- e) If the Chairperson and/or Chief Executive Officer has determined that the question shall not be read to the Meeting, then the Chairperson and / or Chief Executive Officer:
  - i) must advise the Meeting accordingly; and
  - ii) will make the question available to Councillors upon request.
- f) The Chief Executive Officer or delegate must read to the Meeting the name of the person who has submitted a question.
- g) The Chief Executive Officer or delegate must read the text of the question and the Chairperson, Chief Executive Officer or delegate may then direct that question to be answered by a nominated Councillor or member of Council staff. A maximum of 300 words per question (which includes preamble and question) will be read aloud.
- h) No debate on or discussion of a question or an answer will be permitted other than for the purposes of clarification. A Councillor or member of Council staff nominated to answer a question may:
  - i) seek clarification of the question from the person who submitted it;
  - ii) seek the assistance of another person in answering the question; and/or
  - iii) defer answering the question, so that the answer may be researched and a written response be provided within ten (10) working days following the Meeting (the question thereby being taken on notice); and
- j) Question time is limited in duration to not more than sixty (60) minutes. If it appears likely that this time is to be exceeded then a resolution from Council will be required to extend that time if it is deemed appropriate to complete this item.

Council may resolve to bring forward the commencement of Question Time – Public so that the item is considered before Officer's Reports. If this occurs, then questions from the public should be submitted no later than the commencement time of the Ordinary meeting if they are being submitted in person or by noon on the day of the Ordinary meeting if being submitted by electronic medium.

**34. Notices of Motion**

- a) A Notice of Motion must be in writing, dated and signed by the intending mover and lodged with the Chief Executive Officer no later than 12 noon at least three (3) business days before the meeting.
- b) A Notice of Motion cannot be accepted by the Chairperson unless the full text of motion has been listed on the Agenda for the Council meeting at which it is proposed to be moved.
- c) Where a Notice of Motion seeks to substantially affect the level of Council services, commit Council to expenditure in excess of ~~\$3,000~~ \$5,000 that has not been included in the adopted Budget, commit Council to any contractual arrangement, or is likely to require more than five (5) days work by a member of Council staff, then a formal report must be prepared and presented to Council in response to the Notice of Motion. Where practicable the report should be presented to next Ordinary meeting of Council.
- d) The Chief Executive Officer must cause all Notices of Motion to be numbered sequentially, dated and entered in the Notice of Motion register in the order in which they were received.
- e) Except by leave of Council, Notices of Motion before any Council meeting must be considered in the order in which they were entered in the Notice of Motion register.
- f) If a Councillor who has given a Notice of Motion:
  - i) is absent from the Meeting; or

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

- ii) fails to move the motion when called upon by the Chairperson.

any other Councillor may himself/herself move the motion. If the Notice of Motion is not moved (and seconded) it lapses.

- g) If a Councillor proposing a Notice of Motion wishes to amend the Notice of Motion he/she may do so by seeking leave of Council to amend the Notice of Motion prior to it being seconded.
- h) Another Councillor can put forward an amendment for consideration, which must be dealt with in accordance with *clauses 57 - 63* of this Local Law, except for confirmation of a previous resolution.
- i) If a Notice of Motion, whether amended or not, is lost, a similar motion cannot again be put before Council for a period of three (3) calendar months from the date it was lost.
- j) A Notice of Motion cannot be submitted in relation to a matter that was the subject of a rescission motion within three (3) calendar months of the rescission motion having been dealt with.
- k) A preamble to a Notice of Motion is an explanatory statement that explains the purpose of the Notice of Motion. A Councillor lodging a Notice of Motion must ensure that the content of any preamble provided remains factual. Reports from Councillors/Delegates & Councillor Questions

#### 35. Councillor Reports

At each Ordinary meeting, Councillors will have the opportunity to speak on any meetings, conferences or events which they have recently attended.

The duration of any report from a Councillor will be limited to four (4) minutes.

If a Councillor chooses to speak, the name of the conference/event and the Councillor will be recorded in the minutes for that Meeting. If a Councillor requires any additional information to be listed in the minutes the Councillor must table the additional information at this point in the Meeting.

Councillors may use this opportunity to table a list of conferences/events that they have attended since the last Ordinary meeting of council for inclusion in the minutes without speaking on the item. ~~Reports tabled may not be used to document Councillor views on matters discussed under Officer Reports and other Agenda items.~~ Councillors may table their views on matters discussed under Officer Reports and other Agenda items for inclusion in the Minutes. This tabled item must be electronically received by Governance no later than 12 noon the day following the Council meeting. Any item tabled under this clause will be included in the Minutes precisely as it is provided and no amendments will be made. A tabled report cannot be defamatory, indecent, abusive or objectionable in language or substance, or be used to specifically embarrass another Councillor or Council officer.

Any reports that require tabling must be provided to the minute taker at the conclusion of the Meeting in a clear and legible, format.

#### 36. Councillor Questions

There must be a question time at every Ordinary meeting to enable Councillors to address questions to members of Council staff.

The duration of question time for each Councillor will be limited to eight (8) minutes. The Chair has the discretion to increase this time by a maximum of three (3) minutes in order to seek that any questions asked has the opportunity to be responded to. Councillors may further table any additional questions which have not been asked. Responses to these questions will be included in the minutes of the meeting.

Questions may be asked with or without notice but must not:

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

- i) relate to a matter of the type described in section 89(2) of the Act;
- ii) relate to a matter in respect of which Council has no power to act;
- iii) be defamatory, indecent, abusive or objectionable in language or substance, or be asked to specifically embarrass another Councillor or Council officer;
- iv) be repetitive of a question already asked or answered (whether at the same or an earlier Meeting); or
- v) raise an issue which might more appropriately be dealt with by way of Notice of Motion.

An answer will only be given if the Chairperson has determined that the relevant question does not breach any of points i)-v) above.

A Councillor may contribute to an answer to a question made by a member of Council staff.

A member of Council staff is not obliged to answer a question without notice.

A member of Council staff who elects to answer a question without notice by indicating that he/she requires further time to research his/her answer must ensure that a response is provided to Councillors within ten (10) working days following the meeting.

Council may:

- i) of its own volition; or
- ii) upon the advice of a member of a council staff;

resolve to close the Meeting to members of the public in order that an answer to a question asked by a Councillor may be given.

Debate or discussion of questions or answers is not permitted and all questions and answers must be as brief as possible.

### 37. Urgent Business

- a) Business which has not been listed on the Agenda may only be raised as urgent by resolution of Council.
- b) Notwithstanding anything to the contrary in this Local Law, a Councillor (with the agreement of the meeting) may at a Council meeting submit or propose an item of business if the matter relates to business which does not:
  - i) substantially affect the levels of Council service or;
  - ii) commit Council to expenditure exceeding ~~\$3,000~~ \$5,000 and not included in the adopted Budget; or
  - iii) establish or amend Council policy; or
  - iv) commit Council to any contractual arrangement; or
  - v) require pursuant to other policy determined by Council from time to time, the giving of prior notice.
- c) Business must not be admitted as urgent business unless it:
  - i) ~~is deemed to be urgent business by Council; and~~
  - ii) ~~relates to or arises out of a matter which has arisen since distribution of the Agenda; and~~

### **2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

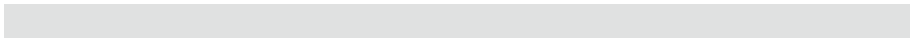
- iii) cannot safely or conveniently be deferred until the next Council meeting.

#### **38. Time Limit for Meetings**

A Council meeting must not continue after 11.00pm unless a majority of Councillors present vote in favour of its continuance. *If a vote is taken to continue the meeting after 11.00pm then it will be limited to not more than a 30 minute extension.*

In the absence of such continuance, the Meeting must stand adjourned to a time, date and place to be then and there announced by the Chairperson.

*See clause 101 - Adjourning the Meeting*





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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 7 – ADDRESSING THE MEETING

#### 39. Addressing the Meeting

Any Councillor or person who addresses the Meeting must stand to speak and direct all remarks through the Chair.

A Chairperson may address a Meeting, however if the Chairperson wishes to debate a particular motion or move any motion or amendment on any matter under discussion the Chairperson must advise Council of that intention and vacate the Chair on such occasions for the duration of the item under discussion.

If the Chairperson vacates the Chair, a temporary Chairperson must be appointed and take the Chair until the item has been voted on.

*See clause 135 – Absence of Mayor from Meetings*

Any person addressing the Chair must refer to the Chairperson as:

Mayor; or

Mr Mayor; or

Madam Mayor; or

Chair;

Mr Chairperson; or

Madam Chairperson; or

as the case may be.

Councillors and members of Council staff in speaking must address each other by their titles of Councillor or Officer as the case may be.

## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 8 – MEETING PROCEDURES

#### *DIVISION 1 – VOTING*

##### 40. Voting - How Determined

To determine an item before a Meeting, the Chairperson will call for any opposition from voting. If there is no opposition then the motion will be deemed as carried. If there is opposition, then debate will ensue as outlined in *clause 54*.

A Councillor has the right to abstain from voting. A Councillor who abstains from voting and remains in the Chamber will be deemed to have voted against the motion. Abstaining from voting does not constitute cause for debate. Any abstention from voting will be recorded in the minutes.

##### 41. Voting - By Show of Hands

Unless Council resolves otherwise, voting on any matter will be by a clear show of hands so that the Chairperson can easily record the count.

##### ~~42. Request for a Division Any Motion that is Opposed~~

~~Immediately after any motion is put to a Meeting and before the next item of business has commenced, a Councillor may call for a division.~~

~~The request must be made to the Chairperson either immediately prior to or immediately after the vote has been taken but cannot be requested after the next item of business has commenced.~~

~~The division of the vote for any motion that is debated or opposed, will automatically be recorded in the Minutes. (There is no need for any Councillor to call for a division.)~~

~~The Chairperson, after each debated item, will:~~

- ~~a) first ask each Councillor wishing to vote in the affirmative to raise a hand and, upon such request being made, each Councillor wishing to vote in the affirmative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer) must record in the minutes, the names of those Councillors voting in the affirmative; and~~
- ~~b) then ask each Councillor wishing to vote in the negative to raise a hand and, upon such request being made, each Councillor wishing to vote in the negative must raise one of his or her hands. The Chairperson must then state, and the Chief Executive Officer (or any person authorised by the Chief Executive Officer) must record in the minutes, the names of those Councillors voting in the negative.~~

##### ~~43. Between the Original Vote and the Division~~

~~No Councillor is prevented from changing his/her original vote at the voting on the division, and the voting by division will determine Council's resolution on the motion.~~

##### 43. Vote to be Taken in Silence

~~Except when a Councillor demands a division,~~ Councillors must remain seated in silence while a vote is being taken.

##### 44. Recount of Vote

The Chairperson may direct that the vote be re-counted as often as may be necessary to be satisfied of the result.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### 45. Declaration of Vote

The Chairperson must declare the result of the vote or division as soon as it is taken.

### 46. Casting Vote

In the event of an equality of votes, the Chairperson has a casting vote, except in cases where the Act provides that a matter or amendment is to be determined by lot.

*See clause 133 – Determining by Lot*

### 47. Recording of Opposition to Motion

Any Councillor may ask that his/her opposition to a motion adopted by the Meeting be recorded. It must then be recorded in the minutes of the Meeting.

### 48. Motion to be Read Again

Before any matter is put to the vote, a Councillor may require that the question, motion or amendment be read again.

The Chairperson, without being so requested, may direct the Chief Executive Officer (or other person authorised by the Chief Executive Officer) to read the question, motion or amendment to the Meeting before the vote is taken.

## ***DIVISION 2 – MOTIONS & AMENDMENTS***

### 49. Notice of Motion

*See clause 34 – Notices of Motion*

### 50. Form of Motion

A motion or an amendment must:

- a) relate to the powers or functions of Council;
- b) be in writing, if requested by the Chairperson; and
- c) except in the case of urgent business, be relevant to an item of business on the Agenda.

A motion or amendment must not be defamatory or objectionable in language or nature.

The Chairperson may refuse to accept any motion or amendment which contravenes this clause.

### 51. Motion Not to be Withdrawn Without Consent (Leave of Council)

A motion or amendment cannot be withdrawn without Council consenting to the withdrawal by resolution.

### 52. Moving a Motion

The procedure for any motion or amendment is:

- a) the mover must, state the nature of the motion or amendment, and then move it without speaking to it;

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

- b) the Chairperson must call for a seconder unless the motion is a call to enforce a Point of Order; and
- c) if the motion is not seconded, the motion will lapse for want of a seconder.

### 53. Unopposed Motion or Amendment

If a motion or an amendment is seconded the Chairperson must first ask if there are any questions and then if there is any opposition. *See clause 40 & 41 - Voting.*

If no Councillor indicates opposition, it must be declared to be carried.

The mover of any motion once confirmed may, by leave of the Chairperson, talk to that motion for two (2) minutes. ~~The Chair may permit other Councillors to speak on a matter after the mover for a maximum of two minutes.~~

### 54. Course of Debate of Opposed Motion

If any Councillor indicates opposition to a motion which has been seconded:

- a) the Chairperson must call the mover to address Council upon it;  
~~Time limit – five (5) minutes~~
- b) after the mover has spoken the Chairperson must call upon the seconder to address the Meeting;  
~~Time Limit – three (3) minutes~~
- c) after the seconder has addressed the meeting (or after the mover if the seconder does not wish to speak) the Chairperson must call upon the first opposition to address the Meeting;  
~~Time Limit – three (3) minutes~~
- d) after the mover, seconder and first opposition have had the opportunity to address the Meeting, the Chairperson will call for speakers for and against the motion in alternate sequence until the sequence of speakers is exhausted.  
~~Time Limit – two (2) minutes~~
- e) a Councillor may speak once on the motion except for the mover of the motion who has a right of reply after which the motion must be put to ~~the motion to~~ the vote.  
~~Time Limit – two (2) minutes~~  
*See clause 55 – Right of Reply*
- f) motions must be clear and unambiguous and not be defamatory or objectionable in language or nature.

A Councillor calling the attention of the Chairperson to a Point of Order is not regarded as speaking to the motion.

*See clause 91 – Points of Order*

### 55. Right of Reply

The mover of an original motion which has not been amended may, once debate has been exhausted, exercise a right of reply to matters raised during the debate.

After right of reply has been taken, the motion must be immediately put to the vote without any further discussion or debate.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

A Councillor must not digress from the subject matter of the motion or business under discussion. No new debate or **subject** matter is to be introduced with a right of reply.

### 56. Agreed Alterations to a Motion

With the leave of the Chairperson, both the mover and seconder of a motion may agree to an alteration to the original motion proposed by any other Councillor.

This would not then necessitate the recording of an amendment into the minutes of the meeting as the alteration would then form part of the substantive motion.

No notice need be given of any amendment **in this instance**.

### 57. Moving an Amendment

An **original** motion having been moved and seconded may be amended by **any Councillor other than the mover and seconder of the original motion** ~~the minute taker~~ by leaving out, inserting or adding words which must be relevant to the original motion and framed so as to complement it as an intelligible and consistent whole. **(An amendment to an original motion should be designed to improve the original motion without contradicting it.)**

Any Councillor moving an amendment to a recommendation will be allocated thirty (30) seconds to explain the reasons for the amendment.

The statement must be an explanation only and will not entertain the benefits or detriments of the amendment or the ~~substantive~~ original motion.

### 58. Who May Debate an Amendment

**Any** Councillor may address the meeting once on any amendment, whether or not they have spoken to, **moved or seconded** the original motion, but debate must be confined **only to the term of** the amendment. **(If the mover or seconder of the original wishes to speak to the amendment, they should indicate that they intend to speak only to the amendment and this does not bar them from the right of reply or debate on the original motion once the amendment is resolved.)**

### 59. No Right of Reply for Amendments

No right of reply is available **to the mover (only) of an amendment when** ~~where~~ an amendment is before Council.

### 60. Who May Propose an Amendment

An amendment may be proposed or seconded by any Councillor, other than the mover or seconder of the original motion.

### 61. How Many Amendments may be proposed

Any number of amendments may be proposed to a motion but only one amendment may be accepted by the Chair at any one time.

### 62. Second or Subsequent Amendments

A second or subsequent amendment cannot be moved until the immediately preceding amendment is disposed of.

If any Councillor intends to move a second or subsequent amendment he or she must give notice of that intention prior to the right of reply **of the original motion** being exercised.

A Councillor cannot move more than two (2) amendments in succession.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### 63. An Amendment once Carried

If an amendment is adopted it becomes the ~~substantive~~ amended motion and, as such, must be put to the vote by the Chairperson but only after Councillors who did not speak to the original motion have exercised their right to do so. (In this instance the mover of the original motion must be offered the right of reply to the original motion.)

### 64. Foreshadowing a Motion

At any time during debate, a Councillor may foreshadow a motion to inform the Council of his or her intention to move a motion at a later stage in the Meeting, but this does not extend any special rights to the foreshadowed motion.

A foreshadowed motion may be prefaced with a statement that in the event a particular motion before the Chair is resolved in a certain way a Councillor intends to move an alternative or additional motion.

A motion foreshadowed has no procedural standing and is merely a means to assist the flow of the Meeting.

The Chief Executive Officer or other person authorised by the Chief Executive Officer would not be expected to record a foreshadowed motion in the minutes until the foreshadowed motion is formally moved but may do so if thought appropriate.

### 65. Withdrawal of a Motion

Before any motion is put to the vote, it may be withdrawn by the leave of Council.

### 66. Separation of a Motion

Where a motion contains more than one part, a Councillor may request the Chairperson to put the motion to the vote in separate (several) parts.

Where a motion contains several parts/segments or is complicated, it may be separated to avoid difficulties, particularly if different Councillors have differing views about various parts of the motion.

### 67. Deferral of a Motion

Council may defer an item until later in the Meeting or until another Meeting as appropriate if further consideration or clarification is required prior to a decision being made. The decision to defer a motion is a substantive motion and may be debated.

### 68. Motions in Writing

If a Councillor is wishing to move an alternate motion, and where the motion is lengthy, complicated or the exact intention of the motion is unclear, the Chairperson may request the Councillor to submit their motion in writing.

The Chairperson may suspend the Meeting while the motion is being written or request Council to defer the matter until the motion has been written, allowing the Meeting to proceed uninterrupted.

### 69. Debating a Motion

Debate must always be relevant to the question before the Chair, and if not, the Chairperson must request the speaker to confine debate to the subject matter.

If after being told to confine debate to the motion before the Chair, the speaker continues to debate irrelevant matters, the Chairperson may disallow the speaker any further opportunity to debate or comment in respect to the matter before the Chair.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

Adequate debate is required where a matter is contentious in nature. In such a case, every Councillor must be given the opportunity to debate.

*See clause 84 – Speaking Times*

### 70. Debate from the Chair

The Chair of the meeting should seek to refrain from debate on motions. The Chair may however choose to exercise a right to speak in favour or against a motion and where this is the case, the Chair will stand to speak to distinguish between this role and that of the Chair.

Where the Chair wishes to move or second a motion, they must temporarily vacate the Chair before the motion is considered by Council.

### 71. Adjourned Debate

A motion to adjourn debate is a procedural (formal) motion:

"That the debate be adjourned"

The motion may state a date and time for resumption of the debate. Debate can be adjourned indefinitely.

The effect of the motion is that the particular matter being debated is adjourned, but that the Meeting still continues to deal with all other business.

If debate is adjourned indefinitely, some indication must be given to the Chief Executive Officer as to when the matter should be re-listed, otherwise it will be decided at the discretion of the Chief Executive Officer, or upon the subsequent resolution of Council, whichever occurs first.

*See clauses 75, 76, 77, & 81 – Procedural (Formal) Motions*

### 72. Resumption of Adjourned Debate

The business to which the debate relates must be placed on the Agenda of the Meeting to which it is adjourned. Adjourned business should have priority over any other business except formal business.

If a debate is adjourned by motion, the Councillor moving the adjournment has the right to be the first speaker upon the resumption of debate unless he/she has already spoken to the motion or amendment.



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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### 73. Rescission Motion Notification

A Rescission Motion is a motion to reverse a previous decision of Council. ~~Where a Rescission Motion is put, the Councillor should also include an Alternate Motion that Council will then consider as a second part to the Motion should the primary part (rescission) be passed by Council.~~

Any Councillor may propose a Notice of Rescission Motion at the next subsequent meeting provided:

- a) the resolution proposed has not been acted on (*see clause 74*). For this reason, Councillors must foreshadow to the CEO their INTENTION to move a Rescission Motion before 12.00 noon on the day after the original pertaining motion was moved.
- b) the Notice of Rescission Motion ~~signed (or emailed) by a minimum of two Councillors~~, is received by the Chief Executive Officer in writing no later than 12 noon the Wednesday prior to the next subsequent meeting.
- c) all elected members have had ~~3 business days~~ ~~72 hours~~ prior notice of the notice of rescission.

A Rescission Motion listed on the agenda may be moved by any Councillor present but may not be amended.

A motion to rescind or alter a previous resolution must be passed by a majority of elected members.

A second or subsequent notice to rescind or alter an earlier resolution must not be accepted by the Chief Executive Officer until a period of three (3) months (ninety (90) days) has elapsed since the date of the Meeting at which the original motion of rescission or alteration was dealt with, unless Council resolves that the matter be dealt with at a future meeting.

### 74. When a Resolution is Acted Upon

A resolution, or part thereof, will be considered as having been acted on:

- a) once its details have been formally communicated in writing (which includes electronic communications) to either internal or external parties affected by or reliant on the resolution; or
- b) where a statutory procedure has been carried out, so as to vest enforceable rights in or obligations on Council or any other person.

While the Chief Executive Officer or other relevant member of Council staff may initiate action or cause action to be initiated on any Council resolution, or part thereof, at any time after the close of the Meeting at which it was carried, generally no action will be taken until 12.00 noon following the day of the meeting at which the motion was moved.

However, if an *intention to rescind a motion* is formally foreshadowed to the Chief Executive Officer or other member of Council staff no later than noon on the day following the resolution, then the Chief Executive Officer or relevant member of Council staff will ensure that no action in relation to that resolution, in full or in part, is taken unless deferring implementation of the resolution would have the effect of depriving the resolution of efficacy.

Where a resolution can be broken down into parts and some parts of the resolution have not been acted upon, then any proposed change to those remaining parts is to be treated as an amendment of the resolution unless the substance of the change is to reverse the resolution when considered as a whole.

## ***DIVISION 3 – PROCEDURAL (FORMAL) MOTIONS***

A procedural motion is one dealing with the conduct of the Meeting itself and takes precedence of a substantive motion.

The procedure for and result of any procedural motion takes effect in accordance with Appendix 1.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### 75. Moving a Procedural Motion

Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson.

A Procedural Motion does not require the Chair's call.

### 76. Who Can Move a Procedural Motion

The mover/seconded of a procedural motion must not have moved, seconded or spoken to the question or any amendment of it before the Chair.

A procedural motion cannot be moved by the Chairperson.

### 77. Debate and Amendments to Procedural Motions

Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.

Note: Deferral of a motion is not a procedural (formal) motion and maybe debated – *see clause 67*.

Unless otherwise provided a procedural motion cannot be amended.

### 78. The Previous Question

A Motion 'That the motion now not be put'

- i) *Is a procedural motion which if carried is automatically disposed of (until it is placed on the Agenda for a later meeting) and the Meeting may then proceed to the next business without any further discussion or amendment;*
- ii) *Is prohibited when an amendment is before Council; and*
- iii) *If lost, allows debate to continue unaffected.*

### 79. The Closure (That the motion be put)

A motion 'That the motion be now put'

- i) *Is a procedural motion which if carried, requires that the original motion must be put to the vote immediately, without any further debate, discussion or amendment;*
- ii) *If carried in respect to an amendment, requires that the amendment be put to the vote immediately without any further debate or discussion and if lost allows debate on the original motion to continue; and*
- iii) *If lost, allows debate to continue unaffected.*

The Chairperson has the discretion to reject such a motion for closure if the motion proposed has not been sufficiently debated. A Closure motion may not be put until the mover, seconder and first opposition have spoken on the matter. If the Chair rejects that a motion be put, then debate on the motion must continue as it was left (unaffected). ~~A vote should not be taken until after the mover has been given their right of reply.~~

### 80. Proceed to Next Business

A motion 'That the meeting proceed to the next business'

- i) *Is a procedural motion which if carried in respect of an original motion, requires that the Meeting move immediately to the next business without any further debate, discussion, amendment or vote being taken on it;*

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

- ii) *If carried in respect to an amendment, Council considers the motion without reference to the amendment;*
- ii) *If lost, allows debate to continue unaffected.*

### 81. Adjournment of Debate

A motion 'That the motion and amendments now before the meeting be adjourned until *a later hour or date*'

- i) Is a procedural motion which if carried in respect of an original motion or amendment, requires that the Meeting dispose of the matter before the Chair so that debate can resume at a later hour and or date and the meeting move on to the next business; and
- ii) If lost, allows debate to continue unaffected.

### 82. Adjournment of Meeting

A motion 'That the meeting be adjourned until *a later hour or date*'

- i) Is a procedural motion which if carried in respect of an original motion or amendment, requires that the Meeting be adjourned to a later hour and or date; and
- ii) If lost, allows debate to continue unaffected.

### 83. That the Question Lie on the Table

A motion 'That the question lie on the table'

- a) *Is a procedural motion which if carried in respect of an original motion or amendment, ceases any further discussion or voting on the matter until Council either:*
  - i) resolves to take the question from the table at the same Meeting; or
  - ii) places the matter on an Agenda and Council resolves to take the question from the table; and
- b) If lost, allows debate to continue unaffected.

*Refer to Appendix 1 for the procedures for, and effect of, procedural (formal) motions*

## ***DIVISION 4 – SPEAKING TO THE MEETING***

### 84. Speaking Times

A Councillor must not speak longer than the time set out below *with only the stipulated extensions being granted by Council.*  
~~unless granted an extension by the Chairperson.~~

- a) a mover of a motion – ~~five (5) minutes with only a single two (2) minute extension permitted;~~
- b) the seconder of a motion – ~~four (4) minutes with only a single two (2) minute extension permitted;~~
- c) any other Councillor – ~~four (4) minutes with only a single two (2) minute extension permitted; and~~
- d) the mover of a motion when exercising their right of reply – ~~two (2) minutes~~ *four (4) minutes (no extensions permitted).*

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

Following a Council resolution on an unopposed motion, a Councillor may speak for the duration of time set out below:

- a) the mover – two (2) minutes
- b) any other Councillor once confirmed – two (2) minutes

### 85. Extension of Speaking Time

An extension of speaking time may be granted by the Chairperson but only one (1) extension is permitted for each speaker on any question.

*Refer also to clause 86.*

### 86. Length of Extension

~~Any extension of speaking time must not exceed three (3) minutes.~~ All extensions to speaking time are provided for in Clause 83. The Chair has the discretion to alter an extension to speaking times if they deem it to be necessary to the subject matter.

### 87. Cases in Which Councillor Must Rise When Speaking

Except in the case of sickness or infirmity, a Councillor must rise when speaking at a Council meeting.

The Chairperson may remain seated when speaking at a Council meeting.

It is unnecessary to rise when speaking at a Committee meeting.

### 88. Interruptions, Interjections and Relevance

A Councillor must not be interrupted except by the Chairperson or upon a Point of Order or personal explanation.

If a Councillor is interrupted by the Chairperson or upon a Point of Order or personal explanation when he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.

*See clause 91 – Points of Order and clause 69 – Debating a Motion.*

### 89. Priority of Address

In the case of competition for the right to speak, the Chairperson must decide the order in which the Councillors concerned will be heard.

### 90. Councillors Not to Speak Twice to Same Motion or Amendment

Except that the mover of an unamended motion has the right of reply and that any Councillor may take a Point of Order or offer a personal explanation, a Councillor must not speak more than once to the same motion or amendment.

## ***DIVISION 5 – POINTS OF ORDER***

### 91. Points of Order

A Point of Order is taken when a person formally draws the attention of the Chair of the Meeting to an alleged irregularity in the proceedings such as a speaker's remarks being irrelevant to the subject matter or to an act of disorder or a Councillor allegedly being out of order.

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

A Councillor who is addressing the Meeting must not be interrupted unless called to order when he or she must remain silent until the Councillor raising the Point of Order has been heard and the question disposed of.

A Point of Order must be taken by stating 'Point of Order' and the matter complained of. The Point of Order must be taken immediately after it has been brought to the attention of the Chair.

A Point of Order takes precedence over all other business, including procedural motions.

#### 92. Consideration of Point of Order

When called to order, a Councillor must sit down and remain silent until the Point of Order is decided unless he or she is requested by the Chairperson to provide an explanation.

#### 93. Chairperson to Decide Point of Order

The Chairperson may adjourn the Meeting to consider a Point of Order but must otherwise rule upon it as soon as it is taken.

All matters before Council are to be suspended until the Point of Order is decided.

#### 94. Disagreeing with Chairperson's Ruling

The decision of the Chairperson in respect to a Point of Order raised will not be open for discussion and will be final and conclusive unless the majority of Councillors present at the Meeting support a motion of dissent.

#### 95. Motion of Dissent

When a motion of dissent is moved and seconded, the Chairperson must leave the Chair and a temporary Chairperson must take his or her place.

The temporary Chairperson must invite the mover to state the reasons for his or her dissent and the Chairperson may then reply.

The temporary Chairperson then puts the motion in the following form:

*"That the Chairperson's ruling be upheld".*

- a) If the vote is in the affirmative, the Chairperson resumes the Chair and the meeting proceeds.
- b) If the vote is in the negative, the Chairperson resumes the Chair, reverses his or her previous ruling and then proceeds.

The defeat of the Chairperson's ruling is in no way a motion of censure or non-confidence and should not be so regarded by the Meeting.

*See clause 135 – Absence of Mayor at Meeting*

#### 96. Personal Explanation

A Councillor may, at a time convenient to Council, make a brief personal explanation in respect of any statement (whether made at a Council meeting or not) affecting him or her as a Councillor.

A personal explanation arising out of a statement at a Council meeting must be made as soon as possible after that statement was made.

A personal explanation must not be debated except upon a motion to censure the Councillor who has made it.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### 97. Ordering Withdrawal of Remark

Whenever any Councillor makes use of any expression or remark that is disorderly or capable of being applied offensively to any other Councillor or member of Council staff, the offending Councillor must be required by the Chairperson to withdraw the expression or remark and to make a satisfactory apology to the Meeting.

The Chairperson may require a Councillor to withdraw any remark which is defamatory, indecent, abusive or offensive in language or substance

A Councillor required to withdraw a remark must do so immediately without qualification or explanation.

Any Councillor using defamatory, indecent, abusive or offensive language, and having been twice called to order or to apologise for such conduct and refusing to do so, is guilty of an offence.

*See clause 113 & 114 – Offences and Penalties*

### 98. Call for Supporting Documentation

A Councillor may request at a Council meeting to immediately make available any documents kept in the municipal offices and relevant to the business being considered.

Upon any request being made, the Chief Executive Officer must use his or her best endeavours to make available the documents.

## ***DIVISION 6 – SUSPENSION OF STANDING ORDERS***

### 99. Suspension of Standing Orders to Change Order of Business

The provisions of this Local Law may be suspended for a particular purpose by resolution of Council.

The suspension of Standing Orders should be used to change the order of business and bring items listed in the Agenda forward if required and it is in the best interest of the flow of business for that Meeting.

An appropriate motion would be:

*‘That Standing Orders be suspended to bring item\_\_\_ forward’.*

Once the item has been disposed of and before the next item can be heard the resumption of Standing Orders will be necessary. An appropriate motion would be:

*‘That Standing Orders be resumed’*

### 100. Suspension of Standing Orders for the Purpose of Discussion

The provisions of this Local Law may be suspended for a particular purpose by resolution of Council.

The suspension of Standing Orders should be used to enable full discussion of any issue without the constraints of formal meeting procedure.

An appropriate motion would be:

*‘That Standing Orders be suspended to enable discussion on\_\_\_\_\_’.*

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

Once the discussion has taken place and before any motion can be put the resumption of Standing Orders will be necessary.

An appropriate motion would be:

*'That Standing Orders be resumed'*

No motion may be accepted by the Chair or be lawfully dealt with during any suspension of Standing Orders.

### ***DIVISION 7 – ADJOURNMENTS***

#### **101. Adjourning the Meeting**

Once a Meeting is declared open, Council may, from time to time, resolve to adjourn the Meeting if:

- a) a quorum is not present within half an hour after the time appointed for the Meeting or;
- b) if at any time throughout a meeting a quorum is lost or;
- c) if the Meeting becomes excessively disorderly and order cannot be restored or;
- d) to allow for additional information to be present to a Meeting or;
- e) any other situation where an adjournment could aid the progress of the Meeting.

A Meeting cannot be adjourned for a period exceeding seven days from the date of the adjournment.

An appropriate motion would be:

*"That the Meeting be adjourned until a \_\_\_\_" time and date specified, which does not exceed seven (7) days.*

No discussion is allowed on any motion for adjournment of the Meeting, but if on being put the motion is lost, the subject then under consideration of the next on the Agenda or any other matter that may be allowed precedence must be resolved before any subsequent motion for adjournment is made.

#### **102. Notice for Adjourned Meeting**

If a Meeting is adjourned, the Chief Executive Officer must ensure that the agenda for such a meeting is identical to the Agenda for the Meeting which was resolved to be adjourned.

Except where a Meeting is adjourned until later on the same day, the Chief Executive Officer must give all Councillors written notice of a new date for the continuation of the adjourned Meeting and every reasonable attempt must be made to advise the public of the new Meeting date.

Where it is not practical to provide written notice to Councillors because time does not permit that to occur then provided a reasonable attempt is made to contact each Councillor, by telephone, electronic medium, or in person will be sufficient.

#### **103. Lapsed Meeting**

A Meeting is deemed to have lapsed if a meeting does not commence and therefore no resolution can be carried to adjourn the Meeting.

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**104. Undisposed Business of a Lapsed Meeting**

If a Council meeting lapses, the undisposed-of business must, unless it has already been disposed of at a Special meeting, be included in the Agenda for the next Ordinary meeting.

The business of the lapsed Meeting must be dealt with prior to any other business, and in the same order as the original Meeting papers.



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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 9 – BEHAVIOURAL CONDUCT DURING COUNCIL MEETINGS

#### 105. Conduct - Councillors

Councillors must conduct themselves in a courteous, orderly and respectful manner, and must respect the authority of the Chair at all times. Councillors must adhere to the Code of Conduct - Councillors at all times.

#### 106. Gallery to be Silent

Visitors must not interject or take part in the debate and silence must be maintained by members of the public in the gallery at all times.

#### 107. Call to Order/Removal from Council Chamber

The Chairperson may call to order any person present in the Council Chamber whose actions are disruptive to the business of Council and are impeding on its orderly conduct. If thereafter a person continues to act in breach of this Local Law, the Chairperson may order him or her to leave the Council Chamber for a period of time or for the remainder of the Meeting.

Any person who refuses to leave the Council Chamber after being ordered to do so by the chairperson is guilty of an offence.

*See Clauses 113 & 114 - Offences and Penalties*

The Chairperson may ask any Authorised Officer or member of the Police Force to remove from the Council Chamber any person who acts in breach of this Local Law or whom the Chairperson has ordered to be removed from the chamber.

#### 108. Chairperson May Adjourn Disorderly Meeting

If the Chairperson is of the opinion that disorder at the Council table or in the gallery makes it desirable to adjourn the Meeting, he or she may adjourn the Meeting to a later time on the same day, or to some later day prior to the next Ordinary meeting.

*See clause 101 - Adjourning the Meeting*

#### 109. Conduct of Public Meeting

The provisions of this Local Law applicable to Ordinary meetings apply to meetings of ratepayers, residents and/or citizens and other public meetings called by the Mayor or Council, with appropriate modifications.

This clause does not prevent any person from addressing a meeting if permitted to do so by the Chairperson.

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**PART 10 – PROCEDURE NOT PROVIDED IN LOCAL LAW**

**110. Procedure Not Provided in Local Law**

In all cases not specifically provided for by this Local Law, resort must be had to the rules, forms and usages of the Legislative Council of the Victorian Parliament so far as the same are capable of being applied to Council or Special, Advisory or other Committee proceedings.

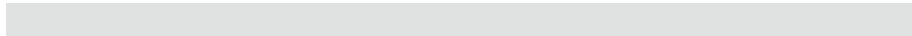
## **2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

### **PART 11 - SUSPENSION OF LOCAL LAW**

#### **111. Suspension of Procedure**

The operation of any clause of this Local Law may be suspended temporarily at a Meeting by a majority of members present resolving to so suspend it, unless such suspension of operation would be inconsistent with the Act.

A reason for the proposed suspension of the operation of a clause must be given in the motion to suspend the operation of the clause.



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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 12 – PROVISIONS TO RECORD COUNCIL MEETINGS

#### 112. Webcasting and Recording Proceedings

The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may conduct a live webcast of the proceedings of a Council meeting.

The Chief Executive Officer (or other person authorised by the Chief Executive Officer) may also otherwise record all the proceedings of a Council or Special Committee meeting.

Recordings will be retained as a public record of the meeting and are available to the public for viewing on [www.greaterdandenong.com](http://www.greaterdandenong.com) for a period of one (1) month from the date of the Meeting.

Members of the public are to be advised that the Meeting is being filmed and is streamed live and as an archive on Council's website [www.greaterdandenong.com.au](http://www.greaterdandenong.com.au). Members of the public are advised by venue signage that while filming, although all care is taken to maintain a person's privacy as an attendee in the gallery, they may be recorded on film.

Media representatives may, with the consent of Council or the Special Committee (as the case may be), be permitted to record any part of the Meetings proceedings. The consent of Council or the Special Committee must not be unreasonably withheld, but may be revoked at any time during the course of the relevant Meeting.

~~Members of the public must not operate recording equipment at any Council or Special Committee meeting without the prior written consent of Council. Such consent may be given only after receipt of a written application and may at any time during the course of such Meeting be revoked by Council or the Special Committee as the case may be.~~

Members of the public should note that webcasts supplied by Greater Dandenong City Council or made available on [www.greaterdandenong.com](http://www.greaterdandenong.com) are the only official audio-visual recording of the Greater Dandenong City Council meeting process.

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**PART 13 – OFFENCES AND PENALTIES**

**113. Offences**

It is an offence:

- a) for any person to fail to comply with a direction or order of the Chairperson in relation to the conduct of the Meeting and the maintenance of order; or
- b) for any person to fail to comply with any provision in this Local Law where it requires that something must be done.

**114. Infringement Notices and Penalties**

Where Council resolves that a person has, in its opinion committed an offence or offences against this Local Law, an Authorised Officer may serve that person an infringement notice in accordance with the *Infringements Act 2006*, as an alternative to prosecution for the offence.

The penalty fixed for an infringement notice for an offence (excluding clause 28) committed against this local law is two (2) Penalty Units.

**2 Penalty Units**

(~~In 2012-2013~~, As at 1 July 2019, one penalty unit is equal to ~~\$165.22-84~~. This amount is subject to indexation every year on 1 July.)

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 14 – SPECIAL MEETINGS

#### 115. Special Meeting Provisions

The Mayor or at least three (3) Councillors may by a written notice call a Special meeting.

The notice must specify the date, time and place of the Special meeting and the business to be transacted.

The Chief Executive Officer must convene the Special meeting as specified in the notice.

Unless all Councillors are present and unanimously agree to deal with another matter, only the business specified in the notice is to be transacted.

Subject to any resolution providing otherwise, the order of business of any Special meeting must be the order in which such business stands in the Agenda for the meeting.

#### *Exceptions*

Council may hold Special meetings to deal with the following:

- a) Preparing the Council Plan and Annual Budget for public display (including Declaration of Rates and Charges) or for the adoption of these documents following the conclusion of the submission period as specified under section 223 of the Act;
- b) Adoption of Council's Audited Financial Report, Standard Statement and Performance Statement; ~~and~~
- c) Election of the Mayor and appointment of Council representatives; ~~and~~
- d) ~~Review and adoption of the Councillor Code of Conduct.~~

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 15 - ADVISORY AND SPECIAL COMMITTEES

#### 116. Establishment of Advisory and Special Committees

Council may from time to time establish one or more Advisory Committees comprising the following:

- a) Councillors;
- b) Council staff;
- c) other persons; or
- d) any combination of persons referred to in paragraphs (a), (b) and (c).

to advise it on any of the purposes, functions or powers of Council.

Council may from time to time establish one or more Special Committees comprising the following:

- a) Councillors;
- b) Council staff;
- c) other persons; or
- d) any combination of persons referred to in paragraphs (a), (b) and (c).

#### 117. Election of Chairperson - Advisory and Special Committees

The Chairperson of a Special Committee or Advisory Committee may be elected by the members of the committee unless otherwise determined by Council, and such committee may from time to time replace its Chairperson or appoint an acting Chairperson in the manner in which the Chairperson is ordinarily elected or appointed.

The Chairperson or any three (3) members of a Special or Advisory Committee may at any time call a meeting of the committee by giving a notice of business to the Chief Executive Officer in sufficient time to give him or her 48 hours notice of the date and time of the proposed meeting. The Chief Executive Officer must call the meeting as specified in the notice.

#### 118. Application to Committees

This Local Law applies to Special Committee meetings, Advisory Committee meetings and other meetings where Council has resolved that the provisions of this Local Law must apply, with any necessary modifications.

#### 119. Recording Minutes - Advisory or Special Committee

The Chief Executive Officer (or other person authorised by the Chief Executive Officer) must record the minutes of all meetings of Special Committees of Council.

If the minutes of any meeting of a Special Committee disclose a recommendation to Council, the Chief Executive Officer must ensure that such recommendation is reported to the next convenient meeting of Council for adoption.

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**120. Notices and Agendas – Advisory and Special Committees**

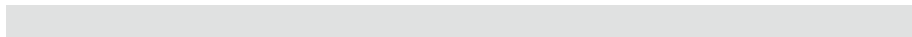
The Notice Paper or Agenda for Advisory and Special Committees will be relevant to the issues, which are to be raised at the meeting and any reference to Councillors extends to non-Councillor members of a Advisory or Special Committee under Section 88 of the Act and any reference to the Council is to be read as referring to the Advisory or Special Committee under sections 87 or 88 of the Act.

**121. Quorum – Advisory and Special Committees**

*See clause 13 – Quorum – Advisory and Special Committees*

**122. Reports of Committees**

*See clause 31 – Reports of Committees*





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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 16 – ELECTION OF THE MAYOR

#### 123. Outgoing Mayor

The outgoing Mayor will give an outgoing speech at the last Ordinary Council meeting of the mayoral term. There will be no time provided at the Annual Statutory Meeting for a speech for the outgoing Mayor. The Annual Statutory Meeting will be focused on the new Mayor and the term ahead.

#### 124. Eligibility

Any Councillor is eligible for election or re-election to the office of Mayor.

#### 125. When Required

The Councillors must elect a Councillor annually to be Mayor of the Council at a Special meeting of Council which is to be held no earlier than the last Saturday in November and no later than 31 December in after the fourth Saturday in October but not later than 30 November in each year as set out under section 71 of the Act.

Additional meetings may be required from time to time if the office of the Mayor becomes vacant for reasons set out under section 72 of the Act.

The Mayor is to be elected as soon as possible after any vacancy in the office of Mayor occurs.

#### 126. Agenda Content

The Agenda for the Annual Meeting to elect the Mayor must include:

- a) appointment of temporary Chairperson;
- b) the election of the Mayor;
- c) appointments of Council representatives to Committees, Peak Industry Bodies, regional and community based organisations; and
- d) the fixing of the dates, times and place of all Council meetings for a twelve month period.

#### 127. Temporary Chairperson

The Chief Executive Officer will be the temporary Chairperson of the Special meeting at which the election of the Mayor is to be conducted but will have no voting rights.

#### 128. Returning Officer

The Chief Executive Officer will be the Returning Officer for the election of the Mayor.

#### 129. Second Temporary Chairperson (Election of Temporary Chairperson)

The Chief Executive Officer must invite nominations for a second temporary Chairperson. If there is only one nomination, the candidate nominated is deemed to have been elected. If there is more than one nomination, the Councillors present at the meeting must vote for one of the candidates by a show of hands (or by such other method as Council determines), and the candidate receiving a majority of the votes must be declared to have been duly elected.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### 130. Nominations for the Office of Mayor

The second temporary Chairperson must invite nominations for the office of Mayor. If there is only one nomination (which must be seconded), the candidate nominated is deemed to be elected Mayor until the next Annual Meeting to elect the Mayor or the next general election (whichever happens sooner).

### 131. Method of Voting

The Election of the Mayor will be carried out by a show of hands.

### 132. Determining the Election of the Mayor

If there is more than one nomination (each of which must be seconded), the Councillors present at the Meeting must vote for one of the candidates by a show of hands. In the event of a candidate receiving an absolute majority of the votes, that candidate is declared to have been elected.

In the event that no candidate receives an absolute majority of the votes, the candidate with the fewest number of votes is declared to be a defeated candidate. The Councillors present at the Meeting must then vote for one of the remaining candidates by a show of hands.

If one (1) of the remaining candidates receives an absolute majority of the votes, he or she is duly elected. If none of the remaining candidates receives an absolute majority of the votes, the process of declaring the candidates with the fewest number of votes a defeated candidate and voting for the remaining candidates by a show of hands must be repeated until one (1) of the candidates receives an absolute majority of the votes. That candidate must then be declared to have been duly elected.

In the event of two (2) or more candidates having an equality of votes and one (1) of them having to be declared:

- a) a defeated candidate; or
- b) duly elected;

the temporary Chairperson shall have no second or casting vote, and the result will be determined by lot.

*See clause 133 – Determining by Lot*

Any Councillor nominated may refuse nomination.

### 133. Determining By Lot

If a lot is required, the Chief Executive Officer will conduct the lot and the following provisions will apply:

- a) Each candidate shall draw one (1) lot;
- b) The order of drawing lots shall be determined by the alphabetical order of the surname of the Councillors who received an equal number of votes, except that if two (2) or more such Councillors' surnames are identical, the order shall be determined by the alphabetical order of the Councillors' first name;
- c) As many identical pieces of paper as there are Councillors who received an equal number of votes shall be placed in a receptacle provided by the Chief Executive Officer;
- d) If the lot is being conducted to determine which candidate is to be duly elected, the word 'Elected' shall be written on one (1) of the pieces of paper and the Councillor who draws the paper with the word 'Elected' written on it shall be declared to have been duly elected.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### 134. Mayor to Take Chair

After the election of the Mayor is determined, the Mayor must take the Chair.

The Mayor must take the Chair at all meetings of Council at which he or she is present unless precluded from doing so because of a conflict of interest.

### 135. Absence of Mayor at Meetings

If the Mayor is absent or incapable of acting or not present within fifteen (15) minutes of the scheduled commencement time of any meeting an acting chairperson is to be elected.

In the first instance the meeting is to be chaired by the immediate past Mayor in line with Council's Mayoral Representation Policy.

In the event that the immediate past Mayor is also absent the Chief Executive Officer will invite nominations for a temporary Chairperson for the period the Mayor is to be absent.

*See clause 129 – Second Temporary Chairperson (Election of Temporary Chairperson)*

In the event that there is prior knowledge that the Mayor will require a leave of absence for a period of time, then a report will be provided to Council for resolution regarding a temporary Chairperson for the duration of that leave of absence.

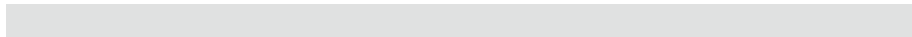
### 136. Election of Deputy Mayor

Council may at anytime resolve to appoint a Deputy Mayor for a period of time specified by Council.

If Council resolves to appoint a Deputy Mayor the process will be regulated by *clauses 128- 133* of this Local Law.

In the case of any election for Deputy Mayor, the reference in *clauses 129-133* to the:

- a) Chief Executive Officer and Second temporary Chairperson is a reference to the Mayor, and
- b) Mayor is a reference to the Deputy Mayor,



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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 17 - THE COMMON SEAL

#### 137. Use of Common Seal

The common seal of Council must:

- a) be in a form specified by Council resolution; and
- b) include the words "Greater Dandenong City Council".

#### 138. Signatures to Accompany Common Seal

Every document to which the common seal is affixed must be signed by one (1) Councillor and the Chief Executive Officer or, in the absence of the Chief Executive Officer, one (1) Councillor and any other member of staff acting as the Chief Executive Officer or authorised by Council.

#### 139. Authority for Use of Common Seal

The common seal must be affixed to a document only for the purpose of giving effect to a decision which has been:

- a) made by Council resolution;
- b) made by resolution of a Special Committee to which the power to use the common seal has been delegated; or
- c) made by the Chief Executive Officer or a Senior Officer to whom power to use the common seal has been delegated.

#### 140. Who Keeps the Common Seal

For security purposes, the Chief Executive Officer or other member of Council staff to whom this duty has been delegated must keep the common seal in safe custody.

#### 141. Common Seal Register

The use of the common seal must be recorded in a register maintained by the Chief Executive Office or a member of Council staff to whom this duty has been delegated.

#### 142. Unauthorised Use of the Common Seal

Any person who uses the common seal or any device resembling the common seal without authority is guilty of an offence.

*See clauses 113 & 114 – Offences and Penalties*

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### PART 18 – GLOSSARY OF TERMS

Unless the contrary intention appears in this Local Law, the following words and phrases are defined to mean:

Act (or “the Act”)	means the <i>Local Government Act 1989</i> .
Advisory Committee	means an advisory committee established by Council under clause 116 of this Local Law.
Agenda	means the notice of a meeting setting out the business to be transacted at the meeting.
Chair	refers to the Chairperson.
Chairperson	refers to the person who chairs a meeting of the Council or Committee of the Council.
Chief Executive Officer	means the Chief Executive Officer of Council, and includes a person acting as Chief Executive Officer.
Clause	means a clause of this Local Law.
Committee Meeting	means a meeting of a Special Committee or an Advisory Committee appointed by Council.
Common Seal	means the common seal of Council.
Council	means GREATER DANDENONG CITY COUNCIL.
Councillor	means an elected representative (Councillor) of Council.
Council Meeting	includes Ordinary and Special meetings of Council.
Division	means a formal count and recording of those voting for and those voting against a motion. <i>This is a formal method of voting in which the vote of each member is specifically declared and recorded in the Minutes.</i>
Financial year	has the same meaning as in the Act.  <i>Commences 1 July and ends to 30 June each year</i>
Lot	means the casting or drawing of objects from a receptacle, to decide something ( <i>e.g. to choose a person by lot</i> ).  <i>A procedure used when a deadlock is to be resolved by the drawing of lots.</i>
Mayor	means the Mayor of Council and any person acting as Mayor.
Meeting	means an Ordinary and a Special meeting of Council, a Special Committee meeting or an Advisory Committee meeting.
Member	means a person (ie Councillor) who is entitled to vote at a meeting of Council or a Special Committee or Advisory Committee of the Council.

## ORDINARY COUNCIL MEETING - AGENDA

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

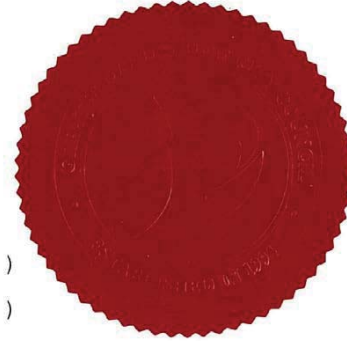
Minister	means the Minister responsible for administering the Act.
Minute	means the formal record of proceedings and decisions of a meeting.
Motion	means a proposed resolution before it has been adopted (passed or carried) by the meeting.
Municipal District	means the area from time to time comprising the municipal district of the Greater Dandenong City Council.
Municipal Offices	means the municipal offices of Council.
Notice of Motion	means a notice giving the precise words of a motion which it is proposed to move at the next relevant meeting.
Ordinary meeting	means an Ordinary meeting of Council at which general business may be transacted.
Penalty Unit	has the meaning set out in section 110 of the <i>Sentencing Act 1991</i> . <del>1 Penalty Unit (\$100).</del>
Point of Order	the official bringing to the attention of the Chair of a meeting of some alleged irregularity in the proceedings.
Procedural Motion	means a motion which relates to a procedural matters only and which is designed to expedite the business of the meeting.
Quorum	means the minimum number of members of a Council or of a Special/Advisory Committee required by this local law to be present in order to constitute a valid meeting.
Resident	means a person who has a place of residence within the municipal district.
Senior Officer	has the same meaning as stated in section 3 of the Act.
Special Committee	means a special committee established by Council under section 86 of the Act.
Special meeting	means a Special meeting of Council.
Substantive Motion	a motion dealing with the operational activities of the Council (as distinct from a procedural motion).
Suspension of Standing Orders	means the suspension of the provisions of the Local Law to facilitate full discussion on an issue without formal constraints.
Visitor	means any person (other than a Councillor or member of Council staff acting in an official capacity) who is in attendance at a Council meeting or a Special Committee or an Advisory Committee meeting.
Webcast	means broadcast on Council's internet website.
Written	includes duplicated, lithographed, photocopied, photographed, printed and typed.

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

Resolution for making this Local Law was agreed to by the Council of the City of Greater Dandenong on the 24<sup>th</sup> day of June 2013 and

The Common Seal of the Greater Dandenong  
City Council was hereunto affixed in the  
presence of:



  
\_\_\_\_\_  
  
\_\_\_\_\_

Chief Executive Officer

Mr John Bennie

Councillor

Cr Angela Long (Mayor)

## ORDINARY COUNCIL MEETING - AGENDA

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)****APPENDIX 1 - FORMAL MOTIONS**

The procedure for and effect of formal motions is as follows:

Formal Motion	Form	Mover & Second	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
1. Adjournment of debate to later hour and/or date	That this matter be adjourned to *am/pm and/or *date	Any Councillor	Any matter	(a) During the election of a Chairperson; (b) When another Councillor is speaking	Motion and amendments postponed to the stated time and/or date	Debate continues unaffected
2. Adjournment of debate indefinitely	That this matter be adjourned until further notice	Any Councillor	Any matter except: (a) election of a Chairperson; (b) a matter in respect of which a call of the Council has been made for that meeting	(a) During the election of a Chairperson; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the Council has been made	Motion and any amendment postponed but may be resumed at any later meeting if on the agenda	Debate continues unaffected



## ORDINARY COUNCIL MEETING - AGENDA

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

Formal Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
3. The closure	That the motion be now put	A Councillor who has not spoken to the motion or any amendment of it	Any matter	During nominations for Chairperson	Motion or amendment in respect of which the closure is carried is put to the vote immediately without debate of this motion	Debate continues unaffected
4. Laying question on the table	That the question lie on the table	A Councillor who has not spoken to the motion or amendment of it	Any matter	(a) During the election of a Chairperson; (b) During a meeting which is a call of the Council	Motion and amendments not further discussed or voted on until: (a) Council resolves to take the question from the table at the same meeting; (b) The matter is placed on an agenda and Council resolves to take the question from the table	Debate continues unaffected

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## ORDINARY COUNCIL MEETING - AGENDA

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

Formal Motion	Form	Mover & Seconder	Matter in Respect of Which Motion May be Moved	When Motion Prohibited	Effect if Carried	Effect if Lost
5. Previous question	That the question be not now put	A Councillor who has spoken to the motion or any amendment of it	Any matter except: (a) election of a Chairperson; (b) a matter in respect of which a call of the Council has been made for that meeting	(a) During the election of a Chairperson; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the Council has been made; (d) When an amendment is before Council	(a) No vote or further discussion on the motion until it is placed on an agenda for a later meeting; (b) Proceed to next business	Motion (as amended up to that time) put immediately without further amendment or debate
6. Proceeding to next business	That the meeting proceed to the next business  Note: This Motion: (a) May not be amended (b) May not be debated; (c) Must be put to the vote as soon as seconded	A Councillor who has spoken to the motion or any amendment of it	Any matter except: (a) Election of a Chairperson; (b) A matter in respect of which a call of the Council has been made for that meeting	(a) During the election of a Chairperson; (b) When another Councillor is speaking; (c) When the matter is one in respect of which a call of the Council has been made	If carried in respect of: (a) An amendment, Council considers the motion without reference to the amendment; (b) A motion - no vote or further discussion on the motion until it is placed on an agenda for a later meeting	Debate continues unaffected

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

Page 53

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**OTHER**

**REVIEW OF MEETING PROCEDURE LOCAL LAW (MPLL)**

**ATTACHMENT 2**

**REVIEW OF MEETING PROCEDURE LOCAL  
LAW - SUBMISSIONS**

**PAGES 62 (including cover)**

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

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

Review of Meeting Procedure Local Law 2019  
Submissions Hearing – 6.00-8.30pm, Thursday, 15 August 2019  
Council Chamber, 225 Lonsdale Street, Dandenong

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## Submitters Heard

	Time	Submitter
1.	6.00	Mark Osborne
2.	6.05	Dawn Vernon
3.	6.10	Rodna Nedanoska
4.	6.15	Aloma Davis
5.	6.20	Gaye Guest
6.	6.25	Alan Hood
7.	6.30	Binay Prasad
8.	6.35	Lana Formosa
9.	6.40	Sri Samy
10.	6.45	Carmel Puglisi
11.	6.50	Melinda Puglisi
12.	6.55	Jim Houlahan
13.	7.00	Elizabeth Grasso
14.	7.05	Judith Sise
15.	7.10	Matthew Paech
16.	7.15	Dorothea Kassell
17.	7.20	Sylvia Mastrogiovanni
18.	7.25	Charlie Mastrogiovanni (by proxy)
19.	7.30	Richard Kenny

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

Submitters Not Heard

	Submitter
20.	Leah Anderson
21.	Phillip Malone
22.	Nina Kelly
23.	Noel Wyndom
24.	Dean Davies and Tracy Tyler
25.	Eddie Kolar
26.	Mark Dalton
27.	Louisa Willoughby
28.	Raelene Curtis
29.	Saju Molath
30.	Therese Souter
31.	Edith Birkett
32.	Salome Argyropoulos
33.	Zakia Baig
34.	Alex Parfey
35.	Allie Ford
36.	Amanda Puglisi
37.	Claire Alvarez
38.	Martin Truman and Mia Lee
39.	Fred Bell
40.	June Garad
41.	Merle Mitchell
42.	Nyssa Sims
43.	Pablo Rodriguez
44.	Sasha Jankovic
45.	Shathani Chandrasagran
46.	Andrew Barclay
47.	Rina & Don Main
48.	Carol Curtis

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Mark](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** request for verbal submission  
**Date:** Wednesday, 17 July 2019 2:08:02 PM

---

To the Chief Executive Officer

I am submitting this email to request the opportunity to make a verbal submission on the 8th of August regarding the local council representation review.

Thanks for your time

Regards

Mark Osborne

Dandenong

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Reginald & Dawn Vernon](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Feedback on meeting Procedure Local Law changes.  
**Date:** Monday, 22 July 2019 10:05:36 AM

---

To whom it may concern,

As a long time residents of Noble Park 72 years , which of course is now in the City of Greater Dandenong.

I really don't think there should be a limit on Councillor's question time, after all this is their job to get answers for us residents.

Councilors should be able to ask as many questions , they think they need too eg to serve us (residents) , no matter how long it takes to get the answers needed. Afterall it is their job .

I would like to speak to my submission at a verbal meeting

Kind regards

Dawn & Reg Vernon.

ps I know alot of people feel the same way .



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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Rodna Nedanoska](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Rodna Nedanoska - Feedback on Meeting Procedure Local Law  
**Date:** Tuesday, 23 July 2019 10:42:47 PM

---

My name is Rodna Nedanoska and I am a resident of Noble Park in the city of Greater Dandenong. I would like to request to be able to speak at a verbal hearing to Councillors on the evening of Thursday, 15th August.

The first issue I would like to address at the hearing is keeping the Councillor question time unlimited and not to reduce it to 8 minutes.

The second issue is giving residents the ability to ask questions themselves and not just have them read out by someone else.

The third issue is the banning of online petitions without an alternative being provided. Online petitions are the way of the future and prohibiting them is backwards and not keeping up with modern times.

The fourth and final issue is that all cancellation motions need a seconder's signature before the night. The process for cancellation motions should stay the same and no signatures should be needed before the night so Councillors are not pressured to not put them forward.

Thank you for your time.

Regards,  
Rodna Nedanoska

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Aloma Davis](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Aloma Davis: feedback on meeting procedure local law  
**Date:** Wednesday, 24 July 2019 8:06:46 PM

---

Dear Councillors of Greater Dandenong,  
I have often participated in surveys, forums, and contacted my local councillors when concerned or curious about issues in my local area. I have always really appreciated that Councillors take the time to listen and respond to my concerns. With that in mind, I was disappointed to read in the Star that council is proposing to change meeting procedures in ways that make it harder for us to be heard.

First, I see no reason why [change.org](#) petitions should not be admissible for consideration by councillors. Although signatories are not all local residents, many are, and online petitions are a more practical way to reach our community these days than paper petitions in milkbars or businesses. I would love it if we had an alternative provided by council, but until we do, please accept these petitions as valid expressions of the feelings of some residents.

Second, I see no reason why councillors should be limited in the time they spend addressing questions. When an issue needs full exploration, then councillors need time to really thoroughly address concerns to the satisfaction of all other councillors and the public, whose concerns they represent.

Thirdly, I like to speak for myself, as you can tell from my email (and you may recall me waxing lyrically about the need to make progress on a pocket park earlier this year). Being able to put questions ourselves empowers and engages us, so we feel like we are part of local government process.

Finally, the need to make rescission motions more difficult to enact seems unnecessary. Rescinding a motion is a practical step that is often needed when an issue is too big to fully address in a meeting, so hampering this by requiring another technicality like a second signature seems deliberately obstructive.

Please feel free to contact me if you would like to discuss any of my objections in more detail. I sincerely hope that Dandenong Council will not step backwards, away from accountability, if only in these small ways. It's a slippery slope.

Kind regards,  
Aloma Davis  
Dandenong

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [gaye quest](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Gaye Guest: Feedback on Meeting Procedure Local Law  
**Date:** Wednesday, 24 July 2019 6:26:38 PM

---

From  
Gaye Guest  
Keysborough 3173

I would like to give a verbal presentation to Council over this matter on 15/8/19  
Key issues about this above proposal

1. An 8 min limit on Councillor question time.

As elected representatives of the local community it is imperative that Councillors be able to ask as many relevant questions as is necessary without time limits . These questions should also include resident queries through the Councillor until a complete understanding of any decision is totally understood . You as Councillors are being paid well to represent us especially the Mayor with their Mayoral car allowance. Your job is to work openly for your constituents.

2. Not implementing verbal question time

Resident questions should be able to be presented in person or read out by an independent person depending on the person's ability to attend the council meeting . It is important that the query gets the attention that it needs out of courtesy and that the correct information delivered clearly instead of some beat up reply which has been my personal experience or the usual throw away line "Leave it with me , I'll look into it " and then there is never a follow up. ...disingenuous! As things change rapidly, being pushed by party allegiances in the chamber, residents indeed want to find out why these decisions are being made against common sense , in person and in words they can understand.

3. The banning of online petitions without an alternative being provide

In the recent past when one Councillor posted an online poll that travelled around the world in cyber space, it was widely recognised in the chamber ( laughably) and not one of his colleagues questioned its validity.

Fast forward to this year when an online petition travelled widely through the same medium, lines like "déjà vu, I feel like I'm going around in circles " were bandied around and figures mocked because the petition had attracted much local ,national and world wide attention. It was easier to berate the information in a one sided ,biased debate , where there is no counter argument . It was also easier to degrade the information so it wouldn't be considered seriously, despite the fact that there was also a written petition to support it . Shock horror here was one group standing up to council but berated by those who were elected to look at every situation with an even hand and weigh up its merit. Other groups were able to field petitions on the same topic where postcodes were not questioned showing the bias of our Councillors individually and collectively.

Fast forward and again Shock horror when the online petition kept inboxing those listed to alert them that more signatures had occurred. The question was then asked "how do we deal with this online petition?" and the responding officer had no idea. Every online petition is as important as any written petition that is delivered in person and this council was disingenuous in the way it treated change.org and showed a lack of respect for the content of the petition and what it stood for. It showed total bias by you all individually and collectively and is happening far too often as Council barrel loads itself towards several

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

projects for self gratification.

In the modern world where time poor residents want action on array of issues, then polls, written and online petitions should be a transparent form of communication with our local council as should be emails, phone calls and meetings in person . Each method of communication is valuable and should not be down graded or denied.

Your own policy supports this type of communication

Digital Strategy 2016-2020

- \* Access: optimise and enhance digital infrastructure and physical assets
- \* Empowerment: provide digital training and support to stakeholders
- \* Engagement: increase stakeholder engagement through the appropriate tools
- \* Services: improve service delivery through online transactions
- \* Leadership: establish leadership and governance on digital opportunities

4. All rescission motions need a seconder's signature before the night.

Recessions are a part of life . Sometimes we need to rethink and revisit major decisions which also allows new information to come to light. The decisions of this council chamber have had a domino effect , the face of our LGA is changing dramatically and driven by allegiances with in this chamber, rather than representing the constituents that have installed you to oversee municipal issues. Recessions are time consuming but part of democracy and we are not seeing this step being taken seriously. If a person or group approaches a Councillor about the prospect of putting in a recession, then it should be the responsibility of that Cr to act on their behalf solely. No one needs a seconder to put in their request. When matters are of a concern to a resident they will jump through every hoop available to them until every avenue is explored and as Councillors you owe them that opportunity unequivocally .We believe in innocent until proven guilty , so recession motions are a right of passage.

In closing

I have been voting for council representatives for as long as you have all been on council and expect a more transparent approach to residents than what is being proposed in this "bill" on issues that affect our living amenity and the aesthetics of this LGA  
I'm not sure why this council has become so secretive, a totalitarian regime.

Gaye Guest.

---

## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

*A.R. & B.J. Hood, Bangholme 3175*

Phone:

Email:

---

July 26, 2019

WH00685



South East Green Wedge Zone, Melbourne

Mr John Bennie PSM,  
Chief Executive officer,  
City of Greater Dandenong,  
[council@cgd.vic.gov.au](mailto:council@cgd.vic.gov.au)

### SUBMISSION: Proposed Meeting Procedure Local Law No1, 2019 (Document 11 June 2019)

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#### Overview

City of Greater Dandenong Meetings have worked very well; one of the better council meeting standards in Australia. We should not be lowering our democracy by reducing transparency.

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#### Page 14, 32 (c), (i) Petitions/Joint Letters

Delete: all words in red.

Add:        may be submitted either in hard copy, in a generic on-line format, or  
              using the Council's specific on-line petition software.

- Hard copy must be legible and contain names, addresses, and signatures.
- Generic On-line format; email addresses are not mandatory but can be included to give greater local weight.
- Council's on-line petition software (if available); email addresses must be included.
- Latest results of on-line petitions are to be recorded at each Council Meeting.

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**Reason:** On-line petitions are now being routinely used as a means of showing public opinion around the world.

Today we are much more alert about trends, issues, and the character of Greater Melbourne, so petitions limited to the opinions of a few neighbours are giving way to more general concerns, such as the gridlocking of our streets generally by inadequate parking spaces on properties.

On-Line petitions allow councils to tap into the feelings of more than just the few neighbours, more than just this Council's population; we should use that power.

---

#### Page 15, 33 (c) (i) and (ii) Question Time – Public

Delete (i) and (ii) and replace with a clause which sets one common time for (c).

**Reason:** Clauses (i) and (ii) introduce the possibility of corruption where an electronic question can be received by 12 noon, and a friendly agent can show up at the meeting 7 hours later with a question primed to destroy the electronic question.

If this sound far-fetched, Councillors should cast their minds back to the night where a Councillor put up and succeeded with a Motion to destroy 3.4 square kilometres of the City's Green Wedge Zone.

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#### Page 15, 33 (a) Question Time – Public

Change "three (3) questions per individual" to "four (4) questions per individual"

**Reason:** While recognising Council meetings are not Ratepayer meetings, 3 questions has been too much of a squeeze, and four questions will not materially affect meeting times based on past history and will allow more transparency.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

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### Page 17, Councillor Questions

Delete the clause shown in red.

While there is an element of Corporate Governance, the backbone of Local Government is democracy, government by elected officials.

Decisions are based on a majority of Councillors, but Councillors are elected to interface with the Ratepayers who pay the bills for government, and where a Councillor discovers an issue that needs fixing, the Council needs to hear directly from that Councillor for as long as it takes.

And that needs to be done in public, otherwise we could dispense with the Councillors and allow the Officers to run the Council with their Corporate structure, and deal with them direct in terms of checks and balances.

The proposal is also unfair in that the proposed time limit includes both questions and answers, and answers can be blown out to reduce democracy. I have had a critical 15 minute submission on safety reduced to two minutes due to a Councillor's introductory comments taking 13 minutes, and we need to avoid these transparency-reducing tactics.

The Council has been conducting some of the shorter Council Meetings in Australia, and based on VCAT decisions exposing under-debate, has probably been cutting the meetings too short.

**Recommendation:** Councillor question time should stay unlimited and Councillors must be able to ask unlimited questions visible to the ratepayer to uphold transparency and democracy.

---

### Page 27, (b), Notice of Rescission Motion

Remove all words marked in red (requiring two signatures)

**Reason:** The Rescission Motion is a circuit-breaker, an opportunity for a democratically elected Councillor to reopen debate on an item of business.

Apart from general reasons like a material mistake in something which has just been voted on, it can be required to counter a stacked vote, or a failure of due process on the night of the meeting and is critical for democracy.

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

It's the Meetings themselves which require a consensus of opinions, not the actions of a Councillor representing the interests of the Ratepayers.

The proposal is open to tactics designed to prevent a Councillor doing his/her democratic duty and will inhibit the circuit-breaker action.

**Request to be heard**

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I hereby request to make a verbal submission in support of this submission.

Regards,

Alan Hood



ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Binay Prasad](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Submission - Meeting Procedure Local Law No.1, 2019  
**Date:** Monday, 15 July 2019 9:41:40 PM

---

Dear Councillors

Please find below my submission regarding Meeting Procedure Local Law No.1, 2019:

1. I object to the proposed changes to Paragraph 32 (Petitions/Joint Letters). Persons who sign a petition (whether hard copy or online) should not be required to disclose their addresses. It is natural that some persons may wish to maintain their privacy. Furthermore, many online petition websites/programs, such as [change.org](#), do not require a person to state their address. Under the proposed changes these online petitions would not be allowed. This is very concerning as the current trend is for petitions to be done online, particularly through [change.org](#). The proposed change seriously limits residents' right to put their grievances to the Council and it appears that Council wishes to make it as difficult as possible for residents to sign petitions.

2. I object to the proposed changes to paragraph 34 Notices of Motion, Councillor Questions. It is very concerning that the Council is attempting to limit the time within which a Councillor can ask questions at a Council meeting to eight minutes. I regularly read the minutes of council meetings and have never thought any Councillor has asked inappropriate or irrelevant questions or otherwise taken too long in their questions. Our Councillors are our elected representatives and should be able to ask as many questions as they deem appropriate. This proposed change is a serious threat to Council accountability, transparency and democracy.

I wish to be heard in support of my submission

Kind Regards

Binay Prasad  
Noble Park, Vic 3174

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Formoso, Lana L](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Submission on Meeting Procedure Local Law changes  
**Date:** Thursday, 25 July 2019 12:31:23 PM

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To Whom It May Concern,

My feedback on the proposed 'Meeting Procedure Local Law':

**I wish to be able to speak in person, in support of this submission at the meeting that will be organised.**

Having a limit on Councillor questions is a bad idea. As a resident, I want Councillors to ask in public as many questions as required to address the issues that effect residents in the community. Putting a time limit of only 8 minutes, per Councillor per meeting, is not realistic and hampers their ability to be serving the best interests of residents such as myself.

It is a backward step that this Council is banning 'change.org' online petitions being used without supplying an online petition alternative. Paper petitions are a thing of the past for many people, particularly young people. As a local secondary school teacher, I see daily that they do everything online. Council has a Digital strategy so this change seems baffling.

Having to get a signature in advance for a rescission motion is flawed. Rescission motions which allow Council to reconsider and re-vote on contentious matters are an important part of local democracy. By requiring a signature for a rescission motion in advance, could lead to Councillors being bullied to not support a Councillors recession motion being put up. The fate of a rescission motion should be on the floor of the chamber.

Finally, it is disappointing that Council, unlike many Councils throughout Melbourne including nearby Monash and Knox, hasn't taken the opportunity as part of this review to introduce verbal public questions. I can't see anything negative in being able to come to a Council meeting to ask the question myself in my own words. Not only am I the best person to explain my own question, this is a good way for residents to participate in their own local government.

Lana Formoso

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

representations or opinions expressed are those of the individual sender, and not necessarily those of the

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Sri Samy](#)  
**To:** [Incoming Council Emails](#); [Matthew Kirwan](#)  
**Subject:** Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 3:11:02 PM

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Dear Sir/Madam,

I am writing to give my feedback on the Meeting Procedure Local Law.

I have seen some coverage about it in the local news and watch the online council meetings and am very concerned that there are efforts to **limit the time to 8min to Councillor's question time**. I believe that Councillor's should have unlimited time to be able to represent the residents, having such a limit will adversely affect the residents directly. While I understand the view is that Cr.Kirwan and other Councillor's are asking a lot of questions, what I don't understand is why Cr.Kirwan is forced to use the public question time as the final avenue to get issues of residents addressed, why can it not be attended to before he has to use the final option of the public question time? My friends that I have talked to and myself included are very pleased to see that Cr.Kirwan and other Councillor's are using all measures to address residents issues at hand. We should be encouraging more people like Cr.Kirwan and other Councillor's to continue the great work they are doing for the local community.

I also believe that **residents should be able to ask questions about their concerns in person** (if they are able to read) so there is an opportunity to for them to express and for the Council staff to see and feel for the issues of residents. This will lead to the residents feeling empowered to participate in the local issues and later grateful when the issue has been resolved.

I am available to make a verbal presentation if needed, between 6.15-6.45pm.

Kind Regards

Sri Samy

Springvale

VIC 3171

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Carmel P](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Carmel Puglisi – Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 3:44:23 PM

---

Dear Council,

Please see my submission on the proposed change in Meeting Procedure Local Law.

I would also like to make a verbal submission.

#### **I support:**

- bringing public question time earlier on in Council meetings. This gives the public a chance to ask questions relating to agenda topics before they are considered by council.
- Recording of votes for all opposed motions creating more transparency.
- Increasing Councillor speaking times for the Second, Other Speakers and Right of Reply.

#### **I do not support:**

- not allowing the public to ask verbal questions. The residents and rates payers should have the right to speak and ask questions.
- an 8 minute limit on councillor question time. This should remain unlimited so that all reports and questions can be answered without being rushed.
- banning online petitions. We are in a digital age and if council does not provide an alternative online platform, online petitions should be recognised.
- proposed change to rescission motions. The process for rescission motions should stay the same.

Carmel Puglisi  
Dandenong

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Mel P](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Submission to Proposed Changes to Meeting Procedure Local Law - Greater Dandenong  
**Date:** Thursday, 25 July 2019 10:01:22 PM

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Dear Council,

My submission on the proposed change in Meeting Procedure Local Law is provided below. Additionally I wish to make a verbal submission.

**Bringing Public Question Time forward earlier in the meeting schedule (before Officers Reports, Planning and Notices of Motion) is supported.** There are two benefits in doing this. Firstly, it means people don't have to stay until the end of the meeting. Additionally, it also means the public can raise questions about any item on the agenda and these questions can be answered before the item is considered by Councillors.

**Taking away the option for people to ask public questions out of their own mouth is not supported.** Since the introduction of this initiative, it has improved local democracy by providing a valuable tool to help make our Council more accountable and more connected with the people they serve. This change was only recently introduced and has been running well with no issues. It should be retained.

**Limiting Councillor Question Time is not supported.** An 8 minute limit is not sufficient considering Council Officers often do not adequately answer the question to begin with, and Councillors often need to rephrase questions to get an adequate response. I am also extremely concerned that a time limit could result in Council Officers intentionally providing long protracted answers in order to avoid publicly answering more questions.

However, more fundamentally, it is undemocratic to put a time limit on Councillor questions and results in a lack of transparency. It creates a perception that our Council wants to be closed and less accountable. Councillors should be fully present for as long as it takes to ask questions that are important to the people who have elected them. Furthermore, Councillor question time is an important mechanism for informing people in the Chamber and watching on the webcast of issues they might not already be aware of. Council meetings generally end around 9pm so if council meetings are only taking two hours with no time limits for Councillor questions, what is the problem? Additionally, there are already other "protections" in the procedure document if Council Meetings run for more than 4 hours. No time limit should be placed on Councillor questions.

**Councils position on Online Petitions is not supported.** Council needs to bring it's position regarding online petitions in line with the digital age. While Council accepts online petitions, Council does not provide a mechanism to enable submission of online petitions that meets it's petition criteria. Petitions on [change.org](http://change.org) and other online sites are catalysts for driving change across the world and Council should move with the times and accept petitions in these formats.

**Proposed changes to Recission Motions are not supported.** The change creates a lack of transparency and does not promote the key principle of justice. One Councillor should be able to raise a recission motion and all Councillors should be able to change their position on that motion up until the time the motion is presented at the Council Meeting. The proposal suggests Councillors do not come into Council meetings with an open mind. The public should be able to see which Councillors are willing to stick there necks out to fight for the recission of decisions that the public disagree with, even if the recission

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

results in an outcome that does not align with Council's position. The process for recission motions should not change.

Thank you for considering my submission. Please send any correspondence to me in writing to the address provided below.

Yours  
Melinda  
Dandenong, 3175

sincerely  
Puglisi

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Jim Houlahan](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Submission/Feedback in relation to Council's review of its Local Law Meeting Procedure.  
**Date:** Friday, 26 July 2019 5:59:53 PM

---

Submitter:  
Jim Houlahan

Dandenong 3175

Below are my views on Council's proposed changes to its Local Law in relation to its meeting procedure.

a). Eight minute limit on each individual Councillor Question Time.

Councillors should not be shackled by a time limit to ask questions at public meetings for the following reasons:

Meetings are already infrequent enough and Councillors need to be able to respond to community request

There is an expectation today that responses be provided in a more timely manner, hence need for Councillors to be able to seek responses without undue delays.

Councillors have a right to seek responses in whatever format they believe with secure the responses they believe are required.

Such a proposal can only be interpreted as a mechanism of diminishing the public voice to obtain access to public information.

If Council restrict access to Councillors to information, it sends a clear message to its Community that they are not living its values of being an open and accountable Local Government

We see examples of Council's that have been removed by the Office of Local Government for not demonstrating their open and accountable government, hence don't let your Community gain the impression that you Guys are running a closed shop.

b).Not to implement a verbal question time

I believe that Council needs to allow the winds of openness to continue to blow through its Council Chambers and allow its Community to express itself in what ever manner best enables Community members to convey their requests.

We have the most diverse ethnic community and hence expecting that all community members are only able to express themselves in writing in a specific form format is patently out of touch with a public organisation that purports to be open, transparent, progressive, accountable and interested to hear the views of all its citizens.

We have welcomed into our community hundreds of migrants over recent years who have never either learnt to write and in some cases to also read. What meaningful way do we identify that we are an inclusive Council.

c). Banning online Petitions

This proposal again demonstrates that the tail is wagging the dog. Council should be accepting comment from its community in whatever form the community feel is appropriate.

On Line Petitions are common and acceptable in most business and community organisations. This is an example of impeding the opportunity for the community to express themselves. As long as the purpose and intent of what the petitioners are attempting to convey, such petitions should be considered by Council.

d). All recision motions need a seconder before the meeting

This proposal is another example of Council attempting to stifle Councillor/Public



**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

involvement in its decision making.

Yes, recision motions are administratively onerous, however not all decisions are proven to be balanced and based on all of the information, hence Council decisions should still be subjected to the scrutiny of Councillors through the recision motion process.

The proposal to require a seconder before being considered is onerous on Councillors who mostly work for a living and are Councillors only part time, hence this additional burden is just another unnecessary barrier on Councillors undertaking their role as they reasonably see fit.

It is time that Councillors attempt to achieve more commonality between the decision of this Council's and all Victorian Council's, it is introspective and petty for this Council to seem to think that they have the best handle on how consultation should be played out, particularly as all of these proposals appear to be heading in the same direction of restricting the communities capacity to express its opinion.

Council's decision on these proposed Local Law changes will signal its openness to its diverse and multi national community.

Can you please apply the figurative "Pub Test" to these proposals before resolving on this issue.

If there is a public discussion or meeting on these proposals for me to better understand Council's rationale, I would be pleased to meet to listen and also for me to answer questions, expand and reiterate these and other views that I believe would be fairly representative of community sentiment on these proposed changes.

Jim Houlahan

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

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

Elizabeth Grasso-Feedback on meeting Procedure Local Law

Elizabeth Grasso, Keysborough

I am prepared to speak to councillors on 15<sup>th</sup> August 2019

**An 8 minute limit on Councillor question time**

This question time should remain unlimited so councillors can ask as many questions as they can to truly represent their communities. UV

**Not implementing verbal question time**

The general public should be able to ask their own pertinent questions to council. This empowers them and makes them feel part of the democratic process.

**The banning of online petitions without an alternative being provided**

This is utterly ridiculous and the online petitions such as change.org should be utilised immediately. Online petitions are a major part of protest and dialogue. Otherwise, the council could provide their own petition and associated software.

**All rescissions motions need a seconders signature before the night**

The process should stay the same. No signatures should be needed prior to the council meeting thus

There is no pressure to put them forward.

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Sise, Judith J](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Judith Sise - Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 10:49:54 AM

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My name is Judith Sise.

I have worked and volunteered in Dandenong for the past 24 years.

I would like to address the Council on the proposed changes to the question time allowed for public members and councillors during council meetings.

I am concerned that the Council would want to limit the questioning time of concerned public members and elected councillors. This appears to me to be an attack on the democratic system. It should be the reverse. Councils should be welcoming questions to clarify their position on matters.

Councillors are elected to represent the interest of the people in their Wards who may not have the time to present their ideas so they are depending on the councillor to take the time to question the council fully.

Regards  
Judith Sise

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ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Mat Paech](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Mathew Paech - Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 7:59:32 AM

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To whom it may concern,

I would like to offer my feedback on the review of Meeting Procedure Local Law. Councillor question time should not have a time limit as this would restrict the ability of Councillors to ask all the questions necessary to keep the Council accountable and properly represent the public.

The public should also be given the opportunity to ask questions for themselves. Other councils have implemented verbal question time and it would be a great way for Council to further engage the people of Greater Dandenong.

Until Council can provide an online alternative that complies with the proposed requirements in 32C of the proposed amended Meeting Procedure Law, online petitions like [change.org](#) should be allowed to be tabled as petitions at Council meetings. Online petitions are the most accessible form of democracy for many people. Not everyone has the capacity to write letters or emails on the issues that are important to them. If they care enough about a local issue to sign a petition however, their voice deserves to be heard by Council.

Finally, I would like to request an opportunity to make a verbal submission to Council

Regards,

Mathew Paech  
[Noble Park](#)  
[Victoria 3174](#)

Sent from my iPhone

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Robert & Dorothea Kassell](#)  
**To:** [Incoming Council Emails](#); [Matthew Kirwan](#)  
**Subject:** Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 2:23:38 PM

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My name is Dorothea Kassell  
Dandenong North.

Looking at some of the proposals for changes to the present 'Meeting Procedure Local Law' I have some concerns:

a) An 8 minute limit on Councillor question time: This is probably enough time for most questions but not when more complex issues are being discussed – this time includes both questions and answers.

I would be unhappy about cutting councillors short regardless of the issues being considered. I believe the usual length of meetings is between 2 and 3 hours. I do not think this is excessive  
given the importance of the matters being discussed

b) Not implementing verbal question time for residents: I feel this is a very important issue of residents' rights.

Residents should have the possibility to ask questions directly of councillors at the council meetings.

c) The banning of online petitions without an alternative being provided.

Online petitions surely are the way of the future – this is the way current young generations expect to have their say.

Do we want the younger people involved in our decision making? I feel it's important for them to be heard.

Thank you for your attention.  
Dorothea Kassell



Virus-free. [www.avg.com](http://www.avg.com)

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Charlie Silvia](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Silvia Mastrogiovanni - Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 4:04:04 PM

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Dear Council,

My submission on the proposed change in Meeting Procedure Local Law is as follows.  
I wish to also make a verbal submission.

I support having Public Question time at the beginning of the meeting, before Officers Reports, Planning and Notices of motion.

I do not support the removal of option for people of this municipality to ask their own questions out of their own mouths. In such a diverse community where English is not the native language for many, it is easier to speak than to write their question. Both options should be available. This option has been running smoothly so why remove it?

I do not support limiting Councillor Question Time.

I think that there does not need to be a time limit at all. Council meetings usually finish by 9.00 pm and protections are already in place if the meeting runs overtime.

I think that to put a limit on this time creates suspicion in the community. There has not been a problem in the past so why the introduction of this time limit now?

We have elected our councillors to serve and represent us and surely they should be able to ask as many questions as needed to fulfill their role. This new time limit lacks transparency and is not democratic.

Also a time limit means that officers who stray off the point use up valuable time and this important part of the council meeting will be rushed and will not inform the public as it should. Also we have elected our councillors to show leadership and they should hold council staff accountable.

I do not support councils position on online petitions.

We are living in a digital age. Ignoring online petitions is well and truly outdated and a backward step. It also ignores our younger constituents who are so used to doing things online.

I do not support the changes to Recission Motions.

Why the change? Again this creates suspicion in the community. Councillors should come to the meeting with open minds therefore signatures should NOT be required prior to meetings. These changes do not appear transparent. They appear to serve to pressure councillors against making such a motion.

I support the recording of votes for all opposed motions. Saves councillors having to constantly call for division and creates greater transparency.

I support increasing Councillor speaking times for the Seconder, Other Speakers and Right of Reply as it helps to ensure all arguments are put on the table to consider motions considered by council.

Silvia Mastrogiovanni

DANDENONG

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Charlie Silvia](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Charlie Mastrogiovanni- Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 4:06:44 PM

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Dear Council,

My submission on the proposed change in Meeting Procedure Local Law is as follows.  
I wish to also make a verbal submission.

I support having Public Question time at the beginning of the meeting, before Officers Reports, Planning and Notices of motion.

I do not support the removal of option for people of this municipality to ask their own questions out of their own mouths. In such a diverse community where English is not the native language for many, it easier to speak than to write their question. Both options should be available. This option has been running smoothly so why remove it?

I do not support limiting Councillor Question Time.

I think that there does not need to be a time limit at all. Council meetings usually [finish by 9.00 pm](#) and protections are already in place if the meeting runs overtime.

I think that to put a limit on this time creates suspicion in the community. There has not been a problem in the past so why the introduction of this time limit now?

We have elected our councillors to serve and represent us and surely they should be able to ask as many questions as needed to fulfill their role. This new time limit lacks transparency and is not democratic.

Also a time limit means that officers who stray off the point use up valuable time and this important part of the council meeting will be rushed and will not inform the public as it should. Also we have elected our councillors to show leadership and they should hold council staff accountable.

I do not support councils position on online petitions.

We are living in a digital age. Ignoring online petitions is well and truly outdated and a backward step. It also ignores our younger constituents who are so used to doing things online.

I do not support the changes to Recission Motions.

Why the change? Again this creates suspicion in the community. Councillors should come to the meeting with open minds therefore signatures should NOT be required prior to meetings. These changes do not appear transparent. They appear to serve to pressure councillors against making such a motion.

I support the recording of votes for all opposed motions. Saves councillors having to constantly call for division and creates greater transparency.

I support increasing Councillor speaking times for the Seconder, Other Speakers and Right of Reply as it helps to ensure all arguments are put on the table to consider motions considered by council.

Charlie Mastrogiovanni

DANDENONG

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

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SUBMISSION TO PROPOSED MEETING PROCEDURE LOCAL LAW

Submissions must be received by Council by 5pm on Friday 26 July 2019. Post to:

Chief Executive Officer, Greater Dandenong City Council  
PO Box 200, Dandenong VIC 3175

Or alternatively make a submission:

In person: At Council's customer service centre, 225 Lonsdale Street, Dandenong; or

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

Full Name Richard Kenny

Address [REDACTED] Dandenong

Do you wish to make a verbal submission to a committee of Council? Yes

My feedback on the proposed Meeting Procedure Local Law No. 1, 2019 is as follows:

Bring question time forward to the start of the meeting

An 8 minute time limit is insufficient as questions to councillors or council officers can belost in obfuscation, people asking questions may not have the technical, language or verbal skillsto meet such a short time frame.

It is undemocratic to put a time limit on Councillor questions and creates the impression that Council and by extension Council Officers do not want to give full and frank explanations for their decisions.

Question time is important in informing people who are present or watching via the webcast matters of which they may be unaware

Being a democratically elected representation of the people it is imperative that Councillors and Dept Heads (Paid by Ratepayers) must be able to be questioned in detail without a time limit.

The right for people to ask questions from the floor must be kept.

Thanking you for receiving this submission

*Richard Kenny*

26/07/2019



ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Leah Anderson](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Leah anderson - feedback on meeting procedured law  
**Date:** Wednesday, 24 July 2019 9:34:36 PM

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Hi

I believe this change is ridiculous. I believe each councillor deserves to be heard and have their chance to speak. Reducing them to 8min each reduces the chance for councilors to speak their matters. Maybe question time or something else could be timed differently. Each councilor should be given a decent amount of time to talk on serious issues in our community. How are matters of the community going to be spoken on if you dont let the councilors speak longer.

Thankyou

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Phillip Malone](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Feedback on "Meeting Procedure Local Law No. 1, 2019"  
**Date:** Friday, 28 June 2019 12:03:23 PM

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To whom it may concern,  
Thank you for allowing submissions on the purposed law going forward. I think the changes to councillor questions is fair and should help with the running of the meeting. It will make councillors think more deeply about the most important questions to ask as part of the council meeting and which can be asked by written submission and included in the Meeting minutes.

An area that does concern me is the area " 73. Rescission Motion Notification". Having seen this clause enforced in the last year or so, it seems to be a nuisance clause with no requirement of the councillors requesting the Rescission to put forward any evidence or reason that:

- a) There was an issue with the original vote that requires consideration of rescinding the original vote
- b) Evidence that they have enough support that they will be successful in their rescission motion.

As these motions can slow down the governing process and delay important work, I would like to see the requirements for putting through a rescission motion to be beefed up to a level that address the points I made. There should be some sort of onus on those wishing to enter the motion to show why concrete evidence that their fellow councillors might actually change their mind.

Just as a suggestion of some changes to the procedures around Rescission motions, can I put forward the following:

- 1) Change the number of councillors backing the motion from 2 to at least 33% of councillors.
- 2) At least 2 council members should have to foreshadow the rescission motion before midday on the day after meeting
- 3) At least 1 of the councils backing the motion should have voted for the motion at the meeting.
- 4) Grounds on which the councillors are applying for the rescission should have to be given. These should show a reason why they feel the councillors making the first vote were mislead or would change their mind.

I feel like making the requirement at least 33% of councillors makes a lot more sense then the proposed less than 20%! It is a huge burden to get from 20% to the 50% that the person making the motion needs to get their motion passed. At least 33% is only needing to change 1 or 2 councillors more minds and if point 3 is implemented, they already show the possibility of getting 1 of those councillors.

In summary, changes like the ones I purpose seem to make sense to make sure that the rescind motions aren't used as stalling or grand standing tactics as we saw with issues in the last year!

Thanks for your consideration.  
Phillip Malone  
Noble Park Resident  
Greater Dandenong Ratepayer

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Nina Kelly](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** \*\*Public Submission\*\* Public Notice - Notice of Intention to make a new Meeting Procedure Local Law No. 1, 2019 - Nina Kelly  
**Date:** Saturday, 29 June 2019 9:05:21 AM  
**Attachments:** [local-law-1-meeting-procedure-working-draft NinaKelly Comments 29-06-2019.pdf](#)

---

Good Morning,

Please find attached my \*\*Public Submission\*\* to Public Notice - Notice of Intention to make a new Meeting Procedure Local Law No. 1, 2019

My comments can be located within the PDF in the comments section.

### In Summary

pg13 onwards Search and replace required to standardised all 72hours as above throughout the document to 3 working days.

Pg15

This should be reduced to 3 meetings so its 6weeks of absence not 8weeks. 8 weeks over a term that would equal 8months absences over 48months

pg19

1) I would like to see this as a table action only. When in a corporate environment I don't list all the meetings I have attended without contributing to the rest of the meeting. Which is a common occurrence with some of our current Councillors

2) I feel that this length of time needs to increase to a maximum of 30mins. There should also be a minimum question so that the public can see all Councillors representing the concerns of the wider population rather than just personal account of their personal pet project event attendance.

pg22

It would be nice to see the gender stereotypes removed from this section

pg23

Clearly noted in the minutes the for and against votes noting Councillor name

pg37

This needs to be extended to Social media platforms after Council meetings related to Council meeting debate.

In the past couple of years some of the comments made between Councillors on Social media have not been courteous, orderly and respectful. These types of comments would

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

be seen as bullying in a corporate work environment and it has been extremely disappointing that Councillors have lowered themselves to this level.

Regards  
Nina Kelly

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [noel wyndom](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Feedback on Meeting Procedure Local Law  
**Date:** Thursday, 18 July 2019 11:04:39 PM

---

I have a problem with some of the proposals:

a) An 8 min limit on Councillor question time.

Currently there is no limit and yet public Council meetings still rarely go for more than 2 1/2 hours. Councillors serve us best by having no limit on how many questions they can ask in public on resident issues. The 8 minutes is for questions and answers and the only extension is at the discretion of the Mayor and only to be allowed a final question to be answered.

b) Not implementing verbal question time.

Residents should have the ability to ask questions themselves, not just have them read out by someone else. The 2017 3 month trial of this at Greater Dandenong had no issues and many Councils across Melbourne have been introducing it – include Knox and Monash nearby.

c) The banning of online petitions without an alternative being provided

Online petitions are the way of the future and prohibiting without providing an alternative is old fashioned and not keeping up with the times – particularly for a Council that has a Digital Strategy!

d) All rescission motions need a seconder's signature before the night.

Good only for pressuring Councillors not to consider supporting them. Why are they being treated differently to any other motion? If something is important to the public and needs to be voted on again why should that be discouraged?

Yours sincerely

Noel Wyndom

Noble Park  
Vic. 3174

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Dean Davies](#)  
**To:** [Incoming Council Emails](#)  
**Cc:** [Tracey Tyler](#)  
**Subject:** Proposed Meeting Procedure Local Law No. 1, 2019  
**Date:** Sunday, 21 July 2019 1:46:07 PM

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Dear Sir / Madam,

**Re: Proposed Meeting Procedure Local Law No. 1, 2019**

Our feedback on the proposed Meeting Procedure Local Law No. 1, 2019 is as follows:

**Limiting Councillor Question Time is not supported**

A time limit does not allow Council Officers to answer questions adequately. Time can be wasted on question clarity and Council Officers can intentionally draw out or delay answers so the time limit is reached before the question is answered.

Time limits indicate Council Officers are not open to questions and are less accountable and do not want to be transparent.

Council meeting generally end around 9pm, so the current process shows questions do not need time limits.

There are already procedures in place which assist with meetings which run for more than 4 hours.

Question time is an important means of informing the public of issues which may not be common knowledge and should not be time limited.

**Bringing Public Question Time forward to earlier in the meeting schedule is supported**

This would mean that more people are present when issues of interest are discussed.

This means that people can leave the meeting earlier, if they need to without missing question time.

**Taking away the option for people to ask public questions out of their own mouth is not supported**

This was only recently introduced and is working well.

This assists Council be more connected with the people they serve. .

Kind regards,  
Dean Davies and Tracey Tyler

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Eddie Kolar](#)  
**To:** [Incoming Council Emails](#)  
**Cc:** [Matthew Kirwan](#)  
**Subject:** Eddie Kolar, Feedback on Meeting Procedure Local Law  
**Date:** Tuesday, 23 July 2019 10:36:33 AM

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Greetings,

I am aware that there is a motion within City of GDC to change a few meeting rules. My feedback to these amendments is as follows.

1. Caping the time that Councillors will have in which to raise questions to Council staff during Council meetings. Whilst I can understand that efficiency is something that we all strive for and that meetings are held after hours, I would suggest to you that 8 minutes of question time which is time to include the response, is simply too short to get through issues which are important to people within the community. In fact, when I analyse questions within Federal Parliament it is often not the questions that are long, but indeed the response to the question. I fear that you are possibly going to create an environment where Councillors will get to ask one question which may be as long as one minute, only to have an answer that could take seven minutes to respond to. I don't see how this best serves the community and how this adheres to our democratic principles, which may not be efficient but I put it to you all who are looking at changing your meeting rules, do you strive for efficiency or do you strive to have an open, transparent, fair representative elected Council structure. Democracy is not the most efficient structure of government and is not without its flaws. Let's avoid introducing process and procedure which make it more closed and more frustrating to operate it.

2. Democracy, as we know it today, works on the principle of electing our representatives who should be representing our values and our ideas within the government. This in many cases works well and I can see reason why allowing people to ask their own questions may potentially be viewed as unnecessary given that this representation should be occurring but I also don't see any reason why people from the general community should not be encouraged to express questions themselves if they so wish to do. At the end of the day, Councils are the most community forms of government from all three tiers that we have. Discouraging direct community involvement in meetings when today we do have this chance is taking away a simple democratic value which we should be encouraging. We should be proud of the fact that we involve unelected members of the public and promote such initiatives. Do not be afraid of allowing the general public to ask questions directly. I suggest that Council meetings will not be required to run for 3 hours as a result. Most people will still liaise with their representative but for those who would like to be directly involved in LOCAL matters, we should be delighted that they do and not frightened by it.

3. Online petitions are the future of democracy. It allows for the public to raise issues which may be important to a wide range of people in the community. Petitions have been a part of democratic systems for a long time. Going electronic is akin to the CGD having a web site. Prior to the wonders of the internet, the CGD did not have an internet page. Could you imagine if you did not have an internet page today? I urge you to view online petitions as a tool that ordinary citizens would like to have access to instead of raising petitions and go door-knocking to obtain signatures. Petition technology solutions is simply the acceptance of the digitalisation of our institutions the same way that Councils across Australia have embraced "Snap, Send Solve".

4. Do also consider your proposed changes that will require a seconder's signature for recession motions. My feeling is that if this is a good idea, then ALL motions should

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

require a seconder's signature on the night of the meetings, not just rescission motions but if this is not logical, then neither too is this proposed change exclusively to rescission motions. If there is a valid reason for recommended changes to rescission motions, I'd be keen on understanding specifically what they are.

Happy to be contacted for further question, otherwise please ensure that my comments are passed on.

Regards  
Eddie



ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [mark dalton](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Meeting Procedure Local Law. Submission  
**Date:** Tuesday, 23 July 2019 10:53:46 PM

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I think the present processes concerning public and councillor questions should remain the same, there should be no time limit or limit to amount of questions asked.

Online petitions should be allowed and taken notice of, not used as a tool to get a few laughs among council members.

Recission motions should be allowed to be used without prior warning.

If i want to read out a question in public question time, i should be allowed .It is allowed in many progressive councils, but we could try it too.

Mark Dalton, Noble Park resident.

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Louisa Willoughby](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Louisa Willoughby – Feedback on Meeting Procedure Local Law  
**Date:** Tuesday, 23 July 2019 9:00:25 AM

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To whom it may concern,

I was concerned recently to read of attempts to limit the extent to which council meeting are a venue of genuine debate and exchange with the local community. As an academic with an interest in social inclusion and the role of language in democratic processes I was particularly disappointed to see council proposing retrograde steps such as banning online petitions from [change.org](#) (without putting forward an alternative) and refusing to allow members of the public to ask their own questions. Such measures dramatically heighten the barrier for residents who are not highly educated or literate in English to have their say - a group of constituents that we have many of in Greater Dandenong. Similarly limiting councilor question time to 8 minutes undermines one of the key reasons that we elect representatives - to represent community concerns and hold council staff to account. Requiring a second signature for a recession motion before the night also seems a petty move designed to stifle debate.

In sum, I believe that the proposed changes will not lead to better governance and will impede on the community's ability to participate in genuine, deliberative democracy. I urge you to drop the proposed changes.

Kind regards

--

Dr Louisa Willoughby

School of Languages, Literatures, Cultures and Linguistics  
Monash University  
Australia

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[monash.edu](http://monash.edu)

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Raelene](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Raelene Curtis - feedback on meeting procedure local law  
**Date:** Wednesday, 24 July 2019 8:49:05 AM

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#### **Issue – An 8 mins limit on Councilor question time.**

That Councilor question time should stay unlimited and councilors can ask as many questions as needed at a public Council meeting to get the correct outcome of a complex issue. Councilors who put in the time to research the issue may need to use more time to describe the issue completely. As a rate payer I would be very disappointed if I had an issue and it was not addressed to its full extent by the councilor that I have approached, because it was not covered completely.

As some issues of a smaller nature would take less time the overall time spend on questions would balance themselves out.

#### **Issue – Not implementing verbal questions time.**

I believe that the public should be able to ask their own questions, to ensure that it is delivered correctly in the context they intend and to use their democratic right to do so.

#### **Issue – Banning of online petitions without and alternative being provided**

Petitions should be accepted in more than one format and online petitions of any description should be allowed so that the everyone has a voice. Until Council provides it's own petition platform then all forms should be allowable.

I have told that there is an opportunity for me to speak to these submissions verbally on the 15<sup>th</sup> August and would have attended but I will be in Far North Queensland on that date, so am not available.

Raelene Curtis

Dandenong North 3175

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Saju Molath](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Restoring question hour- request regarding  
**Date:** Wednesday, 24 July 2019 9:28:36 PM

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Dear Sir/Madam,

Reducing councillors questions time is not a very good idea, I believe . Coucillor's question time is very significant in democratic functioning of council . Many of these changes make Greater Dandenong a less democratic place. I don't agree with restricting Councillor question time and banning [change.org](#) petitions.Hence I request your good office to restore councillor's question time at the earliest please.

Kind Regards,  
Saju Molath (Dandenong)

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ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Therese JJ Souter](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Therese Souter Feedback on Meeting Procedure Local Law  
**Date:** Thursday, 25 July 2019 7:29:46 AM

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Hello My Name Is Therese Souter of Dandenong.

I would like to be able to speak to the council but I will be overseas so I hope you take the time to read this email.

I am personally angry that the public is not able to ask their own questions directly to the Council, from a recent experience attending a Council meeting when a member of the public attempted to speak to the council, they were shut down and told they could talk at the end then at the end over half the council left and therefore didn't listen. The Council is there for the benefit of the public and the public need to be able to have a voice **our own voice**.

In my experience of attending the council meeting you spent a lot of time repeating yourselves when you went to every councillor to give them time to say what they have done since the last meeting. Several members did things together and that got repeated by each member it was simply a waste of time when you could be discussing issues which concern the public, which I am of the understanding that you are planning to limit the time of councillors question time. Maybe think about leaving that alone and instead limit the time where each of you repeat what you have done between meetings and once one person has mentioned what they went to and who went there no one else needs bring it up again. It was so petty and unneeded

***Thank you***  
***Therese Souter***

2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

SCANNED



SUBMISSION TO PROPOSED MEETING PROCEDURE LOCAL LAW

Submissions must be received by Council by 5pm on Friday 26 July 2019. Post to:  
Chief Executive Officer, Greater Dandenong City Council  
PO Box 200, Dandenong VIC 3175

Or alternatively make a submission:

In person: At Council's customer service centre, 225 Lonsdale Street, Dandenong; or  
via email to: [council@cgd.vic.gov.au](mailto:council@cgd.vic.gov.au)

Full Name Edith Birckett.  
Address [REDACTED], Dandenong 3175

Do you wish to make a verbal submission to a committee of Council? Yes ☒ No

My feedback on the proposed Meeting Procedure Local Law No. 1, 2019 is as follows:

*Taking away the option for people to ask public questions out of their own mouth is not supported. Limiting Councillor question time is not supported, 8 minutes is not long enough to deal with many issues concerning the residents who voted for the Council. Meetings are only every 2 weeks, and last about 2 hours. Councillors have to be open and transparent, and allow residents to appear face to face. Bringing Public question time forward to earlier in the meeting schedule is not supported. Proposed changes to Recission Motions are not supported, the public need to see which Councillors fight for things we agree or disagree with.*

Signature: E. Birckett. Date: 24-7-2019.

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Salome Argyropoulos](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Feedback on Meeting Procedure Local Law.  
**Date:** Thursday, 25 July 2019 3:26:42 PM

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Dear Council Members,

With regard to the proposed changes to Local Law Meeting Procedures I believe the following:

- That 8 minutes of Councillor question time is restrictive, and that Councillor question time should remain unlimited so that Councillors can ask the questions they need to, as has been the case up until now.
- That residents/the public should be able to directly ask questions themselves at public Council Meetings, so that they can directly participate in local laws democratically.
- That petitions are allowed, whether they be from [change.org](#), or another petition software. New signatures need to be recorded at each meeting. After all, petitions are a part of democratic governments, including our Parliament.
- Rescission motions should stay as they are. A seconder's signature should not be needed. If the public considers something important, then there should be no problem on this matter being voted on again.

Thank you for your consideration in these matters.

Sincerely,

Salome Argyropoulos  
Springvale 3171

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [zakia.baig](#)  
**To:** [Incoming Council Emails](#)  
**Date:** Thursday, 25 July 2019 1:00:47 PM

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Dear Council,  
don't support reducing Councillor question time, not allowing [change.org](#) petitions and not allowing the introduction of verbal question time. Please don't go ahead with this anti-democratic changes.  
Regards,  
Zakia Baig



## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

### Lisa Roberts

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**From:** Alex Parfrey  
**Sent:** Friday, 26 July 2019 3:26 PM  
**To:** Incoming Council Emails  
**Subject:** Feedback to proposed changes to Council Meeting Procedures

To The Greater Dandenong City Council, regarding proposed changes to Meeting Procedure outlined here:  
<file:///C:/Users/aparfrey/Downloads/local-law-1-meeting-procedure-working-draft.pdf>

My feedback is as follows:

#### Section 11, regarding Meetings Closed to the Public:

- "Proposed Developments" should not be included on the list of reasons Council meetings can be closed to the public. This Council has shown its duplicity in misleading the public over development matters in the past (ex. Green Wedge Re-zoning in Keys Road, and recent failure to rezone for Dandenong Produce market.) For this reason, all discussion regarding **developments and zoning** should remain COMPLETELY OPEN TO THE PUBLIC AT ALL TIMES for full Council transparency.

#### Section 32, point c (i) regarding online petitions:

- i). **may be submitted either in hard copy or in an on-line format provided that it is legible and contains Names, Addresses and signatures (or email address for on-line submissions)**
- Removing the option to submit an petition online is a blatant attempt to gag the public without providing an alternative. (Not to mention environmentally irresponsible!) Online petitions, such as Change.org, are the modern, standard method of creating and submitting petitions and participating in political life. If existing online petitions do not meet Council's needs, then there must be an online participation tool developed by the Council, and we must not rely on single-sided printed paper. Council's objective in ALL matters should be to involve the public in local government process, not to discourage participation.

#### Section 33, regarding Question Time – Public

- Members of the public should be given a chance to ask questions directly of their councillors, not through an intermediary

#### Section 34 – Notes of Motion

Regarding the limiting of Councillors' question time to 8 minutes

##### Councillor Questions

There must be a question time at every Ordinary meeting to enable Councillors to address questions to members of Council staff.

**The duration of question time for each Councillor will be limited to eight (8) minutes. The Chair has the discretion to increase this time by a maximum of three (3) minutes in order to seek that any questions asked has the opportunity to be responded to. Councillors may further table any additional questions which have not been asked. Responses to these questions will be included in the minutes of the meeting.**

- Councillor question time should stay unlimited so Councillors can ask as many questions as they need to at a public Council meeting to serve and represent the public and hold the Council members, their proposals and votes, to account. Diligent questioning has provided invaluable extra information to the public in the past, and Councillors' time cannot and should not be curtailed to shorten a council meeting or put constraints on Councillors ability to **XXX**

#### Section 73, regarding Rescission Motion Notification

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

- There is no reasoning being offered behind the decision to change the processes for Recession Motions. Forcing Councillors to show their hands in advance of Council meetings will only put pressure on Councillors intending to bring Recession Motions. The process for Rescission Motions should stay the same as it is currently, unless some tangible and practical reasoning as to why it is to be changed is proffered.

Sincerely

Alex Parfrey  
Bangholme.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Allie](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Meeting Procedure Local Law Feedback  
**Date:** Thursday, 25 July 2019 6:16:50 PM

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To whom it may concern,

My name is Allie Ford, and I am a resident of 1/30 David St, Noble Park. Below is my submission to the Meeting Procedure Local Law review.

I am concerned about several issues in the proposed procedural changes. Specifically:

1. The **requirements for acceptable petitions** (Clause 32, p. 15) rule out those made via one of the most common online platforms, Change.org, which does not record full addresses.

For many people who find themselves in a position to need to petition Council, the thought of needing to check guidelines for acceptability of a very popular, commonly used and accepted tool is unlikely to be high on their priorities. Instead they are likely to use the easiest tool to hand. If Council makes this change, it is imperative that Council provides and promotes an easily available and usable option on its own website that meets the requirements of the proposed law. Such a tool should be available and promoted *before* any change proposed comes into effect.

2. Regarding **Question time - public** (Clause 33, pp. 15-16), I am disappointed that there is no option for members of the public to ask their own questions, rather than having them read out. The number and content of questions is already pre-defined. If an issue or question is of particular importance to a resident, they should have the opportunity to ask it themselves if desired. No issues were raised regarding this approach during an earlier trial by Council, and other local council areas already provide this opportunity for their residents. The opportunity to speak in a public forum such as Council is very important for young people, and can help to validate the voices of those from minority groups. I request that council consider allowing members of the public to ask their own questions if they wish to do so.

3. Regarding **Notices of Motion - Councillor Questions** (within Clause 34, p. 17), I am concerned at the limit of 8 minutes placed on question time. While I recognise the need for meetings to address all business and finish within a reasonable timeframe, Council's stated purpose for the proposed changes includes "maintaining *open*, efficient and *effective* processes of the government of the Council".

Limiting the time available for questions so tightly reduces openness, and has the scope to limit effectiveness of the Council process in some cases. If questions need to be raised, then there should be scope for them to be openly asked in the public forum. I want my elected representatives to be able to ask as many questions as necessary in order to represent me effectively, not for some important questions to be answered less publicly or after a long delay. In the interests of *openness*, I request that the time limit be removed, or that the 8 minutes proposed include only the time taken to ask questions, and not include the time taken for answers to be provided.

Finally, regarding Clause 112 - Webcasting and Recording Proceedings, I note that the wording of the proposed amendment is vague and ambiguous. By stating that "webcasts available... are the only official recording...". This ignores that Minutes are an official recording of the meeting. I suggest that the word 'Audiovisual' be added before 'recording'

**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

to remove this ambiguity.

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [amanda.puglisi](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Amanda Puglisi – Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 3:36:54 PM

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Dear Council,

Following is my submission on the proposed change in Meeting Procedure Local Law.

Please note I would like to make a verbal submission.

- 1) I support bringing public question time forward as it gives people the chance to ask questions about items in the agenda before they are voted on by councillors.
- 2) I support recording of votes for all opposed motions. This saves Councillors having to constantly call for division and creates greater transparency.
- 3) I support increasing Councillor speaking times for the Seconder, Other Speakers and Right of Reply as it helps ensure all arguments are put on the table to consider motions considered by Council.
- 4) I do not support an 8 minute limit on councillor question time – as residents, we approach our councillors with issues and questions. All fortnightly issues and questions should be able to be asked and answered at each council meeting without a time limit. By having an unlimited councillor question time, our elected councillors can better serve and represent the public.
- 5) I do not support taking away verbal public questions – there would be no council without the people of our municipality. Since its introduction, there has not been any issue. We have the right to ask questions and should be able to ask them verbally.
- 6) I do not support banning online petitions – in this day and age, online petitions are the way forward. If council does not provide its own online petition format/template, online petitions such as change.org should be accepted.
- 7) I do not support the proposed changes to rescission motions –the process for rescission motions should stay the same. Rescission motions should not require signatures before the night so Councillors are not pressured. By continuing as is, council remains open and transparent.

Amanda Puglisi  
Dandenong

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Claire Alvarez](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Meeting procedure local law no 1,2019  
**Date:** Friday, 26 July 2019 2:46:52 PM

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I agree with bringing public question time to early in the meeting so residents don't have to sit through a hour or so of agenda items that do not concern them.

People must be able to raise issues of concern face to face with their elected councillors and need to hear that that are being taken seriously and that action or follow ups will be done.

An 8 minute question time is not enough time to query or ask for clarification on a topic so residents leave the meeting none the wiser. Council should enable online petitions to be submitted easily while meeting their criteria. Yours sincerely  
Claire&Daniel Alvarez. Dandenong .

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Mia Lee](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Meeting Procedure Local Law changes  
**Date:** Thursday, 25 July 2019 9:35:16 PM

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To council,

We are writing this email to object putting time limit of each councillor to eight minutes of questioning at council meeting.

It is very important for councillors to raise and follow up the issues on behalf of our voice, all the questions and issues should be escalated to council director and discussed in full with time manner, to ensure proper decision is made. However eight minutes limitation is way behind our expectations, should be longer for each councillor has their say and freedom of speech. Not carrying the fear of time limitation. It seems highly against to the modern democracy nowadays.

Also, online petition is a modern and most effective way for the modern family like us addressing our concerns, shouldn't be banned.

Martin Truman & Mia Lee  
Residents of Keysborough  
25th of July, 2019

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Fred Bell](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Fred Bell ...Feedback on Meeting Procedure Local Law  
**Date:** Thursday, 25 July 2019 6:23:21 PM

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Fred Bell  
Springvale

a) An 8 min limit on Councillor question time.

Question time should stay unlimited for these reasons.

Some responses are complex and need detailed explanations and clarifications.

If my ward Councillors show little interest or understanding in my issues then I have no avenue to ask questions, as I will be imposing on other Councillor's (from other wards) 8 minutes. It is a public meeting and Councillors are there to represent me and seek explanations from our paid staff. It is accountability.

b) Not implementing verbal question time

As a resident and a ratepayer I should be able to ask my own questions.

On numerous occasions I have tried emailing Councillors, and have met with little or no

response. In a 21<sup>st</sup> century democratic society you are required to engage with your constituents. Every profession has recognized this.

c) The banning of online petitions without an alternative being provided.

As an individual there are limited and very convoluted ways of dealing with issues. It is the large and organized groups with vested interests and often with financial backing who have influence with the council which is not always to the wider community's benefit. The use of online petitions gives locals the chance to show their approval or otherwise of issues affecting them. The younger demographic is savvy to their use and CGD needs to recognize this. Council needs to develop their own packages.

d) All rescission motions need a seconder's signature before the night.

The current process seems to have served the Council well and should remain as it is. If an issue blows up and requires rescission then good governance decrees it be rescinded. Sometimes more time is required to re-evaluate issues, particularly in light of new evidence. We should not deter or hinder Councillors from taking appropriate action.



ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [June Garrad](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Regarding verbal questions at council meetings in Meetings  
**Date:** Friday, 26 July 2019 3:35:31 PM

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I am a Keysborough resident I think people should be able to voice their opinions regarding different things in our community for the well being of all who reside in the these areas. I find that many people are unable to write to the council due to many reasons and a lot of new migrants are unsure of a democratic government' so why not ask as many questions instead of written questions read out by somebody else.

Sent from my iPhone

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Merle Mitchell](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Feedback on Meeting Procedure Local Law Merle Mitchell  
**Date:** Friday, 26 July 2019 10:59:17 AM

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Please Note: Although no longer living in Springvale my interest remains there and my activities are all primarily based in the City Greater Dandenong. I retain an intense interest in the City and contribute wherever I can

It is widely recognised that Local Government is the tier of government closest to the people. In part this comes from the fact that people feel they can communicate with their local member and that they are being heard. People need to understand the issues. Robust debate in Council is one way to assure them that they are.

It is deeply disturbing therefore to discover that the City of Greater Dandenong is considering changes to the way Council meetings are organised. It will reduce some of that close contact.

Limiting the time a councillor can speak on an issue would sometimes mean that the issue cannot be thoroughly explored and inappropriate decisions may be made. It may also provide an opportunity for staff to avoid answering the questions that need to be answered to provide further information.

Currently people cannot ask questions during a Council meeting. Councillors must do it on their behalf. Again this impacts on the democratic process of open discussion I understand that constituents were able to do this during a 3 month trial in 2017 and I wonder why this system can't be continued.. Of course if this was reintroduced the rules applying to Councillors would need to be applied to speakers from the floor.

People are being encouraged to use digital means of communication. And yet online petitions like change.org cannot be accepted by Council as petitions. Is there a reason for this?

Merle Mitchell

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Nyssa Sims](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Nyssa Sims – Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 2:11:42 PM

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Dear Council,

I would like to provide some feedback on the proposed changes to the Meeting Procedure local law.

The meeting procedures are quite creepy and Council should be working on changing that instead of making bad changes like many of those proposed.

Citizens should be able to ask their own questions. The current procedure where the peasantry are expected to sit and watch the decisions of their rulers in absolute silence is absurd and horrifying. When people asking their own questions was trialled a couple of years ago it went fine and there is no reason for it to not go ahead.

All steps should be taken to make sure people can file online petitions if they wish. Lowering the bar for civic participation should be a key goal of Council. If Council wishes to disallow petitions without emails or street addresses then it should update its own software and allow petitions from the many popular sites that do not do this in the meantime.

There is no reason for rescission motions to need a second signature. They should be left alone.

The new limitation on Councillors asking questions is ridiculous. They should be able to carry out their duties freely and represent the community. There is no problem here that would not be addressed by moving the question time to the start of the meeting so that community members can better plan their attendance. Council meetings are already not running overlong except in this regard.

It is incredible that in 2019 this document requires inane things like that people must stand when speaking. For some people standing is impossible, extremely difficult or painful. It is also incredible that someone can be fined \$322 for not grovelling sufficiently before the Mayor (Part 7, section 38). It would be great if things like this were fixed instead of trying to address an apparent surplus of democracy occurring in the Council chamber.

Kind regards,  
Nyssa Sims  
Dandenong North

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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Pablo Rodriguez](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 4:55:58 PM

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Hi,

This email is intended to advise CGD council NOT to make any changes to Meeting Procedure laws

Whilst I understand some meetings can be long winded, a long meeting is usually a sure sign that democracy is working.

To limit or impede question and response times is an affront to our Westminster based system and also makes a mockery of the council charter to serve all their constituents .

This issue goes way beyond party politics, and I hope you see it this way too

Regards

Pablo

Get [Outlook for Android](#)

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Sasha Jankovic](#)  
**To:** [Incoming Council Emails](#)  
**Cc:** [Matthew Kirwan](#)  
**Subject:** MR. SASHA JANKOVIC - Feedback on Meeting Procedure Local Law  
**Date:** Thursday, 25 July 2019 6:30:57 PM

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Greetings,

I am aware that there is a motion within City of GDC to change a few meeting rules. My feedback to these amendments is as follows.

1. Capping the time that Councillors will have in which to raise questions to Council staff during Council meetings.

Whilst I can understand that efficiency is something that we all strive for and that meetings are held after hours, I would suggest to you that 8 minutes of question time which is time to include the response, is simply too short to get through issues which are important to people within the community. I don't see how this best serves the community and how this adheres to our democratic principles. Next you will ask for it to be 6 minutes, then 4 minutes and before it will be closed meetings.

2. Democracy, as we know it today, works on the principle of electing our representatives who should be representing our values and our ideas within the government. This in many cases works well and I can see reason why allowing people to ask their own questions may potentially be viewed as unnecessary given that this representation should be occurring but I also don't see any reason why people from the general community should not be encouraged to express questions themselves if they so wish to do. At the end of the day, Councils are the most community forms of government from all three tiers that we have. Discouraging direct community involvement in meetings when today we do have this chance is taking away a simple democratic value which we should be encouraging. We should be proud of the fact that we involve unelected members of the public and promote such initiatives. Do not be afraid of allowing the general public to ask questions directly. I suggest that Council meetings will not be required to run for 3 hours as a result. Most people will still liaise with their representative but for those who would like to be directly involved in LOCAL matters, we should be delighted that they do and not frightened by it.

3. Online petitions are the future of democracy. It allows for the public to raise issues which may be important to a wide range of people in the community. Petitions have been a part of democratic systems for a long time. Going electronic is akin to the CGD having a web site. Prior to the wonders of the internet, the CGD did not have an internet page. Could you imagine if you did not have an internet page today? I urge you to view online petitions as a tool that ordinary citizens would like to have access to instead of raising petitions and go door-knocking to obtain signatures. Petition technology solutions is simply the acceptance of the digitalisation of our institutions the same way that Councils across Australia have embraced "Snap, Send Solve".

4. Do also consider your proposed changes that will require a seconder's signature for recession motions. My feeling is that if this is a good idea, then ALL motions should require a seconder's signature on the night of the meetings, not just recession motions but if this is not logical, then neither too is this proposed change exclusively to recession motions. If there is a valid reason for recommended changes to recession motions, I'd be keen on understanding specifically what they are.

Happy to be contacted for further questions, otherwise please ensure that my comments are passed on.

Regards  
Mr Sasha Jankovic  
Dandenong North

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [Shathani Chandrasegran](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Shathani Chandrasegran- Feedback on Meeting Procedure Local Law  
**Date:** Friday, 26 July 2019 1:00:55 PM

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Dear Sir or Madam

I am writing in regards to feedback on Council Meeting Procedures. My full name is Shathani Chandrasegran and my address is Keysborough.

I am concerned in regards to the changes proposed to meeting procedures. My primary concern is in regards to online petitions. Having gone door to door to ask for petitions on many occasions, I can tell you that most people are either not available or do not have the time to listen to you explain the reason for the petition. However social media is an excellent way to reach out and communicate directly with lots of people. Online petitions help people who otherwise do not have the opportunity to voice their views to be heard.

Secondly I do not understand why there would be a time limit on Councillor question time. Council meetings provide a forum for Councillors to discuss issues pertaining to their constituents. I don't believe Council meetings are extraordinarily long but if they were I rather more meetings in a month than for issues which concern me to go unmentioned. In saying that I also believe that we should be given the opportunity to speak for ourselves at meetings.

I would love the opportunity to present a verbal submission in regards to these concerns. Thank you for your time.

Kind regards

Shathani Chandrasegran

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"Aerodynamically, the bumble-bee shouldn't be able to fly –  
But it doesn't know it, so it goes on flying anyway"  
- Mary Kay Ash

ORDINARY COUNCIL MEETING - AGENDA

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**2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)**

**From:** [abpropmaint](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Friday's Council Meeting  
**Date:** Thursday, 1 August 2019 10:19:05 PM

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Hi

I understand a number of councillors hope to finish tomorrow's meeting early. Please don't allow enough time to let Matthew Kirwin have his say. On another point, the bike lanes in Corrigan Road don't seem to have much thought gone into them; was there any community consultation on the matter?

Regards

Andrew Barclay  
Resident

Sent from my Samsung Galaxy Tab A on the Telstra Mobile Network

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## 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [donandrina\\_donandrina](#)  
**To:** [Incoming Council Emails](#)  
**Subject:** Rina and Don Main - Feedback on Meeting Procedure Local Law  
**Date:** Friday, 2 August 2019 5:17:18 PM

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We wish to make comments about the proposed changes.

### **A - 8 minute limit on Councillor question time**

Question time should remain unlimited during council meetings as Councillors should have the right to ask questions free of time restraints. Councillors should remember that they are elected members of Council to represent the public and hold Council staff to account at public meetings.

### **B - Not implementing verbal question time**

Members of the public should have the right to address Councillors and Council Officers at public meetings to ask their own questions. Earlier this year we had the opportunity to attend a meeting in the City of Knox chambers. It was very pleasing to hear members of the public asking their own questions.

### **C - Banning online petitions**

The City of Greater Dandenong (COGD) should not ban online petitions purely based on the fact that personal data is not collected by websites such as change.org. COGD should instead offer an alternative source particularly as we live in a progressive city that uses a digital strategy.

### **D - Rescission motions needing a seconder's signature before the night**

Any changes to rescission motions will not generally be favourable to members of the public. If signatures are required before a meeting night, Councillors could perhaps feel pressured and may be less inclined to give consideration to rescission motions. Why would council propose to change a process that currently allows a motion to be voted on again, especially if it is an issue that is important to the public??

Thank you for the opportunity to submit feedback.

Rina and Don Main  
Dandenong



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### 2.6.5 Review of Meeting Procedure Local Law (MPLL) (Cont.)

**From:** [Carol Curtis](#)  
**To:** [Lisa Roberts](#)  
**Cc:** [Matthew Kirwan](#)  
**Subject:** additional to my previously submitted email regarding review of meeting procedure local law,  
**Date:** Wednesday, 31 July 2019 11:39:52 PM

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Good morning Lisa.

PLEASE DISREGARD MY PREVIOUS EMAIL. This is the correct one!!!

I wish to make a verbal submission at the meeting on 15<sup>th</sup> August 2019.

An eight-minute limit on Councilor question time

- I strongly believe that Councilors question time should remain unlimited for Councillors to ask as many questions as required to clarify issues at public Council meetings. I am a long-term resident and community member in CGD and have always felt that I am able to discuss my concerns with Councillors and have these matters followed up thoroughly by questions being asked at public meetings allowing for extensive discussion to ensue.

Not implementing verbal question time

- It is very important to me as ratepayer within the CGD That I ought to have the right to ask my own questions during public council meetings. Questions are submitted prior to the meeting and the ability to have my concerns answered during the meeting with any clarification or further follow up required allows me to should I desire to participate fully in local democracy.

All rescission motion needs a seconder's signature before the night.

- The process for rescission motions should remain the same. A Counselor may be prepared to second a rescission motion and should not be pressured to sign beforehand , thus the item would not be included in the agenda.

Thank you, Lisa, I have just arrived back from overseas in Asia and found at times internet connections a little erratic, I hope that my feedback is accepted.

Carol Curtis

#### **2.6.6 List of Registered Correspondence to Mayor and Councillors**

File Id:	qA283304
Responsible Officer:	Director Corporate Services
Attachments:	Correspondence Received 16 September – 4 October 2019

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#### **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 16 September – 4 October 2019.

#### **Recommendation**

**That the listed items provided in Attachment 1 for the period 16 September – 4 October 2019 be received and noted.**

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

**OTHER**

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

**ATTACHMENT 1**

**CORRESPONDENCE RECEIVED  
16 SEPTEMBER – 4 OCTOBER 2019**

**PAGES 3 (including cover)**

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

## ORDINARY COUNCIL MEETING - AGENDA

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

CONNECTED. COLLABORATIVE. COMMUNITY.

**Correspondences addressed to the Mayor and Councillors received between 16/09/19 & 04/10/19 - for officer action - total = 6**

Correspondence Name	Correspondence Dated	Date Record Created	Objective ID	User Assigned
Complaint from a Noble Park resident regarding excessive dog barking from a neighbour's residence.	23-Sep-19	23-Sep-19	fA173184	Regulatory Services
Letter from previous Mayor (K. E. Millen) on behalf of Dandenong citizens of 1984 to Dandenong citizens of 2034. (Letter provided by daughter of K. E. Miller.)	25-Sep-19	25-Sep-19	fA173265	Mayor & Councillors EA
Request from journalism student at Deakin University to interview a Councillor in relation to safety concerns in Springvale.	01-Oct-19	01-Oct-19	fA173450	Mayor & Councillors EA
Letter from ex-resident regarding the protection and registration of existing mature trees of significance in Greater Dandenong.	30-Sep-19	01-Oct-19	fA173454	Planning & Design
Request for financial hardship consideration from a Noble Park resident.	30-Sep-19	01-Oct-19	fA173414	Rates & Revenue
Letter in relation to a petition to retain the 50m pool at the Dandenong Aquatic Facility without a restricting boom limiting lanes to 25m (this was received by a Councillor directly).	17-Sep-19	18-Sep-19		CPDA

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

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

**Objective**

CONNECTED. COLLABORATIVE. COMMUNITY.

Correspondences addressed to the Mayor and Councillors received between 16/09/19 & 04/10/19 - for information only - total = 0

Correspondence Name      Correspondence Dated      Date Record Created      Objective ID      User Assigned

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

#### **2.6.7 Leave of Absence - Cr Roz Blades AM (Mayor)**

File Id:

Responsible Officer:

Director Corporate Services

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#### **Report Summary**

Councillor (Cr) Roz Blades AM (Mayor) requests a Leave of Absence from 14-28 October 2019 (inclusive). This Leave of Absence includes tonight's Ordinary Council Meeting and the Ordinary Council Meeting scheduled for 28 October 2019.

#### **Recommendation Summary**

This report recommends that this Leave of Absence be granted to Cr Blades for the period requested.

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**2.6.7 Leave of Absence - Cr Roz Blades AM (Mayor) (Cont.)**

**Background**

This Leave of Absence has been requested for personal reasons.

This report is submitted in conjunction with Council's current Meeting Procedure Local Law and section 66B of the *Local Government Act 1989* (the Act). Further, under section 69(2) of the Act, Council must not unreasonably refuse to grant leave.

This Leave of Absence includes the Ordinary Meetings of Council scheduled for tonight and 28 October 2019 and will include an apology for the Councillor Briefing Session scheduled on 21 October 2019.

Cr Blades was previously granted a Leave of Absence for the period 9-23 September 2019 and was absent from the Ordinary Council Meetings of 9 and 23 September 2019.

**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.

**Conclusion**

It is proposed that Cr Blades' request for a Leave of Absence from 14-28 October 2019 (inclusive) be granted. If granted, it will be inclusive of two Ordinary Meetings of Council dated 14 and 28 October 2019.

**Recommendation**

**That Council grants a Leave of Absence to Councillor Roz Blades AM (Mayor) for the period 14-28 October (inclusive) which includes the Ordinary Meetings of Council dated 14 and 28 October 2019 and notes Councillor Blades' apology within the Minutes for those meetings.**

### **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](http://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](http://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.